



February 11, 2025

Request for Proposals, RFP-2425-551

Danville, VA 24541

Onsite Childcare Provider

INTRODUCTION

It is the intent of the Danville Public Schools (DPS) to award a contract for all labor and materials needed for the **On-site Childcare Provider**, Located at 680 Arnett Blvd, Danville, VA. As a result of issuing this Request for Proposal. Sealed proposals will be received at the Office of the Superintendent of Schools, 341 Main Street, Suite 100, Danville, VA 24541, until, but not later than **2:00 PM** local prevailing time, on **March 11, 2025**, at which time they will be opened and publicly read. A facility walkthrough is scheduled for **March 4, 2025 at 4:00 PM**.

Walkthrough Address: 680 Arnett Blvd., Danville, VA 24540 (Enter on Gloucester Ave.)

PROPOSAL SUBMISSION OPTIONS

Paper Submissions

Proposals should be submitted in a sealed envelope and delivered to:
Chief Operations Officer- Jo Ellen Hylton
RFP-2425-551
Danville Public Schools
341 Main Street, Suite 100
Danville, Virginia 24543

Envelope shall be marked with
Contractors Name and RFP number

Electronic Submissions

Electronic proposal submission with required documents attached is also an option. Offerors must be registered in eVA in order to submit an electronic proposal. Offerors must submit one (1) complete copy of the proposal and all required documents and/or attachments.

The following are instructions for submitting an electronic proposal:

- a. Go to www.eva.virginia.gov;
- b. Click on "I Sell To Virginia";
- c. Click on "eVA Supplier Training"; and
- d. Click on "Viewing and Responding to Solicitations Video".

If an Offeror needs assistance submitting an electronic response, the Offeror must contact eVA Customer Care at 866-289-7367 or email eVACustomerCare@dgs.virginia.gov.

Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered and returned to the proposer unopened. The right is reserved to reject any and all proposals, and to waive any informality in RFPs.

All work performed under this RFP will be with minimal interruptions to the schools.

Issuing Agency: Danville Public Schools
341 Main Street
Suite 100
Danville, VA 24541

Contract Term: One (1) year with three (3) one-year renewal options or as negotiated.

Proposal Deadline: By 2:00pm on Monday, March 11, 2025

Three hard copies of the proposal should be addressed to Chief Operations Officer, Jo Ellen Hylton and be mailed to or dropped off at 341 Main Street, Danville, VA 24543 by the date and time stated immediately above or submitted electronically via eVA with all required documents attached. Any proposals received after the stated time and date will not be considered.

The selected Vendor will be notified by Tuesday, April 1, 2025.

In compliance with this Request for Proposal (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods and services in accordance with the attached submitted proposal or as mutually agreed upon by subsequent negotiation.

Name of Firm:

Date:

Address of Firm:

By:

Contact Name:

Contact Title:

Phone:

Email:

VA SCC Entity ID:

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

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I. Purpose

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified Vendors to enter into contract for the provision of all labor, materials, supervision, equipment, services, incidentals, and related items necessary for the provision of onsite childcare services on the campus of Johnson Elementary School.

II. Background

A new school is currently being built on the G. L. H. Johnson campus, as it is more cost-conducive than renovating the Johnson school. Once built, the current site will be used as swing space as other elementary schools receive renovations. After renovations are concluded for the remaining elementary schools, a portion of the existing Johnson elementary school building will be demolished. The wing housing Northside Preschool, a cafeteria, 10 classrooms, nurses' office, lounge area and office space will remain.

Danville Public Schools (DPS) has become aware of the lack of childcare that exists in Danville, VA and is interested in sharing its available resources. DPS will offer access to two offices, a reception area, lounge, ten classrooms, and a playground space at no cost to a Vendor identified through a sealed request for proposal process. The Vendor will operate a childcare program serving children ages two months to 12 years of age and offers fulltime care, Monday through Friday beginning at 6:30am. The Program should be open year-round and only close during weather emergencies or announced holidays that do not necessarily coincide with the school district calendar. Enrollment priority should be given to clients in the following order:

1. Danville Public School employees
2. Danville City employees
3. Open to the community.

DPS will maintain responsibility for building maintenance and repairs that occur due to natural causes. The items inside the building are not covered or maintained by DPS such as furniture, computers, copiers, and phones. The total classroom space has the maximum square footage capacity to be licensed for 313 children but according to licensing regulations for maximum group size, the capacity would be limited to 222. The classrooms will be furnished with a minimum of three rugs per classroom. The Center for Early Success is a community partner in support of this agreement and will provide up to \$75,000 to purchase furniture and equipment and provide professional development activities for the staff in addition to offering technical assistance and mentoring to site owners and administrators. Danville Public Schools will provide playground equipment.

Danville Public Schools will not assume any responsibility for the operations of the childcare program. A liaison will be in place to act as a bridge or intermediary between the two parties. The liaison will facilitate communication and coordination by serving as the primary point of contact to ensure smooth collaboration between both organizations. DPS will assume responsibility for certain services which include utilities, trash services, phone, email, and internet access, exterior lawn care, mulching, and snow removal. DPS will also allow the Vendor access to the on-site nurse for health-related needs involving the childcare program and the cafeteria services as well. The Vendor has the

option of providing their own meal service or negotiating reasonable meal service prices with the Danville Schools Nutrition Service Provider.

This agreement will last for three years, renewable each year. At the end of the three-year period, the Request for Proposal will be released again. The current Vendor is eligible to re-apply. The Vendor is obligated to open the facility by August 1, 2025.

III. Statement of Needs

- A. The Vendor will be responsible for all expenses related to business startup, classroom toys and materials, office furniture and equipment, and other items necessary for the daily operation of a full-time childcare program.
- B. The Vendor will maintain space in a clean, safe and functional condition and return it to DPS upon contract completion, in the same or better condition as received, normal wear excluded. A joint inspection of the space shall be made by DPS and the Vendor prior to commencement of operations. A similar inspection shall be made at contract completion to determine Vendor liability. The Vendor shall be responsible for repair, replacement, or special maintenance caused by the negligence of its personnel or the Vendor's operations. The Vendor shall not do or permit anything to be done to the premises that has not been approved by DPS.
- C. The Vendor will assume primary responsibility for physical security of the facility and its contents, including fire protection, and shall be liable for any casualty loss due to the negligence of its employees.
- D. The Vendor will be responsible for maintaining general liability insurance and professional liability insurance of at least \$1,000,000. If the vendor uses a vehicle, the vendor must maintain automobile liability insurance of at least \$1,000,000 for any auto.
- E. The Vendor will be responsible for cleaning and custodial services.
- F. The Vendor shall furnish and maintain all labor, consumable materials, classroom toys and supplies and movable furnishings necessary to operate the Child Development Center located on the campus of Johnson Elementary. All furniture and fixtures purchased by the Danville Public Schools or CES will become a part of the DPS and CES inventory.
- G. The Vendor has full authority to determine cost of service and additional fees. The Vendor will share fee schedule with DPS annually.
- H. The Vendor shall establish policies offering a wide variety of payment options, including personal check, debit/credit cards, social services payments, and bona fide billings to third party companies or agencies.
- I. The Vendor shall ensure that at all times the Program complies with all requirements and regulations required by the Commonwealth of Virginia and its regulatory agencies to be a licensed child care center and shall continuously maintain certification as a licensed child care center in good standing. A provisional license could place the Vendor at risk of termination of the agreement.
- J. The Vendor will ensure that program policies comply all local, state and federal laws and regulations.

- K. The Vendor shall maintain a staff of capable employees that are thoroughly trained and qualified in the work assigned to them, in sufficient numbers for the efficient operation of a Child Development Center.
- L. The Vendor shall ensure that all child care employees of the Center meet the following educational criteria:
 - a. Program leaders will have obtained (or in the process of obtaining) a minimum of 30 credits in early childhood education or the Career Studies Certificate in Advanced Early Childhood Development and at least two years of childcare experience.
 - b. Assistant teachers will have obtained (or in the process of obtaining) a minimum of 16 credits in early childhood education or the Career Studies Certificate in Early Childhood Development and at least six months of childcare experience.
- M. The Vendor will develop a salary scale that compensates staff according to education and experience where minimum pay begins at \$18.00 for Director, \$16.00 for additional administrative staff and program leaders, and \$14.00 for assistant teachers.
- N. The Vendor shall allow DPS Teachers for Tomorrow Cadets/Students the ability to work with current child care administrators, staff members, and children to further their learning according to the schedule set by DPS Career and Technical Education Director.
- O. The Vendor must become a subsidy vendor and participate in the Virginia Quality Birth-5 Measurement and Improvement System (VQB5), with plans to obtain and maintain a rating "Exceeds Expectations" within one year of operation.
- P. The Vendor shall ensure that the Program installs and consistently implements a developmentally appropriate curriculum in all classrooms, and it is approved by the Virginia Department of Education.
- Q. The Vendor will submit a copy of all accident reports requiring medical attention to Danville Public Schools within 48 hours of incident and copy of all accident/incident reports requiring non-medical attention are kept onsite for review by Danville Public Schools upon request.
- R. DPS will not be responsible for managing or addressing grievances or customer concerns.
- S. The Vendor may advertise on DPS property.
- T. The Vendor will prepare and submit a projected budget using Attachment 5.
- U. The Vendor will work collaboratively with the Center for Early Success to ensure compliance with the requirements included within the Request for Proposal.

IV. Specific Proposal Instructions

Proposals should be as thorough and detailed as possible so that DPS may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- A. A written narrative statement to include:
 - 1. Experience in providing the services described herein.
 - 2. Answer to all questions posed.
 - 3. Firm's background, company history, locations, including the principals and their background. Please detail the ownership and other relevant information regarding the firm.
 - 4. Names, qualifications and experience of personnel to be assigned to the project.
 - 5. Provide names, qualifications, and experience of any potential subcontractors.
 - 6. What, when, how and by whom the services will be performed or accomplished.
 - 7. Specific methodology and plans for providing the proposed services including:
 - a. How the Vendor intends to address the conditions presented in the Statement of Needs
 - b. Explain how the Vendor shall comply with all rules and regulations from the VDOE, VQB5, and other licensing or auditing bodies.
 - c. Provide a copy of the résumés which include the owner of the Vendor's firm and any management or administrative staff, if already identified.
 - d. Explain how the Vendor will meet the requirements to provide the needed goods, services, and insurance as outlined in the Statement of Needs, F.
 - e. Explain the adjudication process used by the Vendor when a parent/guardian complaint is received.
 - f. What types of payment options can the Vendor provide (e.g., cash, check, credit card, etc.) and detail any fees to be paid for the use of each type of payment.
- B. RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
- C. Attachments below, included as an attachment to the RFP, and other specific items or data requested in the RFP.
 - a. Attachment 1 – Vendor Data Sheet
 - b. Attachment 2 – State Corporation Commission Form
 - c. Attachment 3 – Proprietary and Confidential Information Form
 - d. Attachment 4 – Pricing Schedule with Proposed Fees
 - e. Attachment 5 – Operating Budget
 - f. Attachment 6 – Space Layout

V. Proposal Preparation and Submission Instructions

A. GENERAL PROPOSAL PREPARATION

1. RFP Response: In order to be considered, offerors **must** submit a complete response to this RFP including a signed coversheet, and signed acknowledgement of any addenda (if applicable). Email is not acceptable.
2. Proposal Preparation:
 - a. Ownership of all data, materials, and documentation originated and prepared for the DPS pursuant to this solicitation shall belong exclusively to the DPS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. **The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information in the original submitted proposal. Additionally, the offeror must submit a redacted copy of the proposal if invoking said protection.** The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
 - b. Proposals shall be submitted by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - c. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - d. The entire proposal response shall be limited to 50 typed pages (excluding the complete RFP, without attachments) signed and filled out as required. No font shall be smaller than 11 Point. Page size shall be 8 ½ x 11 inch. Larger pages are allowed for figures or tables but should be folded into the overall proposal and used sparingly. All pages should be numbered.
 - e. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. Please cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table

of contents which cross- references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- f. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors’ proposal.
- g. Oral Presentation / Demonstrations: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation or provide a demonstration of their proposed solution to the agency. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

VI. Evaluation and Award Criteria

EVALUATION CRITERIA: Proposals will be evaluated using the following criteria:

Evaluation Criteria	% of Total
Qualification, Relevant Experience, Capabilities, and Capacity	30
Proposed methodology and plans for providing child care services as outlined in this RFP Statement of Needs Section III	40
Pricing (includes rent/child care fees)	30
TOTAL	100

VII. Attachment 1 – Vendor Data Sheet

Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

Vendor's Primary Contact:

Name:	Phone:	Email:
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Years in Business: Indicate the length of time you have been in business providing this type of good or service:

Years:	Months:
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Vendor Identification:

SCC Number:	DUNS Number:
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References: Indicate below five (5) references for whom you have performed similar services.

Name:

Position:

Company:

City, State, Zip code:

Phone Number:

Email Address:

Relationship to you:

Name:

Position:

Company:

City, State, Zip code:

Phone Number:

Email Address:

Relationship to you:

Name:

Position:

Company:

City, State, Zip code:

Phone Number:

Email Address:

Relationship with you:

Name:
Position:
Company:
City, State, Zip code:
Phone Number:
Email Address:
Relationship with you:

Name:
Position:
Company:
City, State, Zip code:
Phone Number:
Email Address:
Relationship with you:

I certify the accuracy of this information.

Signed:

Date:

Printed Name:

Title:

Note: The following information is required as part of your response to this solicitation and must be returned with response to solicitation.

VIII. Attachment 2 – State Corporation Commission Form

This form must be returned with response to solicitation.

Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:

“ is a corporation or other business entity with the following SCC identification number:

-OR-

“ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

“ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location)

-OR-

“ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): “

Signature: _____ Date: _____

Printed

Name: _____

Title: _____

Name of

Firm: _____

IX. Attachment 3 – Proprietary and Confidential Information Form

This form must be returned with response to solicitation

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*, however, the Offeror must invoke the protections of § 2.2- 4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary. The proprietary or trade secret material submitted in the original and all copies of the proposal must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Offeror (Firm): _____invokes the protections of § 2.2-4342F of the *Code of Virginia* for the following portions of my proposal submitted on_____.

Date

Signature: _____ Title:

No portion of this proposal is to be considered confidential and/or proprietary.

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY

X. Attachment 4 – Pricing Schedule

The successful offeror agrees to provide comprehensive Child Care Services in compliance with the Scope of Work, General Terms and Conditions and Special Terms and Conditions for the prices stated below.

This form must be returned with response to solicitation.

VENDORS PROPOSED ONSITE CHILD CARE FEE:

Ages	FEE (Tuition fee includes meals/snacks)	Frequency
Infants & Toddler (2 to 16 months)		Weekly
Toddlers (17 to 23 months)		Weekly
Two's (24 to 36 months)		Weekly
Preschool (36 months and up)		Weekly
School-Age (Enrolled in elementary school)		Weekly
Registration Fee		Due once yearly on August 1 or as new children enroll
Late Payment Fee		Varies
Returned Check Fee		Varies
Late Pickup Fee		Varies

This form must be completed and returned with the solicitation response.

XI. Attachment 5 – Operating Budget

CDC ANNUAL OPERATING BUDGET

Introduction

The Annual Operating Budget provides financial information regarding anticipated revenue and anticipated expenses. Anticipated revenue and expenses reflect the expected revenue and expenses for the next year of operations and constitute the working budget for the facility. This form is of primary importance in providing selected information needed to determine financial responsibility at initial application as required by § 22.1-289.013 of the Code of Virginia. When completing this form, do not include any revenue or expenses that are not directly associated with operation of the licensed facility. The instructions for completing the form which follow describe the information to be recorded for each item.

Instructions for Completing the Form

ANTICIPATED REVENUE: This section should reflect the anticipated annual income available to operate the facility. It should **not** reflect the anticipated annual income of the applicant(s) unless this income was or will be used to operate the facility. Anticipated amounts should be as accurate as possible and supported by confirming documentation to the maximum extent feasible.

1. Fees for Care: The anticipated revenue which was or will be received each year as fees or payments for care should be entered here. Anticipated values should be based on the rate per child to be charged by the facility and the number of children who will actually be in care during the next year of operation. This may be estimated to be less than the licensed capacity which is being requested on the application and, if so, should be used rather than licensed capacity in determining the anticipated revenue to be received.
2. Federal Funds: The revenue which will be received each year from Federal agencies. Do not include revenue already listed as part of "Fees for Care."
3. State Funds: The revenue which will be received each year from State agencies. Do not include revenue already listed as part of "Fees for Care."
4. Local Funds: The revenue which will be received each year from localities. Do not include revenue already listed as part of "Fees for Care."
5. Income from Investments: Annual income to support facility operation which will be provided by any existing investments.
6. Endowment/Trust Fund(s): Revenue which is to be received for the entire year from any endowments or trust funds which currently exist and would provide income to be used to support facility operations.

7. Donations/Solicitations: Income estimated to be received from such sources as religious or fraternal organizations, United Way funds, fund drives and solicitations, or any other fundraising activity used to support facility operations.
8. Other (Specify): Annual income estimated to be received from any other source(s) which will be used to operate the facility. Specify each source and the amount.

ANTICIPATED EXPENSES: This section includes anticipated annual expenses of facility operation. It is the total of all expense items shown below. Three major categories of expenses are shown. The explanations of the sub-headings are intended to assist the applicant in understanding the number and types of financial considerations which may be involved in facility operation, and to assist the Department in evaluating the facility's application.

1. Administration:

- a. Office Supplies & Equipment: Estimated annual cost of expendable and non-expendable items used for administrative purposes. (*e.g. pens, pencils, paper*).
- b. Insurance:
 - (1) Liability (Premises and Operations): Total annual cost of liability insurance covering the premises and operation.
 - (2) Liability (Vehicles): Total annual cost of liability insurance covering all of the vehicles used in support of System's Operations.
 - (3) Other: Total annual cost of other types of insurance (*e.g. fire insurance*).
NOTE: Health Care, Group Life, and other insurance benefiting employees should be shown under Item 2.a. Salaries, Wages & Benefits and not in this item.
- c. Interest: Total amount of interest payments due within the next year on outstanding loans or other debts.
- d. Taxes: Annual amount of all taxes which must be paid this year by the facility. This would include VEC taxes and Federal Unemployment Taxes which must be paid on employees' salaries and wages as well as business license taxes, property taxes, real estate taxes (if not included as part of the mortgage payment under Item 3, below). NOTE: The Employer's FICA (Social Security) taxes must be shown under Item 2, b, and not in this item. Specify each tax on a separate line under the entry "taxes."

2. Salaries, Wages & Benefits:

Salaries & Wages: All salaries and wages to be paid by the facility to its employees including those employed through contract; and any salaries or wages to be paid by facility revenue for any officers, members, managers, clerks, assistants, professional

staff, etc. of the licensed entity (sole proprietor, corporation, limited liability company, business trust, partnership, public agency, or association).

- a. FICA (Social Security): Enter the total annual FICA (Social Security) tax, (including both OASDI and Medicare) to be paid by the facility for all employees and others listed above.
- b. Health Care Insurance: Total amount of annual premiums to be paid by the facility for health care insurance for employees and others listed above when the cost of all or part of such insurance is provided by the facility. Do not include portions paid by employees.
- c. Group Life Insurance: Total amount of annual premiums to be paid by the facility for employee group life insurance when the cost of all or part of such insurance is provided by the facility.
- d. Employer Retirement Contribution: Total annual contribution to be made by the facility to the retirement fund(s) of employees and others listed above.
- e. Other Benefits (Specify): On an item-by-item basis, the cost(s) of any additional benefits provided by the facility to employees and others listed above.

3. Operations:

- a. Food: Anticipated annual cost of food to be used in the facility. It includes the cost of all meal and snacks each day. *(Do not include the cost of food provided at no cost to staff who are required to eat with participants or residents. These costs are reported under Item 3.m: Other.)*
- b. Rent or Mortgage Payments: Payments for buildings/property of the facility (*e.g. office building, living units*); amount shown should be the total annual expense.
- c. Utilities: Total of payments to be made by the facility for electricity, water, fuel oil, gas (*for heating*), sewage and refuse services, telephone and similar services.
- d. Maintenance & Repairs: Annual cost of all items used to maintain and carry out necessary repairs on the facility. This would include such items as paint, lumber, nails, roofing materials, and grass seed.
- e. Equipment and Supplies: Total projected annual cost of equipment, which is not to be depreciated, and expendable supplies which will be used to support facility operation in areas other than the administrative offices. Equipment rental costs should be included here.
- f. Depreciation: Buildings: Total annual estimate of depreciation on all buildings owned and utilized by the applicant to support facility operation other than administration (*e.g., classrooms*).
- g. Depreciation: Equipment: Total annual estimate of depreciation on all capital equipment owned and used by the facility in support of operation other than administration (*e.g., food service equipment, classroom equipment, vehicles.*)

CDC Annual Operating Budget

- h. Motor Vehicles: All expenses related to the maintenance and operation of cars, vans, trucks, etc., owned by the facility and used in support of the operation of the facility.
- i. Laundry and Linens: Cost of soap, detergents, etc., required for the laundry of table linens, bed linens, etc., used by the facility and the cost for outside laundry services.
- j. Staff Travel: Total projected travel expense for staff which will be incurred in support of facility operations and the program offered by the facility. This includes transportation costs, the cost for food and the cost for lodging if overnight travel is required.
- k. Staff Training: Projected annual costs of formal training for facility staff which will be paid for or reimbursed by the facility.
- l. Contractual Services: Projected annual cost for any services provided to the facility under contract to support the program offered or facility operation. List each contractual service separately.
- m. Other (Specify): Annual cost of all other expenses not included in other items. Specify each item of expense included here and the expense amount (*e.g. the estimated cost of meals provided at no cost to staff required to eat with residents or participants would be entered here.*

ANNUAL WORKING BUDGET

This is a sample budget form provided by VDOE or Vendor can submit their own.

DATE: _____

NAME OF FACILITY: _____

REVENUE (ANTICIPATED) for period _____ to _____

Fees for care	\$
Federal funds	\$
State funds	\$
Local funds	\$
Endowments/trust funds	\$
Income from investments	\$
Donations/solicitations	\$
Other (describe)	\$
TOTAL REVENUE	\$

EXPENSES (ANTICIPATED) for period _____ to _____

ADMINISTRATIVE		
	Office Supplies and Equipment	\$
	Insurance	\$
	Liability (premises/operations)	\$
	Liability (vehicles)	\$
	Other (describe)	\$
	Interest	\$
	Taxes	\$
	Federal	\$
	State	\$
	Local	\$
TOTAL ADMINISTRATIVE EXPENSES		\$
SALARIES, WAGES, AND BENEFITS		
	Salaries and Wages	\$
	FICA (Social Security)	\$
	Health Care Insurance	\$
	Group Life Insurance	\$
	Employer Retirement Contributions	\$
	Other benefits (describe)	\$
TOTAL SALARIES, WAGES, AND BENEFITS		\$

OPERATIONS		
	Food	\$
	Rent or mortgage payments	\$0.00
	Utilities	\$
	Maintenance and repairs	\$
	Equipment and supplies	\$
	Laundry and linens	\$
	Motor vehicles	\$
	Staff travel	\$
	Staff training	\$
	Contractual services (describe)	\$
	Other (describe)	\$
TOTAL OPERATIONS EXPENSES		\$
TOTAL EXPENSES		\$

XII. Attachment 6 – Space Layout

FOR INFORMATIONAL PURPOSES ONLY

