REQUEST FOR PROPOSALS

NOTICE TO QUALIFIED CHILD CARE PROVIDERS

The Tyrone Area School District (TASD) is inviting qualified childcare agencies to submit proposals to lease space to provide childcare services at the Tyrone Area Elementary School beginning on or near June 1, 2026.

Submission deadline: 3:00 p.m. Tuesday, February 3, 2026.

Location for submission of proposals:

Faith M. Swanson, Business Administrator
Tyrone Area School District
701 Clay Avenue
Tyrone, PA 16686

A **Mandatory Walk Through** will be held on **Monday, January 26, 2026 from 10:30am to 12:00pm in the Board Room at the TASD Central Administration Offices at 701 Clay Ave. Tyrone, PA 16686.** At this time, TASD officials will be available for a site visit of the available facilities to interested Providers. Interested Providers who are unable to walk through at the above stated time should contact the District using the information below.

Request for Proposal (RFP) Instructions and Child Care Program Standards: Proposal instructions and program standards will be available on the TASD website at https://www.tyrone.k12.pa.us or for pick-up beginning on January 15, 2026 at Tyrone Area School District, District Administrative Offices, 701 Clay Avenue, Tyrone, PA 16686 between the hours of 7:30am and 3:00pm.

Any questions shall be directed to Faith M. Swanson (Business Administrator) via phone 814-684-0710 ext. 4144 or via email fmswanson@tyrone.k12.pa.us

Project Notice:

NOTICE IS HEREBY GIVEN that the Tyrone Area School District, acting by and through its Governing Board, will receive up to, but not later than the above-stated time, sealed proposals for the award of a lease agreement for the above-mentioned project.

The Tyrone Area School District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposal.

No proposal may be withdrawn for a period of ninety (90) days after the deadline for submission of proposals.

RFP PROCESS
CHILD CARE PROGRAM OVERVIEW

1. Introduction

The Tyrone Area School District (TASD) is inviting qualified childcare providers to submit proposals to lease space to provide childcare services at the Tyrone Area Elementary School beginning on or near June 1, 2026. TASD is currently operating a Star 2 childcare program in this space. It also maintains a full day and half day preschool program (3- and 4-year olds) for children who are residents of TASD. Provider may work with TASD to coordinate dual enrollment for eligible children.

The TASD will review and evaluate all proposals for completeness and content. A provider must submit an **original and two (2) copies of the application**. Applications that do not contain the information required herein may not be reviewed.

Proposals must be signed by an official who is authorized to bind the Provider to the provisions of this RFP.

No proposal may be withdrawn for a period of ninety (90) days after the deadline for submission of proposals. Once submitted, proposals cannot be altered without the prior written consent of TASD.

The Tyrone Area School District reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposal.

2. Provider Eligibility

The Tyrone Area School District is seeking a childcare provider with broad experience in development and delivery of high-quality childhood care for children aged Birth – Preschool and/or Birth - School-Aged.

Service providers are to be licensed by the Pennsylvania Department of Human Services. Providers will need to demonstrate the proper original clearances required by law for all staff that will have contact with children.

Applicants are required to submit:

- Proof of legal or corporate status
- Proof of nonprofit status, if a nonprofit agency
- Certification of the agency's last audit report, if available/applicable
- Copy of personnel policies and procedures
- Resumes of key leadership staff in the organization
- Evidence of financial stability
- Proof of adequate insurance
- Business/Program references
- Affirmation that all employees undergo all required clearances as per law

3. Program Requirements

The major features of the program are as follows:

- A program that will operate in up to four (4) classrooms, located in the Tyrone Area Elementary School, no earlier than 6:00 AM to no later than 6:00 PM, Monday through Friday.

- A program that will minimally align to the School District's School Year Calendar. (See School District 2025-2026 calendar at https://www.tyrone.k12.pa.us)

- A program that could, ideally, operate during the summer months for families requiring this service.

- A program that provides existing enrollees in the TASD childcare program first priority to enroll.

- A program that offers a safe, well-equipped, and well-supervised environment that is responsive to the needs of the children served.

- A program that meets the needs of all children and is inclusive of those with special needs, as appropriate.

- A program that provides planned and supplemental educational opportunities.

4. Agreement Requirements

The selected provider will enter into a lease agreement with the Tyrone Area School District. The lease agreement will be for a term of three (3) years. Future renewals are at the District's discretion. The cost of the program can be broken down but the District requires an all-in cost for program as it is described. The TASD will provide an option for the Provider to purchase existing childcare equipment.

Site Development Responsibilities of the Child Care Provider

- Financing and managing classroom and office set-up requirements.

Operational Responsibilities of the Child Care Provider

- Managing the program autonomously and without TASD subsidy with the exclusion of basic cleaning service (trash removal from program space and daily cleaning of program space) that TASD will provide. Any additional services will be at the cost of the provider.

- Providing high-quality, ongoing services and meeting agreed upon standards as a condition

of lease renewal.

- Participating in school site meetings as agreed upon with school administration.
- Providing necessary medical care/administration of medications, etc.
- Payment of rental/annual fee that is inclusive of all custodial, maintenance, and administrative services. (See Attachment B.)

5. Instructions for Submission of Applications

- Submission deadline: 3:00 p.m., prevailing time, February 3, 2026. Location for submission of proposals:

  Faith M. Swanson, Business Administrator
  Tyrone Area School District
  701 Clay Avenue
  Tyrone, PA 16686

- Provider must submit an original and two (2) copies of the application in a sealed envelope, clearly marked "Child Care Proposal." Late applications will not be evaluated.
- Proposals must be signed by an official authorized to bind the Provider to the provisions of this RFP.
- Proposals will be subject to program and facility reviews.
- The TASD will complete a scoring rubric for each proposal submitted. (See Attachment E - Proposal Evaluation Criteria). The rubric will be used to score the proposals but will not be used as the sole determination for award.

  The agreement, if awarded, shall be awarded to the Provider whose proposal is in the best interests of the School District, as determined by the Board of School Directors, in its sole discretion. This determination will take into consideration each Provider's proposal, including but not limited to: service offerings, capability of providing services, experience and references. Further, the School District may elect, in its sole discretion, not to take any action on the proposals submitted if the Board of School Directors determines that to be in the best interests of the School District.

  Proposals should clearly provide a description of the Provider's capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals become the property of the School District upon submission.

CHILD CARE PROGRAM STANDARDS

Introduction

The program will meet Pennsylvania Department of Human Services (DHS) standards as well as the minimum standards established as follows.

Standards

1. Administration

A. Assurances

- Providers shall ensure a safe environment for all children with adequate supervision at all times.
- Provider(s) shall comply with all applicable state, local and federal laws regarding the provision and maintenance of a childcare facility.
- Provider(s) agrees to submit a non-collusion affidavit.

B. Ratio of Qualified Adults to Children

- It is expected that the program will maintain staff/student ratios that conform to DHS guidelines.

C. Terms of Operation

- Authorized Provider shall be approved for a three (3) year lease agreement. Nonrenewal may result in a repeat of the RFP process.
- The program's employees and parents shall not look to the TASD to provide staffing, telephone message or answering services, or other clerical or direct program support.
- TASD will not act as an intermediary between the Provider and parents regarding complaints and/or disputes.
- The program shall be operated solely by the Provider as an independent contractor and not as an agent of the TASD.
- Parents of enrolled children are solely responsible for their transportation both at drop off and at pick up. At no time shall any enrolled children be left unattended by Provider or any of its staff.
- The Provider may not assign or otherwise transfer this agreement to another party, nor permit use of the premises by another party without prior written permission from the TASD. Any transfer, sublease or permission without the consent of the TASD shall be void.

It is the policy of the Tyrone Area School District not to discriminate on the basis of gender, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI. Please direct questions about this policy to Leslie Estep, Superintendent of Schools, at 814.684.0710 Ext. 4123.

D. Facilities

- All operational costs of the program/space used shall be the responsibility of the Provider.
    - Providers shall operate and conduct themselves in a first-class, professional, and business-like manner consistent with reputable business, health, industry, and safety standards and practices, and Provider shall at all times keep the premises in a neat and orderly manner so as not to adversely affect the ordinary operation of TASD programs.
    - In addition to the classrooms, the provider will have access to the gymnasium, cafeteria, and playground for the program. The use of common spaces will be at the discretion of the building principal. Childcare Provider shall cooperate with the building principal if/when the program needs to be temporarily moved to accommodate other building activities.

E. Insurance

TASD policy and state law require that all non-TASD users of TASD facilities maintain adequate general liability insurance, including bodily injury, in the minimum amount of $1,000,000 per occurrence and $2,000,000 in the aggregate. This coverage must be documented by means of a Certificate of Insurance from the user's liability insurance carrier. The user must arrange for the insurance carrier to designate TASD on the policy as an "additional named insured" for the purposes of utilizing TASD property. This is an ongoing requirement. New certificates shall be issued every year when the old insurance policy expires and shall continue to be renewed so long as the outside party continues using TASD property. The Certificate of Insurance shall provide that the insurance coverage may not be cancelled or materially altered unless 90-day prior written notice is given to the TASD. The outside party shall also provide ongoing proof that all employees are covered by workers' compensation insurance. If there is significant property damage caused by fire or another event, TASD will decide whether or not to repair.

F. Indemnification

In the Lease agreement, the Provider shall indemnify and hold harmless the TASD from any and all claims which may be brought against the TASD as a result of the Provider's operations.

G. Fees

An annual fee shall be charged (fee, charges, reimbursable expenses, etc.) to the Childcare provider and may be paid to the TASD on a monthly basis, payable on the first business day of the month.

The total fee for the first year shall be a total of $24,000 ($2,000 per month). For the years following 2026-2027, the fee will increase by the increase of the TASD adjusted Act 1 Index. Under no circumstances shall the rent amount decrease.

2. Programs To Be Provided

A. The program shall provide childcare services to children at the discretion of the Provider (ex. aged birth through Preschool and/or school-age; preschool only) in accordance with appropriate staffing.

B. The program may provide before and after school day care for students.

C. The program will offer children a full range of activities.

D. Local program administration shall be efficient and effective. Staff shall possess appropriate and required qualifications, experience, and clearances.

3. Provider's Personnel Qualifications and Development

A. Provider's Administration

- Administrators shall be experienced and qualified to manage and operate the program.
- Administrators shall provide academically, developmentally, and socially appropriate children's programs as evidenced by:
    1. Written program goals and objectives that relate to the vision and philosophy of the TASD.
    2. A professional development plan.
    3. Adequate referral sources to local health or social services.

B. Program Staff

- Program staff must meet all national, state and local requirements for operating the program, including proper clearances as required by law.
- All personnel shall have received appropriate on-the-job training or shall have related experience that provides:
    1. Knowledge of emergency procedures
    2. Assistance with prescribed medications which are self- or site-administered.

- The District shall provide an operable telephone for access by the public during operational hours.

- All personnel shall become familiar with TASD emergency response policies and TASD Crisis Response Guide.

- Provider shall maintain the following documentation on all personnel:

    - TB test results
    - Health Clearance
    - Criminal Background Clearance
    - Child Abuse Clearance
    - FBI Fingerprinting
    - Other documentation required by law

- Provider shall ensure that all employees are properly trained in CPR/first aid at all times.

4. Policies and Procedures

- Provider shall have policies consistent with the TASD's policies governing nondiscrimination, sexual harassment, and the care of children, including but not limited to illness in children and staff, and shall inform parents of these policies.

- Meals and snacks shall be provided by the Provider and/or parents. The Provider may consider contracting with the TASD Food Service Management Company. The Provider shall store, prepare and serve all food in a safe and healthy manner. Students with specific health and/or dietary requirements must be accommodated.

- The Provider shall provide refrigeration necessary to hold food and medications for children as necessary. The location and size of refrigeration must be approved by TASD and must meet PA DHS requirements.

- Provider shall have a current Emergency Information Card on file for each child. Emergency Information Cards should be kept on-site.

- Providers shall have supervision of children at all times, including drop-off to pick-up times.

- Providers shall establish procedures to ensure that confidentiality is maintained.

- Providers shall have sign in/sign out procedures that ensure the safety of all children. These procedures shall be communicated to all parents or guardians and caregivers. Only those persons authorized on the provider's Emergency Information Card shall be permitted to sign in/sign out children.

5. **Family Involvement and Communications**

- Providers shall work with parents as partners, serving the best interests of their children.
- Provider should **clearly acknowledge that the offered day care program is NOT a TASD program and that the TASD is only leasing the facility**. The wording on the parent application form in this regard shall be approved by the TASD.

6. **Evaluation and Termination**

- Provider and TASD shall meet on a mutually agreed upon, regular basis to maintain a productive relationship, discuss issues and concerns, and work toward solutions and improvements.
- Notwithstanding the above, TASD reserves the right to terminate the Lease Agreement for any or no reason providing 90 days written notice to the Provider.
- Within 30 days of the award of RFP, Provider shall supply TASD with a proposed transition plan and timeline and work collaboratively with TASD toward implementation according to the mutually agreed upon plan.

CHILDCARE PROGRAM
RFP SUBMISSION REQUIREMENTS

Proposers must submit a proposal containing the information requested below. The proposal should include the following information and any other pertinent information to help select a Provider.

1. **Management Information**

   - Describe your organization. Include your philosophy, mission statement and goals, eligibility, background, experience, and description of existing services provided, site locations of administrative offices, and individual childcare programs.

   - Describe administrative support available to your childcare programs.

   - List contracts held with funding agencies, school districts, or other agencies that relate to this proposed program, if applicable. If a contract or agreement has been terminated, please explain.

   - Summarize your organization's history with licensing, noting compliance issues that have arisen and how they have been resolved.

   - Note and explain any litigation against your organization or its staff in the past ten years, including any pending litigation, related to operation of your daycare programs.

2. **Program Supervision**

   - List the personnel responsible for the management and supervision of this program as well as a statement on *Suitability of Persons in a Facility*. Please include resumes of management personnel.

   - Briefly describe how organization policies and procedures are developed and approved. Show the relationship of this proposed program to the existing supervisory/management structure in the organization.

   - Describe the center-level staff in terms of numbers and job titles along with a child to staff ratio plan for children's supervision.

3. **Training and Technical Assistance**

   - Describe your continuing education and staff development plan to ensure programming quality. Include an example of an individual professional development plan with the minimum number of required training hours.

4. Safeguards

- Describe plans to ensure compliance with safety and hygiene requirements in outdoor play areas, emergency response, toileting/areas, stairs, and fire drills.

5. Financial Plan and Fiscal Controls

- Provide a proposed budget that includes revenue from all sources, i.e., parent fees, contract revenue, food program revenue, fund-raising and grants. At a minimum, the budget items should include a) revenue, b) staff salaries, c) benefits, d) food, supplies, and equipment, e) rent/other operating expenses. Within each category, provide details showing appropriate allocation of resources to support high-quality programming.

- Attach a certificate of insurance identifying your liability insurance and workers compensation carrier. The Tyrone Area School District will be named as "additional named insured," if proposal awarded.

- Attach the latest audit of your organization, if available/applicable. **OR** Provide a budget for a minimum of three (3) operating years showing gross potential income and expenses.

6. Parent Fees and Application

- Provide a description of the family application process and agreement along with a proposed fee schedule for the 2026-2027 and 2027-2028 school years.

- Describe how you will be able to serve children from low-income families. If you plan to provide scholarships for children, state the revenue source for such scholarships.

- Describe any plans for local fund-raising including parent involvement.

7. Program to be Provided

- Describe the goals for the children in your proposed program. State anticipated sample objectives.

- Describe how children's activities and curriculum are planned. Give examples of a typical week and provide a proposed daily schedule.

- Describe the classroom management/discipline policy and practice in your program.

8. Health, Safety, and Nutrition

- Describe your plans to provide for children's and staff safety. Minimally address:

  - Telephone services
  - Ill children/medication policy
  - Emergency procedures

- Confidentiality
- Supervision
- Parent Transportation (drop-off and pick-up procedures)
- Parent/Child sign-in/sign-out procedures

9. Program Evaluation

- Describe any national or state recognized accreditation your program has received (ex. National Association for the Education of Young Children (NAEYC), Keystone Stars, etc.) State your proposed schedule for achievement of such accreditation status if not currently held.

- Describe your plan for program review and evaluation. Provide samples of evaluation tools if available.

10. Staff Qualifications and Training

- Describe how your organization ensures the facility complies with all licensing requirements regarding staff qualifications and adult/child ratio for your program.

- Describe your hiring process.
- Describe your training program, including training resources utilized, pre-service training plan and in-service training plan.

11. Family Involvement

- Please address your plan to develop program staff/family partnerships. How will families be involved in program planning? How do you propose to handle parents' concerns? How do you propose to keep parents informed of the program?

- Provide a sample parent handbook, if applicable.

12. Community Involvement

- Describe your plans for creating community awareness.

- State how you will involve the community in your program. Give examples of community agencies to which you may refer families and who may provide resources for your program.

13. Marketing and Enrollment

- Describe how you will market the services you provide and techniques to obtain and maintain enrollment.

14. Documents/Attachments to be submitted

- TASD Child Care Proposal – Applicant Information (Attachment C)
- Certification of Proposal Documents (Attachment D)
- Leadership Personnel Resumes
- Projected Budget
- 3 References (Letters/Names, Addresses for Professional/Business References)
- Certificate of Insurance
- Organization Financial Audit Report, if applicable/available
- Operating License
- Copy of Policies and Procedures
- Parent Handbook
- Parent Fee Schedule
- Fee Amount Proposal (Attachment B)
- Proof of Legal or Corporate Status
- Proof of Nonprofit Status if a Nonprofit Agency, if applicable
- Notarized Non-Collusion Affidavit (Attachment F)

ATTACHMENT—A

Location for Services

Tyrone Area School District
Childcare Center Building Location

Tyrone Area Elementary School
601 Clay Avenue
Tyrone, PA 16686

ATTACHMENT-- B

FEE AMOUNT PROPOSAL

An annual fee of **$24,000** shall be charged (fee, charges, reimbursable expenses, etc.) to the Childcare provider for building use and TASD administrative costs.

This fee may be paid to the TASD on a monthly basis ($2,000 per month), payable on the first business day of the month.

For the years following 2026-2027, the fee will increase by the increase of the TASD adjusted Act 1 Index. Under no circumstances shall the rent amount decrease.

The Provider, by signing this proposal, agrees to all terms and conditions stated in the Lease Agreement.

Company Name

Address

Telephone Number

Fax Number, if applicable

Signature

Printed Name

Title

Date Click or tap to enter a date.

ATTACHMENT – C

TYRONE AREA SCHOOL DISTRICT (TASD)

CHILD CARE PROPOSAL – APPLICANT INFORMATION

A. Agency Information

Name of Organization: _____

Address: _____
Street City Zip

Contact Person:_____Phone: _____

Legal Status: Nonprofit Corporation ☐For Profit Corporation ☐ Public Agency ☐ Sole Proprietorship ☐Other (including partnerships) ☐ _____

List Names of Corporate Officers and Governing Board, if applicable

_____

_____

_____

Center Name and Address available for visit by the Tyrone Area School District

Center Contact Person and Telephone Number:
(____)_____

Name (printed): _____
Signature:_____
Title:_____Date: Click or tap to enter a date.

ATTACHMENT -- D

CERTIFICATION OF PROPOSAL DOCUMENTS

The Provider certifies by signing this document that they:

1. Have carefully read and fully understood the information in the RFP.

2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.

3. Represent that the information contained in the proposal is true and correct.

4. Did not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, TASD employee or other Proposer in regard to the terms or conditions of this proposal.

5. I acknowledge that TASD has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the Proposer.

Company Name _____

Signature _____

Printed Name _____

Title _____

Date Click or tap to enter a date.

ATTACHMENT -- E
PROPOSAL EVALUATION CRITERIA

TYRONE AREA SCHOOL DISTRICT

TO BE COMPLETED BY EVALUATION COMMITTEE

Name of Provider:

CRITERIA	POINTS POSSIBLE	SCORE
Proposed program demonstrates alignment to the mission & vision of the Tyrone Area School District and demonstrates quality and likely viability.	25	
Provider demonstrates successful childcare experience and the ability to maintain compliance for licensing and staffing qualifications.	25	
Provider demonstrates ability to meet the financial obligations of startup and ongoing operation of the program.	25	
Proposed program content (including fee schedule) responds to needs of families/staff.	15	
Proposed program demonstrates experience with and commitment for working with other community agencies.	10	
	100	

COMMENTS:

TASD reserves the right to request additional information to assist in the evaluation process.

ATTACHMENT -- F
NON-COLLUSION AFFIDAVIT

State of : Contract/RFP Title:

s.s.

County of :

I state that I am representing
(Title-print) (Name of my firm-print)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person in my organization who is responsible for the contents of this proposal.

I state that:

(1) No attempt has been made or will be made to induce any firm or person to refrain from providing a proposal on this agreement, to submit any noncompetitive proposal or other form of complementary proposal.

(2) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

(3) , its affiliates, subsidiaries, officers, directors, and
(Name of my firm- print)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law on any jurisdiction, involving conspiracy or collusion, except as follows:

I state that understands and acknowledges that the
(Name of my firm- print)

above representations are material and important and will be relied on by Tyrone Area School District in awarding agreement for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Tyrone Area School District of the true facts relating to the submission of proposals for this agreement.

_____
(Signature – Date)

(Print name and company position)

Sworn to and subscribed before me
This _____ day of _____, 2026.

_____
Notary Public

My commission expires: _____