

Mankato Area Public Schools

Request for Proposals for a Qualified Contractor to Provide a High-Quality Child Care Center Program

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I. Introduction

Independent School District No. 77, Mankato Area Public Schools (“District”) is seeking proposals from qualified and experienced child care providers (each a “Responder”) to operate a special family child care program pursuant to Minnesota Statutes section 142B.41, subdivision 4 (“Program”) within newly constructed facilities located in the Eagle Lake Elementary School, 500 Le Sueur Avenue, Eagle Lake, MN 56024.

In order to incentivize child care operators to meet the demand of families in the area, the District is constructing two special family child care facilities within the school building. Each facility is designed to serve approximately 12-14 children and will include access to an outdoor play area that meets state child care licensing requirements.

II. Scope of Work

The selected Responder will be responsible for operating the Program, including staffing, furnishings, all necessary certifications, child care and food licenses, and day-to-day operational costs. The District will provide the physical facility and certain related services as described below.

A. District Responsibilities

The District anticipates providing the following:

- Use of designated child care facility space in accordance with the subsequent agreement with the District. Such use will include monthly rent. This cost will be evaluated in the financial projections scoring criteria.
- Building maintenance, utilities, pest control, snow removal, and lawn care services.
- A fenced outdoor play area, not including play equipment.
- A stove and refrigerator.
- Coordination with Responder regarding fire safety and sanitation inspections required for licensing.
- Coordination with Responder to maintain the conditions of fire safety, sanitation, and licensing codes throughout the duration of the active contract.
- Communication support through the District’s Community Education Director.
- Coordination with the Responder on emergency drills and procedures required for licensing and insurance.

B. Responder Responsibilities

The selected Responder will be responsible for establishing and operating the Program, including:

- Funding the operation of the Program through user fees and other resources available to the Responder.
- Providing a developmentally appropriate early education program, utilizing a curriculum and a child development assessment system. These resources will be available to the Responder from the District upon request for use in the Program.
- Obtaining and maintaining all required licenses.
- Responder will carry necessary business liability insurance coverage.
- Comply with all relevant provisions of the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act.
- Paying all personnel costs, taxes, and payroll expenses for the Program.
- Purchasing and maintaining all furnishings, toys, equipment, food utensils, diaper equipment,

activity supplies, books, and outdoor play equipment.

- Conducting all marketing and advertising for the Program
- Providing internet and communication devices within the child care facility.
- If Responder chooses industry-specific certifications (e.g., a nature-based program), Responder will be responsible for any costs associated with doing so.
- Coordination with the District to ensure all required fire safety and sanitation inspections are completed and approved.
- Coordination with the District to maintain the conditions of fire safety, sanitation, and licensing codes throughout the duration of the active contract.
- Coordination with the District on emergency drills and procedures to ensure all licensing and insurance guidelines are being met.
- The Responder will work in partnership with First Children's Finance and Families First of MN to ensure the conditions are favorable for meeting best business and licensing practices.

C. Desired Qualifications

The District seeks Responders that demonstrate:

- A high degree of professional knowledge of operating a licensed special family child care program.
- The ability to successfully operate a high-quality child care business.
- The ability to manage the fiscal operations of the child care business to financial viability.

D. Contract Term

The District anticipates entering an agreement with the goal of beginning program operations by January 2027. The initial agreement is anticipated to run through June 2028, with the possibility of renewal based on program performance and mutual agreement of the parties.

III. Proposal Format

Proposals must conform to all instructions, conditions, and requirements included in the RFP. Failure to observe the terms and conditions in the completion of the Proposal is at the Responder's risk and may, at the discretion of the District, result in disqualification of the Proposal for non-responsiveness. Acceptable proposals must offer all services identified in Section II. – *Scope of Work* and agree to the contract conditions specified throughout the RFP.

A. Required Proposal Content

Responses to this RFP must consist of all the following components.

1. Table of Contents2. Executive Summary

The Executive Summary should demonstrate the Responder's understanding of the services requested in this RFP. It should demonstrate the Responder's familiarity with the requested services.

3. Description of Applicant

Include a brief history of your experience in child care/education/business management/family services. Provide a summary of the work you completed in that business and list roles and responsibilities. List any professional and quality credentials/specialized training you hold relative to this industry. Include reasons why you are capable of effectively delivering child care programming. The Responder should demonstrate the length, depth, and applicability of all prior experience in providing child care services. Two letters of reference and your resume will also need to be submitted.

The Responder is required to provide a detailed business plan of a proposed child care program and at least one year of financial projections. The Responder will work with First Children's Finance to create the business plan and financial projections.

4. Management Plan

Provide a summary of how the Respondent will operate the special family child care program. Descriptions of ages of children accepted, the scheduling options, and proposed fee schedules for enrollment options (by age designation and types of care). Describes days and hours of operation and staffing plans (if applicable). Describe your early education philosophy and identify the curriculum and child developmental assessment system to be utilized. Describe plans for accreditation or Parent Aware (if applicable) quality rating of the child care program.

The responder should identify a description of its target market for enrollment, marketing, and outreach strategies to ensure full enrollment of the child care program. Describe how your program will help meet the child care need in Eagle Lake, MN and the surrounding area. The Responder should work with Families First of MN and First Children's Finance if they need assistance on any of the listed topics above.

5. Operations

Provide a summary of the furnishings, materials, and supplies needed to meet child care licensing standards and quality early learning environment recommendations. Provide estimates regarding the cost of required items, and identify sources of funds to purchase required materials, supplies, and equipment. This section may also include a budget and budget narrative of start-up costs.

6. Financial Projections

Provide at least one year of detailed financial projections that include comprehensive income projections, and detailed line-item expenses associated with operating the child care program. Provide a narrative that describes your assumptions for each year's projections and summarizes your child care business's projected financial condition.

7. Documentation to Establish Fiscal Responsibility

The successful Responder must be fiscally responsible. Responders must include in their Proposals sufficient documentation to establish their financial security. Acceptable documents may include:

- Certified Statements of Assets and Debts (Balance Sheet) and Evidence of Cash Flow
- Any documents sufficient to substantiate fiscal management

IV. Proposal Submission

Proposals are accepted continuously and will be evaluated upon receipt to identify the best candidates. Responders are encouraged to submit as early as possible. To be considered, all required information must be emailed in PDF format to the District at the contact information listed below. The Responder must submit the following information downloaded to PDF format.

The main body of the Proposal pages must be numbered and submitted in 12-point font. The size and/or style of graphics, tabs, and attachments are not restricted and their use and style are at the Responder's discretion.

All Proposals and correspondence related to this RFP must be delivered to:

Attention: Audra Nissen Boyer
Mankato Area Public Schools
Aboyer1@isd77.org

It is solely the responsibility of each Responder to assure their proposal is delivered at the specific place, in the specific format, and prior to the deadline for submission.

V. Proposal Evaluation and Selection

All Proposals received by the deadline will be evaluated by the District. Proposals will be evaluated using a 100-point scale.

Component	Possible Points
Executive Summary	5
Description of Applicant	20
Management Plan	25
Operations	15
Financial Projections	25
Financial Responsibility	10
Total	100

A team of reviewers, determined by the District, will evaluate the Proposals. The evaluation committee shall review, score, and rank all responsive proposals according to the evaluation criteria.

The outcome of the evaluation process may, at the District's sole discretion, result in: 1), notice to a Responder of selection for tentative contract negotiation and possible award; or, 2) further steps to gather more information for evaluation or an interview with the evaluation team. All interviews will be scheduled within 30 days of the Proposal submission. Until the District completes negotiations with the selected Responder, all submitted Proposals remain eligible for selection by the District. After the District and chosen Responder have successfully negotiated a contract, the District will notify the unsuccessful Responders in writing that their proposals have not been accepted.

The District reserves the right to investigate the references and compliance of the Responder with respect to its successful completion of preliminary work with First Children's Finance and Families First of MN. The District may postpone the award or execution of the contract after the announcement of the apparent successful contractor to complete its application process.