

ANGLOPHONE NORTH SCHOOL DISTRICT

REQUEST FOR PROPOSALS

Blackville School – Early Education

Closing Date: December 22, 2023

SECTION 1.0 - ADMINISTRATIVE AND GENERAL INFORMATION

NOTE: The information contained in this RFP is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by **Anglophone North School District**, nor is it necessarily comprehensive. Nothing in this RFP is intended to relieve Vendors from forming their own opinion and conclusions in respect of the matters addressed in the RFP.

SECTION 2.0 - CONDITIONS

2.1 Purpose of the Request for Proposal -

This “Request for Proposal” (RFP) is being issued on behalf of ANGLOPHONE NORTH SCHOOL DISTRICT (ASD-N).

2.2 Intent -

It is the intent of this Request for Proposal to choose a service provider to provide early childhood services, using (1) classroom space at Blackville School, 12 Maclaggan Dr, Blackville NB E9B 1Y4, beginning February 2024.

2.3 General Provisions -

- No obligation to enter into a contract with any vendor is expressed or implied.
- Anglophone North School District reserves the right to terminate the process without the award of a contract.

2.4 Contract Cancellation -

In the instance of contract cancellation due to non-performance by the vendor, the Anglophone North School District reserves the right to re-assign, re-tender the contract in part or in whole.

If, at any time, the selected service provider is deemed to be unsatisfactory for reasons of non-performance, the Anglophone North School District shall retain the right to terminate any resulting contract either at the end of the then contracted phase, with no

additional liability to the School District. Having exercised this right, the School District can then commence negotiations with a new company.

The School District reserves the right to cancel this contract for cause by giving a 30 day written notice of cancellation to the service provider.

2.5 Addenda -

Anglophone North School District reserves the right to amend or supplement the “Request for Proposals”, giving equal information to all companies, by way of an issued addendum. Should clarification, additions or modifications to this document become necessary, notification to the service providers will be in writing.

2.6 Proposals must be submitted to:

Anglophone North School District
Attn: Josh Nowlan
78 Henderson Street
Miramichi NB
E1N 2R7

2.7 Notification to Companies -

Once evaluation of proposals has been completed, the evaluation committee will make a recommendation. A short list of one or more may be identified and additional information may be requested from any of those on the list.

SECTION 3.0 - OPERATOR INFORMATION

3.01 Operator Identification -

Legal Corporate Name: _____
Mailing Address: _____
City _____
Postal Code: _____

PRINCIPAL LOCATION OF BUSINESS:

Street: _____
City: _____
Postal Code: _____

PRINCIPAL CONTACT:

Name: _____
Telephone Number(s): _____
Email Address: _____

OTHER LOCATIONS in Anglophone School District North: (include phone numbers)

City: _____ Contact: _____
City: _____ Contact: _____
City: _____ Contact: _____
City: _____ Contact: _____

Number of years in business:

3.02 Signature: _____

Date: _____

3.03 Work Experience - (you may attach a separate sheet to the application)

Please list previous experience including:

- 1) Brief background and experience in providing childcare services.
- 2) Information on your health and safety and safe food handling practices (if food is provided).
- 3) Information on your approach to financial and administrative reporting.
- 4) Provide contact information for three parents who can provide references as to the care and learning environments provided by the operator.

The bid should indicate at least the service providers name, a contact person, and a current phone number for each reference provided. Anglophone School District North reserves the right to check with other sources in the sector and/or community.

SECTION 4.0 - SCOPE OF THE PROJECT

The intent of the RFP process is to obtain the best quality program which meets all required regulations as per the Early Childhood Services Act. The operator agrees to become licensed and that they complete the licensing process as per the Licensing Regulation - Early Childhood Services Act.

Bidders must agree to the following requirements:

- 4.01 The operator will submit a proposed parent handbook which indicates policies, procedures and a program plan. Program plan should indicate knowledge of community needs and resources.
- 4.02 Provide a program in a classroom or classroom equivalent space (approximately 750 square feet) for a number of children to be determined.
- 4.03 To pay rental fees to ASD-N and cleaning fees, if applicable. Costs will be finalized at a later point in time and will be consistent with structure as outlined on website under "After Hours use of School Facilities – User Group Categories".
- 4.04 To operate programs daily with the possibility of full days on Professional Development days and other non-teaching days. Please note, if school is closed due to inclement weather, then program will not be permitted to use school space on that day. Please state proposed hours of operation. These hours may be adjusted based on need and agreement with principal.
- 4.05 Any changes to the proposed plan must be by mutual agreement between the operator, the school administrator, and a representative of District Office.
- 4.06 The agreement between the two parties shall be initially for the period from February 1, 2024 to June 30, 2024, then the agreement may be renewed for three (3) additional years in one (1) year increments with the approval of both parties. Either party may terminate, without cause, the agreement at any time with a 120-day, prior written notice. The request for renewal of the agreement must be submitted in writing to District Office prior to April 1st of any given year.
- 4.07 The Anglophone North School District agrees that the operator may be used to provide childcare for school programs in the evenings if the District is able to accommodate the request. The operator understands and agrees, however, that this right is not exclusive and outside organizations or school students, and staff may be used for any such special function if desired by the school principal.

- 4.08 Anglophone North School District agrees that the operator may lock the classroom used for the early childhood service when not in use. The school principal may allow other classes to use this space during the school day but equipment/materials of the after school program will not be used by school staff or students.
- 4.09 The operator will be responsible for provision and maintenance of program equipment and materials in the after school after. Use of school equipment will be determined by the school principal in consultation with the operator.

Insurance -

Operators of early learning and care centers must obtain and maintain comprehensive general liability insurance coverage to protect the business, the Operator and staff against legal action brought by third parties where bodily injury or property damage is alleged to have occurred, including coverage for excursions away from the facility and mandatory automobile insurance coverage, where transportation is provided if the Operator owns or leases a vehicle for these purposes.

The operator agrees to provide adequate fire and theft insurance to cover its supplies and property including money, which may at any time, be on the school premises.

4.10 Responsibility of the Anglophone North School District -

1. The Anglophone North School District will be responsible for repairs and maintenance to equipment owned by the District.
2. The Anglophone North School District will provide an area for storage of garbage and removal of garbage from the designated storage area.
3. The Anglophone North School District will provide custodial services in after school areas for a fee within the rental agreement. Rates will be set later.
4. The Anglophone North School District will provide access to washrooms for staff and children of the program.

4.11 Responsibilities of the Operator -

They will be responsible for:

- Providing the best quality of care and learning environments for the children in this program which meets the program standards of the Early Childhood Services Act.
- Complying with all applicable health, fire and other laws, regulations and directions of any competent governmental authority relating to the actual operation of the facilities and of the personnel employed by it.
- Understanding processes, and participating in school safety drills.
- Complying with Anglophone North School District core values.
- Public liability in property damage insurance
- Maintaining after school program materials and equipment.
- All required permits and licenses.
- Maintaining a sufficient number of employees to operate
- Coverage under the Worker's Compensation Act.
- Maintenance of proper records.
- Ensuring all employees meet all legal and medical requirements.
- Following all Management of Potential Illness policies as outlined in - The Guide for Managing Potential Illness in Child Day Care Facilities in New Brunswick.
- Ensuring that all employees hired by the operator, to be employed in the after school program, have submitted a Criminal Record Check and a Vulnerable Person Record Check, a Social Development Prior Contact Check and that the record checks do not include any contravention of the Social Development and Criminal Record Check policy.
- Ensuring all employees receive sufficient training in First Aid, Workplace Hazardous Materials Information System, and Early Education & Childhood Development Policy 701 - Policy for the Protection of Pupils.

- Completing and following an Operational Plan for the service and being familiar with the School Operational Plan where applicable.
- Operator must demonstrate their ability to manage relationships with stakeholders, such as, but not limited to, health authority, school district staff, early childhood personnel, school-based staff, local government and community members.