



PROPOSAL RESPONSE ACKNOWLEDGEMENT FORM

PROPOSAL NUMBER: 23-012

PROPOSAL NAME: OPERATOR OF CHILDCARE SERVICES AT
CRAIGFLOWER ELEMENTARY SCHOOL

To acknowledge your intent to respond to this proposal, interested parties should return this form immediately to:

Attention: Cathy Dawson
Purchasing Services
School District #61 (Greater Victoria)

Fax Number: (250) 475-6161 **Email:** purchasing@sd61.bc.ca

PLEASE PRINT

COMPANY	
STREET ADDRESS:	
CITY:	POSTAL CODE:
MAILING ADDRESS, IF DIFFERENT:	
PHONE NUMBER: ()	FAX NUMBER: ()
CONTACT PERSON	
EMAIL:	

SIGNATURE: _____ **PRINT NAME:** _____

DATE: _____

It is the sole responsibility of the Proponent to continue to monitor the BC Bid website for further information and addenda pertaining to this proposal which may be posted up to and including closing time.



REQUEST FOR PROPOSAL #: 23 – 012

ISSUE DATE: October 5, 2023

PROPOSAL NAME: Operator of Childcare Services at Craigflower Elementary School

CLOSING DATE: October 26, 2023 at 2:00:00 p.m. Pacific Time

*Proposals must be returned as specified in ADMINISTRATIVE REQUIREMENTS.
Envelope(s)/package(s) should be sealed and addressed with the envelope label form supplied
with the RFP package to Purchasing Services at the Closing Location as listed below.
(Complete form, & secure to top of envelope(s)/package(s))*

**CLOSING LOCATION:
MAIL/COURIER/BY HAND**

Purchasing Services
Board of Education of School District No. 61 (Greater Victoria)
556 Boleskine Road
Victoria, B.C. V8Z 1E8

REQUEST FOR PROPOSAL DESCRIPTION:

The Board of Education of School District No. 61 (Greater Victoria) invites proposals from licensed, non-profit, Childcare Operators with the necessary qualifications, expertise, capability, and resources for the provision of services to operate a before and after school program for children in Kindergarten to Grade 5. The before and after school program will operate all day on Professional Development Days or School 'Not in Session' Days and school breaks. The Childcare Facility is located on site at Craigflower Elementary School – 2766 Admirals Road, Victoria, B.C.

See the Table of Contents for the Summary of Requirements

INFORMATION MEETING

Date of Meeting: October 11, 2023

Time of Meeting: 11:00 a.m.

Location: Tolmie Building, Associate Superintendent's Conference Room, 556 Boleskine Road, Victoria

CONTACT PERSON: Cathy Dawson, Senior Buyer, Purchasing Services

EMAIL: purchasing@sd61.bc.ca

TELEPHONE # (250) 475-4127

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APPENDICES (WITHIN DOCUMENT AND AS ATTACHMENTS):

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APPENDIX B – CRAIGFLOWER DAYCARE MAIN FLOOR PLAN

APPENDIX C – LICENSE TO OCCUPY TEMPLATE

APPENDIX D – POLICY 1330.1 CHILD CARE

APPENDIX E – SAMPLE OF SCHOOL CALENDAR 2023-2024

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SUMMARY OF KEY INFORMATION

RFP # & Title	RFP 23 – 012 Operator of Childcare Services at Craigflower Elementary School
Non-Mandatory Information Meeting Date and Time	Wednesday, October 11, 2023, at 11:00 a.m. PST
Closing Date, Time, Location	Close Date and Time: Thursday, October 26, 2023, at 2:00:00 p.m. PST In person or by courier to: Purchasing Services Board of Education of School District No. 61 (Greater Victoria) 556 Boleskine Road Victoria, B.C. V8Z 1E8
Authorized Representative	Cathy Dawson, Senior Buyer, Purchasing Services Department
Requirements for Submission	Annex 1 – Proponents’ Offer and Declaration
	Appendix A – Proponent Questionnaire

ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

1. Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) “RFP” **means** this Request for Proposal.
- b) “Contract” or “Service Agreement” **means** the written agreement(s) resulting from award of this RFP, executed by the District and the Service Provider(s).
- c) “Must”, or “Mandatory” **means** a requirement that must be met for a Proponent’s proposal to receive consideration.
- d) “Proponent” **means** an individual or a company that submits or intends to submit, a proposal in response to this RFP.
- e) “District” or “School District” **means** the Board of Education of School District No. 61 (Greater Victoria).
- f) “Service Provider” or “Operator” **means** the successful licensed, non-profit society qualified to provide childcare services by the District.
- g) “Services” **means** the provision required as described in this RFP.

2. General Information

2.1 Introduction

The Board of Education of School District No. 61 (Greater Victoria), herein referred to as the “District” or the “School District”, is the largest school district on Vancouver Island with approximately 20,000 students in 28 Elementary Schools, 10 Middle Schools, and 7 Secondary Schools. Each year, over 650 adult learners register with our Continuing Education Program. Our District also offers a variety of Programs of Choice.

Located in the capital city of Victoria, the District covers the municipalities of Esquimalt, Oak Bay, Victoria, View Royal, and a portion of Saanich and Highlands, and employs 3200 staff in 47 schools and administrative locations.

For further information about our District please visit: <https://www.sd61.bc.ca>

2.2 Invitation

The Board of Education of School District No. 61 (Greater Victoria) invites proposals from licensed, non-profit, Childcare Operators with the necessary qualifications, expertise, capability, and resources for the provision of services to operate a before and after school program for children in Kindergarten to Grade 5. The before and after school program will operate all day on Professional Development Days or School ‘Not in Session’ Days and school breaks. The Childcare Facility is located on site Craigflower Elementary School – 2766 Admirals Road, Victoria, B.C.

2. General Information (cont'd)

2.3 Information Meeting

There is a non-mandatory information meeting scheduled on Wednesday, October 11, 2023 at the Tolmie Building, Associate Superintendent's Conference Room, 556 Boleskine Road, Victoria, B.C. starting promptly at 11:00 a.m until 12:00 p.m. Attendance is optional, however it is recommended that a representative for each Proponent attend the meeting, if possible. The purpose of the meeting is to provide an open forum to review the overall scope of requirements as set out in the RFP, and to clarify and discuss any issues of concern related to the services required. Oral questions will be permitted at the Proponents' meeting, however, questions of a complex nature should be forwarded in writing, one (1) day prior to the meeting, to purchasing@sd61.bc.ca. Please address your email "RFP 23-012 Information Meeting Questions". A transcript of minutes of the meeting will be posted as an Addendum.

Proponents must register for the meeting by emailing purchasing@sd61.bc.ca by noon, October 10, 2023.

NOTE: If registration for a Proponent's Information Meeting shows little or no interest, it may be cancelled, and any written questions will be answered via an Addendum.

2.4 Type of Contract

This RFP does not intend to create a legally binding bid process or create any legal right of duties applied to a formal Contract A / Contract B binding bid process.

The intent of this RFP is to allow selection of one Proponent with whom the District can finalize a Licence of Occupation Agreement.

Proponents should note that, a proposal may be withdrawn at any time, and they will be required to acknowledge their acceptance of the terms of this non-binding RFP process as part of their proposal.

2.5 RFP Documents

The RFP documents for this Contract include the following:

- All documents listed in the Table of Contents
- Any drawings and/or plans (as appendices)
- Any/all Addenda

This opportunity is advertised, and documents can be viewed and downloaded on the "new" BC Bid website: <https://new.bcbid.gov.bc.ca/> and on the School District website. **Alternatively, the RFP documents can be obtained by contacting Purchasing Services by email at purchasing@sd61.bc.ca. Please reference the RFP number and title in the subject line of your email.**

3. Instructions to Proponents

3.1 Proposal Response Acknowledgement Form

Proponents who are interested in submitting a proposal are advised to fill out and fax or email the attached Proposal Response Acknowledgement Form to the attention of Cathy Dawson, Senior Buyer, Purchasing Services at the fax number or the email address provided.

3.2 Enquiries and Addenda

All enquiries about this Request for Proposal must be directed, in writing, to Cathy Dawson, Senior Buyer, Purchasing Services, at purchasing@sd61.bc.ca. Proponents are advised that they are NOT to contact other School District staff for information during the Proposal call. Any information obtained from any other source is not official and should not be relied upon.

If any Proponent is in doubt as to the true meaning and intent of any part of the Request for Proposal documents, they will request an interpretation at least five (5) working days prior to the closing date of the Request for Proposal.

Explanations, interpretations, or clarifications shall only be made in the form of Addenda. Addenda will be posted on the BC Bid website. It is the Proponent's sole responsibility to check the BC Bid website for any addenda issued prior to the closing date.

All Addenda issued by the School District shall be incorporated into and become part of the RFP documents. Proponents are to acknowledge all Addenda to this RFP on the Proponent's Offer and Declaration in the space provided (page 10).

3.3 Closing Date and Time

Proposals must be received by the closing date and time and at the location shown on the front page of this RFP and in the Summary of Key Information.

Proposals must not be sent by facsimile, or email. Proposals must be returned sealed and addressed with the envelope label form supplied with this Request for Proposal package.

3.4 Late Proposals

Late proposals will not be accepted and will be returned to the Proponent unopened.

3.5 Receipt of Proposals

Proposals received by the District at the specified physical location prior to the Proposal Closing date and time will be opened in private as soon as reasonably possible after the Proposal Closing. All Proposals received by the Proposal Closing and not withdrawn by the Closing will be opened and are subject to evaluation by a committee formed by the District, at its sole discretion.

3.6 Irrevocability

By submission of a clear and detailed written notice, the Proponent may amend its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into an Agreement with the School District.

3. Instructions to Proponents (cont'd)

3.7 Withdrawal

A Proposal may be withdrawn by written notice only, provided such notice is received by email at purchasing@sd61.bc.ca prior to the Proposal Closing. Subject line should reference the RFP number and title. The Proponent is solely responsible to ensure receipt of all written notice prior to the Proposal Closing.

3.8 Ownership of Proposals and Freedom of Information

All Proposals submitted to the District become the property of the District. Information provided by Proponents in their Proposal response is subject to the *Freedom of Information and Protection of Privacy Act* (“FOIPPA”). FOIPPA provides that information received will be used solely for the purpose for which it is collected. The District considers that Proposals created in response to this RFP are of a proprietary and confidential nature and does not routinely release their content except for the names of those who submitted Proposals and the result of the decision which will include the name of the successful Proponent. If a request is made under FOIPPA for access to your Proposal, it will be considered under FOIPPA.

3.9 Bid Rigging

The Proponent’s attention is directed to the *Competition Act* which provides that bid rigging, as defined by the *Competition Act*, is an indictable offense punishable upon conviction by a fine or imprisonment or both.

3.10 Solicitation and Conflict of Interest

If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any director, officer, or employee of the District with respect to the Proposal outside of the formal proposal process, whether before or after submission of the Proposal, the District shall be entitled to reject the Proposal.

By submitting a Proposal, the Proponent declares that is has no financial interest, directly or indirectly, in the business of any third party that would be or seem to be a conflict of interest in carrying out the services. Should such an interest be acquired during the term of this Agreement, the Proponent shall declare it immediately in writing to the District. The District may direct the Proponent to resolve the conflict of interest to the District’s satisfaction or the Proponent shall be disentitled to any compensation under this Agreement.

3.11 Proponents’ Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the School District, if any. If the School District elects to reject all proposals, the School District will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.12 Format of Proposal

The proposal must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. The Request for Proposals should be submitted as **one (1) original and two (2) copies**.

3. Instructions to Proponents (cont'd)

3.13 Mandatory Requirements

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

- Proposals must be received at the location/date/time specified.
- The proposal must be in English and must not be sent by facsimile or email.
- Proponents proof of non-profit or charity status – **provide** proof of registration and current status in good standing.

Proposals submitted will be evaluated to determine the overall best value for the District based on the Proponent’s offer for childcare services, quality, delivery, and any other criteria set out herein.

Proposals submitted will be evaluated first against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration.

Proposals submitted and meeting all mandatory criteria will then be evaluated against criteria set out herein and any additional information provided by the Proponent related to this RFP.

3.14 Evaluation Criteria and Weighting

The selection of the successful Proponent shall be based on the evaluation of the proposals by the District on any basis, including but not limited to the following:

- Appendix A – Questionnaire
 1. Program and Technical: Your response to the Questionnaire
 2. Financial: Your response to the Questionnaire

3.15 Evaluation Form

Category	Weighting
Experience, Inclusivity and References	40
Programming including Indigenous Programs	30
Financial	30
Total Points	100

3.16 Evaluation Committee

Proposals submitted will be evaluated by an evaluation committee formed by the School District and will include a representative from the Purchasing Services Department who will be responsible for ensuring a fair and transparent process, personnel initiating this RFP, and may include other delegated individuals.

Through this process, the evaluation committee, at its sole discretion, will select the highest ranked Proponent(s) who have demonstrated a proven ability to provide the Services described in this RFP. The District’s assessment will be final. At the conclusion of the Request for Proposal process, all Proponents will be notified of the results.

3.17 Right to Negotiate

Interviews and discussions may be conducted with any of the Proponents after Proposal Closing and prior to selection, but there shall be no obligation on the part of the District to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.

3.18 Award of Contract

The School District agrees to administer the RFP in accordance with these Instructions to Proponents. The District shall not otherwise be obligated in any manner to any Proponent whatsoever unless and until the District, in its absolute discretion, specifically notifies a Proponent in writing that the Proponent's Proposal is accepted.

A License to Occupy will be executed with the successful Proponent prior to commencement of services; at the latest January of 2024. A sample of the agreement can be found as Appendix C for your review.

3.19 Successful Service Provider

The successful Service Provider will provide the following documentation prior to commencing any services at the Childcare Facility:

- Proof of Comprehensive Insurance with The Board of Education of School District No. 61 (Greater Victoria) named as Additional Insured.
- Copy of current Business License to perform services in the Township of Esquimalt.
- A copy of your Health and Safety Guidelines and acknowledgement of the School District's Communicable Disease Prevention Plan for School Sites which can be found on the main District website www.sd61.bc.ca.

SERVICE SPECIFICATIONS

4.1 Scope of Services

The District is looking for an experienced Childcare Operator to run programs in the Gymnasium at Craigflower Elementary School, 2766 Admirals Road, Victoria. The Childcare at Craigflower Elementary School will include a before and after school care program for children Kindergarten through Grade 5.

Children currently attending or entering Kindergarten at Craigflower Elementary School will be offered priority enrolment starting once the premises is licensed under the Community Care and Assisted Living. There are 24 before and after school spaces. The selected Operator will be incorporated as a non-profit society. The non-profit will be established under the Societies Act or Canada Not for Profit Corporations Act. Proof of status is to be submitted with your proposal.

The successful Proponent (“selected Childcare Operator”) should be familiar and experienced with meeting the following requirements as the Operator will be expected to:

- Be licensed under the Community Care and Assisted Living Act.
- Offer and provide childcare service to families receiving the Affordable Child Care Benefit under the Child Care Subsidy Act.
- Apply for and enrol in the Ministry’s Child Care Operating Funding Program (CCOF) for a minimum of one (1) full CCOF term.
- Enrol in the Child Care Fee Reduction Initiative (CCFRI) where eligible, for a minimum of one (1) full CCOF term.

Successor program requirements:

- The Childcare Operator will have established policies to support inclusion of all and any children requiring services at the childcare Facility.
- The Childcare Operator will have established programming that fosters Indigenous reconciliation.
- The Childcare Operator will maintain a program philosophy and management concept congruent with the values of the **District’s Strategic Plan**.
- The Childcare Operator will demonstrate successful experience as a licensed childcare operator.
- The Childcare Operator will utilize the BC Early Learning Framework to guide and support learning experiences in childcare settings.

Written statements outlining these requirements will be necessary prior to the execution of a License to Occupy Agreement with the District to operate the Childcare Facility at Craigflower Elementary School and are required as part of this RFP, under “Program and Technical Questions” on page 12.

SERVICE SPECIFICATIONS cont'd**4.2 Drawing of the Childcare Facility and Site Plans**

Appendix B contains the Craigflower Elementary School Daycare main floor plan.

4.3 Location, Schedule, and Hours of Use

The Childcare Facility is located on site in the gym at Craigflower Elementary School, 2766 Admirals Road, Victoria, B.C. The anticipated hours of operation for the space will be from 7:30 a.m. to 9:00 a.m. and 2:30 p.m. to 6:00 p.m. Monday to Friday.

This Facility is available for a period of 12 months a year and will operate on school operating days, Pro D days, School Not-in-Session days, and School Breaks. The exception being the final week in summer to accommodate annual maintenance.

During Pro D days, School Not-in-Session days, and School Breaks, the Facility will be available from 7:30 a.m. through to 6:00 p.m. each day.

4.4 Additional Requirements/Terms

A License to Occupy Agreement will be the resulting contract and will be an executed and signed agreement between the District and the Service Provider.

Monthly Fees for the Childcare Centre are set by the Board annually, and the successful Proponent will commence payment on January 1, 2024.

School District custodial staff will clean the space(s) and supply toilet paper, paper towel, and garbage bags. Garbage and recycling will be removed by the custodians. Please refer to the Childcare Handbook (Appendix F) Section 10 for more information. District staff will provide 24/7 security monitoring of the facility.



REQUEST FOR PROPOSAL # 23 – 012
OPERATOR OF CHILDCARE SERVICES AT
CRAIGFLOWER ELEMENTARY SCHOOL

ANNEX 1: PROPONENTS’ OFFER AND DECLARATION

RFP #: 23 – 012 Operator of Childcare Services at Craigflower Elementary School

Date: _____, 2023

The undersigned Proponent declares that Request for Proposal documents have been read in their entirety and understands and agrees to be bound by the Proposal documents. Provided this Request for Proposal is accepted within thirty (30) calendar days from the date of Proposal Closing, the undersigned Proponent offers and agrees to provide Services to the Board of Education of School District No. 61 (Greater Victoria) for the Childcare Facility for preschool and/or daytime childcare, and before and after school care, per the Instructions to Proponents, Service Specifications, Appendices/Attachments and any Addenda set forth in the RFP.

The Proposal for **RFP 23 – 012** is hereby submitted by:

Name of Proponent (print) _____

-

Address of Proponent _____

-

-

Telephone _____ Email _____

GST Registration Number _____

WorkSafeBC Number _____

The Proponent is a(n) Individual Partnership Company incorporated under the laws of the Province of _____. (check where applicable)

Name, Title, and Signature of person authorized to sign this Offer and Declaration Form

Name and Title (print) _____ Signature _____

Addenda Acknowledgment is hereby made of receipt and inclusion of the following addenda to the tender documents:

- Addendum No. _____ dated _____
- Addendum No. _____ dated _____
- Addendum No. _____ dated _____
- Addendum No. _____ dated _____

ANNEX 2: INFORMATION MEETING

A Non-Mandatory Information Meeting is scheduled for **Wednesday, October 11, 2023 from 11:00 a.m. to 12:00 p.m.** in the Associate Superintendent's Conference Room, Tolmie Building, 556 Boleskine Road, Victoria, B.C. Proponents wishing to submit a Request for Proposal **are encouraged to** attend this meeting.

Information meeting minutes will be issued to Proponents attending the Information Meeting via an Addendum.

This Information Meeting will provide Proponents an opportunity to ask questions regarding the Request for Proposal documents. Member(s) of the Evaluation Team and a member of Purchasing Services will be conducting the meeting.

Verification of Attendance at the Information Meeting

Signed for Greater Victoria School Board

Signed for the Proponent

Organization Name (Please Print)

Dated

FOR FURTHER INFORMATION, PLEASE CONTACT: **

Greater Victoria School District: Cathy Dawson – Senior Buyer (250) 475-4127

****Proponents are reminded that any oral or written information regarding this Request for Proposal that is received other than from Cathy Dawson – Senior Buyer, Purchasing Services must not to be relied upon.**

PLEASE BRING THIS PAGE WITH YOU TO THE MEETING

APPENDIX A: PROPONENT QUESTIONNAIRE

RFP #: 23 – 012 Operator of Childcare Services at Craigflower Elementary School

***Your response is required to the following questions.**

***Your response to these questions should be submitted with your proposal.**

Program and Technical Questions:

1. Proposals offering licensed childcare programs for before and after school care.

The District requests to see details of your business plan information.

- a) **Experience:** Provide details of past and current childcare operations, include a description of your childcare philosophy or approach.
- b) **Inclusivity:** Provide a discussion on your past or current experience operating as an inclusive childcare service. Describe in your plan how you will ensure that the programs offered at the Childcare Facility at Craigflower Elementary School will provide accessibility to children who may require support. Provide a copy of your established policies on inclusive childcare.
- c) **Detailed Plans:** Please refer to the Scope of Services and indicate how your program will support the District's Strategic Plan.
- d) **Indigenous programming:** Describe your program including information and a discussion on how your program will include Indigenous families and foster Indigenous reconciliation in childcare and will operate on the principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act. Be specific.
- e) **Programming:** Provide a description and information on the proposed programs (childcare) intended for the facility space. Please refer to the Scope of Services for information on the programs required and expected and indicate how the childcare operator will utilize the BC Early Learning Framework to guide and support learning experiences in a childcare setting. Include information such as the type of care and your hours of operation. Please review the site plan and information provided on Appendix B to gather information on the physical space being offered at the Facility.
- f) **Staffing:** Provide a proposed staffing plan and include recruitment and retention strategies.
- g) **Please review** the Board's Policy (Appendix D) to gather information you may need to review. Discuss how your childcare operation would be a good fit for this Childcare Facility at Craigflower Elementary School.

APPENDIX A: PROPONENT QUESTIONNAIRE (cont'd)

RFP #: 23 – 012 Operator of Childcare Services at Craigflower Elementary School

- h) **Provide copies** of any current business licenses, WorkSafeBC Clearance Letter, insurance certificates or other documentation specific to your proposed business plan and that would support your proof of experience in providing childcare and your plan for the space.
2. **References:** Proponents should have past and current experience offering childcare programming including before and after school care services intended for the available facility space. This includes School Administrators. Provide at least three (3) references include names & contact information (email and phone number) for people or businesses that can verify the experience and statements you have made in response to this section. **Please limit the references provided to one (1) by current or past clients/customers/parents.**
3. Proponents should be well connected to the Township of Esquimalt in which the available space resides. Describe your experience with community connections in the Township of Esquimalt; volunteer work or other.
4. Optional or Other Benefits should be described in your response. Are there any additional benefits to the school or to the children who may be included in your proposed use of the space?

Financial Questions:

1. Provide a detailed budget for the Childcare Facility. Include information on the following items:
- Your projected revenue to ensure the viability of the space usage including the proposed fees collected based on program registration and number of children you are required to service. Be specific about the grant funding you intend to apply for and receive, including projected amounts. Provide your table of rates for Before and/or After School Care programming, include rates for: camps or school breaks (full day care).
 - Your expenses including salary paid to staff, equipment and supplies, insurance, etc.
 - Details of any expenses that will not be charged against your proposed budget, and any additional sources of revenue that may be used to offset expenses. Grant funding received or fund-raising activities.

APPENDIX A: PROPONENT QUESTIONNAIRE (cont'd)

RFP #: 23 – 012 Operator of Childcare Services at Craigflower Elementary School

Financial Questions:

Provide an operating budget for the proposed first year of use based on the following information:

The Childcare Facility – Craigflower Elementary School

The monthly fee for the use of the gym space for Before & After Care is calculated as follows:
VIHA Licensed Capacity x \$2.19 x 22 days (January to June 30th)

The District will enter up to a year-long License to Occupy Agreement with the successful Proponent which will be renewed annually.

From

Package __ of __

Request for Proposal No. 23 – 012

Request for Proposal Title: Operator of Childcare Services at Craigflower Elementary School

Date Due: October 26, 2023

2:00:00 P.M. (local time)

Cathy Dawson, Sr. Buyer

Purchasing Services

Board of Education of School District No. 61

556 Boleskine Road

Victoria B.C. V8Z 1E8

Office Use Only

Date Received _____

Received by (initial) _____

Time Received _____