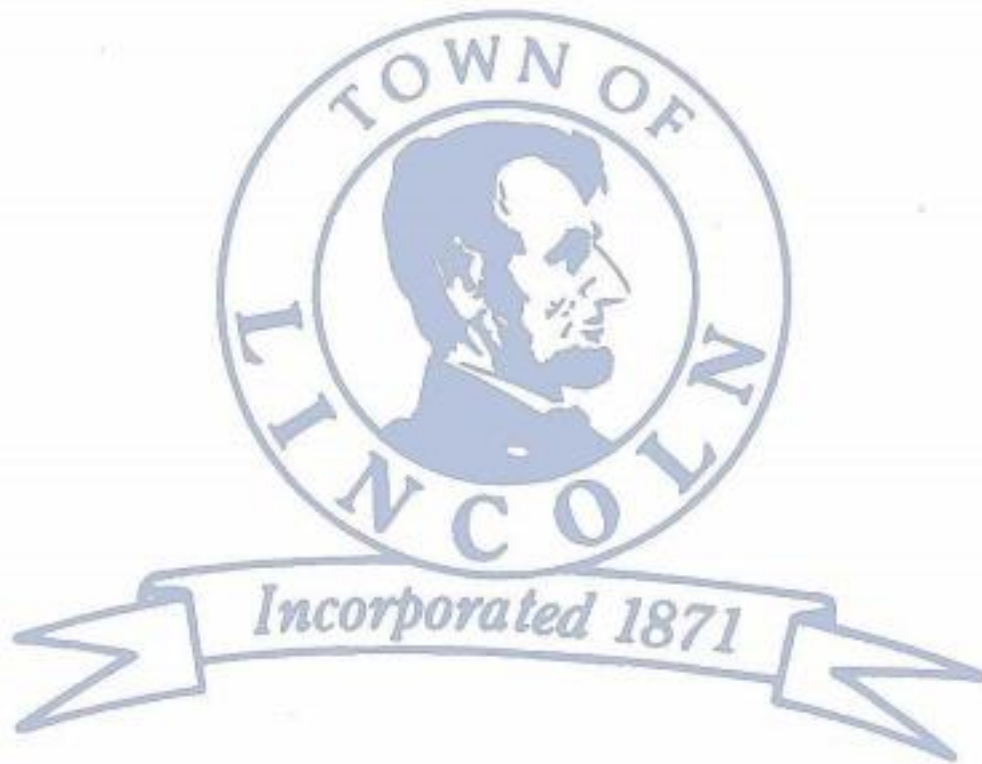


**LICENSED BEFORE/AFTER SCHOOL
CHILD CARE PROVIDER**

Lincoln Public School Department
Invitation to Bid
May 20, 2021



Thursday, June 10, 2021
10:00 AM (local time)

Lincoln Public Schools
1624 Lonsdale Avenue
Lincoln, RI 02865

Lincoln Public Schools
Licensed Before & After School Child Care Provider
May 20, 2021

The Town of Lincoln Public Schools is accepting sealed bids for a **Licensed Before/After School Child Care Provider**.

Bids for a **Licensed Before/After School Child Care Provider** are due at the administrative offices of the Lincoln Public Schools, 1624 Lonsdale Avenue, Lincoln, RI 02865 by **10:00 a.m. on Thursday, June 10, 2021**. Bids received after that time will be returned to the sender. All bids will be publicly opened and virtually read at that time. Bids for a **Licensed Before/After School Child Care Provider** should be placed in a sealed envelope and labeled "**Licensed Before/After School Child Care Provider**".

A virtual pre-bid conference will be held for all interested bidders on June 1, 2021 at 2:00 pm. A Zoom link will be provided to those interested bidders.

Specifications and proposal forms may be obtained electronically or hard copy from the Business Office, Lincoln Public Schools, 1624 Lonsdale Avenue, Lincoln, RI 02865, Phone: (401)721-3316, Fax: (401) 721-4121, Email: mcnameej@lincolnps.org. The School Committee reserves the right to reject any or all proposals, to waive irregularities in any proposal or to accept any bids or to accept that proposal deemed in the best interest of the Lincoln School Department.

John J. McNamee, CPA
School Business Administrator

GENERAL CONDITIONS

Bids to furnish the Town of Lincoln Public Schools with **Licensed Before/After School Child Care** must be submitted to the School Business Administrator, 1624 Lonsdale Avenue, Lincoln, RI 02865 on or before **Monday, June 10, 2021 at 10:00 a.m. local time. Bids received after that time will not be considered and will be returned to the vendor.**

The bid is to be submitted in a sealed envelope, marked with the bidder's name and the statement **Licensed Before/After School Child Care Provider.**

Where prices are the same, the School Department reserves the right to award to one bidder, or to split the award.

Services must not commence without the express written consent of the Lincoln School Committee or designee.

The prices quoted will be for one (1) year with two (2) one year options. Vendors must include all costs associated with the Scope of Service for all three (3) years.

All bid prices must be guaranteed for a minimum of forty-five (45) days from the date of the bid opening, unless otherwise stated by the vendor.

The School Committee reserves the right to reject any or all bids, or to accept any bid.

The vendor must use the attached "Bid Submittal Form" when submitting a proposal.

PERMITS AND FEES

The service provider will pay for all permits pertaining to child care services within the State of Rhode Island.

REFERENCES

The service provider must submit at least three (3) references from school districts where the service provider has provided before and after school child care in the last three years.

BASIS FOR AWARD

The School Department shall award the contract to the lowest responsive and responsible bidder. Factors other than price will be used in determining the lowest responsible and responsive bidder. Those factors include: demonstrated experience in the type of child care services required, quality of the services performed previously by the bidder for the Town of Lincoln, professional background, experience, service and expertise of the child care provider.

The School Committee reserves the right to reject any or all proposals, to award partial proposals, to waive irregularities in any proposal or to accept any bids or to accept that proposal deemed in the best interest of the Lincoln School Department. The quality of performance of previous contracts or services is an important component as is the ability of the bidder to provide future expansion of services.

INSPECTION

A virtual pre-bid conference will be held for all interested bidders on June 1, 2021 at 2:00 pm. A Zoom link will be provided for those interested parties. Due to COVID 19 restrictions, pre-bid tours of the schools are not being permitted. Please email all questions to beckn@lincolnps.org and a written response will be emailed to all responders.

INSURANCE

The Contractor is responsible for proper insurance. The Contractor shall purchase and maintain insurance which will protect them from claims arising out of or resulting from activities under this contract, whether those activities are performed by themselves, by any subcontractor or by anyone directly or indirectly employed by any one of them or by anyone whose acts may be liable.

Bidders must submit proof of coverage under the Workers' Compensation insurance system of the State of Rhode Island or other similar benefit acts.

Bidders shall submit a valid certificate of insurance naming **The Town of Lincoln Public Schools** as an additional insured. All coverage shall be on an "occurrence" form with minimum acceptable coverage as follows:

Lincoln Public Schools
Licensed Before & After School Child Care Provider
May 20, 2021

Commercial General Liability:
\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$1,000,000 Products and Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury

Business Automobile Insurance
\$500,000

The company providing the insurance and bonds shall be a duly authorized insurance company with a rating of or greater than "A-" as rated by the A.M. Best Co., must be listed on the Department of Treasury Circular #570, must be satisfactory to the Lincoln Public Schools and authorized to do business in the State of Rhode Island.

If the Lincoln Public Schools permits the Contractor to use any of the Lincoln Public Schools' equipment, tools or facilities, such use shall be gratuitous and the Contractor shall release the Lincoln Public Schools from any responsibility arising from claims for personal injuries, including death, arising out of the use of such equipment, tools or facilities, irrespective of the condition thereof or any negligence on the part of the Lincoln School Department in permitting their use.

CONTRACTOR RECORDS

The Contractor shall maintain records in accordance with all applicable laws.

CONDITION OF SERVICE

No claim for extra compensation shall be entertained for services performed.

LAWS AND REGULATIONS

All applicable Federal and State laws, municipal ordinances and the rules and regulations of authorities having jurisdiction over the proposed work shall apply to the contract throughout, and they will be deemed included in the contract the same as though herein written out in full.

QUALIFICATIONS OF BIDDERS AND SUB-BIDDERS

The Lincoln Public Schools may make such investigations as deemed necessary to determine the ability of the bidder and all sub-bidders to perform the services. The bidder or sub-bidders shall furnish to the Lincoln Public Schools information and data for this purpose as the Lincoln Public Schools may request. The Lincoln Public Schools reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder or sub-bidders, fails to satisfy the Lincoln Public

Schools that the service provider(s) are is/are properly qualified to carry out the obligations of the contract and to complete the work.

Discrepancies, Omissions and/or Questions

Before submitting a proposal, bidders shall carefully examine the specifications and further inform themselves as to all existing conditions concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or have any doubt as to their meaning, the bidder shall notify the Lincoln Public Schools, in writing, via email (mcnameej@lincolnps.org) or by regular mail at the address provided in the bid advertisement no later than June 1, 2021. Questions will not be answered verbally and all questions and answers/clarifications will be provided to all bidders of record.

Scope of Services

The Before/After School Child Care Provider Enrichment Program shall be all inclusive, i.e. no extra fees or costs to program participants, and will serve multiple purposes. By partnering with the Lincoln Public Schools, the program will have a direct impact that will:

1. Provide child care for Lincoln students before school (7:00 a.m. – 9:00 a.m.) and after school (3:20 p.m. – 6:00 p.m.). Prospective bidders must provide a template detailing a typical program day for students participating in the program.
2. Offer Therapeutic Child Care service and provide documentation describing what services will be provided and the schedule showing delivery of the services.
3. Provide an academic focus with time to complete homework, read and receive tutoring. This requirement must be clearly shown in the template required in number 1 above.
4. Provide students with a curriculum that is developed and implemented using developmentally appropriate activities. Please provide a narrative of how this requirement will be implemented if not clearly shown in the template in number 1 above.
5. Provide a fun and safe place for students before and after school hours.
6. Provide positive interactions with caring adult role models. A resume for the program director must be provided.
7. Encourage and develop life skills, respect for others and positive social interactions.
8. Support an interactive learning environment in the school.
9. Increase health, wellness and fitness for youth. Please provide a narrative of how this requirement will be implemented if not clearly shown in the template in number 1 above.
10. Vendors must consider Lincoln's facility rental charges. Reducing the hourly facilities fee is meant to benefit families by directly reducing their child care costs. Please provide two (2) prices based upon rental cost amounts of \$7.00 per hour per day and \$14.00 per hour per day. Vendors must clearly describe how the \$7.00 per hour savings in option one (1) will reduce program costs for families and/or result in additional benefits provided to families participating in the program.

Lincoln Public Schools
Licensed Before & After School Child Care Provider
May 20, 2021

11. Alternate Pricing – The vendor may provide an alternate financial arrangement in lieu of conventional rent payments noted in 10. above. An example of this type of arrangement would be a percentage split of the net income with a guaranteed minimum.

The program activities must be planned on a monthly basis in conjunction with the building administrator and must include a variety of topics that incorporate arts and humanities, character development, health and wellness, homework support, literacy, science and math, service learning and social competence and conflict resolution. Copies of the monthly program, including any subsequent changes must be kept on file in the building administrator's office and the site director's office for the entire school year. The curriculum must address homework assistance, enrichment and structured recreation. The specific activities associated with the various curriculum categories must take place in one or several of the following contexts: Free choice, small group or individual activities, large group, outdoor time and snack, each of which is balanced throughout the day or week. Quality comprehensive after school enrichment must emphasize fun activity-based learning that reinforces the knowledge and skills needed for in-school success. Staff in the program must follow the monthly program and work with students to reinforce what they are taught in school. Evidence of same must be kept on file in the building administrator's office and the site director's office for the entire school year.

A site director must be assigned to each location. Site director(s) will have a minimum of an Associates Degree and have experience working with school age children. Please provide a current resume or curriculum vitae of the employee(s) hired to provide site director services. All staff, volunteers and guests must obtain a BCI check as well as meet all the necessary requirements of the Department of Youth, Children and Families (DCYF). Staff will also be both CPR and First Aid certified.

The Lincoln School Department will supply the following at each Elementary School site:

- Building access before school (7:00 a.m. – 9:00 a.m.) and after school (3:20 p.m. – 6:00 p.m.).
- Use of the multi-purpose room located within each elementary building in accordance with DCYF requirements regarding per student square footage.
- One classroom to be used for K students and programs associated with this age group.

Lincoln Public Schools
Licensed Before & After School Child Care Provider
May 20, 2021

- An area to support refrigeration (refrigerator unit supplied by vendor).
- Copy of fire date inspection.
- Copy of radon inspection.
- Use of toilet facilities to support the program with a maximum of twenty (20) students at any one time.
- Use of facilities during vacation periods and/or non-school periods upon vendor's written request in the form of a "Facilities Request Form". All vacation period use of buildings is subject to custodial fees and building use fees.

**Bid Submittal Form
 Licensed Before and After School Child Care
 Provider Weekly Parental Costs for Programs
 Year (1) One**

Kindergarten Costs with \$14.00 Per Hour Per Day Facilities Use

Before School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
After School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Before/After:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Add'l Child(ren) After School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words

Grades 1 – 5 Costs with \$14.00 Per Hour Per Day Facilities Use

Before School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
After School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Before/After:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Add'l Child(ren) After School:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____	_____
	Bid Amount in Numbers	Bid Amount in Words

Lincoln Public Schools
Licensed Before & After School Child Care Provider
June 10, 2021

Bid Submittal Form
Licensed Before and After School Child Care
Provider Weekly Parental Costs for Programs
Year (1) One

Kindergarten Costs with \$7.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

Grades 1 – 5 Costs with \$7.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

**Bid Submittal Form
Licensed Before and After School Child Care
Provider Weekly Parental Costs for Programs
First Option Year**

Kindergarten Costs with \$14.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

Grades 1 – 5 Costs with \$14.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

**Bid Submittal Form
Licensed Before and After School Child Care
Provider Weekly Parental Costs for Programs
First Option Year**

Kindergarten Costs with \$7.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

Grades 1 – 5 Costs with \$7.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

**Bid Submittal Form
 Licensed Before and After School Child Care
 Provider Weekly Parental Costs for Programs
 Second Option Year**

Kindergarten Costs with \$14.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

Grades 1 – 5 Costs with \$14.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

Bid Submittal Form
Licensed Before and After School Child Care
Provider Weekly Parental Costs for Programs
Second Option Year

Kindergarten Costs with \$7.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

Grades 1 – 5 Costs with \$7.00 Per Hour Per Day Facilities Use

Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) After School:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words
Add'l Child(ren) Before/After:	\$ _____ Bid Amount in Numbers	_____ Bid Amount in Words

**Bid Submittal Form
Licensed Before and After School Child Care
Alternate Pricing Arrangement**

Description of Financial Arrangement

Guaranteed Minimum:

- Yes
- No

If yes, how much:

Year 1: \$ _____

Year 2: \$ _____

Year 3: \$ _____

Lincoln Public Schools
Licensed Before & After School Child Care Provider
June 10, 2021

Bid Submittal Form
Licensed Before and After School Child Care Provider
Weekly Parental Costs for Programs
One Year with Two Additional One Year Options

Company Name: _____

Address: _____

City/Town: _____

State: Zip: _____

Telephone: _____

I hereby declare that I am the _____
Title

of _____ **and I have submitted a proposal that**
Company Name

**conforms to the bid specifications except as specifically noted in my
proposal.**

Printed Name of Authorized Bidder: _____

Signature of Authorized Bidder: _____

Date: _____