

Request for Proposal (RFP): Organization Partner for Childcare Industry Collaboration

Issued By: Reno County Child Care Task Force

RFP Title: Partnership for Administrative Support to Solve Child Care Crisis

Release Date: November 18, 2024

Proposal Due Date: December 20, 2024

Contact Information: Heather Faulkner, heather@renocountychildcare.com

Purpose

The Reno County Child Care Task Force is seeking proposals from qualified organizations with a commitment to knowledge of the childcare industry that are interested in partnering with the Task Force and ultimately a 501(c)(3) entity to be formed (collectively referred to hereafter as “Task Force”) to provide comprehensive administrative services as set forth in the Scope of Work below. This partnership aims to streamline operations for purposes of operating childcare facilities within Reno County (“Facilities”) to help address the ongoing childcare crises in Reno County. Additionally, this partnership seeks to provide critical support services to other nonprofit child care facilities not operated by the organization by and through separate service agreements (“Service Agreements”).

About the Reno County Child Care Task Force

The Reno County Child Care Task Force is committed to finding innovative and sustainable solutions to the child care crisis in our community. We collaborate with various stakeholders, including local providers, families, and policymakers, to increase access to quality and affordable child care. Our work spans capacity building, workforce development, advocacy, and support for child care providers.

Scope of Work

The selected organization will work alongside the Task Force to support and enhance its efforts in tackling the local child care crisis. The following comprehensive administrative and operations services (“Services”) are expected from the selected organization:

1. Human Resources (HR) Management

- Hiring of childcare employees who will perform child care services for Facilities (“Work Force”), inclusive of onboarding and training support for the Work Force..
- Oversight and completion of payroll processing and benefits administration for Work Force.
- Development and implementation of HR policies and procedures for use by Facilities and assist Facilities in carrying out policies and procedures when needed.
- Providing general human resources management services as requested by Facilities as needed.
- Provide consulting services for any of the above in accordance with the terms of any Service Agreement in place.

2. Professional Services

- Contract for or provide in-house bookkeeping, financial reporting, and budgeting for operations at each Facility.
- Monitor the collection of all fees and accounts receivable, including those from families utilizing each Facility, DCF, CACFP, any grants, and any other entities providing subsidies for child care operations.
- Ensure accurate record-keeping and appropriate follow-up on any unpaid account receivables, while delegating operational tasks to designated staff or third parties as needed.
- Ensure all payables for each Facility are paid in a timely manner.
- Oversee the collection and proper accounting of all fees payable to the organization as stipulated in Service Agreements between the organization and a child care facility not directly operated by the organization.
- Assist in securing grant management and fund distribution services as needed through organization or outside contracting.
- Ensure Facilities are in compliance with local, state, and federal financial, employment and child care rules and regulations.
- Contract as needed for legal oversight and guidance for Services provided herein.

3. Administrative Support and Operations

- General administrative support, including document management, IT services, software services necessary to operate child care facilities, meeting coordination, and communications.
- Ensure Facilities are operating child care programs in a compliant manner consistent with required policies and procedures and consistent with quality measures set by Task Force.
- Ensure each Facility is utilizing access to food programs, group purchasing options, programming options and any other programs available to Facilities by and through Task Force or other sources to maximize the financial health of each Facility while providing the child care programming at the quality expected by Task Force.
- Collaborate with Task Force to identify any and all grants or programs available to lessen financial burdens for the operations of each individual Facility.
- Set appropriate costs per child for attendance at a Facility in accordance with guidance provided by Task Force.

Eligibility Criteria

Qualified applicants must meet the following requirements:

1. **Experience:** Proven track record as fiscal sponsor and/or umbrella organization providing HR, administrative, professional services, and operations services as set forth above, ideally within the child care industry or a related field.
2. **Capacity:** Demonstrated ability to scale operations and support the child care Task Force and its expected umbrella organization that will be formed as a 501(c)(3) organization and the evolving needs.

3. **Partnership Approach:** Willingness to collaborate closely with the Reno County Child Care Task Force and its expected umbrella organization, offering both operational support and strategic insight to enhance our mission.

Proposal Requirements

Please submit the following information in your proposal:

1. **Organization Overview**
 - o Brief history of the organization and its services.
 - o Relevant experience in providing HR and administrative services , particularly in the childcare or non-profit sectors.
2. **Approach and Work Plan**
 - o Describe your approach to providing the required services.
 - o Outline a work plan detailing how you will work alongside the Task Force to achieve the desired outcomes.
3. **Staffing and Qualifications**
 - o Identify the team members who will be assigned to this project, including their qualifications and experience.
4. **Pricing**
 - o Provide a detailed pricing structure for your services, including any associated fees.
5. **References**
 - o Provide at least three references from organizations you have supported in a similar capacity.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Demonstrated understanding of the child care industry and challenges.
- Ability to meet the needs outlined in the scope of work.
- Cost-effectiveness and transparency in pricing.
- Alignment with the Task Force's mission and values.

Non-Disclosure Agreement (NDA) Requirement for Access to Financial Projections

In order to maintain the confidentiality of sensitive financial projection data, all submitting entities are required to sign a Non-Disclosure Agreement (NDA) prior to being granted access to this information.

Purpose of the NDA:

The NDA ensures that any financial projection data shared with submitting entities as part of this RFP process remains confidential and is used solely for preparing a proposal. The financial projections provided are proprietary and should not be shared or disclosed to any third party without the express written consent of the Reno County Child Care Task Force.

Process:

1. Upon submitting the initial RFP application, the submitting entity will receive an NDA document.
2. The NDA must be signed by an authorized representative of the submitting entity.
3. Upon receipt of the signed NDA, the submitting entity will be granted access to the financial projection data necessary for preparing an accurate proposal.
4. Failure to sign the NDA will result in the inability to access financial projection data and may impact the completeness of the proposal.

Submission Instructions

Interested parties are invited to request more specific information with the projected employment ramp up, expenses and income by December 6, 2024. Request this information by emailing info@renocountychildcare.com with the subject line "Additional Information Request for Umbrella Organization".

Final proposals are due by December 20, 2024. Please submit proposals electronically to info@renocountychildcare.com with the subject line "Proposal for Child Care Umbrella Organization Partnership."

For any inquiries regarding this RFP, please contact Heather Faulkner. Questions will be accepted until December 6, 2024.

There will be an informational meeting on Monday, December 2, 2024 from 2:00pm-4:00pm at Hutchinson/Reno County Chamber of Commerce, 117 N. Walnut St, Hutchinson, KS. This session will provide an overview of the project, key requirements, and expectations for potential partners. Attendees will have the opportunity to ask questions, clarify details, and gain insights to strengthen their proposals.

Timeline

- **RFP Release Date:** November 18, 2024
- **Informational Meeting:** December 2, 2024
- **Request for Additional Information Deadline:** December 6, 2024
- **Submission Deadline:** December 20, 2024
- **Evaluation Period:** December 2024-January 2025
- **Award Notification:** February 2025
- **Project Start Date:** Q3 2025

Disclaimer

The Reno County Child Care Task Force reserves the right to accept or reject any and all proposals, to negotiate terms, and to make decisions in the best interest of our mission and community.

We look forward to your submission and the opportunity to partner together in making a difference in our community's child care landscape.