

19-202

## DRAFT DOCUMENT

### REQUEST FOR BIDS (RFB): Drop-in Child Care Services Bid Specifications

- Release Date:** July \_\_, 2019
- Bid Description:** The County of Summit Department of Job and Family Services (CSDJFS) announces the opportunity to submit a bid to operate a drop-in child care center known as "The Fun Stop" at the OhioMeansJobs Summit County (OMJSC) facility.
- Site Tour:** A **site tour** for potential bidders will be held on **Monday July \_\_, 2019, at 10:00 A.M E.S.T** at OMJSC located at 1040 E Tallmadge Avenue, Akron, OH 44310.
- Questions:** **Questions must be submitted in the Question/Answer section on the top right side menu no later than Monday July \_\_, 2019, at 2:00 P.M. E.S.T.**
- Bid Deadline:** **Electronic bids will be received no later than Monday, July \_\_ 13, 2019, at 2:00 P.M. E.S.T., at: [www.publicpurchase.com](http://www.publicpurchase.com).** Hard copies will not be accepted. The County reserves the right to reject all bids.
- Contract Amount:** CSDJFS estimates funds available to operate The Fun Stop will be approximately \$90,000.00 annually. Funding for this service is through CSDJFS Shared Cost Pool funds, which are passed to the County by the State through various allocations. The lowest responsive and responsible bid will be awarded. The bid cost shall cover payroll/benefits, commercial insurance, security wristbands, general costs (i.e. sealed snacks, beverages, arts and crafts, office supplies, etc.) and janitorial/sterilization supplies.
- Contract Period:** This is a twelve month contract for the following contract period: October 1, 2019 through September 30, 2020. There are two contract renewal options associated with this RFB for the following periods:
1. October 1, 2020 through September 30, 2021
  2. October 1, 2021 through September 30, 2022
- Any renewal is contingent upon CSDJFS receiving adequate funding from the State of Ohio, approval of Summit County Council and Provider's demonstrated performance.
- Background:** In 1996 the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) authorized the Temporary Assistance to Needy Families (TANF) program with the intention of ending cyclical dependence on the welfare system by encouraging self-sufficiency for families through employment, while meeting their basic needs through

temporary cash assistance. Workforce Innovation and Opportunity Act (WIOA) went into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. A key component of the WIOA employment system is the mandate of American Job Center (AJC). The AJC is located at 1040 East Tallmadge Avenue, Akron, Ohio and is known as OMJSC. OMJSC houses both WIOA services and a CSDJFS location which provides TANF services.

Persons utilizing OMJSC may need to bring their children with them while visiting the center. Therefore, to address the child care needs of Summit County residents while utilizing OMJSC, CSDJFS desires to offer continued services of The Fun Stop.

**Bid Information:**

**Service Levels**

On average twelve children utilize the services of The Fun Stop each day, with the average length of stay being three hours.

**Location**

The Fun Stop services will be provided at the County's OMJSC facility located at 1040 East Tallmadge Avenue, Akron, Ohio 44310.

**Hours of Operation**

The Fun Stop will be open Monday, Wednesday, Thursday and Friday from 8:30 A.M. to 4:00 P.M. and Tuesday from 8:30 A.M. to 7:00 P.M. Staff must be available prior to 8:30 A.M. each day to ensure The Fun Stop is open and available to customers at 8:30 A.M. and through closing time.

**Licensing**

The space designated for The Fun Stop has a City of Akron occupancy permit, based upon square footage, authorizing a capacity of thirty-two children regardless of the age combinations, and eight adults. A state child care site license is not required to provide these services as long as care does not exceed thirty days per child per year. However, **it is the County's preference that The Fun Stop be operated by a State of Ohio licensed child care entity.**

It is the County's requirement care does not exceed four (4) hours per day. All the local ordinances for health and safety standards typically expected of any public facility must be met including adhering to the occupancy permit. Further, the County requires parents to remain at OMJSC, sign their child in, and be accessible. Any parent found in violation of this rule will not be permitted to use the service in the future.

**Credentials**

The County expects a potential Provider to demonstrate through their bid that their staff members are credentialed professionals, experienced with

all age groups and able to serve children with special needs. Potential Providers must demonstrate the following:

1. Capable of rendering first-aid and CPR and supply documentation that staff has completed training in these areas.
2. Supply documentation that staff has completed communicable diseases training.
3. Provide verification that staff has taken Child Abuse & Neglect Training.
4. Provide CSDJFS with each potential staff member's JFS 1176 Program Notification of Background Check Review for Childcare.
5. If needed, provide proper child feeding.
6. Maintain high standards of child hygiene and child care.

### **Goal**

The goal of The Fun Stop is to offer a safe, warm, family friendly child care center atmosphere that is not simply a babysitting service.

### **Required Provider Functions**

The selected Provider will be expected to perform the following functions:

1. Provide enrollment and registration by the parent for each child left in Provider's care, utilizing forms as agreed upon by Provider and CSDJFS.
2. Provide security utilizing wristbands with matching numbers for Identification purposes to both parent(s) and child(ren). Understand parents with wristbands are not permitted to leave the facility without picking up the children left at The Fun Stop.
3. Provide a creative, organized and age appropriate environment emphasizing learning and play.
4. Provide creative activities that will address the presenting needs of children ages six weeks to twelve years while under care and supply materials necessary to encourage such activities.
5. Clean and organize the site daily, and disinfect the site once per week. Disinfect toys that are mouthed after each use. Wash crib sheets and dress up clothes after each use. Maintain a cleaning record, showing when cleaning was completed and by whom.
6. Provide sealed snacks and refreshments as appropriate.
7. Provide sufficient staffing levels with two employees in The Fun Stop at all times and ensure staffing levels meet ODJFS required staff/child ratios for licensed child care centers.
8. Provide monthly service reports utilizing forms as agreed upon by Provider and CSDJFS.

### **Lease**

CSDJFS leases the space and phone service utilized by The Fun Stop.

Building maintenance of the site is provided through this lease. CSDJFS incurs the cost of the lease.

### **Furnishings**

The site is currently furnished with age appropriate items (toys, furniture, rugs, cribs, cots, TV, changing table, DVD player, refrigerator, etc.).

### **Subcontracting**

The utilization of subcontracts will not be permitted in the performance of these services.

### **Insurance**

**Upon award**, the selected Provider will be required to provide a Certificate of Insurance naming the County of Summit as an Additionally Insured with regard to General Liability upon execution of this contract. Provider agrees to provide and maintain throughout the term of this contract the following with regard to insurance:

- General Liability insurance with limits of One Million Dollars (\$1,000,000) per occurrence;
- Certificates of Insurance, including accident, auto, general liability and property;
- Workers' Compensation insurance in such limits as prescribed by law;
- 30 days of advance written notice of policy cancellation, nonrenewal, reduction of limits, or other material modification.

### **Quote Submission Requirements:**

1. Provide verification that your hours of operation will mirror those listed in the above section entitled "Hours of Operation".
2. Provide verification that staff meets the six criteria listed in the above section entitled "Credentials".
3. Provide verification your organization can meet the goal of The Fun Stop stated in the above section entitled "Goal".
4. Provide verification your organization can perform the eight functions listed in the above section entitled "Required Provider Functions".
5. Provide a proposed budget outlining costs associated with operating The Fun Stop for the period July 1, 2019 through June 30, 2020. **Budget forms and instructions are posted with this RFB.**
6. Provide Federal Identification Number.
7. Provide State of Ohio License to operate a Child Care Center.
8. Provide resumes, individual licenses and certifications (if applicable).
9. Provide your organization's grievance procedures and submit copies of any forms used in this process.
10. Provide your organization's incident report process and submit copies of any forms used in this process.
11. Submit all required documents listed in the **Successful Bidder Requirements file posted with this RFB.**