



LOWNDES COUNTY SCHOOLS

REQUEST FOR PROPOSALS FOR AFTER SCHOOL CHILDCARE VENDOR LOWNDES COUNTY SCHOOLS

The Lowndes County School System is accepting **sealed** proposals for entering into a contract for after school childcare for the 2019-2020, 2020-2021, and 2021-2022 school years. We are seeking proposals from vendors who have an established history in providing after school childcare service in the Lowndes County area.

The vendor must be an established, licensed childcare provider and the staff must be trained and authorized to provide the service. The selected vendor must meet all the expectations and requirements in this packet. The proposal must include all requirements and total cost per participant detailed by daily and weekly rates. (Example: labor, supplies, snack & drink, etc.)

Sealed written proposals must be received by the school system no later than 12 Noon on Friday, February 8, 2019. Neither dating of the response nor placing in the mail by this date will meet this requirement. Exceptions will not be made for proposals received after the date and time stated. The school system reserves the right to accept the proposal that in its judgment will be in the best interest of the system.

Many factors will be considered when evaluating the proposals. The proposal must demonstrate that the vendor has evaluated the unique needs of elementary-age children and has proposed capacities and placement to be the most cost-effective. Cost is important, but will not be the sole determining factor. Quality, training, service, and support are the other very important considerations. Longevity, reputation, and experience working in an educational setting will also be taken into account.

Lowndes County School System staff will evaluate the proposals. This group will make a recommendation to the superintendent as to which proposal(s) best meets the specified needs and which best satisfies the requirements detailed in this packet. Past satisfactory experience in the Lowndes County School System, positive evaluations by schools, and comparison of the vendors' service proposals will contribute to the selection of the solution.



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PROPOSAL REQUIREMENTS

All proposals must be submitted as a sealed proposal. Proposal envelopes must be sealed and delivered to Mr. Rodney Green by 12 Noon on February 8 at the Lowndes County Board of Education office.

Envelopes should be returned to the attention of Mr. Rodney Green and marked "After School Childcare Vendor Proposals."

Unsealed proposals will not be accepted.

All proposals must be in ink or typewritten.

An officer of the company must sign the proposal summary form and list the official firm or corporate name.

After the opening of the proposals, the system may require up to thirty (30) working days for review before presenting a recommendation to the superintendent.

A vendor shall provide three (3) letters of reference from current or previous customers. Copies of current accreditations, childcare licensure, and current proof of insurance should accompany the proposal.

PROGRAM REQUIREMENTS

1. A copy of the contract must accompany the proposal. The final format of the contract must be submitted to Mr. Rodney Green within 30 days of the school board's approval.
2. The proposal must state the location of the After School Childcare Program for each Lowndes County Elementary School, whether the proposal is based on the program being at the elementary school campus or at a different site.
3. The provider is responsible for ensuring that all licensing and insurance requirements are met before the start of the program and a copy of current certificates submitted to Lowndes County School System to keep on file.
4. The program must be in operation each school day, beginning immediately after school dismissal and remaining open until 6:00 p.m.
5. The childcare staff must meet the following requirements:
 - a. complete a criminal background check and be fingerprinted;
 - b. be at least 18 years of age and possess a high school diploma or GED;
 - c. test negative when submitting to a random drug screening;
 - d. have current First Aid training, CPR training, and Child Abuse and Neglect training;
 - e. wear official program identification at all times during program hours; and
 - f. be mature, responsible and of good character
6. At all times while children are present, there must be a minimum of two (2) After School Childcare program staff members on site. Both staff members must meet the Childcare Staff requirements.
7. Homework time must be built into the program schedule and assistance given, if needed.
8. Arts and crafts must be offered and all materials supplied by the provider.
9. A nutritious snack and drink must be offered daily.
10. If school facility is used, it must be left in good order at the end of each day.
11. A system must be in place to check on students that are enrolled in the After School Childcare program that do not attend (due to checkout or absence from school).
12. A system must be in place to safely release children to parents.
13. A first aid kit must remain stocked by the provider and available to each school site.



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14. The childcare staff and students should know how to use playground/P.E. equipment appropriately.
15. The childcare staff must be able to see students at all times.
16. The childcare staff must maintain control of students at all times.
17. The childcare staff should adhere to playground labels concerning specific grade level use.
18. A Strategic Plan of Operation must be included in the proposal, having the provider's statement of purpose, mission, and goals and objectives.
19. The provider is responsible for damages of any equipment and property at replacement cost.

PROGRAM RECOMMENDATIONS

1. The Site Director to be a Lowndes County Schools facility employee, paid by After School Childcare Program provider.
2. The students should be separated into two groups by grade levels.
3. The caregiver/student Ratio 1:10 or lower.
4. The staff must have very close supervision of students, especially on the playground and in restrooms.
5. The childcare staff should be prepared to handle problems and concerns that arise, instead of involving school personnel, unless it is an emergency.
6. The childcare staff must maintain good communication with parents.
7. School-aged children of Lowndes County School administrators, teachers, and paraprofessionals stay free or at a reduced cost.