

REQUEST FOR APPLICATIONS

Notice is hereby given that Washington County and the Department of Human Services will be receiving applications for ‘**Childcare Center Operators for Washington County**’ and the Early Childhood Education (ECE) Operations Rescue Plan, at the Office of the County Controller, to be mailed or delivered to, **100 West Beau Street, Suite 403, Courthouse Square Office Building, Washington, PA 15301, until 11:00 A.M. Prevailing Time, on Tuesday, August 27th, 2024**. All submissions shall contain one original and one unbound copy. RFAs will be promptly opened at the time indicated above, names only to be read. **Late submissions will not be accepted.**

The above-mentioned RFA document may be obtained **on or before Friday, August 8th** from the Washington County website at [Washington County PA: Official Website \(washingtoncopa.gov\)](http://Washington County PA: Official Website (washingtoncopa.gov)). Vendors receiving RFA documents are responsible for checking for contract changes and addenda at the website.

The County is seeking skilled operators to manage the transition and rescue of closing or struggling childcare centers in Washington County. This role involves comprehensive management of administrative, operational, and regulatory responsibilities, while enhancing the quality of care for children and the work environment for caregivers. All applications must be in the format requested and must comply with all applicable laws, regulations, and specifications. Washington County reserves the right to reject any and all applications.

Washington County will not be held responsible for any incorrect information obtained from any source other than from Washington County.

APPLICATION MUST BE MARKED:
RFA: Childcare Center Operator – Human Services
Application No. 082724-ECE Operator RFA

WASHINGTON COUNTY BOARD OF COMMISSIONERS:
NICK SHERMAN, CHAIRMAN
ELECTRA JANIS, VICE-CHAIR
LARRY MAGGI

To be advertised August 12th and August 19th, 2024

APPLICATION FORM

APPLICATION: **Childcare Center Operators**
WASHINGTON COUNTY
TO: WASHINGTON COUNTY COMMISSIONERS
CROSSROADS BUILDING
WASHINGTON, PA 15301

DATE:

In accordance with the advertisement of the Washington County Commissioners, Washington, PA inviting applications for ‘**Childcare Center Operators for Washington County**’ and the Early Childhood Education (ECE) Operations Rescue Plan” for its Department of Human, having examined the attached specifications and understanding the same, the undersigned proposes to furnish and comply with all of said specifications.

Application Submission: Interested and qualified operators should submit their applications detailing their experience, capabilities, and understanding of the financial requirements. Applications will be reviewed on a rolling basis until the position is filled.

Applicants are required to provide information according to the following outlined headings:

I. Responsibilities:

- Oversee all administrative functions: accounting, bookkeeping, human resources, payroll, accounts receivable, accounts payable, marketing, attendance & enrollment, and legal.
- Implement and maintain quality control and programming, including daily schedules, curriculum and lesson planning, food and nutrition, care for infants through kindergarten, before and after school care, and summer camps.
- Ensure compliance with all health, safety, and regulatory standards.
- Manage staff, technology, communications, facilities, maintenance, inventory, and orders.
- It is expected that respondents have an in-depth understanding of state and federal funding resources available based on highest and best operational practices.

II. Financial Requirements:

Operators must understand the costs associated with operating the center, the expected timeline, and any available support. It is expected that all qualified respondents will have an in-depth understanding of all state and federal funding resources available based upon highest and best operational practices. The anticipated budget for a six-month runway, including accommodations for facility movement, ranges from \$420,000 to \$900,000.

- **Transition Costs:** \$60,000 - \$120,000 (License transfer, program enrollment, funding fulfillment, facility search)
- **Payroll:** \$202,800 - \$405,600 (\$67,600 per month, dependent on funding fulfillment)
- **Operations:** \$60,000 - \$120,000 (Accounting, legal, administrative, management, transition)
- **Facilities & Maintenance | Rent:** \$40,000 - \$75,000 (Rent, utilities, facilities & maintenance)
- **Food Program & Nutrition:** \$55,000 - \$160,000 (Depending on CACFP enrollment and transfer status)

III. Support and Funding:

- Discussions will determine the departments (County, State, Federal) that can provide funding.

IV. Expectations

- A six-month operational period, with necessary accommodations for facility movement, is expected. *Open book financial transparency is required. Awardee should be prepared to present detailed financials, at any time, upon the request of the State or County.*
- As a qualified respondent you acknowledge that there are unknown financial and operational variables associated with this rescue plan.

ALL APPLICATIONS MUST BE SUBMITTED
AS ONE ORIGINAL + ONE COPY
BY 11:00 A.M.
DATE OF OPENING
SEALED APPLICATIONS
MUST BE MARKED:

CHILD CARE OPERATOR: #082724-ECE Operator RFA

The following forms or vendor inclusions must be submitted with application. If the following forms are not signed and returned with RFP Proposal, your proposal will not be considered.

1. Signature Page
2. Anti-Collusion Affidavit

SIGNATURE PAGE

ATTEST: _____

(Secretary if bid by a Corporation)

Name of Proposer

ADDRESS: _____

(Signature of Proposer)

(Typed Name of Proposer-Must be an Officer)

Phone #: _____

EMAIL: _____

FAX: _____

QUESTIONS/SUBMISSION

- Questions pertaining to this RFA in form can be directed to Dalton Thompson – Contract Manager, Purchasing at dalton.thompson@co.washington.pa.us.
- Questions pertaining to services and review can be directed to:
 - Dr. John Tamiggi – john.tamiggi@co.washington.pa.us
- Completed RFA's should be mailed to the **Controller's Office at 100 W Beau Street Suite 403, Washington PA 15301.**

NONDISCRIMINATION CLAUSE

During the term of this contract, Contractor agrees as follows:

1. Contractor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, handicap, ancestry, national origin, age, or sex. Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, handicap, ancestry, national origin, age, or sex. Such affirmative action shall include, but is not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.
2. Contractor shall, in advertisements or requests for employment, placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
3. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source or recruitment regularly utilized by Contractor.
4. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Contractor had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.
5. Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that Contractor will be unable to meet its obligations under this nondiscrimination clause, Contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.
6. Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of Contractor's noncompliance with the nondiscrimination clause of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further Commonwealth contracts, and other sanctions may be imposed and remedies invoked.
7. Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the contracting agency for purposes of investigation to ascertain compliance with the provisions of this clause. If Contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency.
8. Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.
9. Contractor shall include the provisions of this nondiscrimination clause in every subcontract, so that such provisions will be binding upon each Subcontractor.
10. Contractor obligations under this clause are limited to the Contractor's facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

**ANTI-COLLUSION AFFIDAVIT
WASHINGTON COUNTY, PA**

The undersigned deponent, deposes and says that he is the of the bidder/proposer; that he is authorized to make this statement on behalf of the bidder, and he hereby certifies on behalf of the bidder/proposer that:

(1) The price(s) and amount of this bid/proposal have been arrived at independently and without consultation, communication or agreement for the purpose of restricting Competition with any other contractor, bidder/proposer or potential bidder/proposer.

(2) Neither the price(s) nor the amount of this bid/proposal, and neither the approximate price(s) nor approximate amount of this bid/proposal, have been disclosed to any other firm or person who is a bidder or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.

(3) No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from submitting a bid or proposal offer on this project, or submit a bid/proposal higher than this bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.

(4) The bid/proposal submitted by the bidder/proposer is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.

(5) The bidder/proposer has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from submitting a bid/proposal or to submit a complementary bid/proposal on this project.

(6) The bidder/proposer has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid./proposal or agreeing to do so on this project.

(7) I have made a diligent inquiry of all members, officers, employees, and agents of the bidder/proposer with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he/she has not participated in any communication, consultation, discussion, agreement, collusion, act or other inconsistent with any of the statements and representations made in this Statement.

(8) No attempt has been made to take any action in restraint of free competitive bidding in connection with the bid/proposal.

(9) It is understood that if any incidents resulting in conviction or being found liable are, set forth in (10) below, the Pennsylvania Anti Bid Act, 73 P.S. 1611 et seq. provides that it does not prohibit a governmental agency from accepting a bid from or awarding a contract to that person, but may be a ground for administrative suspension or debarment at the discretion of a government agency under rules and regulations of that agency (language omitted).

(10) _____ its affiliates,
(NAME OF BIDDER/PROPOSER)
subsidiaries, officers, directors and employees are not aware that they are currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I hereby state that _____
(BIDDER/PROPOSER)

understands and acknowledges that the above representations are material and important, and will be relied on by Washington County, Pennsylvania in awarding the contract(s) for which this bid/proposal is submitted. I understand that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Washington County, Pennsylvania of the true facts relating to the submission of bids/proposals for this contract.

(BIDDER/PROPOSER)

By: _____

Sworn to and subscribed before me the undersigned notary public this

_____ day of _____, 20_____.

(NOTARY PUBLIC)

My Commission Expires:

Contractor:

By: _____

Printed Name: _____

Title: _____