

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT  
Purchasing Department  
2500 Edgewood Rd NW  
Cedar Rapids, Iowa 52405

MARCH 2024

**REQUEST FOR PROPOSAL – WRAP AROUND CHILD CARE PROGRAM**

The Purchasing Office of the Cedar Rapids Community School District requests your proposal for services.. All prices are to be bid F.O.B 2500 Edgewood Rd NW, Cedar Rapids, IA 52405. Do not include Federal or State Tax in costs submitted.

The Purchasing Office and/or Board of Directors reserve the right to reject any and all proposals or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Cedar Rapids Community School District, in the County of Linn, State of Iowa.

**Proposals are due in the Purchasing Office, 2500 Edgewood Rd NW, Cedar Rapids, Iowa 52405 no later than:**

**10:00 a.m. CST, Tuesday, March 12th, 2024.**

**Acceptable forms of submission:**

**EMAIL:** Marked “RFP - Wrap Around Child Care Program” in the subject line an emailed to:

[bids@crschools.us](mailto:bids@crschools.us) 10MB maximum size

**HARD COPY:** Place proposals in a sealed opaque envelope marked “RFP - Wrap Around Child Care Program” delivered to address:

Mrs. Carissa Jenkins, Manager of Purchasing  
Cedar Rapids Community School District  
Purchasing Department  
2500 Edgewood Rd NW  
Cedar Rapids, Iowa 52405

**Questions regarding this bid are due by 10:00 a.m. CST, Tuesday, March 5th, 2024 and are to be directed via email ONLY to Olivia Pikokivaka, Purchasing Coordinator.** Do not reach out to other district staff members with questions in regards to this RFP. Please direct your questions to:

Olivia Pikokivaka, Purchasing Coordinator  
Email: [opikokivaka@crschools.us](mailto:opikokivaka@crschools.us)

A tabulation of the questions and answers will be posted to the District webpage:

<https://crschools.us/departments/purchasing/bids/>

Any company who desires not to bid at this time and wishes to remain on the School District mailing list, should notify the Manager of Purchasing to that effect. Otherwise, any company not submitting a bid may be removed from the mailing list for future bids.

Proposer response must include all attachments: A - Statement of Interest, B - References, C- Fee Proposal, D - Sex Offender Acknowledgement and Certification, E - Insurance Requirements

**GENERAL TERMS & CONDITIONS:**

1. Return one copy of the RFP document, including all RFP attachments as requested.
2. Proposals received other than in the designated forms of submission or after the due date and time shall not be accepted.
3. The District may procure any materials, equipment or services specified in this RFP by any other means.
4. The District may request additional information from any party submitting a proposal. The failure of a party to provide any additional information in response to a request from the District in a timely manner may, in the sole discretion of the District, be cause for the rejection of that party's proposal.
5. The District reserves the right to:
  - 5.1. Reject any or all of the proposals submitted.
  - 5.2. Reject any proposal which does not meet the requirements of the specifications in the RFP.
  - 5.3. Waive any and all irregularities in proposals.
  - 5.4. Issue subsequent RFP's.
6. Upon completion of the selection and approval process, the District shall notify parties who submitted proposals of the intent to award. At the District's discretion, it may directly negotiate with the successful party the terms of the District's contract.
7. This RFP shall not, in any manner, be construed to be an obligation on the part of the District to enter into a contract or result in any claim for reimbursement of cost for any time, materials or expenses in responding to the RFP or in anticipation of entering into any contract.
8. The District prefers to make a single award, but recognizes it may best be served by multiple partners.
9. All contractors shall supply a certificate of insurance with the minimum coverage shown in Attachment E, with the Cedar Rapids Community School District named as an additional insured. The District will also list the contractor as an additional insured under general liability policies and, upon request, will furnish a certificate evidencing policy coverage.
10. The contractor will comply with all applicable state and federal laws and regulations governing the Program and its employees. The contractor shall agree to immediately apply for all necessary licenses in order to operate the program. Obtaining all such licenses will be a condition precedent to the provider's obligations under the agreement. Failure to obtain all such licenses will be grounds for immediate termination of the Agreement. Once obtained, the provider agrees to maintain all such licenses for the duration of this Agreement.

**PURPOSE**

The Cedar Rapids Community School District is seeking proposals for partnership with an independent contractor to provide before / after school and summer programming for our middle school, elementary school and Truman Early Childhood students. The programming goals are to provide quality wrap-around services for students, remove barriers to families, and have consistency within the system around services which provide equity and access to the community we serve.

**BACKGROUND INFORMATION**

The Cedar Rapids Community School District (CRCSD) is committed to partnerships with the community to provide quality extended learning opportunities for our students and families. Additionally, having wrap-around programs on site at our schools offers families the valuable service of care and supervision for children outside of previously scheduled CRCSD hours. The CRCSD is seeking partners to provide these opportunities before and after school, during District Professional Learning days, on inclement weather days, and throughout the summer.

**RFP TIMELINE / KEY DATES**

MILESTONE	DATE
RFP Issue	Tuesday, February 27, 2024
Questions Submission Deadline	Tuesday, March 5, 2024 - 10:00 AM CST
Proposal Due Date	Tuesday, March 12, 2024 - 10:00 AM CST
Board Submission Deadline	Wednesday, March 27, 2024
Board of Education Meeting to Approve Proposed Award	Monday, April 8, 2024
Award Notice Communication and Tabulation Posting <i>Based on board approval</i>	Tuesday, April 9, 2024
Contract Term- 3 year	June 11, 2024 (tentatively depending on CRCSD last day of school - June 10, 2027)

**RFP EVALUATION PROCESS AND AWARD**

Proposals will be evaluated by a district-appointed team, using a score sheet to rate the required expectations. The selected provider will be required to enter into a contract with CRCSD for the provision of the requested services. The contents of this RFP and the proposal of the selected provider may become part of the contractual obligation and be incorporated by reference into the contract of engagement. A contract shall not exist between CRCSD and any selected provider until such agreement has been duly authorized and approved by the Board of Directors of the District. In the event a recommendation to award a contract to the provider is rejected by the Board of Directors of the District, the District will not be obligated to the provider in any manner. CRCSD reserves the right to reject any proposals submitted in response to this RFP.

**TABEL 1: LOCATIONS, SCHEDULE AND PROGRAMMING TYPES NEEDED**

<b>Site Location</b>	<b>Program</b>	<b>Hours of Operation</b>	<b>Projected Program Start Date</b>
Truman Early Learning Center	Before School After School	6:30 am-8:50 am 3:50 pm -6:00 pm	Aug. 23, 2024
All Elementary Schools	Before School After School Summer	6:30 am-8:50 am 3:50 pm -6:00 pm 6:30 am- 6:00 pm	June 11, 2024
Middle Schools: Franklin Harding Roosevelt	Before School After School Summer	6:30 am -7:50 am 2:55 pm -6:00 pm	June 11, 2024

**TABEL 2: ENROLLMENT ESTIMATES BY LOCATION**

<b>Level</b>	<b>School Name</b>	<b>Student Total</b>
PK	Truman Early Learning Center	300
Elementary	Arthur	224
Elementary	Cleveland	268
Elementary	West Willow	553
Elementary	Erskine	277
Elementary	Garfield	207
Elementary	Grant Wood	372
Elementary	Harrison	291
Elementary	Hiawatha	351
Elementary	Hoover	396
Elementary	Johnson STEAM Academy	328
Elementary	Kenwood Leadership Academy	398
Elementary	Madison	159
Elementary	Nixon	295
Elementary	Pierce	330
Elementary	Cedar River Academy	345

Elementary	Van Buren	413
Elementary	Grant	311
Elementary	Wright	286
Elementary	Maple Grove	530
Elementary	Viola Gibson	579
Middle School	Franklin	524
Middle School	Harding	692
Middle School	McKinley STEAM Academy	414
Middle School	Roosevelt Creative Corridor Business Academy	503
Middle School	Taft	601
Middle School	Wilson	401

### **FACILITY USE**

The District shall provide access to school gymnasiums, cafeterias, multipurpose rooms, or other appropriate spaces to operate the programming. Space availability must be coordinated with the educational programming needs of the respective sites.

Playground areas will be available for the programming, but also must be coordinated with the educational needs of the K-5 respective site needs.

### **CONTRACTOR RESPONSIBILITIES**

1. Provide Before and After School and Summer Programming.
2. Adhere to tuition and fee schedules as outlined in the RFP response. In the event there is a need to review a change in tuition or fee rates, the contractor must provide written notice no less than 30 days prior to the intent to enact such changes.
3. Contractor must provide care services during school breaks and closure days.
4. Provide care during all CRCSD professional learning days and inclement weather days unless the District offices are shut down.
5. Utilize the CRCSD food service for meals.
6. Provide necessary curriculum, materials, staffing, and management to operate the program effectively.
7. Staff will be required to be provided with de-escalation training and PBIS training and expected to carry out each site's PBIS common expectations.
8. Leave the Program locations in a neat and clean condition at the end of each Program session.
9. Maintain appropriate communication with the Principal at each Program location.
10. Maintain appropriate communication with families of enrolled children and provide a Parent Handbook.
11. Maintain bi-weekly communication with the CRCSD's Director of Student Services.
12. Repair, replace, or reimburse School for any equipment, furniture or fixtures damaged by the Provider in the course of its operation of the Program as mutually agreed by School and Provider. The Provider will not be responsible for reasonable wear and tear, casualty loss, or acts of God.

## **SCHOOL / DISTRICT RESPONSIBILITIES**

1. Provide licensable space(s) at each school building sufficient to accommodate the Program. The licensable spaces will include a separate telephone line, which will be connected and utilized at the Provider's expense.
2. Provide communication to families regarding the Program offerings.
3. Provide furniture, fixtures, and equipment appropriate and sufficient for the Program.
4. Provide approximately 150 square feet of secure equipment storage space.
5. Provide safety equipment and building safety features required by state or local authorities.
6. Access to the gym and outdoor playground, both of which must meet applicable licensing requirements.
7. Utilities including, but not limited to heating, lighting, power, toilet facilities, and supplies, and hot and cold water.
8. General cleaning and maintenance of the Program space including refuse removal.
9. Access to a copy machine at each school building.
10. Repair, replacement, or reimbursement to the Provider for any Provider equipment or materials damaged by School in the course of the operation of the Program as mutually agreed by School and Provider. The School will not be responsible for reasonable wear and tear, casualty loss, or acts of nature.
11. A completed and signed IRS form W-9.
12. Schools will make information regarding Provider available to School families each year, including sending Provider program information via email, with registration or enrollment materials to families, and on bulletin boards or other postings. School will add Provider a link to School's website. School will invite Provider to parent facing events (e.g. Open Houses, Back to School Nights, etc...) when appropriate for Provider to market directly to families.
13. School will provide Provider with guest access to School's wireless network along with School IT support.
14. School will include Provider in District level communication regarding school closures of any kind.

## **AGREEMENT TERM & TERMINATION**

The District agreement will begin June 11, 2024 for a period of three (3) consecutive years. The District shall have the option to renew the agreement for up to two (2) consecutive, additional term years given the acceptance of outcomes.

## **TERM & TERMINATION**

The term of this Agreement may be amended from time to time, unless:

- A. School fails to comply with any material term or condition of this Agreement within 30 days after written notice from Contractor specifying the nature of the failure with particularity; or
- B. Contractor fails to comply with any material term or condition of this Agreement within 30 days after written notice from School specifying the nature of the failure with particularity; or
- C. Either party terminates this Agreement or a specific Program session (school building) outlined in Table 2 on pages 4-6, with or without cause, by giving 90 days' prior written notice to the other; or
- D. Either party terminates this Agreement as otherwise permitted by this Agreement.

## **COMPENSATION, ALLOWABLE COST AND PAYMENT**

The contractor will be responsible for accessing child care assistance, grants and private tuition for services provided. Through a separate agreement, the District may provide reimbursement services to students referred to the program to meet an educational need.

## **RFP RESPONSE INSTRUCTIONS**

Applicants must submit proposals in the specified format, via the specified method of transmittal by the proposal deadlines. Proposals must include:

1. Cover Page - Attachment A  
Interested organizations must provide a brief statement of interest to the District, and include in the response their qualifications and capacity to carry out required work.
2. Qualifications of the Organization  
Include a brief background on the organization's experience with providing services requested in this RFP.
  - Indicate your experience with licensing child care programs through the Iowa Department of Human Services. Please attach the last two DHS licensing reports if available. Also provide your requirements for background checks for all staff.
  - Describe any additional credentials you have related to providing a high quality childcare program (i.e. QRS).
  - Describe how you recruit and train qualified and diverse staff members.
3. Program Structure
  - Indicate your hours of operation for staff set-up and shut-down times around the program needs.
  - Indicate if daily attendance in any session fails to meet these target levels at any time, the contractor may choose to terminate the Program session or this Agreement with 90 days advance written notice.
  - Describe proposed plan for staffing, including staff to youth ratio to successfully support the District number of locations, schedules and desired programming outlined on Pages 4-5.
  - Describe how your program will be accessible to low-income students.
  - Describe how you will operate during inclement weather incidents or any other type of closure
    - School delays
    - Early release
    - School closure
4. Administrative Support
  - Describe your agency's administrative structure and capacity to administer programming.
  - Detail who will be providing supervision of the building sites.
  - Describe your organization's capacity to access child care assistance through the Department of Human Services.
  - Indicate who will be the contact for contract negotiations and funding issues.
5. Partnership
  - Describe your organization's experience partnering with other organizations.
  - Explain how staff will partner and communicate with parents and District leaders.
  - Document how staff will build relationships and collaborate with District building staff.
  - Highlight any current or past partnerships with other school districts.
6. Tuition, Fee Proposal and Other Offerings - Attachment B
  - Indicate your anticipated rate of tuition, including sliding scales or scholarship opportunities. The preferred tuition schedule will include a sliding scale or scholarship opportunity and willingness to accept CCA for a fully inclusive program.
  - Contractor shall provide details of other offerings in their proposal. For example: the District may receive a portion of net revenue on a monthly basis based on enrollment levels. Monthly reports shall be submitted to the District which shows enrollment levels for calculating the Net Revenue Share.
7. References - Attachment C
8. Sex Offender Acknowledgment and Certification - Attachment D

**ATTACHMENT A  
STATEMENT OF INTEREST**

**- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Years of operation:** \_\_\_\_\_

**Non-profit or profit status:** \_\_\_\_\_  
(Please attach documentation.)

**Contact information for person submitting the proposal:**

**Name:**

**Position:**

**Telephone:**

**Email:**

**Signature of Agent authorized to submit proposal:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_



## ATTACHMENT B FEE PROPOSAL

**- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -**

Proposers should provide all information required in the table below. Proposers can copy and use the table to provide the required information. Use extra sheets if necessary.

**TUITION AND FEES:**

<b>Program</b>	<b>Scale/Rate</b>	<b>Scale/Rate</b>	<b>Scale/Rate</b>	<b>Scale/Rate</b>	<b>Scale/Rate</b>
Before School Only					
After School Only					
Both Before/After School					
Summer					

**OTHER FEES:**

*(Examples: Registration - per student or family, Drop In, In-Service, Activity Charge, Non-School Full Day)*

<b>Description</b>	<b>Fee Rate</b>

**ATTACHMENT B  
FEE PROPOSAL (continued)**

**- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -**

**DISCOUNTS:**

*(Examples: School District Employee, Military, Multi-session enrollment, Multi-child enrollment)*

Proposed Element	Proposed Discount Rate

**OTHER OFFERINGS:**

**(Indicate relevant offering details below like any revenue share proposals or other opportunities)**

## ATTACHMENT C REFERENCES

**- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -**

References will be checked using information provided on this form. It is the Proposer responsibility to provide COMPLETE, ACCURATE reference contact information. Entities named as participants in this RFP are not to be used as a reference.

District/Company:	
Contact Person:	
Address:	
Fax:	
Email:	
Description of professional relationship including dates:	

District/Company:	
Contact Person:	
Address:	
Fax:	
Email:	
Description of professional relationship including dates:	

District/Company:	
Contact Person:	
Address:	
Fax:	
Email:	
Description of professional relationship including dates:	

**ATTACHMENT D**  
**SEX OFFENDER ACKNOWLEDGMENT AND CERTIFICATION**  
**- THIS FORM MUST BE COMPLETED AND INCLUDED IN RFP RESPONSE -**

\_\_\_\_\_ (“Company”) is providing services to [name of contractor/sub-contractor]the Cedar Rapids Community School District (“District”) as a contractor or is operating or managing the operations of a contractor. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the schools of the District.

The Company acknowledges that the law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above. This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion thereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgement and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Name of contractor/subcontractor)

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **ATTACHMENT E**

### **INSURANCE REQUIREMENTS**

The Cedar Rapids Community School District requires you provide us with evidence of insurance meeting the requirements outlined below:

**1. Commercial General Liability (Occurrence Form) – Covering Bodily Injury, Property Damage and Personal**

**Injury:**

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000

- Please list the Cedar Rapids Community School District as an Additional Insured on a primary and noncontributory basis.
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District
- Governmental Immunities Endorsement should also be included covering:
  - a) Non-waiver of Government Immunity  
The insurance carrier expressly agrees and states that the purchase of this policy, including the Cedar Rapids Community School District as an Additional Insured, does not waive any of the defenses of governmental immunity available to the Cedar Rapids Community School District under Iowa Code as it now exists and as it may be amended.
  - b) Claims Coverage  
The insurance carrier further agrees that this insurance policy shall cover only those claims not subject to the defense of governmental immunity under the Iowa Code as it now exists and as it may be amended.
  - c) Assertion of Government Immunity  
The Cedar Rapids Community School District shall be responsible for asserting any defense of governmental immunity and may do so at any time and shall do so upon the timely written request of the insurance carrier.
  - d) Non-Denial of Coverage  
The insurance carrier shall not deny coverage under this policy or any of the rights and benefits accruing the Cedar Rapids Community School District under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the Cedar Rapids Community School District.
  - e) No Other Change in Policy  
The insurance carrier and the Cedar Rapids Community School District agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**2. Automobile Liability – Covering All Owned, Non-Owned, Hired & Leased Vehicles:**

Combined Single Limit for Bodily Injury and Property Damage \$1,000,000 per accident

- Please list the Cedar Rapids Community School District as an Additional Insured
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District

**3. Workers Compensation and Employer’s Liability:**

Workers’ Compensation	State Statutory Limits
Employer’s Liability – Bodily Injury By Accident	\$100,000 each accident
Bodily Injury by Disease	Employer’s Liability – \$500,000 policy limit
Employer’s Liability – Bodily Injury by Disease	\$100,000 each employee

- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District

**4. Umbrella Liability:**

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

- Please list the Cedar Rapids Community School District as an Additional Insured on a primary and noncontributory basis.
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District
- Higher Umbrella Limits may be required based on your contract with the Cedar Rapids Community School District.