



**Statement of Qualifications
SOQ-4743-20-SH**

DAYCARE SERVICES PROVIDER

RESPONSES DUE:

March 17, 2020 Prior to 2:30 P.M.

Accepting Electronic Responses Only

**Responses Only Submitted Through the Rocky Mountain E-Purchasing
System (RMEPS)**

www.bidnetdirect.com/colorado

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

PURCHASING REPRESENTATIVE:

Susan Hyatt
susanh@gjcity.org
970-244-1513

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

STATEMENT OF QUALIFICATIONS

SOQ-4743-20-SH DAYCARE SERVICES PROVIDER

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 **Issuing Office:** This Statement of Qualifications (SOQ) is issued by the City of Grand Junction (City).
- 1.2 **Purpose:** The City is accepting qualifications from Firms or Individuals to supply Daycare Services for City employees.
- 1.3 **Confidential Material:** All materials submitted in response to this SOQ shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "**Confidential Disclosure**" shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the City Attorney. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.
- 1.4 **Open Records:** Submittals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, their representatives and interested persons may be present. Responses shall be received and acknowledged only so as to avoid disclosure of process. However, all responses shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the submittal so identified as such shall be treated as confidential by the City to the extent allowable in the Open Records Act.
- 1.5 **Submission:** Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website, www.bidnetdirect.com/colorado. The uploaded response shall be a single PDF document with all required information included. This site offers both "free" and "paying" registration options that allow for full access of the City's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 4.0 "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**)
- 1.6 **Addenda:** All Questions shall be submitted in writing to the City Purchasing Representative. Any interpretations, corrections and changes to this SOQ or extensions to the opening/receipt date shall be made by a written Addendum to the SOQ by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through Bidnet at www.bidnetdirect.com/colorado. Addenda will also be posted on the City of

Grand Junction web page at www.gjcity.org/business-and-economic-development/bids. Offerors shall acknowledge receipt of all addenda in their response.

- 1.7 **Late Responses:** Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned to the respondent unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Clerk's Office prior to the time and date specified.
- 1.8 **Rejection of Submittals:** The City reserves the right to accept or reject any or all submittals received in response to this solicitation. The City further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the City.
- 1.9 **Submittal Ownership:** All materials submitted with regard to this solicitation become the property of the City and will only be returned at the City's option.
- 1.10 **Expenses:** Expenses incurred by prospective respondents in preparation, submission, and presentation of this SOQ are the responsibility of the respondents and cannot be charged to the City.
- 1.11 **Assignment:** The selected firm shall not sell, assign, transfer or convey any contract resulting from this SOQ in whole or in part without prior written approval from the City. Any claims for payment due to the provider from the City under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the City.
- 1.12 **Indemnification:** The selected firm shall defend, indemnify and save harmless the City of Grand Junction and/or Mesa County, State of Colorado, and all their respective officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the selected firm or of any of the firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Qualification award. The selected firm shall pay any judgment with cost which may be obtained against the City growing out of such injury or damages.
- 1.13 **Interviews:** The City reserves the right to determine if interviews are deemed necessary for this project.

SECTION 2.0: INSURANCE REQUIREMENTS

Insurance Requirements: The selected firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

The selected firm shall procure and maintain and, if applicable, shall cause any Subcontractor of the firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the firm pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

With respect to each of the firm's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (a), (b), and (c), above shall be endorsed to include the City and/or County, and the City's and/or County's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 3.0: OVERVIEW AND INFORMATION

The City of Grand Junction is seeking information to establish a program that meets the social, emotional, and intellectual needs of children and employees. The selected daycare provider will maintain all state and local requirements for licensing, bonding, insurance and certifications.

This project, as a whole, will be funded by the City of Grand Junction through a combination of loans, grants, tax credits and other funding sources, some of which originate at the Federal level.

Daycare services shall be provided on each regularly scheduled day City services are available to the community, excluding holidays and weekends.

A daycare facility will be provided by the City. The daycare provider will be responsible for lock up and security of the building during working hours. The daycare provider will have full use of the facility while occupying the building. The location of the building has not yet been determined. Once a daycare provider has been chosen, the size and location of the facility will be determined by mutual agreement between the City and the provider.

It is understood as part of the subsequent agreement established as a result of this solicitation that the awarded daycare provider agrees as follows:

1. Provider will maintain current enrollment records at all times, including emergency telephone numbers.
2. Attendance records, including parent sign in/out, shall be maintain and provided to the City as needed.
3. Staff records shall be maintained by the awarded daycare provider, including application forms, background checks, medical records, references and evaluations.
4. Financial activities for receipts, payroll and disbursement shall be recorded and maintained properly.

SECTION 4.0: SOQ GOALS

The City is interested in learning what information is required by a daycare provider to provide daycare services for the children of City employees. The size and location of the facility will be determined once the City has established the requirements necessary for a daycare facility to operate. Respondents should include specific details about the qualifications a daycare provider must have; including

1. Licensing
2. Bonding
3. Insurance
4. Certifications.
5. Required square feet per child
6. Number of staff required (per child, per shift, etc.)
7. Appropriate ages for children included in daycare
8. Schedule of operation/hours
9. Fee schedule
10. Records and accounting
11. Equipment, Supplies and Materials
12. Care of facilities
13. Communication methods with parents and City
14. Job descriptions for staff
15. Primary function of each person on staff
16. Responsibilities of each person on staff
17. Any other information vital to a well-organized and professional daycare

SECTION 5.0: ANTICIPATED SCHEDULE OF ACTIVITIES

- Statement of Qualifications Available on or about February 7, 2020
- Last Day for Questions February 24, 2020
- Addendum Posted February 28, 2020
- Due Date for Submittals March 17, 2020
- Review and Shortlist March 31, 2020
- Selected Shortlist Firms Notified March 31, 2020
- Shortlist Interviews (if required) April 1 – 10, 2020
- Selection of Finalist (and negotiations, if required) mid-April 2020

SECTION 6.0: QUALIFICATION REQUIREMENTS AND INSTRUCTIONS

Each proposal shall be submitted in electronic format only, and only through the BidNet website, www.bidnetdirect.com/colorado. This site offers both “free” and “paying” registration options that allow for full access of the City’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.)

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline; **800-835-4603**). For proper comparison and evaluation, the City requests that proposals be formatted as directed. **The uploaded response to this RFP shall be a single PDF document with all required information included.** Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the City requires that proposals be formatted **A to E**.

- A. Cover Letter:** A cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number/email of the person who will serve as the firm’s principal contact with City’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the firm agrees to all requirements herein. Offeror shall also acknowledge receipt of any and all addenda.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a daycare provider to the City and include prior experience in similar projects, to include: names, titles and responsibilities of key personnel who will be responsible for the on-site management of this project. Include qualifications, experience of each person on staff, and length of time with the company, as well as any special certifications or awards.
- C. Strategy and Implementation Plan:** Describe daycare provider’s interpretation of the City’s objectives with regard to this SOQ. Describe the proposed strategy and/or plan for achieving the objectives of this SOQ. The team may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the SOQ Goals. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the SOQ objectives are accomplished. Include a **time schedule** for completion of your team’s implementation plan and an estimate of time commitments from Owner staff.
- D. Fees:** Include fees for daycare management as well as for each member on staff.
- E. References:** Give at least three (3) references for projects of similar size and scope, including references for projects completed during the past three years. Include the name of the daycare, a brief summary of the work, the cost of the project and the name and telephone number of a responsible contact person.
- F. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

SECTION 7.0: EVALUATION CRITERIA AND FACTORS

Evaluation: An evaluation team shall review all responses and select the daycare provider that best demonstrates the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The Owner reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals, in no particular order of priority. Definitions of each criterion is shown in parenthesis below each point.

- **Responsiveness of submittal to the SOQ**
(Firm's proposal is fully comprehensive, inclusive, and conforms in all respects to the Request for Proposals (RFP) and all of its requirements, including all forms and substance.)
- **Understanding of the project and the objectives**
(Firm's ability to demonstrate a thorough understanding of the City's goals pertaining to this specific project.)
- **Experience as a Daycare Provider**
(Daycare provider has shown proven proficiency in similar projects.)
- **Necessary resources**
(Firm has provided sufficient information proving their available means to perform the required scope of work/service; to include appropriate bonding, insurance and all other requirements necessary to complete the project.)
- **Strategy & Implementation Plan**
(Firm has provided a clear interpretation of the City's objectives in regard to the project, and a fully comprehensive plan to achieve successful completion.)
- **References**
(Proof of performance in projects of similar scope and size from previous clients.)
- **Fees**
(All fees associated with the project are provided and are complete and comprehensive.)

The Owner will undertake negotiations with the top rated firm. Should the Owner not be able to agree on the details of the contract with the top rated firm through good-faith negotiations, they will proceed to the next highest ranked firm and enter into negotiations.

Oral Interviews: It is the City's intent to invite two to four of the most qualified rated daycare providers to participate in oral interviews. However, the City reserves the right to make selection without interviews, if it is deemed in the best interest of the City.

Award: Firms shall be ranked or disqualified based on the criteria listed herein. The Owner reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Offeror.

End SOQ