



OKLAHOMA
Office of Management
& Enterprise Services

Construction, Planning and Real Estate Services

REQUEST FOR PROPOSALS

Child Care Center Provider
Oklahoma City, Oklahoma

Proposals must be received before Aug. 31, 2023.

Submit proposals to:

OMES Construction, Planning and Real Estate Services
P.O. Box 53448
Oklahoma City, OK 73152

Issued on July 13, 2023, by

OMES Construction, Planning and Real Estate Services

405-521-2112 or infoREALS@omes.ok.gov.

Announcement of Request for Proposals

Issued on July 13, 2023, by OMES Construction, Planning and Real Estate Services.

OMES Construction, Planning and Real Estate Services invites the presentation of written proposals from qualified child care provider(s) to operate a future child care facility to be located at the Oklahoma State Capitol Complex, Oklahoma City, Oklahoma.

A pre-submittal building tour will be held on Thurs., July 27, 2023, at 10 a.m. at the site location of 2409 N. Kelley Ave., Oklahoma City, OK. Prospective child care providers are advised to inspect the property prior to submitting their proposal. Proposal packets will be available at the building tour or by request.

All proposals for the child care center provider will be accepted by email, mail or hand delivery and must be received and date-stamped or postmarked before 5 p.m. on Aug. 31, 2023. Any proposals received after this time will be invalid and returned unopened.

The evaluation of the proposal will be based upon the principal criteria and submission of the following:

- a. Ability to meet specifications and compliance with licensing rules, certifications and regulations.
- b. Business plan.
- c. Qualifications and experience of the provider(s) and staff.
- d. Financial capacity.
- e. Completion of required forms.

The Request for Proposals process does not guarantee, nor create any legal obligations to enter into a contract with a qualified child care provider. Upon receipt of the proposals, OMES may enter into negotiations with one or more of the qualified child care providers in order to identify the most desirable provider and terms. OMES reserves the right to reject any or all proposals.

For further information and instructions, please contact Construction, Planning and Real Estate Services:

2401 N. Lincoln Blvd., Ste. 212

Oklahoma City, OK 73105

405-521-2112

infoREALS@omes.ok.gov

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SCOPE OF PROPOSAL

OMES is requesting proposals for a qualified child care provider that can offer responsive and educational child care services to children of Oklahoma state employees. The provider must demonstrate clear and measurable evidence that it has a philosophy that reflects the best practices in child care and education. The provider must demonstrate the ability to provide:

- Safe, healthy and responsive environment for children including proper sanitation practices, emergency preparedness plans and procedures for handling medical emergencies.
- Optimal physical, social, emotional and intellectual development of each child.
- Programs to develop children's language and literacy.

Responsibilities of the provider:

- Interior furnishings and equipment.
- Utilities, janitorial, pest control and trash service for the child care center.
- Security, access systems and internet.
- Indoor play area.
- Liability coverage and insurance as required.
- Provide expertise in center design stages.

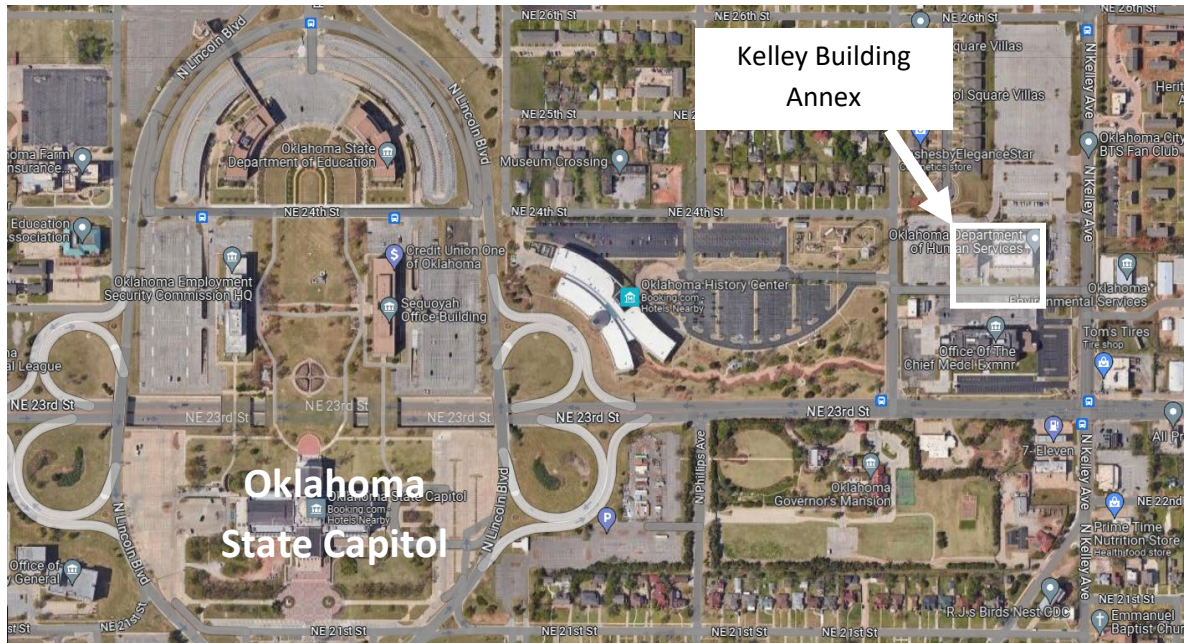
Responsibilities of OMES:

- Fenced area with outdoor playground equipment.
- Building maintenance.
- Budgeted tenant improvements.
- Hard surface parking.

SITE CONTEXT

2409 N. Kelley Ave., Oklahoma City, OK.

The Kelley Building Annex is located east of the Oklahoma State Capitol near the Oklahoma History Museum in northeast Oklahoma City.



CURRENT BUILDING CONDITION

The Kelley Building Annex is a five-story building with approximately 33,099 SF. OMES will be renovating the Kelley Building Annex. The building's parking lot is located to the west and will have access from N. Kelley Avenue or N. Laird Avenue.



Exterior



Interior

PROPOSAL RESPONSE STRUCTURE, REQUIREMENTS AND MANDATORY SECTIONS

Response structure

- The RFP response shall be structured into separate easily identified sections using the format below. Every section and corresponding subsection should have a response denoted. Failure to organize the proposal in the proper format may result in information being missed by the evaluators and result in the award of a lower score.
- The RFP response shall include a cover page that identifies the RFP solicitation and provides the child care center provider's contact information including name, mailing address, email and phone number.
- All materials submitted in response to the Request for Proposals will become property of Construction, Planning and Real Estate Services. The proposal must be submitted either electronically via email, or if by mail or hand-delivery, on a USB flash drive or unbound 8 ½" x 11" white paper. Additional documentation in support of the proposal such as sketches, financial statements, cash flow analysis, etc. of various sizes may be submitted as well. All expenses associated with the proposal submission are the sole responsibility of the prospective child care provider.

Section 1 – Ability to meet specifications and compliance with licensing rules, certifications and regulations. The proposals should describe the ability to meet required child care center specifications and compliance with child care licensing and regulations to include the following:

- Provide a safe, healthy and responsive environment for children, including proper sanitation practices, emergency preparedness plans and procedures for handling medical emergencies.
- Provide optimal physical, social, emotional and intellectual development of each child.

- Provide programs to develop children’s language and literacy.
- Provide mock-up of lesson plans for each age group.
- Child care center providers will be required to have a current star level rating between 2-5 in accordance with the Department of Human Services Quality Rating System. Proposal must include verification of current licensing and current child care provider’s star rating.
- The center may serve a maximum of 250 children in ages from infants to age five. Describe the center’s ability to provide child care for the required occupancy level.
- Hours of operation shall be open on weekdays, excluding state holidays, from 6 a.m. to 6 p.m.; provide a one-month mock-up staffing schedule showing adequate staff coverage for the required operating hours.
- The child care center will span approximately five floors with elevators and stairs for ingress and egress. Describe proposed layout for each floor.
- Interior furnishings and equipment will be a responsibility of the child care provider. Describe interior furnishings and equipment to be provided.
- An indoor play area will be required at the provider’s expense. Describe equipment to be provided.
- Describe your organization’s plan for operating a high-quality child care center beyond the basic licensing requirements and in cooperation the Oklahoma Department of Human Services licensing rules and regulations.
- Provide narrative of compliance with all local, state and federal laws, ordinances and regulations.

Section 2 – Business plan

The proposals should include a narrative of the proposed plan with the vision, goals and needs to include the following:

- a) Executive summary.
- b) Operating plan.
 1. Narrative of operational, management and marketing plans.
 2. Pre-opening plans and expectations.
 3. Time frame from start of contract to opening.
 4. Timeline for operations for five years with specific benchmarks.
 5. Plan to fully staff, furnish and stock child care center with all necessary items before opening.
 6. Project designs and sketches, if applicable. Describe layout and usage of each floor.
 7. Operator’s procedures for screening and background checks for all employees, including criminal background checks, reference checks and verification of qualifications.
 8. Proposed staffing schedule.
 9. Summary of plan for ongoing staff training, continuing education and development.
 10. Post opening plans. (Summary of child care provider’s plan after opening.)
 11. References demonstrating parent satisfaction. Request references from current or previous clients to gauge parent satisfaction and obtain feedback on the operator’s performance, communication and overall quality of care.
- c) Food and beverage
 1. Summary of child care provider’s food handler training, quality control for food selection, preparation and serving.

2. Summary of child care provider's food inventory control system.
 3. Provide healthy, allergen-free and dietary options.
 4. Mock-up monthly menu shall be provided to include breakfast and lunch options.
- d) Describe potential or anticipated challenges/barriers and how those would be resolved.

Section 3 – Qualifications and experience

Documentation outlining the qualifications and experience of the prospective child care provider(s) and the development team are required.

- a) Describe your organization/team.
- b) Describe the expertise and professional experience of key staff; include resumes and certifications, as applicable.
- c) Provide a summary of past projects.

Section 4 – Financial capacity

Each proposal must document the financial ability of the prospective child care provider(s). Additional documentation may be requested to assist in determining financial capacity. The proposal should include the following:

- a) Describe your organization's/team's experience in funding and operating child care centers.
- b) Provide the length of time the child care provider has been in business.
- c) Provide the current number of children in the center.
- d) Provide the estimated costs for the operations and general break-out of costs.
- e) Describe your organization's financial strength. Include evidence of financial stability including financial statements for the last three years to include income statement and cash flow. If bidder has not been in business three years, then notate this and provide financial statements for the years available.
- f) List of collateral, direct funds, equity and financing that will be applied to the opening and operation of the child care center.
- g) Provide investor information, if any.
- h) Provide a copy of the most current tax return.
- i) Provide three years of financial projections for the proposed project.
- j) Provide three financial references (reference from a lender or investor which has provided financing for a comparable project). The name, address, phone number and site location should be included.
- k) Provide current Certificate of Liability insurance.

Section 5 – Required forms

- a) Submit a signed Prospective Child Care Provider's Affidavit.
- b) Submit a signed Non-Collusion Statement.

SELECTION PROCESS

The Request for Proposals period will remain open for a minimum of 30 days. Once the proposal submittal period has closed, all proposals will be screened for completeness. Further consideration will be given to those in compliance with the instructions, principal criteria sections and required documentation. However, prospective child care providers may be contacted for additional information and/or clarifications. Proposals will then be evaluated, prepared and reviewed for consideration. OMES will determine the weight and level of consideration given to the proposals in connection with the principal selection criteria. Once the proposals have been evaluated and potential child care provider(s) identified, the child care provider(s) will be invited for an oral presentation and additional information in support of the proposal may be requested as negotiations commence. Negotiations will remain open until the terms and conditions of an agreement are finalized and a contract is executed.

KEY DATES FOR THIS PROPOSAL:

July 13, 2023	Publish RFP
July 27, 2023	Pre-submittal tour
Aug. 31, 2023	RFP submission deadline

ADDRESS TO SUBMIT PROPOSALS:

By email: infoREALS@omes.ok.gov

In person:	Construction, Planning and Real Estate Services 2401 N. Lincoln Blvd., Ste. 212 Oklahoma City, OK 73105 405-521-2112	By mail:	Construction, Planning and Real Estate Services P.O. Box 53448 Oklahoma City, OK 73152 405-521-2112
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Additional disclosure:

1. Has the child care provider, subsidiary, affiliated corporation or organization, principal members or partners had an IRS or state tax audit in the last five years? Yes No
2. Has the child care provider, subsidiary, affiliated corporation or organization, principal members or partners ever had a judgment against them in the last 10 years?
If so, when? _____ Yes No
3. Has the child care provider, subsidiary, affiliated corporation or organization, principal members or partners filed bankruptcy within the last 10 years?
If so, when? _____ Yes No
4. Has the child care provider, subsidiary, affiliated corporation or organization, principal members or partners ever pled guilty to a felony?
If so, when? _____ Yes No
5. Are there any taxes (federal, state, property, payroll, sales, etc.) not currently paid or in dispute?
If so, how much? _____ Yes No

If yes to any of the above questions, please attach explanation.

PROSPECTIVE CHILD CARE PROVIDER(S) AFFIDAVIT

Acknowledgement and Non-Collusion Statement

I, _____ have received, read and understand the provisions of the Request for Proposals issued by OMES. I recognize that any negotiations will be subject to the terms and conditions outlined within the Request for Proposals. If negotiations are terminated by either party with or without cause, or if negotiations terminate automatically, then neither party will have any rights or liabilities to the other.

Non-Collusion Statement:

The undersigned attests that neither the prospective child care provider nor anyone subject to the prospective child care provider’s direction or control has been a party:

- a. to any collusion among other prospective child care providers in restraint of freedom of competition by agreement to refrain one from submitting a proposal.
- b. in any discussions between prospective child care providers and any state official or employee concerning exchange of money or other thing of value for special consideration.

If the prospective child care provider or any individual member of the development team or immediate family member is a member of any board, commission, or state agency related to the project, then a letter indicating the potential conflict must be submitted with the proposal. The letter must contain the name of the individual who has the conflict, the nature of the conflict, and the employment or appointment information, including dates employed or served.

State of _____)
) SS
 County of _____)

 Signature of child care provider

Before me, _____ in and for this state, on this ____ day of _____, 20__, personally appeared _____ to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth.

 Notary Public Date

Commission Expires: _____

CHECKLIST FOR PROSPECTIVE CHILD CARE PROVIDERS

1. Read the entire document. Note critical items such as mandatory requirements, services required, submittal dates, licensing requirements, and contractual requirements.
2. Note the contact email address at infoREALS@omes.ok.gov and phone number of 405-521-2112. Please use these contacts for questions regarding the RFP.
3. Attend the pre-submittal tour.
4. Follow the format required in the RFP. Provide point-by-point responses to all sections in a clear and concise manner.
5. Provide complete answers/descriptions. Read and answer all questions and requirements. The proposals are evaluated based on the information provided in your response.
6. Use the provided forms.
7. Review before submission of RFP to ensure you have addressed all requirements.
8. Submit your response on time. Note all deadlines in the RFP and submit the request for proposal in a timely manner.