



Request for Expressions of Interest

Child Care Service Provider

Issued by the Regional District of Central Kootenay

Box 590, 202 Lakeside Drive
Nelson, BC

Issued: March 14, 2019

Due: April 12, 2019

SUMMARY OF KEY INFORMATION

Expression of Interest Content:	Summary Background Eligibility EOI Requirements Key Dates Evaluation and Selection EOI Closing Place, Date and Time Appendix A - Cover Sheet
Delivery of Submissions:	The electronic submission should be clearly marked with the name and address of the Proponent and the full project name. The submission should be no larger than 10MB in size and sent to: Emma Watson, CitySpaces Consulting Ltd., at ewatson@cityspaces.ca
Length of Submission:	Submissions must not exceed 10 pages, single-sided (excluding Appendices).
Proponent Site Visit:	Afternoon of March 29th, 2019, by appointment
Closing Date:	Submissions must be received by Friday, April 12th, 2019 by 4:00 PM Pacific Time.

Request for Expression of Interest Overview

Summary

The Regional District of Central Kootenay (RDCK) is seeking a child care service provider (the “Proponent”) to deliver licensed child care programs in the Nelson/Castlegar corridor. The RDCK has identified Tarrys Community Hall, a currently under-utilized space, as the location for delivering these child care services.

Through this Request for Expressions of Interest (EOI), the RDCK will identify child care providers that are interested in either expanding their current services, or interested in operating a new child care facility at Tarrys Hall. Once the EOI submissions are evaluated, one or more Proponents may be selected to submit a more detailed proposal and may be invited to interview with RDCK staff to review the submission. CitySpaces Consulting Ltd. is leading the EOI process for the project.

If a suitable child care provider is identified, the RDCK will facilitate a discussion with the Tarrys and District Community Hall Society, the owners of Tarrys Hall, and the Proponent to identify the required service arrangement to develop a childcare facility at this location. Before submitting the EOI, Proponents are invited to view the space on the afternoon of Friday, March 29th, 2019. Interested Proponents must schedule a time for the site visit beforehand with **Emma Watson at (604) 687-2281 x 264 or ewatson@cityspaces.ca**.

As part of this EOI, interested child care providers must demonstrate staffing capabilities and the vision to operate the Tarrys Hall child care facility. Submissions are encouraged from child care agencies with current experience in the successful operation of an infant, toddler, preschool and before/after school programs within the region.

Background

Accessing child care is a significant issue for many RDCK residents. With an estimated 29% child care coverage rate in the West Kootenays, the area is considered to have an outstanding need for additional child care facilities. Many families have a difficult time finding child care, are on several waitlists, and the available spaces do not always fit their needs. There is a particular shortage of spaces for children under the age of three years old.

Currently, there are capital funding opportunities through the Columbia Basin Trust’s Child Care Capital Grants and the provincial Childcare BC New Spaces Fund for the creation of new child care spaces. This funding climate has created opportune circumstances to develop new child care spaces

using a community centre such as Tarrys Hall, especially if renovation, development or capital costs are required.

In 2018, the RDCK commissioned the Columbia Basin Rural Development Institute (RDI) to complete the study *Using Community Halls for Child Care* to evaluate the possibility of using an underused community hall for child care services, and identified Tarrys Community Hall as a viable option.

Tarrys Hall is located roughly 1 km north of the hamlet of Tarrys between Nelson and Castlegar at 1983 Highway 3A. This is a convenient location for families who commute between Nelson and Castlegar. The operators of Tarrys Hall, the Tarrys and District Community Hall Society, is a community-minded society that is committed to ensuring the hall remains a local asset. The Society has recently completed renovations and upgrades to the hall. The Society will likely be involved in managing the prospective child care facility by leasing the space to the successful Proponent. Tarrys Hall, below, has two spaces available for the potential child care facility, the upper floor (1,400 sqft) and the lower floor (1,325 sqft).



Eligibility

Proponents must have demonstrated previous experience with operating a successful child care facility and be financially sound. Staff members must be certified to provide child care services (ECE, ECE Assistant, or equivalent credentials).

EOI Requirements

The RDCK will need to clearly understand the Proponent's submission, how it addresses the eligibility requirements, how the prospective facility and programs will be delivered and operated, and the applicant's experience to properly consider the EOI. The proposal should be a maximum of 10 pages (single-sided, not including appendices). Minimum information required in submissions are as follows:

- 1) Completed Cover Sheet (Appendix A);
- 2) Proponent's history and experience in the child care sector, including:
 - Proponent's company or society profile, company vision, size and structure, number and location(s) of centres and programs managed, number of child care spaces currently provided, types of child care offered, and early child education methods used, including any extracurricular activities;
- 3) Certifications and descriptions of Proponent's key staff;
- 4) Understanding of local market and demand for this facility; and
- 5) Proponent's concept for the Tarrys Hall child care facility, including:
 - Child care philosophy;
 - Statement on how Tarrys Hall could work for their programs;
 - Statement on the preferred service arrangement for operating the child care facility, including identifying if any ongoing support or involvement is needed by the RDCK; and
 - The proposed delivery model, including specific programming/concept for the space.

Key Dates

Proponent Site Visit: March 29th, 2019 (by appointment)

EOI Closure: April 12th, 2019

Selection of Preferred Proponent: June 2019

Evaluation and Selection

Selection of shortlisted Proponents will be based on the following evaluation criteria:

Item	Points
Experience in the child care sector	50
Key staff and certifications	15
Understanding of local market and community needs	10
Concept for child care facility and services at Tarrys Hall	25
Total	100

The evaluation process will be conducted solely at the discretion of the RDCK. The RDCK may decide to utilize other criteria in the review of submissions other than those set forth above. The RDCK reserves the right to make inquiries regarding any or all submissions and to verify information submitted.

The RDCK may request references during the evaluation process. The RDCK may seek a clarification or confirmation from the Proponent during the evaluation process including confirmation of credit worthiness. Upon evaluation, the RDCK may issue a Request for Proposals, if necessary, to shortlisted EOI Proponents to obtain operational and administrative information in greater detail.

EOI Closing Place, Date and Time

Completed EOI submissions must be received by **Friday, April 12, 2019 by 4:00 PM Pacific Time**. The electronic submission should be clearly marked with the name and address of the Proponent and the full project name, by filling out Appendix A - Cover Sheet. Submissions should not be more than 10MB in size.

Submissions are to be sent to:

Emma Watson, CitySpaces Consulting Ltd., at ewatson@cityspaces.ca

Questions concerning the EOI should be directed to Emma Watson at ewatson@cityspaces.ca or 604-687-2281 x 264.

Appendix A - Cover Sheet

Please complete this form and include as the cover sheet for the EOI submission.

Project Name: _____

Name of Proponent/Company: _____

Address: _____

City/Province: _____ Postal Code: _____

Contact Person: _____

Title: _____

Phone Number: _____

E-mail Address: _____