

LEVEL I REQUIREMENTS

In order to be found responsive under Level I requirements, each of the following must be addressed. Refer to the applicable RFP sections for additional detail.

1. Compliance Documents

As part of the RFP process, all proposers are to review, complete, and submit compliance documents. Information, related forms, and instructions are located in Exhibit D of the RFP (“Compliance Documents”).

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

Additional information regarding some compliance documents may be available at the Pre-Proposal Conference, on a City website, and/or by phone with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. The Department reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

The following compliance documents MUST be included with your proposal:

- a. Proposer’s Signature Declaration and Affidavit (Section I.A of Exhibit D)
The document must be signed and notarized. Legal name(s) on all proposal documents and the resultant Concession Agreement must be consistent. Only the original notarized form is acceptable.
- b. Disposition of Proposals (Section I.B of Exhibit D)
The document must be signed by an individual authorized to bind the proposer.
- c. Affirmative Action Plan (Section I.C of Exhibit D)
Please read instructions in Exhibit D.
- d. Contractor Responsibility Ordinance Statement (Section I.D of Exhibit D)
Pages 1 through 6 of the document must be completed and submitted with the proposal. Pages 1 and 6 must be signed by an individual authorized to bind the proposer.
- e. Equal Benefits Ordinance Statement (Section I.E of Exhibit D)
Please read the instructions in Exhibit D.
- f. Living Wage Ordinance (LWO)/Service Contractor Worker Retention Ordinance (SCWRO) – *only if applying for an exemption* (Section I.F of Exhibit D). Submittal of documents only required if the proposer is applying for an exemption to the ordinance requirements.

g. Business Inclusion Program (BIP) Requirements (Section I.G of Exhibit D)

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts.

Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for, and participate in, City contracts. Equal opportunity will be determined by the proposer's BIP outreach documentation, as described in Business Inclusion Program (BIP) Requirements (Section I.G of Exhibit D), of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to Business Inclusion Program (BIP) Requirements (Section I.G of Exhibit D) of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network (www.labavn.org). A proposer's failure to utilize and complete their BIP Outreach as described in Business Inclusion Program (BIP) Requirements (Section I.G of Exhibit D) may result in their proposal being deemed non-responsive.

The anticipated participation levels are as follows:

MBE Participation:	<u>18%</u>
WBE Participation:	<u>4%</u>
SBE Participation:	<u>25%</u>
EBE Participation:	<u>8%</u>
DVBE Participation:	<u>3%</u>

h. Bidder Certification – CEC Form 50 (Section I.H of Exhibit D)

Please read the instructions in Exhibit D.

i. Bidder Contributions – CEC Form 55

Compliance with Los Angeles City Charter Section 470(c)(12) (Measure H).

Please read the instructions in Exhibit D.

j. Iran Contracting Act of 2010 Compliance Affidavit

Only the proposer selected for award of this agreement is required to submit the following additional required items prior to execution of the Agreement (within sixty [60] calendar days from the date the agreement is awarded by the Board to the selected proposer):

- k. Americans with Disabilities Act Certification
- l. Business Tax Registration Certificate
- m. Certification of Compliance with Child Support Obligations
- n. Contractor Responsibility Ordinance – Pledge of Compliance
- o. City-approved Proof of Insurance
- p. First Source Hiring Ordinance – FSHO-1
- q. Los Angeles Residence Information (location of selected Contractor’s headquarters and percentage of workforce residing in Los Angeles)
- r. LWO/SCWRO – Additional related forms from item “f” above
- s. Slavery Disclosure Affidavit

Failure of the successful proposer to submit items “k” through “s” above, and submit a signed Contract within sixty (60) calendar days of award (as notified in writing by the RAP Board Office) shall cause the proposal to be deemed non-responsive and will result in cancellation of the award and forfeiture of the proposal deposit.

PLEASE PROVIDE A RESPONSE TO THE FOLLOWING PROPOSAL ITEMS:

2. Background and Experience (RFP Section 2)

Please describe your business entity’s background and experience in providing recreational child development programs and licensed childcare services.

Note: This section pertains to your business entity’s PAST experience and/or CURRENT operations, not your PROPOSED operation for this Concession.

2.1 Ownership Description

Proposers must include a response to each proposal item listed below:

- ___ Address of business
- ___ Time in business (in years and months)
- ___ Type: Non-profit organization, Partnership, Corporation or Limited liability company (LLC), etc.
- ___ Size of company (includes total number of employees)
- ___ Business Entity or Nonprofit Organizational Chart
- ___ Names of site management staff
- ___ List of other operational locations (if applicable)
- ___ Any Pending Mergers (if none, so state in response to this section)

2.2 Experience.

This section pertains to your business entity's PAST experience and CURRENT operations, specifically including experience with childcare for children 2 to 5 years old.

Proposers must include a response to each proposal item listed below (if none, so state in response to each item below):

- ___ Description of similar recreational child development operations or programs.
- ___ Copy of entity's State of California Department of Social Services Childcare License
- ___ Additional information that demonstrates entity's qualifications.

2.3 Contracts History (include contact information for all contracts listed):

Proposers must include a response to each proposal item listed below (if none, so state in response to each item below):

- ___ List of similar contracts commenced between 2012 through 2016.
- ___ List of similar contracts terminated between 2012 through 2016, along with an explanation of the reasons for the termination.

2.4 References

Proposers must include a response to each proposal item listed below:

- ___ Business References: Provide a minimum of three (3) references. Include names or company names, addresses, telephone numbers, and the scope of the business relationship.

3. Proposed Operating Budget (RFP Section 3)

Each proposer must demonstrate the financial means and resources to finance, operate, and sustain Center operations as proposed. To this end, each proposer must provide, with the submitted proposal, the following items. All items submitted are subject to verification by the Department.

3.1 Amount of Investment Required

State the amount of investment you will require to begin operations as proposed. This amount must include start-up costs (Proposers must include a response to each proposal item listed below):

Amount of Investment to begin operations as proposed (to include):

Rent and/or other valuable consideration

Inventory

Equipment

Operating Supplies

Marketing and advertising

Payroll

Insurance

Others (list individually)

3.2 Source(s) of Funding for Operation

Proposers must include a response to each proposal item listed below:

Indicate whether the proposed source of funding in Section 3.1 is cash reserves, financing from a commercial lender, other sources, or a combination thereof.

Of the total amount required, indicate the amount that is to be funded through each source.

3.3 Financial Documentation

Each proposer must provide, with the proposal, the following written verification of its ability and commitment to provide adequate funding in the amount indicated. Proposers must include a response to each proposal item listed below:

Bank statements for 2015 and 2016

Audited financial statements for 2015 and 2016.

Copies of current credit rating (if any).

3.4 Financial Pro-Forma

Each proposer must provide a Financial Pro-Forma spreadsheet, which details the anticipated revenue and expenditures for Center operations over the term of the first five (5) years of the contract. Such Financial Pro-Forma will be the basis for the initial Annual Operating Budget for the Center, and incorporated into the proposed contract should the submitted proposal be recommended for award.

4. Proposed Client Fee Schedule

Submit a proposed Client Fee Schedule for the initial start of the contract term, including tuition and all other proposed charges and fees.

Proposed Charges and Fees (not limited to):

Service Fee (tuition)

- ___ Waiting List Application Fee
- ___ Enrollment/Registration Fee
- ___ Late Fee
- ___ Other

5. Proposed Recreational Child Development and Childcare Center Operations Plan

The following sections pertain to the Proposer's PROPOSED operation of the Center, not the Proposer's PAST experience operating other facilities. The proposer's Operations Plan must include, but shall not be limited to, the following items (Proposers must include a response to each proposal item listed below):

5.1 Staffing Plan:

- ___ Submit a proposed staffing plan for the Center, to include position descriptions, position titles and assignments for each position; a brief description of position duties, minimum qualifications and educational requirements, and salary ranges.
- ___ Submit resumes for Key Personnel for positions, or equivalent positions, such as: Executive Director, Chief Operating Officer, Director, and Assistant Director.
- ___ Include a tentative organizational chart for the operation of the Center.

5.2 Staffing Ratio:

Describe the proposed staffing level, at minimum, for the following age ranges. The staffing ratio must meet or exceed State requirements:

- ___ :1 - (Ages 2 to 3 years)
- ___ :1 - (Ages 4 to 5 years)

5.3 Admissions Policy

In order to adhere to RAP recreation program and childcare enrollment guidelines, the proposed Admission Policy must include the following as mandatory minimum requirements:

- First right of refusal exception for existing enrollees;
- Admittance of eligible applicants on a first-come, first-served basis;
- The Admission Policy must adhere to the enrollment policy mandated by the California Department of Social Services, Community Care Licensing Division's Title 22 Regulations, under Division 12, Section #101218
- Must include qualified low-income scholarships;
- A majority of children admitted must reside in the local community, within a five (5) mile radius of the Center;
- Admission practices shall not discriminate on the basis of sex, sexual orientation, sexual identity, gender, ethnic group identification, race, ancestry, national origin, religion, color, and/or mental or physical disability in determining which children are served;

Proposers are encouraged to include additional information as needed to best describe the proposed Admission Policy for the Center.

5.4 Program Schedule

The objective of this RFP is to award a contract for the operation and management of a recreational child development and childcare center offering **year-round programming** and services to the community, excluding City of Los Angeles observed holidays. Describe the proposed Program Schedule specifying programming days and closure days (holidays, staff training, or other). The current City-recognized holidays are: New Year's Day; Martin Luther King Jr. Birthday; Washington's Birthday; Cesar Chavez Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving; Friday after Thanksgiving; and, Christmas Day. Should a traditional school-year calendar program be proposed, also include a summer program schedule.

5.5 Recreational Activities

Describe the programs and services to be provided to meet the recreational child development needs of the community, specifically including such activities to be incorporated into the daily/weekly program(s). The description of recreational programs, services, and related activities must be differentiated between the two (2) age groups; ages 2 to 3 and 4 to 5.

5.6 Advertising / Promotion / Marketing

Describe the method to be used to promote maximum enrollment.

5.7 Customer Satisfaction

Describe the methods used to both gather information on customer satisfaction and methods used to implement changes and/or improvements.

5.8 Emergencies

Describe your plan to ensure the safety of the children and employees during emergencies and other disruptive occurrences. Response should include contingencies to clothe, feed, and shelter children and employees for a period of forty-eight (48) hours.

5.9 Maintenance

Describe your plan on providing maintenance during daily operations in order to ensure that a sanitary and safe facility is maintained, and to ensure the grounds are well maintained, sanitary, and free of debris.

5.10 Repair(s)

Describe your plan on providing needed repairs to the Center during daily operations, in order to maintain a safe and functional facility. The response should include a plan for major and minor repairs of the Center.

5.11 Proposed Equipment and Equipment Replacement Plan

List the equipment that will be used to successfully operate the Center and a plan to maintain the quality and/or replacement of the items throughout the life of the proposed contract.

5.12 Additional Services and/or Amenities (Optional)

Propose additional amenities and activities to enhance the recreational experience.