

**BOARD OF RECREATION AND  
PARK COMMISSIONERS**

SYLVIA PATSAOURAS  
PRESIDENT

IRIS ZUÑIGA  
VICE PRESIDENT

LYNN ALVAREZ  
MISTY M. SANFORD

LATONYA D. DEAN  
COMMISSION EXECUTIVE ASSISTANT II

**CITY OF LOS ANGELES**

CALIFORNIA



ERIC GARCETTI  
MAYOR

**DEPARTMENT OF  
RECREATION AND PARKS**

221 NORTH FIGUEROA STREET  
15TH FLOOR, SUITE 1550  
LOS ANGELES, CA 90012

(213) 202-2633  
FAX (213) 202-2614

**MICHAEL A. SHULL**  
GENERAL MANAGER

October 23, 2014

**REQUEST FOR PROPOSAL  
DEPARTMENT OF RECREATION AND PARKS  
OPERATION OF THE  
JOY PICUS CHILD CARE CENTER**

(Operation and Maintenance of a Childcare Center at City Hall South)

**QUESTIONS & ANSWERS**

1. Request for Proposals (RFP) Section 5.11 page 16, Additional Services and/or Amenities:

Can the parents be charged for any extra curriculum activities, such as dance class, without the approval of the RAP board?

*All Fees not included in an RFP proposal response pursuant to Section VIII.A.4 (Page 14) of the RFP (Proposed Client Fee Schedule) and/or not included in the operating contract (Contract) approved by the Board of Recreation and Park Commissioners (Board), with such fees being requested and implemented subsequent to such Board approval, would require the Board's approval prior to implementation.*

*If extracurricular activity fees are being contemplated, they should be included in the RFP proposal response with substantiation. Again, any request for additional fees subsequent to the Contract's approval or execution, will require a written request from the Contractor to RAP, and such request must be approved in writing by the Board.*

*Section 6.10 (Tuition and Fees) of the Sample Contract stipulates that tuition and fees must be included in the Fee Schedule as Exhibit A.*

2. Sample Contract Section 6.2 page 6 of 24, Hours and Days of Operation:  
Besides the holidays listed can the center be close two (2) other days of the year for Staff Development and trainings?

*Such training of staff is encouraged in section 6.7 b) (Page 10 of 24) of the Sample Contract. However, any additional days off other than those listed in the RFP and Sample Contract should be included and proposed in the RFP proposal response and then included in the Board approved Contract.*



3. Sample Contract Section 6.9 page 10 of 24, Removal of Key Personnel:

There are some instances when staff will have to be removed from their position without notice, is the City expecting the contractor to keep said employee on it payroll at the cost to the agency? Will the City help to offset the cost of keeping said employee, employed until written intent can be provided to the City? Will the City become involved in Employee vs. Employer disputes?

*The City requires advance notice of any removal of “key personnel” due to potential impacts to Joy Picus Childcare Center (Center) operations and Contract compliance. Any circumstances or situation which may present itself in the future during Center operations, requiring the immediate or abrupt removal of key personnel with advanced notice to the City not being possible, should be included in the RFP proposal response for consideration and possible inclusion of certain language addressing such a situation in the Contract. The City will not become involved in employee-employer labor disputes or proceedings, financially or otherwise, unless mandated by law. Employees of the Center are not City employees.*

4. Sample Contract Section 6.18 page 14 of 24, Contractor Records:

What is the City’s definition of commingled? When can the contractor pull out, if any, profit from the said Joy Picus account? Does the City mean we must have separate bank accounts, or separate account in the books of our agency?

*“Commingling” of funds is prohibited. The Contractor may not use funds generated at the Center and raised for the Center, to benefit any other facility or activity not related to the Center.*

*Pursuant to Sample contract Section 6.18 b) (Page 14 of 24), “CONTRACTOR must establish and maintain separate accounts and receipts of the following: 1) Tuition and parent fee revenues; 2) parent donation and fund-raising revenues; and, 3) any other fundraising revenue or other funds received for, or on behalf of, CENTER.”*

*Funds generated at and for the Center should be used exclusively for Center operations and not for the benefit of any non-Joy Picus related facilities, activities, or operations.*

*Funds from any separate accounts not related to Center should never be deposited in any Center related account and vice-versa.*