



PARKDALE COMMUNITY ASSOCIATION
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Request for Proposal

Procurement Contact: Parkdale Childcare Committee

Email Address of PC: parkdalechildcarecommittee@gmail.com

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1. Background/Introduction

Established on December 29, 1953, The Parkdale Community Association (PCA) has been the the hub of the community, providing local programming that supported the citizens of Parkdale, including sports teams, dance lessons and numerous and varied adult social events and programs for local children.

Now celebrating its 65th Anniversary, the PCA remains committed to delivering services for the benefit of the community of Parkdale, its citizens and Calgary as a whole.

In November 2018, the PCA reached out to the community to explore whether or not there is demand enough for a child care services program. A strong response in favor of exploring options was received.

As such, we are issuing this request for proposals to seek out a quality partner with a long term plan to help us meet the community needs for child care services.

2. Project Goals and Scope of Services

The PCA is seeking a child care organization to operate a child care program to serve the community of Parkdale and Calgary. Program considerations include daycare, before and after school, professional development days, spring, summer and winter breaks.

The PCA Pierson Hall will be the primary location for the child care program. With more than 3000 square feet of space and a full commercial kitchen, the space also includes an elevator for accessibility, and full washroom facilities. We are open to renovation plans in the proposals.

Included in the PCA campus is Nifty Fifties senior organization and Morpheus Theatre company. The PCA campus also includes a beautiful community garden, an outdoor rink, an outdoor playground, baseball diamond and open field area.

We invite child care organizations to submit a proposal that focuses on the following:

- Programming
- Use of facility space
- Program fees for parents
- Terms and length of lease agreement
- Rental fee

3. Anticipated Selection Schedule

The PCA is targeting a child care program launch for September 2019. To meet this deadline our PCA governance includes meeting the following timelines:

- February 28 - PCA Board of Directors approves Request for Proposal (RFP)
- March 1 - RFP released to child care organizations
- March 1-7- Question submission period
- March 22 - Deadline for RFP
- March 25-29 - Short list of organizations invited to meet with the PCA
- April - Recommendation developed for PCA Board of Directors
- May 1 - Notification to successful candidate

4. Time and Place of Submission of Proposals

Proposals can be submitted via email by 11:59 PM Friday March 22, 2019 to:

parkdalechildcarecommittee@gmail.com

Questions regarding the RFP can also be sent to the above email address between March 1 - 7th. For questions, please include the subject line: RFP Question.

All questions and answers will be compiled on one document and sent out to all applicants by March 10th.

5. Timeline

The PCA hopes to select a child care organization the spring of 2019, work with the selected organization to start the program by September 2019.

6. Elements of Proposal

The PCA is seeking proposals that are creative and innovative and demonstrate benefit to the community. We welcome organizations to think outside of the four walls that we have for space and not limit themselves to what we currently have, rather what we could have if we dream big.

Proposals should include:

- Programming that will be offered
- How the space will be used including any modifications required
- Program fees for users
- Rental fee to PCA
- Length of lease agreement
- References (3 minimum) including description of services provided to them
- High level Annual Budget

There is a maximum proposal length of 10 pages (5 double sided) including appendices.

7. Evaluation Criteria

The PCA will consider the following elements in evaluating proposals:

- Success record - example of your operations
- Expertise in delivering quality child care
- Price and affordability for parents
- Rental revenue for the PCA
- Length of lease agreement
- Licensing and experience working with regulations and regulatory agencies
- Ability to launch for September 2019

8. Possible Roadblocks

The PCA is excited to start child care programming in September 2019. As a community association that is governed by The City of Calgary, the successful candidate will have a sub-lease with the Parkdale Community Association.