



## **CORPORATION OF THE CITY OF ENDERBY**

### **REQUEST FOR PROPOSAL**

### **City of Enderby Community Child Care Planning**

#### **BACKGROUND**

The City of Enderby ("the City") received a grant through the Union of BC Municipalities' Community Child Care Planning Program to develop a child care inventory, needs assessment, and action plan for improving access to child care in the community (the "Planning Process"). This Planning Process is intended to enable the City to identify and engage with community stakeholders and partners, to better understand what the child care needs and context are for the community, and develop an action plan for achieving the community's child care objectives which is tailored to the community's needs and context.

#### **DETAILS**

The City is issuing a Request for Proposal for a consultant to create an inventory of existing child care spaces, undertake a child care needs assessment, and develop a Community Child Care Action Plan based on the inventory and assessment.

The key activities associated with the Planning Process are as follows:

- Engage with local child care stakeholders (i.e. child care providers, parents, neighbouring communities and First Nations, Provincial agencies, etc.);
- Develop a community child care space inventory (using the UBCM Child Care Planning Program Excel Template);
- Develop a child care needs assessment; and
- Develop a Child Care Action Plan that:
  - Identifies the current state of child care in the community;
  - Identifies and interprets child care trends;
  - Includes a review and analysis of local plans, policies, and bylaws;
  - Identifies short, medium and long term child care space creation targets;
  - Identifies short, medium and long term actions that will enable the City/local stakeholders to meet the child care space creation targets.

The activities undertaken by the consultant shall be consistent with the requirements of the *UBCM Community Child Care Planning Program - 2019 Program & Application Guide*.

#### **REFERENCE INFORMATION**

- UBCM Community Child Care Planning Program - 2019 Program & Application Guide:

<https://www.ubcm.ca/assets/Funding~Programs/LGPS/Childcare/childcare-2019-planning-program-guide.pdf>

- City of Enderby:

<https://www.cityofenderby.com>

## **SUBMISSION REQUIREMENTS**

Interested proponents should submit the following (weighted score listed in brackets; must achieve at least 75% in each section in order to qualify):

1. Proposal (50%)
  - a. Proposed methodology and work tasks for the Planning Process;
  - b. Proposed work schedule and milestones;
  - c. Team members and roles; and
  - d. Project management process to assure quality and timely completion
2. Qualifications and References (50%)
  - a. Two (2) references from organizations for which the proponent has provided services of a similar nature; and
  - b. An example of prior written work within the field of community child care planning or other forms of social planning.
3. Cost (Pass/Fail)
  - a. Confirmation that the proponent is able to deliver the project at an all-in cost not to exceed \$21,000 (including travel and disbursements).

## **INQUIRIES**

Please direct all inquiries to:

Kurt Inglis, Planner and Deputy Corporate Officer

250-838-7230

[kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com)

## **CLOSING DATE AND TIME**

July 5, 2019 at 4:00 pm.

Proposals may be submitted electronically to [kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com), faxed to 250-838-6007, or mailed to Enderby City Hall, P.O. Box 400, Enderby, BC V0E 1V0.

## **TERMS AND CONDITIONS**

The following terms and conditions shall apply to this Request for Proposal:

1. Verbal discussion, instructions or explanations between City staff members, agents, employees, or representatives and an interested proponent shall not become a part of or otherwise modify the Request for Proposal Document unless confirmed by written Addendum.
2. Responses to inquiries may be distributed to all interested proponents at the City's option.
3. The City may accept or reject any or all proposals for any reason, and may negotiate with a potentially successful proponent.
4. The City may reissue, amend, cancel, or extend this Request for Proposal at its sole discretion, and reserves its right to defer, change, or phase awarding of the work.
5. As part of its evaluation process, the City may request further information from interested proponents at its sole discretion.
6. Under no circumstances shall this Request for Proposal be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by interested proponents in preparing a proposal.
7. The City does not, by issuing this Request for Proposal, incur any duty of care or contractual obligation to any interested proponent.
8. Interested proponents are strictly prohibited from engaging in any form of lobbying in relation to the Request for Proposal or with a view to influencing the outcome of this process.
9. Use of a subcontractor or assignment of the work may only occur with the written permission of the City, unless such use is explicitly referenced in the proposal.
10. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act ("the Act") and all information submitted to the City become records in its care and custody for the purposes of the Act.
11. All interested proponents and the City acknowledge that all proposals are supplied in confidence and may reveal technical information of a third party. The scoring matrix and total cost for each scored proposal will be made publicly available.
12. Interested proponents shall disclose in their proposal any actual, potential, or perceived conflicts of interest it may have with the City, including its elected or appointed officials, employees, or agents acting on behalf of the City.