



REQUEST FOR PROPOSAL - DAYCARE OPERATOR NEEDED

ST IGNATIUS PUBLIC SCHOOLS
The Gift of Roots and Wings

www.stignatiusschools.org

St. Ignatius Schools invites proposals from qualified daycare operators to provide daycare services within St. Ignatius Schools premises. The purpose of this RFP is to select a daycare provider who can offer high-quality childcare services while adhering to the regulations and standards set forth by the St. Ignatius School Board.

Please review the proposed Lease Agreement prior to submitting RFP.

Background:

St. Ignatius High School is an M.B.I. "Platinum" school with outstanding staff, students and leadership. We are the best practice school with many great programs and systems. St. Ignatius is located at the base of the Mission Mountains with some of the best views in Montana. Our purpose is to provide daycare options for St. Ignatius School District staff and the surrounding community. Our goal is to offer lower rates for staff members in trade for reduced leasing rates. The daycare facility and maintenance will be provided by St. Ignatius Schools and the RFP is for the operation of services.

Scope of Services:

The selected daycare operator shall provide the following services:

- Full-time daycare services, at minimum the hours will reflect the school calendar.
- Operating hours: At minimum, operating hours will match school hours.
- Be licensed and registered by the State of Montana.
- Nutritious meal provision
- Staffing including qualified and experienced caregivers
- Safety and security measures
- Administrative and billing services
- Workers Compensation
- Liability Insurance

Proposal Submission Requirements:

Interested parties are required to submit the following documents:

- Company profile highlighting relevant experience in childcare service
- Staffing plan and qualifications
- Safety and security plan
- Financial proposal including fees and any additional costs
- References from previous client

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and reputation of the daycare operator
- Qualifications and experience of staff
- Safety and security measures
- Financial proposal
- References Timeline

Timeline:

****Amended Timeline is as follows:***

- *RFP Issuance Date: February 20th, 2024*
- *Proposal Submission Deadline: June 1, 2024*
- *Evaluation Period: June 1 - June 15, 2024*
- *Contract Award: July 1, 2024*

Submission Instructions:

- Please submit your proposal electronically to RaSena Christopher at rchristopher@stignatiusschools.org no later than **June 1, 2024**. Late submissions will not be considered

Questions & Clarifications

All questions and requests for clarifications should be directed to the following contacts **by April 5th, 2024**. Answers to all questions will be provided to all prospective bidders by **April 10th, 2024**.

- Jason Sargent, Superintendent - jsargent@stignatiusschools.org
- Chantell Moore, Elementary Principal - cmoore@stignatiusschools.org
- RaSena Christopher, Ass't District Clerk - rchristopher@stignatiusschools.org

Right to Reject Proposals:

- St. Ignatius Schools reserves the right to reject any or all proposals received in response to this RFP and to negotiate modifications to the scope of services, terms, and conditions with any or all prospective bidders.

9. Confidentiality:

- All information provided in response to this RFP shall be treated as confidential by St. Ignatius Schools and will only be used for the purpose of evaluating proposals.

For inquiries and submission of proposals, please contact:

RaSena Christopher - rchristopher@stignatiusschools.org

Assistant District Clerk

St. Ignatius School District 28