

REQUEST FOR PROPOSALS

Number NKU-18-2021

Off Campus Daycare

Northern Kentucky University's Off Campus Daycare



12/4/2020

Proposal NO: NKU-18-2021
Issue Date: 12/4/2020
Title: Off Campus Daycare
Purchasing Officer: Blaine Gilmore
Phone: 859.572.6449

RETURN ORIGINAL COPY OF PROPOSAL TO:

**Northern Kentucky University
Procurement Services
1 Nunn Drive
617 Lucas Administrative Center
Highland Heights, KY 41099**

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 12/18/2020 BEFORE 2:00 P.M. HIGHLAND HEIGHTS, KY time.

NOTICE OF REQUIREMENTS

- The University's General Terms and Conditions and Instructions to Bidders, viewable at <http://procurement.nku.edu/policies/terms-and-conditions.html>, apply to this Request for Proposal.
- Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
- Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
- Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

- That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
- That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
- That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
- That the offeror is legally entitled to enter into contracts with the Northern Kentucky University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
- That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award
- That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH FINANCE LAWS

In accordance with KRS45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful Contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office. Your signature is acceptance to the Terms and conditions above.

DELIVERY TIME:	NAME OF COMPANY:	DUNS #
PROPOSAL FIRM THROUGH:	ADDRESS:	Phone/Fax:
PAYMENT TERMS:	CITY, STATE & ZIP CODE:	E-MAIL:
SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED	TYPED OR PRINTED NAME:	WEB ADDRESS:
FEDERAL EMPLOYER ID NO.:	SIGNATURE:	DATE:

**Early Childhood Services Discount
Northern Kentucky University
Highland Heights, Kentucky
RFP – NKU-20-18**

Project Name: Off Campus Daycare

Issue Date: December 4, 2020

Deadline for Questions: December 11, 2020

Response Deadline (Proposals Due): December 18, 2020

DO NOT contact the committee members relative to this project! Contacting the selection committee members may result in disqualification of the proposer. All requests for information, questions or comments relative to this project should be directed to Ryan Straus, NKU Procurement Services strausr2@nku.edu.

Submittal of Bids:

The bidder shall submit, by the time and date specified via email to

Ryan Straus
Coordinator, Procurement Services
Lucas Administrative Center, Suite 617
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

Email: strausr2@nku.edu

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your proposal. All requests for additional information and all questions should be directed to Ryan Straus, Procurement Services: strausr2@nku.edu

I. General Background for RFP

A. General Scope:

Northern Kentucky University Student Affairs Department is seeking off campus Daycare Service providers to provide high quality child care services to students, faculty, and staff at the university. This RFP is modeled after similar institutional RFP's. While it identifies areas of focus and the objectives of our university, it is also understood that the providers interested in submitting a response may have their own experiences and objectives that may help us better respond and provide for the needs of our students, faculty and staff members. Multi awards may be given for this service.

B. Responsiveness

The objective of the selection process is to provide a uniform methodology for Northern Kentucky University to seek high quality child care services to students, faculty and staff. Members of the selection committee are asked to fairly evaluate all responses and to compare each proposer's qualifications with the RFP requirements. Selections will be determined through the unbiased and independent interaction of the members of the committee. Therefore, it is in your firm's best interest to be specifically responsive to the requirements of this solicitation.

Respondents shall be limited to one proposal per respondent per project. For the purposes herein, a "respondent" means the legal entity which responds to an RFP. Multiple respondent proposals per project will all be deemed as being non-responsive. By submitting qualifications, the respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the university's objectives. Note: Sub-consultants can be a member of more than one team.

II. Northern Kentucky University

Northern Kentucky University, located in the Greater Cincinnati metropolitan area about 7 miles south of downtown Cincinnati, was founded in 1968. The first building on the new campus in Highland Heights opened in August 1972. The campus sits on rolling land near the intersection of I-275 and I-471. Due to topography, many locations on campus have attractive views, including views of the Cincinnati skyline. The university today enrolls more than 15,000 undergraduate, graduate and doctoral students, with about 1,850 students residing on campus. The university expects enrollment to continue to grow over time, with a build-out of enrollment in the 24-25,000 range possible. The university is noted for its commitment to excellence in the classroom, nationally ranked academic programs and unparalleled regional stewardship.

NKU offers 76 undergraduate, 21 master's programs, two professional doctorates and a juris doctor. The university features six colleges – the College of Arts and Sciences, the Haile/US Bank College of Business, the College of Education and Human Services, the College of Health Professions, the College of Informatics and the Salmon P. Chase College of Law.

NKU's educational quality is at an all-time high. With an average class size of just 24 and a student/faculty ratio of 17:1, NKU's hallmark is small classes with up-close and personal attention to student needs. The Princeton Review has named NKU's College of Business among America's best, and Chase law graduates routinely outperform their peers on the Kentucky and Ohio Bar Exams. The average ACT score for incoming NKU freshmen is 23.3 – up significantly since the adoption of new admission standards and higher than the Kentucky and national averages. It's little wonder why *Forbes* magazine has ranked NKU among America's Best Colleges seven-straight years.

NKU owns about 420 acres and has 3.3 million GSF. Since 2008, the following buildings have been completed or are in-progress:

- Student Union - \$37 million
- BB&T Arena (10,000 seat multi-purpose arena) - \$67 million
- Parking Garage #3 and Welcome Center - \$15.4 million
- Residence Hall Renovation (former nursing home conversion, 443 beds) - \$14.5 million
- Center for Informatics (Griffin Hall) - \$52.5 million
- Health Innovation Center - \$97 million (completion set for mid-2018)

Northern Kentucky University is now the second largest university in the Greater Cincinnati area.

Areas of Focus

- Must participate in Kentucky stars and hold an accreditation of a least 3 stars or NAEYC accreditation
- Serve children 6 weeks to 12 years
- Located within 10 miles of NKU
- Must offer competitive pricing
- Offer priority registration for NKU students.
- Flexible scheduling

Usage over the years**Term of Agreement**

The term of the agreement will be for three (3) years, with the option for an additional three (3) one-year renewal periods.

References

Proposals should include contact information for three references that it provides similar services to.

Best and Final Offers (BAFO)

Northern Kentucky University reserves the right to request a BAFO from those companies that submit a proposal.

Proposal

A. Preparation and Submission of Proposal

The proposal shall be prepared on 8 ½" x 11" paper, with all text clear of binding. Text type size shall be a minimum of 10 point font. The proposals must be indexed, tabbed and all pages sequentially numbered throughout or by section. Binders and covers will be at the respondent's discretion, however, elaborate graphics and expensive paper and binding are not necessary, nor encouraged. All text and exhibits should be concise and entirely relevant to the RFP requirements.

The RFP Response should be organized as follows:

Tab	Content	Page Maximum
1	Signed Notice of Requirements (page 2)	1
2	Cover Letter	2
3	Relevant experience, qualifications, and success in providing these types of services (n/a
4	References (page 15)	n/a
5	Financial proposal (including proposed fee schedule, discounts, and service charges)	n/a
6	Other relevant factors/supporting data	n/a

NOTE: Submittals that do NOT contain the above items will be deemed a non-responsive proposal and disqualified from the selection for this project.

Proposal Requirements and Specifications

Cover Letter

The cover letter shall serve as an introduction to the Respondent's qualifications and capabilities. The letter of no more than 2 pages shall be addressed to Jennifer Moeves Buyer of Procurement Services, and must, at a minimum, contain the following:

- a. Identification of the proposer.
- b. A statement of experience from the proposer (years in business, number of partners, etc.).
 - a. Proposer must provide a detailed description of the proposer's company and history of related performance. Proposer should include a list of organizations that it currently provides similar services to and references that can be contacted from these organizations.
- c. An email address
- d. Acknowledgement of receipt of RFP addenda, if any; and,
- e. Signature of person authorized to bind the offering firm to the terms of the Proposal.

C. Evaluation Criteria

A shortlist of a potential partner will be chosen based on the following criteria:

1. Plan(s) for providing Early Childhood Services Discount to students, faculty, staff, and alumni.

2. Relevant experience, qualifications, and success in providing these types of services (including experience with and plans to implement/maintain a national early childhood accreditation and an early childhood quality rating system such as Kentucky ALLSTARS)
3. References
4. Financial proposal (including proposed fee schedule, discounts, and service charges)
5. Other relevant factors/supporting data

Proposals shall be evaluated based on the following criteria:

Plan(s) for providing Daycare Services	35%	250 Points
Relevant experience, qualifications, and success	35%	250 Points
References	10%	100 Points
Financial Proposal	10%	100 Points
Other relevant factors/supporting data	10%	100 Points
Total	100%	1,000 Points

D. Addenda/Clarifications

Any university changes to this RFP will be made by written addendum. Verbal modifications will not be binding.

A. On Site Meetings

The University reserves the right to invite bidders to on campus interviews after bids have been received.

B. Confidentiality

In accordance with KRS 45A.085 Competitive Negotiation, all proposals received or information derived therefrom remain confidential until a contract is awarded or all proposals are rejected.

NOTE: Northern Kentucky University, as an Agency of the Commonwealth of Kentucky, is subject to Kentucky's Open Records Laws (KRS 61.870-61.884). As such, a bidder's entire offer and resulting contract cannot be deemed "confidential".

Proposals submitted in response to an RFP will remain confidential throughout the evaluation process, however, after negotiations are concluded and a contract has been entered into, all proposals become a matter of public record. Bidders may mark sections of their responses as confidential, if the information provided would be considered financially sensitive or trade secrets. The university will make every effort to honor such requests, but may conduct discussions with the bidders concerning the release of said information.

C. Proposal Evaluation Process

All proposals received will be reviewed by the University Procurement Services office for completeness of items requested in this RFP. All complete proposal responses will be afforded equal consideration by the members of the Selection Committee as created by KRS 45A.810. All complete proposals will be evaluated using a numerical rating system

designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents.

D. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the respondent in:

1. preparing its proposal in response to this RFP;
2. submitting its qualifications to the university;
3. negotiating with the university any matter related to this submittal; or,
4. any other expenses incurred by a respondent prior to the date of award of a contract to the selected respondent.

The university shall not, in any event, be liable for any pre-contractual expenses incurred by the respondents in the preparation of their submittals.

E. Contract Award

Issuance of this RFP, receipt of proposals, and completion of the selection process does not commit the university to award a contract. The university reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to their RFP; to negotiate with other than the selected respondent should negotiations with the selected firm be unsuccessful or terminated; to negotiate with more than one respondent simultaneously; to cancel all or part of the RFP; and to waive technicalities.

F. Electronic Responses

Electronic responses are not permitted.

G. Foreign Corporations

- A. Foreign Corporations are defined as corporations that are organized under laws other than the laws of the Commonwealth of Kentucky. Foreign Corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.
- B. The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the Bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.
- C. Domestic Corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the Office of the Secretary of State.

L. Occupational License

Northern Kentucky University was annexed by the City of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a City of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call 859.292.3884 or log onto: <http://www.campbellcountyky.org/home/services/occupational-license.htm>.

M. PCI DSS REQUIREMENT

If vendor is involved in the processing, transmission or storage of card holder data (credit or debit cards) as part of this agreement with NKU, vendor agrees to comply with current Payment Card Industry Data Security Standards for the securing of such data within the merchant's scope. Additionally, vendor must provide valid PCI DSS documentation (Report on Compliance or Attestation of Compliance) prior to contract this being executed.

Required Criteria Off Campus Daycare Services:

OBJECTIVE: The principal responsibility of the provider is to provide high quality child care services for Northern Kentucky University students, faculty, staff, and the local community.

A. Plan(s) for providing Off Campus Daycare Services.

Please describe how the provider plans to provide child care services for University students, faculty, staff, and the community.

B. Relevant experience

Please include a brief history of the firm, the provider's experience, qualifications, and success in providing these types of services

C. References

Please submit references from clients for whom the provider furnished similar services. (See page15)

D. Financial proposal

Please provide a financial proposal, including discounts and other charges.

E. Other relevant factors/supporting data

Please include any other information which the University should consider in evaluating the provider's proposal.

REFERENCES

Bidder Qualifications: The bidder is required to submit a list of completed projects where he has performed similar work to that specified herein.

Organization: _____

Contact Name: _____

Phone Number: _____

Date Work Completed: _____ **Value of Contract:** _____

Project Manager assigned to this project: _____

Brief Project Description: _____

Organization: _____

Contact Name: _____

Phone Number: _____

Date Work Completed: _____ **Value of Contract:** _____

Project Manager assigned to this project: _____

Brief Project Description: _____

Organization: _____

Contact Name: _____

Phone Number: _____

Date Work Completed: _____ **Value of Contract:** _____

Project Manager assigned to this project: _____

Brief Project Description: _____
