

REQUEST FOR PROPOSALS
Childcare Services to Operate the Keystone Early Learning Center
Keystone Early Learning Center Parent Association
Sponsoring Agency: Pa. Public Utility Commission
PUC RFP-2024-4
October 15, 2024
Questions and Answers

- 1. The expected contract term is listed to begin January 1,2025. As licensing can often take 120 days, can this date be negotiated?**

Answer: If there is a new provider, the Keystone Early Learning Center Parent Association (KECLA) anticipates negotiating with the existing provider and the new provider to ensure an orderly transition incorporating all issues related to the transition, including licensing timelines.

- 2. Can you confirm the term of contract? Part 1 I-5 identifies 5 years, while section I-22 lists 3-year terms with successive renewals.**

Answer: The contract is for three years with two one-year renewals.

- 3. Is there an option to submit proposals electronically rather than mailing in? If so, could you please provide any relevant guidelines or instructions for doing so?**

Answer: Yes. Email electronic submissions to the issuing officer at KELCAboard@gmail.com.

- 4. Could you please provide details on the parking arrangements, including any associated costs? Is there any on-site parking available? Additionally, where do staff typically park to ensure safety during evening and after-hours shifts?**

Answer: There is the Seventh Street Parking Garage one block from the center. There is no on-site parking available (there are several pick-up/drop-off spots at the door). KELCA and the PUC do not take specific steps to ensure Center safety during evening or after-hour shifts. The Capitol Police will provide escort for Capitol Complex employees upon request.

- 5. Can you provide an inventory of the existing equipment and supplies currently available?**

Answer: Utilities and services are provided by the Commission and DGS to the KELCA (heating/ventilation/cooling, electricity, water, sewer, and janitorial services (excluding operational cleaning supplies). The KELCA passes through use of these utilities and services to the Contractor without cost.

Ownership of equipment and supplies are owned either by the Commonwealth or by the current provider. An exact inventory of the equipment and supplies along with aligned ownership is not available at this time.

However, the current contract with the current Daycare Provider provides the following:

2.3 Facility-Related Services and Supplies. Client [KELCA and PUC] will be responsible for providing at its sole expense the following services, supplies and support for the Facility:

- A. Payment of all lease payments or interest and principal related to the lease or mortgage of the Facility, as the case may be, along with real and personal property taxes and property insurance payments.
- B. Repair and maintenance of the Facility;
- C. All utilities consumed at the Facility (including electricity, heating, cooling, water and gas);
- D. Telephone Services and equipment (land lines, including installation and other costs associated with Center operations);
- E. High Speed Internet Access;
- F. Security Systems (including installation and other associated expenses);
- G. Fire alarm and detection equipment and monitoring;
- H. Appliances (dishwasher(s), stoves, refrigerators, convection oven, microwave, freezer, washer, and dryer);
- I. Daily janitorial services and supplies (including germicidal solution, hand soaps, toilet paper, paper towels, and trash bags), cleaning, snow removal, lawn maintenance and pest control.

KELCA anticipates entering into the new contract on the same terms.

6. Is the center exclusive for PUC employees or is it also open to the community?

Answer: Pursuant to Management Directive 205.21 Amended, Section 4.e, and child eligible to utilize the Center is:

Eligible Child. Any child between six weeks and five years of age meeting any one of the following criteria:

- (1) A blood descendent of the first degree of a commonwealth employee.
- (2) A legally adopted child of a commonwealth employee (including a child living with a commonwealth employee during the probation period).
- (3) A stepchild living with a commonwealth employee.
- (4) A child who is living with and being solely supported by a commonwealth employee and who is related to the employee by blood or marriage.

- (5) A child who is living with and being solely supported by a commonwealth employee and whose legal guardian is also a commonwealth employee.
- (6) A child being supported by a commonwealth employee under a court order as a result of a divorce decree.
- (7) A grandchild or step-grandchild of a commonwealth employee.
- (8) A niece or nephew of a commonwealth employee.
- (9) A child of a staff person employed by the provider in the respective child care center.

7. Can you confirm current enrollment by program? How many FT / PT enrollments? Are there any community enrollments?

Answer: Please refer to Section I-4 in the RFP for information about the current enrollment. Eligible children are indicated in the answer to question 6.

8. Can you provide the most recent rate increase and how much it was?

Answer: We are unable to precise information responsive to this question, but it was approximately four percent year over year.

9. Can you confirm the number of current staff and their wages for respective roles?

Answer: We are unable to provide information responsive to this request, however the Center is staffed to meet ratios for current enrollment.

10. Can you please show the layout of where the expansion will be relative to the current rooms that are operating?

Answer: The expansion is in the same building and will extend the facility into what was the cafeteria section of the building, on the same floor (first floor).

11. Will operation of the center continue during construction of the expansion?

Answer: Yes.

12. Are any of the rooms separated into two spaces with a partition?

Answer: There are no partitions in the current Center. The plans for the expanded space are still being developed during the expansion phase.

13. Are you willing to pay a management fee?

Answer: Any fees assessed by a potential Provider will be incorporated into the rates paid by the families/caretakers of children enrolled in the Center. The KELCA does not have the means to pay a separate management fee.

14. Can you provide details of custodial cost arrangements?

Answer: There is no cost agreement to date. Right now, Commonwealth custodians provide a daily vacuuming and other larger scale maintenance support. Center staff take out the trash and do routine surface cleaning of both student and teacher spaces. See answer to question five.

15. Can you please provide the current registration fees?

Answer: There is an annual registration fee of \$100.00 per family that is paid when a new family enrolls, and yearly on the anniversary of enrollment.

16. Is there a management fee?

Answer: No current management fee.

17. Why is the current provider leaving?

Answer: The current contract will end on December 31, 2024. We are required by our organization's by-laws to re-bid the contract every five years. The current provider is encouraged to bid on the new contract, and the re-bid is not due to performance issues.

18. What is the current enrollment and what are the projections?

Answer: The current enrollment is described in Section I-4 of the RFP. We are working with Commonwealth Government agencies to complete a center expansion project in our same building which will create a total of 85 positions for children (and our waitlists are over that size now).

19. How has the center's growth been since COVID?

Answer: Our center is operating at or near capacity since early last year. We are fully recovered since COVID.

20. How much control does your parent group have?

Answer: Our Parent Association, KELCA, does not manage the day-to-day operations of the center. We do not control the daycare provider's personnel decisions and other policy decisions. However, per our by-laws and the Commonwealth Governor's Management Directive, all changes in personnel and all changes in policy by the provider of the center must be shared with KELCA and the PUC. The parent board full membership votes to select a provider per our by-laws. The Board, as well as our sponsoring agency, have the ability to terminate the contract if its terms are violated.