



REQUEST FOR APPLICATIONS

Child Care Center Operator

Deadline for Submission of Proposals: 1/12/2024

Submit Proposals via email in pdf format to:

EastMainRFA@childcareservices.org

Child Care Services Association

919-403-6950

Extended Proposal Deadline!

Applications are due by noon on
January 26, 2024 to:

EastMainRFA@childcareservices.org

Prospective Child Care Center Operators

If you are interested in responding to the RFA and you would like to receive updates and/or answers to questions, please send an email to:

EastMainRFA@childcareservices.org



300 East Main Street Child Care Center, Durham, NC

On behalf of Durham County, Child Care Services Association (CCSA) issues a Request for Applications (RFA) to lease and operate an on-site child care center located at 300 East Main Street, Durham, NC.

The facility will be on the first floor of the 300 East Main Street Redevelopment. The child care center will serve approximately 86 students (dependent upon age) and is being constructed as part of the affordable housing wrapper constructed by Laurel Street Residential (LSR). The affordable housing wrapper is being ground-leased to LSR and the child care center space will be subleased back to Durham County for operation of the space.

It is intended that the child care center operator will provide high quality early childhood education, for children ages birth to 5, for families that live and/or work in Durham and in the surrounding housing community.

This RFA is to result in a “Memorandum of Understanding” to operate the center that will lead to negotiating a lease with Durham County. Durham plans to issue an initial fifteen-year lease for an annual Rent & Common Area Maintenance (CAM), amount to be negotiated, with the option to extend this term for ongoing renewals of fifteen year periods. To meet the Durham County early education goals, there is potential for an operator to negotiate an annual Rent & Common Area Maintenance (CAM) agreement for a less than market rate amount with the option to extend this term for ongoing renewals of fifteen year periods.

All the construction dates in this RFA are estimates and may be delayed due to unforeseen circumstances.

The child care center buildout is a separate construction project from the development of the affordable housing complex. To complete the child care center's design and have it constructed, requires work with LSR, Durham County, and its own architects, engineers, permitting, general contractor, project management, and funding.

The goal is to select a Child Care Provider to provide high quality early education services to include 4- year old public preschool seats participating in Durham PreK.

To refine the center's design including the outdoor playground space, CCSA will assist with technical assistance to meet child care licensing and quality standards throughout the design & construction processes. Durham County is engaging CCSA who will work in partnership with the County to develop and manage a competitive review process to select an Early Education Child Care Operator (operator) ready to meet high quality early education and Durham Pre-K standards. In addition, CCSA agrees to support the successful lease negotiations once an Operator is selected, provide expert consultation during the construction build period to meet childcare licensing and quality standards, and provide technical assistance for early childhood best practices for instruction and business management to the Operator without charge for five years. Once open for children's services, CCSA will assess the Operator's adherence to quality guidelines outlined in the Durham County's Operator Agreement, lease agreement, and Durham Pre-K service contract.

It is expected that the affordable housing portion of the 300 East Main complex will be completed in December 2024. The children's center construction is estimated to begin Q1 2025 and be completed Q3 2025. Durham County would like the child care center to open and start serving children as soon as feasible after the building is open for residential occupancy, taking into consideration the completion of the child care center's construction, staffing, and child enrollment process.

300 EAST MAIN STREET PROGRAM



UNIT MIX	300 EAST
<i>Affordable:</i>	
Studio	20
1-Bedroom	33
2-Bedroom	38
3-Bedroom	14
TOTAL (AFFORDABLE)	105
Market	0
GRAND TOTAL	105

INCOME TARGETING	300 EAST
30% AMI and Below	21
60% AMI and Below	61
80% AMI and Below	23
Market	0
TOTAL	105

COMMERCIAL SPACE	300 EAST
Pre-K classrooms	6,500 SF
Resident Amenity Space	3,350 SF
Commercial Space in Parking Decks	3,950 SF
TOTAL	13,800 SF

Source: Meet the Developers-Laurel Street and ZOM <https://www.dconc.gov/home/showpublisheddocument/29584/637092361385730000>

Description of 300 East Main

Durham County identified Laurel Street Residential and ZOM Living to redevelop the 300 and 500 blocks of East Main Street into a mix of affordable and market-rate housing, ground-floor commercial space, and structured parking. The development will include 305 units affordable to households earning between 30% and 80% of the Area Median Income (AMI), 248 market-rate apartments, a Pre-K/childcare center, and roughly 30,000 square feet of commercial space. The goal is to increase the availability of affordable housing in downtown Durham for households earning 80% Area Median Income (AMI) and below in a mixed income and multi-generational setting. The 300 East Main parcel will include 105 affordable units available with the unit mix including one, two, and three-bedroom apartments.

[Architectural plans](#) are available for review- this link to the plans for the affordable housing—see pages 19-21 Childcare/Pre-K space and page 73 playground area. The developer will provide a warm-vanilla shell for the childcare/preschool space including the following: drywall, storefront glass and doors; a space heating unit to temporarily heat the space to avoid pipe-freezing until the full build out is completed. For the playground space, a retaining wall and concrete perimeter and sidewalk will be in place and ready for development. There is a financial allowance from the County of Durham that will be used to aid the operator for the design and buildout of the space once a lease is negotiated. The parking garage is wrapped by the building. A drop off lane is planned for child and parent convenience for the internal parking garage.

APPLICATION DEADLINE AND SELECTION SCHEDULE

Completed applications must be received electronically (not postmarked) by noon on January 12, 2024.

Applications received after the deadline may not be accepted for review.

RFA OPEN December 2023	TIMELINE
Deadline for Written RFA Questions	January 3, 2024
Answers to RFA questions will be posted on the CCSA website	January 5, 2024
Proposals Due	January 12, 2024, NOON
Interviews/ On-Site Visits	January – February 2024
Notice of Final Selection	February 2024

*New Due Date!
January 26 at noon*

QUESTIONS AND TECHNICAL ASSISTANCE

Sites may attend available virtual technical assistance sessions on January 9 from 8:00 – 8:45am, January 10 from 12:00-1:00pm or January 11 from 5:30 – 6:15pm. Please email EastMainRFA@childcareservices.org to request a link to a technical assistance session. These all virtual sessions will be general in nature. Specific requests for assistance or individual needs are available by writing to the project’s posted email address.

Please email EastMainRFA@childcareservices.org if you have questions or need assistance in completing this application. Interested operators are advised to send an email as soon as possible.

RFA CLARIFICATION INQUIRIES

Please submit questions regarding the RFA to the following email address: eastmainrfa@childcareservices.org

A complete list of questions and answers will be posted on the CCSA website by January 15, 2024.

Modification of RFA

If changes to the RFA are warranted, CCSA will post them on the CCSA website and will email them to prospective Child Care Providers.

Withdrawal of RFA

Your application may be withdrawn by submitting an email request to eastmainrfa@childcareservices.org

Right of Cancellation

CCSA reserves the right to cancel this RFA at any time prior to MOU award.

Finalist Interview

A review team with CCSA representatives and other expert early educators will interview selected applicants and/or visit applicants' existing child care centers by appointment. With representatives from Durham County, we will negotiate the terms of the MOU and other administrative issues with finalists.

Negotiation Memorandum of Understanding

After selection, CCSA will negotiate a Memorandum of Understanding with the selected Child Care Provider, which will include the basic understanding included in this RFA regarding intention to operate the child care center.

EVALUATION & SELECTION PROCESS

Child Care Services Association's (CCSA) evaluation will determine which organizations are qualified for consideration. CCSA may request Child Care Providers to submit additional information pertinent to the RFP.

Selection Process

- The Selection Committee will score proposals and determine Child Care Operators to interview.
- The Selection Committee will conduct and score interviews of selected Child Care Operators.
- The Selection Committee will sum the scores of all Selection Committee members and select the Child Care Operator with the highest score based on the selection criteria.

Evaluation Criteria

Proposals will be evaluated according to the following criteria:

Applicable Experience and Skills: Does the proposal demonstrate that the candidate has the experience and skills to provide a high quality ECE program?	50 points
Cost Proposal: Is the proposal complete and reasonable?	20 points
Cultural Diversity: The Child Care Provider's experience and ability to serve a diversity of family types and cultural backgrounds.	30 points
Maximum Regular Point Score Possible	100 points
Bonus Score: Additional points may be assigned based on the percentage of Low- & Moderate-Income children intended to be served. Respondents operating as a nonprofit, 501(C)(3) organization will receive priority points.	

CHILD CARE OPERATOR MINIMUM REQUIREMENTS

- Respondents must have experience operating a 5-Star Rated, or equivalent, licensed child care program within the most recent five years.
- The Child Care Operator must have a proven history of providing early childhood program services to low and middle income families in North Carolina for a minimum of 3 years.
- Respondents must have the ability to provide subsidized services through contracts/subcontracts/vouchers, and/or Head Start and/or Early Head Start, and/or other government- funded subsidies, and serve populations of families with subsidy vouchers.
- Child Care Operator must have demonstrated the ability to serve mixed populations of subsidized families and private fee families.
- Respondents must be in good standing with the North Carolina Division of Early Education Licensing Division regulations and the Durham Department of Social Services.
- Child Care Operators must have demonstrated the successful start-up and licensing of a center.
- Respondents must be willing to meet Durham PreK Standards of Operation.
- Child Care Operator must be willing to participate in quality improvement technical assistance activities, including professional development and child care referral services, for at least five years of operation.

PROPOSAL

Instructions: Briefly and succinctly, answer all questions. Follow the order listed when answering questions.

A. Information Required for Vendor Application

Please provide all information requested in the order listed.

1. Vendor Name
2. Mailing address for correspondence
3. Contact Person, Phone number, Email
4. In what City and State is your firm licensed? If licensed in NC, indicate the organizational type: Individual; Partnership ; Corporation; Governmental Agency; Other
5. Is your firm a large business? Yes or No
6. Is your firm a small business? Yes or No
7. Is your firm 51 percent or more owned and operated by a woman? Yes or No
8. If yes, with what governmental agencies are you certified?
9. Is your firm 51 percent or more owned and operated by a minority? Yes or No
10. If yes, with what governmental agencies are you certified? Identify appropriate minority group: Black American; Native American; Hispanic; Asian/Pacific; Asian Indian
11. Is your firm incorporated? Yes or No
12. Is your firm a not-for-profit concern? Yes or No
13. Is your firm a handicapped business concern? Yes or No
14. Give a brief description of goods or services your firm provides.

Site Information to be provided if applicant currently operates regulated child care program(s). For items 15 – 25, if you operate multiple sites, please list by location the existing child care center's/programs you currently operate, and answer questions 15-25 for each site :

15. Name of Site/School
16. DCDEE Facility ID Number
17. Facility License Type
18. Administrator Name and Title
19. Administrator or Principal Email Address
20. Street address, City, State, Zip Code
21. Mailing address, City, State, Zip Code
22. Phone Number
23. Site Classification: Public School, Private For-Profit Child Care Center, Head Start-Public School, Developmental Day Program, Private Non-Profit Child Care/Head Start Charter School
24. Number and age ranges of the children served
25. Federal Tax ID #(s):

B. Background

1. Briefly describe your organization's history and mission, include date you began providing early education services.
2. Briefly describe your experience in providing child care services to low & moderate income families and what types of subsidies your existing programs offer. (No more than 1-2 paragraphs)
3. Please list total number of children currently serving at all locations and the number and/or percentage of subsidized/low & middle income children.
4. What quality standards/accreditation do you meet? Do you meet NC 5-Star Rating standards? NAEYC or other accreditation? If not, explain. (No more than 1 paragraph)
5. List entities which you currently have leases/contractual arrangements with for facility space to provide child care.
6. Please state if you are in good standing with NC Division of Child Development Licensing Division regulations? If not explain. (No more than 1 paragraph)

C. Program

1. Briefly describe your overall Early Childhood Education (ECE) philosophy. (No more than 1-2 paragraphs)
2. Daily Schedule - Please attach examples of a daily schedule for each age group.
3. Cultural Inclusion - Describe your experience in addressing the cultural, linguistic needs of children and their families, beyond translation of materials.
4. Social Justice - Describe your experience in addressing racial equity within your organization & in ECE programing.
5. Attach Parent Handbook as a PDF or provide link. If necessary, send pdf file in a separate email due to file size.

D. Organizational Management and Staffing

1. Are you a Nonprofit Organization? (A 501c3 certificate will be required if selected.)
2. Briefly describe your governance structure. (No more than 1 paragraph)
3. Briefly list/describe employee benefits and leave policies, may refer to Staff Handbook.
4. Describe your approach to professional development. (No more than 1 paragraph)
5. Send Staff Handbook as PDF or provide link. If needed, send pdf file in a separate email due to file size.

E. Proposed Programing

The preschool program at East Main will be required to operate at least one 4- year old Durham PreK classroom with 18 children. Based on the floorplan & information included in this document, briefly describe a proposed program for this facility:

1. Hours of operation.
2. Approximate number of children & ages of children to be served, group size and adult-to-child ratios for each age group.
3. Describe the proposed number & positions of staff that would be located at this site.
4. Include expected percentage of children receiving child care subsidies.

F. Operational Budget & Tuition Fee Schedule *(Not required at this time)*

1. During the lease negotiations a specific operational budget, tuition schedule and staffing plan will be required.
 - a. All Costs - administrative costs, insurance, professional development, substitutes, food costs, material & equipment expenses, and any other expenses required for the operation of the center.
 - b. All Income - identify all income sources.
 - c. All types of subsidies

G. Other Information – Optional

Provide any other information that may assist in the evaluation of this proposal including staff wage scales by position or any additional programmatic information.

H. References

Provide 3 references, including name, address, e-mail address, and telephone number of persons/agencies that can attest to your organization’s performance as it relates to high quality child care and early learning services.

I. Most Qualified Provider

Describe why your organization is the best option to collaborate with Durham County. (No more than 1 paragraph)

For more information about this opportunity to operate a preschool child care center, contact Child Care Services Association at: EastMainRFA@childcareservices.org

CHILD CARE
SERVICES



Association

...Celebrating 50 years of leading efforts to strengthen accessible and affordable quality early care and education

About Child Care Services Association

Founded in 1974, Child Care Services Association's (CCSA) vision is for all children to have equitable access to affordable, high quality early care and education to lay the foundation for successful life outcomes. To that end, CCSA provides free child care consumer education and referrals, financial assistance to low-income families and professional development and technical assistance to child care programs. CCSA administers the Durham PreK program for Durham County, an initiative to provide access to public preschool universally to Durham's 4- year olds. Educational scholarships from CCSA's T.E.A.C.H. Early Childhood® Scholarship Program give child care professionals the means to obtain a debt-free education and CCSA's Child Care WAGE\$® and Infant- Toddler Educator AWARD\$® Plus programs supplement salaries for early educators. Learn more at www.childcareservices.org

Mailing Address

PO Box 901
Chapel Hill, NC 27514

Headquarters Orange County Office

p. 919-967-3272
f. 967-7683

Durham County Office

p. 919-403-6950
f. 403-6959

