



Mandatory Proposers' Conference

Operation of a Combined Child and Infant Care and Education Center (BRC0000175)

- **Contract Analyst:** Danny Medina dmedina@pw.lacounty.gov

Monday, February 22, 2021 at 10:00 AM

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Agenda

PART I

CONTRACT HIGHLIGHTS

PART II

QUESTIONS – PLEASE USE THE CHAT FEATURE TO SUBMIT A QUESTION

PART III

CLOSING REMARKS & IMPORTANT DEADLINES:

Deadline to Submit Form PW-11:

Tomorrow, February 23, 2021

Deadline to Submit Written Questions:

Thursday, February 25, 2021

Deadline for Jury Service Exemptions:

Tuesday, March 2, 2021

Proposal Submission Deadline:

Monday, March 8, 2021 at 5:30PM



Part I – Contract Highlights

Presenter

Danny Medina, Contract Analyst:

- I will be providing the following information, including but not limited to:
 - Contract Highlights
 - Solicitation Requirements
 - Processing Information



Part I – Contract Highlights

Continued

- **Introduction of Service Contract**
 - Discovery Time Child Care Center located in Alhambra, California
 - Facility is County-owned and maintained by Public Works
 - Contractor operates the facility rent-free, providing child and infant care and education services to children from infants to pre-K.
 - Priority enrollment and discounted tuition rates will be offered to enrollees whose parents are County employees.
- **Contract Term: Maximum Term of 7 years**
 - Initial 3-year term and four additional 1-year renewal options.
- **Proposal Submission Due Date:**
 - **Monday, March 8, 2021, at 5:30 p.m.**
 - Important Notice: Submission of proposals will **only** be accepted electronically via BidExpress.



Part I – Contract Highlights

Continued

- **Minimum Mandatory Requirements**

- Please refer to RFP Document, Part I page 1.1
- Subcontractors not allowed to fulfill any Minimum Requirements.
 1. Must have 3 years experience within last 5 years managing the operation of a licensed childcare center in California.
 2. Must provide staffing-to-child ratios, at a minimum, in accordance with Title 5 of the California Education code as appropriate for all age groups.
 3. No probationary licenses or civil penalties by California Dept. of Social Services/ California Care Licensing Div. for failure to correct a deficiency or repeat offenses.
 4. Director must possess all necessary licenses/certificates from L.A. County or other Health and Fire Depts. For past 3 years for Proposer's Child Care facilities.
 5. Director must meet one of the following one of three qualifying criteria detailed in RFP.
 6. Teachers must hold or qualify for Child Development Teacher permit issued by the State of California Commission on Teacher Credentialing.
 7. Assistant or Associate Teachers must hold or qualify for Child Development Associate Teacher permit issued by the State of California Commission on Teacher Credentialing.
 8. All Teachers and Staff must be 18 years of age or older.



Part I – Contract Highlights

Continued

Additional Contract Highlights, Requirements, and Processing Information, which are outlined in Part I of the RFP include the following:

- *Jury Service Program*
- *County Preference Program*
- *Pending Acquisitions/Mergers*
- *Vendor Registration*
- *Proposal Format and Content Requirements*
- *Proposal Submission*
- *General Conditions of RFP*
- *Pass/Fail Review*
- *Evaluation Criteria*
- *Award of Contract*
- *Protest Policy*



Part I – Contract Highlights

Continued

Table of Forms and Attachments

- The following Forms must be submitted with your Proposal:
 - Form PW-1 through PW-10 & PW-12 through PW-26
- Attachments:
 - County Policy on Doing Business with Small Business
 - Listing of Contractors Debarred in Los Angeles County
 - County of Los Angeles Lobbyist Ordinance



Part II – Contract Highlights

Continued

Part II of the RFP:

- Sample Agreement
- Exhibit A – Scope of Work
- Exhibit B - Service Contract General Requirements
- Exhibit C – Internal Revenue Service Notice 1015
- Exhibit D – Safely Surrendered Baby Law Posters
- Exhibit E – Defaulted Property Tax Reduction Program
- Exhibit F – Performance Requirements Summary
- Exhibit G – Center Enrollment Information
- Exhibit H – County Employee Parent Contact List
- Exhibit I – Annual Certifications and Licenses



Part III – Questions

Please submit all questions through the chat feature





Part IV – Closing Remarks

- Recap of important dates and deadlines:
 - Deadline to Submit Form PW-11:
Tomorrow, February 23, 2021
 - Deadline to Submit Written Questions:
Thursday, February 25, 2021
 - Deadline for Jury Service Exemptions:
Tuesday, March 2, 2021
 - Deadline to Submit Proposals via BidExpress:
Monday, March 8, 2021 by 5:30 P.M.

Thank you!