



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE: **AS-0**

March 5, 2014

REQUEST FOR PROPOSALS – ADDENDUM 1 OPERATION OF A COMBINED INFANT AND CHILD CARE CENTER (2014-AN002)

Thank you for attending our mandatory Proposers' Conference for Operation of a Combined Infant and Child Care Center (2014-AN002) on Tuesday, February 25, 2014.

Please take note of the following revisions and supplemental information to the Request for Proposals (RFP). (Please note that **bold** text has been added, and any text that has a ~~strikethrough~~ has been deleted from the RFP). Questions presented in this Addendum 1 represent the questions asked by Proposers in the form and context as submitted.

Please be reminded that the deadline to submit your proposals remains **Wednesday, March 12, 2014, at 5:30 p.m.**

PART A

A. ADDENDUM

1. Form PW-22, Work Schedule for Budget Year 2, has been replaced with Form **PW-22.1** (enclosed). Please use Form **PW-22.1**, when submitting your proposal.
2. Form PW-25, Staff Turnover Rate, has been replaced with Form **PW-25.1** (enclosed). Please use Form **PW-25.1**, when submitting your proposal.
3. Part I, Section 1, paragraph S, Security and Background Investigations, page 1.10, of the RFP has been revised as follows:

S. Security and Background Investigations

The Contractor shall be responsible for ongoing implementation and monitoring of the following for each Contractor employee or agent providing service under this Contract, including but not limited to teachers, associate teachers, assistants, directors, and subcontractor employees (collectively referred to as "Contractor Employees"):

1. Each Contractor Employee shall undergo and pass a criminal background investigation prior to starting work under this Contract. The Contractor shall conduct additional criminal background investigations of all Contractor Employees ~~every two years and~~ upon request of the County at its sole discretion. The background investigation shall include criminal conviction information from an agency acceptable to County such as local law enforcement or Live Scan from the California Department of Justice. The cost of background checks is the responsibility of the Contractor
4. Exhibit B, Section 2, paragraph HH, Contractor's Employee Criminal Background Investigation, page B.17, of the RFP has been revised as follows:

HH. Contractor's Employee Criminal Background Investigation

The Contractor shall be responsible for ongoing implementation and monitoring of the following for each Contractor employee or agent providing service under this Contract, including but not limited to teachers, associate teachers, assistants, directors, and subcontractor employees (collectively referred to as "Contractor Employees"):

1. Each Contractor Employee shall undergo and pass a criminal background investigation prior to starting work under this Contract. The Contractor shall conduct additional criminal background investigations of all Contractor Employees ~~every two years and~~ upon request of the County at its sole discretion. The background investigation shall include criminal conviction information from an agency acceptable to County such as local law enforcement or Live Scan from the California Department of Justice. The cost of background checks is the responsibility of the Contractor.

PART B

B. CLARIFICATION

1. Question:
Can you please verify the current contract's rates?

Response:
The rates for the current contract are as follow:

Tuition Schedule	County Rates	Public Rates
Infants (5 days a week)	\$176.90	\$199.00
Toddlers (5 days a week)	\$166.50	\$188.00
Pre-school (5 days a week)	\$131.45	\$140.00

2. Question:
Can you also give me names and titles of those who were at the meeting and the individuals that make up the Board?

Response:
The individuals at the Proposers' conference were Ms. Kathy Malaske-Samu, Chief Executive Office; Mr. Jesus Castillo, Public Works; Mr. Edwin Manoukian, Public Works; and Ms. Samantha Tsui, Public Works. There are three County staff who make up the Advisory Committee and one staff member from the Chief Executive Office and two from Public Works.

3. Question:
Clarification of paragraph V, page B.12, in RFP about not charging higher rates than the lowest rates at vendor's other centers. Does this apply to our centers that are under other contracts that are not County contracts, or does it only apply if the vendor has more than one County contract?

Response:
Yes, paragraph V, Most Favored Public Entity, page B.12, applies to this contract.

4. Question:

If the center is closed for a holiday, can we work the staff on that holiday for a staff development day? If so, does the County require us to pay them premium pay (example: time and a half) because it's a holiday?

Response:

It is the responsibility of the contractor to staff the Child Care Center according to the hours of operation specified in the Exhibit A, Scope of Work, paragraph D, Hours of Operation, on page A.1. Any days or hours outside of the mentioned hours of operation are at the discretion of the contractor. However, for your reference, please note Exhibit B, Section 4.H, Labor Law Compliance, page B.25. Public Works takes no responsibility for the payment to or the salary of contractor's staff.

5. Question:

What salary and benefits such as overtime, vacation, etc. are currently given to the current Contractor's staff?

Response:

Any information regarding the level of salary or benefits of the current contractor's staff is considered confidential and personal between employees and their employer.

6. Question:

On form PW-4, Contractor's Industrial Safety Record, does the "number of contracts" applies to per contract signed or per child care center even if it is for one contract?

Response:

The "number of contracts" applies to per signed contract. For example, if the contractor has signed one contract but that contract requires the contractor to run eight child care centers, the answer for "number of contracts" should be one.

7. Question:

What are responsibilities of the Contractor in regards to financial record keeping?

Response:

Please refer to Exhibit B, Section 2, paragraph FF, Record Retention and Inspection/Audit Settlement, page B.15, for information regarding financial record keeping.

8. Question:
Can you provide me with the inventory list for child care center?

Response:
Please see the enclosed Child Care Center Inventory List.

9. Question:
Can we get the form PW-23, Child Care Center Staffing in letter format?

Response:
Form PW-23 is resized and enclosed for your reference.

10. Question:
In regards to the minimum requirements "Proposer must have three years of experience within the last five years of managing the operation of a licensed child care in California and development centers serving infants, toddlers, and preschoolers", if we are currently running an infant and toddler Family Child Care Home Educational Network (FCCHEN). A child development specialist visits each home in our network a minimum of two times each month to review compliance with Title 22 and Title 5 regulations, as applicable. We are also currently running three child care centers with a toddler option at each of our sites. Each site has a supervisor and teachers with experience working with infants. Will this meet the minimum requirement of running a child care and development center serving infants, toddler and preschoolers as stipulated in the RFP?

Response:
Yes, the operation of the family child care home education network serving infants and toddlers does meet this minimum mandatory requirement.

11. Question:
If our staffs are licensed through an agency that automatically notifies the Contractor if any of their employees have any flags raised for duration of the employee's employment with the proposer can the Contractor by-pass the every two years background check as specify in RFP?

Response:
Please refer to addendum responses No. 3 and No. 4.

12. Question:
Which of your employees want to stay or is choosing to transfer out?

Response:
Public Works does not have this information. Any such offer will be between the current contractor's staff and winning contractor. However, please note Part I, Section 4.E.6, Transition Plan, where in RFP states, "Higher points may be awarded to Proposer's who in their Transition Plan indicate their plan to retain the employees of the prior Contractor."

13. Question:
Repair and Maintenance Budget and Expenses for 2013

Response:
The repair and maintenance for 2013 was approximately \$8,600.

14. Question:
What are the current Professional Services being provide, who is the provider, what are their rates and what do families pay for these services?

Response:
The current contractor offers a sign language class as part of the Enhanced Learning Program. The parents are given an option of enrolling their child in this program for a fee of \$5 per Program. The sign language instructor is recruited by the current contractor and the instructor's rate is considered confidential and personal between employees and their employer.

15. Question:
What were the field trips for 2013, who was the contractor used, what did they charge, and what did families pay?

Response:
There were no field trips for 2013. Advisory Committee prohibits field trips for the Child Care Center.

16. Question:
Is there a summer program, who do you contract with and what do the families pay?

Response:
Please refer to Exhibit A, Scope of Work, paragraph H.11, Contractor's Administrative Responsibilities, page A.8, in regards to summer programs.

17. Question:

How many weeks of vacation were used by families in 2013 where the tuition was waived?

Response:

Vacation arrangements are considered confidential and personal information between the current contractor and the parent for which Public Works is not privy.

18. Question:

What is the Centers current operation budget monthly and in 2013 and can it be broken down?

Response:

The contractor's operation budget is considered confidential and personal and not made available to Public Works.

19. Question:

How do most families pay their tuition?

Response:

Please refer to clarification response No. 1.

20. Question:

Can tuition be collected monthly? Since the school has a 2 weeks' notice policy when leaving, does it hold a 2 week deposit to ensure payment? Is there a late fee for tuition collected after a certain date?

Response:

Any payment arrangements shall be agreed upon in advance between the Contractor and the Advisory Committee. Parents will be notified once contractor and Advisory Committee has agreed upon an arrangement.

21. Question:

Is the center responsible for any food? What is current snack menu? What time is snack at?

Response:

No, the center is not responsible for any food. Any food items offered by the contractor shall be at contractor's expense. Arrangement of time such as snacks and naptime, shall be decided by the contractor based on the contractor's past experience.

22. Question:

What activities are families accustomed to, that we should consider in order to avoid any interruption and what where those expenses?

Response:

The contract does not specify any activities other than the Summer Program activities. Any activities offered by the contractor, except for the Enhanced Learning Program, shall be at the discretion of the contractor and must be approved by the Advisory Committee before implementation.

23. Question:

Are there any current events that the school is open to families to come and participate in? If not is that allowed?

Response:

There are currently no events offered at the center. Any event suggestions must be reviewed and approved by the Advisory Committee on case by case basis.

24. Question:

Are there any children with special needs and if so, is the city willing to allow outside therapist to come and provide service to the child?

Response:

There are currently no children with special needs at the center. The contractor must notify and receive prior approval from the Advisory Committee before offering employment to any outside therapist.

25. Question:

Do Teacher's children take priority or are given consideration for openings in the Center?

Response:

No, there is no priority given for children of teachers in this contract. Please refer to Exhibit A, Scope of Work, paragraph F, Selection of User-Parent.

26. Question:

How are complaints handled? Do families know to go to the Director or do they complain to management and the Center gets a phone call from the county?

Response:

There is no specific rule for the handling of complaints in the contract. It shall be the prerogative of the parents. Although we recommend that complaints about the operation of the center be directed to the contractor. We cannot guarantee that the parents would not escalate the complaint to the County.

27. Question:

NAEYC, will existing contractor leave books in class and all supporting materials? Office Supplies: Do you provide copy machine or paper?

Response:

No, the recommended contractor shall be responsible for the materials and equipment. Please refer to clarification response No. 8 for the inventory list.

28. Question:

What is current schedule?

Response:

Please refer to Exhibit A, Scope of Work, paragraph D, Hours of Operation, page A.1.

29. Question:

How and when do you transition kids from one program to another.

Response:

Please refer to form PW-2, Schedule of Prices, for the different age categories.

30. Question:

Does the county plan on painting inside or outside?

Response:

No, Public Works currently does not have any plans to paint the center. The contractor shall be notified in advance prior to any work scheduled by Public Works.

31. Question:

[What needs to be included in] Form PW2 (PAGE 3) State Contractors License Number and Type

Response:

Please list the contractor license number and type provided by the State that enables you to run a child care center.

32. Question:
Form PW4. We have not had any contracts unless I am not understanding the question. Please let me know how I should complete this form. Service by Proposer _____ Proposal Date _____
Can I leave 1-6 Blank?

Response:
Service by Proposer is the contractor's company name and proposal date is the date of proposal submission. Please complete all information requested on form.

33. Question:
Form PW 6 and PW 6.1. How should we go about completing these two forms when we have not worked with contractors of Los Angeles?

Response:
On Form PW-6, item A shall include all County contracts, and item B shall include other governmental agencies and private companies. On Form PW-6.1, item A shall include client-parents that are employed by the County, and item B shall include client-parents that are employed by other governmental agencies and private companies. Item A on Forms PW-6 and PW-6.1 can be left blank if contractor does not have any County contracts.

34. Question:
Form PW 11. Not sure how to complete this form.

Response:
Form PW-11 is only completed if you feel your company is disadvantaged based on the requirements on the RFP. The deadline to submit this form was February 27, 2014, at 5:30 p.m.

35. Question:
Form PW 12. We are not a nonprofit and we do not collect funds but we are willing to comply with them if we engage in activities subjecting us to those laws during the term of County contract. Therefore, should we mark Yes or No for this portion.

Response:
Contractor shall certify "yes" for the first paragraph if they will comply with the Charitable Purposes Act or "yes" for the second paragraph if their company is registered with the California Registry of Charitable Trusts.

36. Question:
Form PW-17. Would we be considered exempt since the city is paying the property taxes?

Response:
No, Form PW-17 certifies that contractor is in compliance on any Los Angeles County property tax obligation which may include the contractor's residence, business owned by Contractor, etc.

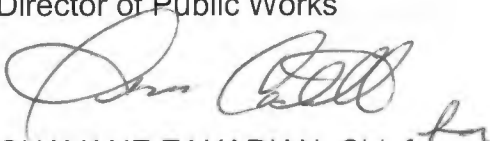
37. Question:
Form PW 20. Area for Repairs and Maintenance, is the county responsible for repairs?

Response:
Please refer to Exhibit A, Scope of Work, paragraph P, Public Works Responsibilities. Any repairs and maintenance not covered under paragraph P is the responsibility of the contractor.

If you have questions concerning the above information, please contact Ms. Tsui at (626) 458-4050, Monday through Thursday, 7 a.m. to 5:30 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works

A handwritten signature in dark ink, appearing to read 'Ghayane Zakarian', with a small flourish at the end.

GHAYANE ZAKARIAN, Chief
Administrative Services Division

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[illegible]

PROPOSER:

[illegible]

CHILD CARE CENTER STAFFING

Please provide information regarding individuals/positions identified for assignment (for any part of the Child Care Center project). Also, please use this form to provide the requested staffing information for all child care centers your agency currently manages. This will allow the evaluation committee to compare/contrast how your agency utilizes its staff currently, versus how staff will be used for the Child Care Center project when scoring this proposal.

IMPORTANT: Please refer to the Part 1, Section 2.A.5 of the Request for Proposals to assist you in completing this form. In addition to identifying all individuals who will be assigned to any part of this project on this Form, a written detailed description regarding each individual's experience and qualifications must be included in your proposal. This form should also be used for subcontractor(s), if any, to be used by your company.

Employee Name	Employee's Academic Background	Employee's Experience	Employee's CPR Certification Status	Employee's Hours at Center	Employee's Hourly/Daily Pay Rate	Employee's Relationship to Center	Employee's Age	Criminal Background Check

Employee Name	Employee's Academic Background	Employee's Experience	Employee's CPR Certification Status	Employee's Hours at Center	Employee's Hourly/Daily Pay Rate	Employee's Relationship to Center	Employee's Age	Criminal Background Check

CHILD CARE CENTER INVENTORY LIST

DESCRIPTION	COUNT
INFANT CLASS AREA	
Rocking Chair	1
Clear Pane Work display wall mounts	2
Wall Mirror	1
Walking Mirror with pull-up bar	1
Shelving unit	1
Blue 3X5 area carpet	1
Four seat buggy	1
Small Outdoor ball pit	1
Radio Shelf Cabinet	1
Cubby Shelves (12 slots)	2
Dramatic Play Unit	1
*Please Note: Public Works will purchase cribs prior to execution of new contract.	
TODDLER CLASS AREA	
Radio Shelf Unit and Storage	1
Red Carpet	1
Storage Shelf	1
Picnic Table (Outdoors)	1
PRESCHOOL CLASS AREA	
Shelving Unit	1
Carpet	1
Sleeping mats	21
Cubby shelves (24 slots)	1
PRE-KINDERGARDEN CLASS AREA	
Small rectangular tables	3
Computer station table (No Computers)	1
Radio Shelf Storage Unit	1
Book shelf	1
Grocery Store Dramatic Play Unit	1
Deluxe primary Kitchen	1
Sleeping mats	30
Chairs	30
STAFF ROOM	
Tall Drawer File Cabinet	4
Wall Storage Unit	1
OUTDOOR AREA	
Tikes Town Playhouse	1
Outdoor Storage Cabinet	1
Outdoor Play Structure (Preschool yard)	1
Outdoor Play Structure (Toddler Yard)	1

CHILD CARE CENTER INVENTORY LIST

DESCRIPTION	COUNT
OFFICE AND LOBBY AREA	
Desk with attached File Cabinet	1
Wall unit Cabinet	1
*Please Note: If desired, purchase of office equipment such as a computer is the responsibility of the Contractor.	
KITCHEN AREA	
Refrigerator	1
Dishwasher	1
Stove	1
*Please Note: If desired, purchase of a microwave is the responsibility of the Contractor.	
JANITORIAL CLOSET	
Washer/Dryer Combo	1
Shelving Unit	1