**La Crosse County Childcare and Intergenerational Day Center**

**Objective**

The objective of this procurement process is to select a nonprofit organization to provide affordable childcare. Additionally, the provider will be participating in a pilot project where the childcare will be part of an intergenerational center for children in a shared space with adults with mild to moderate dementia located at Hillview Health Care Center.

\*Intergenerational Center floor plan /map is located on page 7.

**Introduction**

With an expected availability date of December 2025. La Crosse County has initiated work on the project to renovate and modernize Hillview. Part of this plan includes the creation of an Intergenerational Center. **This center includes a new vison of** **affordable childcare and integrated programming for adults with mild to moderate dementia**. Priority for childcare slots will be given to La Crosse County employees and participants in Wisconsin Shares. While La Crosse County will take the lead on adult programming and related operational costs, there may be an opportunity for the selected childcare provider to take over management of the adult programming after the two-year pilot program is complete.

**Definitions**

Intergenerational Center: The Intergenerational Center encompasses the entire project, including childcare and adult programming.

Pilot Project: The pilot project refers to the integration of childcare and programming for adults with mild to moderate dementia. The pilot project is for two years.

Lease: While the pilot project will be piloted for two years, the lease for the childcare facility is for five years.

**A. Scope of Work**

La Crosse County will work closely with the provider to ensure the success of the Intergenerational Center.

General Requirements:

1. The provider must attain and maintain childcare licensing for the location.

2. Provider will develop and maintain programming for children.

3. Ages of children served will be mutually agreed upon by provider and County.

4. The provider must submit a timeline for implementation of a childcare program in the Hillview Health Care Center with an expected availability date of December 2025. As it is a construction project, the availability date may change.

5. The childcare provider is expected to partner with La Crosse County Aging & Disability Resource Center to create innovative and integrated programming for children in a shared space with adults with mild to moderate dementia.

6. The provider will submit a draft layout of an open floorplan center utilizing the drawing provided at the end of the RFP.

7. The provider is responsible for all staffing, hiring, and training of childcare staff; along with all other operational costs (see additional information regarding operational costs in C).

8. Provider will supply needed furniture and operational equipment.

**B. La Crosse County’s Vision and Commitment**

**General:**

La Crosse County is committed to this project and will work to ensure the timeline for completion of the project is met. The provider will be expected to communicate regularly about the process and any concerns that may arise so that support may be given to ensure the opening and successful programming of the Center.

**Childcare:**

The provider will launch and maintain the childcare center.

**Adult Programming:**

La Crosse County is committed to taking the lead on adult programming operations within the intergenerational center. This includes start-up and staffing expenses for a two-year timeframe. La Crosse County is also committed to ongoing support of adult programming operations including, but not limited to, staff and volunteer training, program promotion and referral, and connection/access to local community partners including potential funders and program volunteers.

The selected childcare provider will work closely with La Crosse County to ensure adult programming does not interfere with or impact any childcare rules or regulations.

**C. Financing of Intergenerational Center**

La Crosse County is committed to providing the building for $1 annually as part of the lease agreement which will be reviewed after 5 years. The provider is responsible for utilities (electricity, gas, and water/sewer) and share of operation costs (property insurance). 2023 annual costs were calculated at: Electricity $7,600, Gas $2,665, and water/sewer $1,650. Provider will be responsible for other required services (examples – garbage removal, laundry services, etc.)

1. The following building amenities will be provided by La Crosse County:
	1. Approximately 3,000 square feet of finished space as depicted in the diagram. There is additional quiet space for adults with mild to moderate dementia. The provider will be responsible for repairing and maintaining all items within the space.
	2. Required bathroom facilities for both staff a responsible for other services children in accordance with licensing regulations. For the purposes of this RFP there are five bathrooms, three can be used by adults or children and two are specifically designed for children.
	3. Separate infant rooms
	4. Handwash pedestal sink
	5. External entry door security for parents
	6. Internal card access for employees
	7. Countertops, cabinets and sinks as shown in the design.
	8. Outdoor play space
2. La Crosse County will provide adult programming staff and related operational expenses for the pilot project.
3. La Crosse County will provide emergency preparedness training as required at no cost.
4. The provider has the option of contracting with Hillview Healthcare Center to provide food service.
5. The provider is expected to maintain the following insurance coverages:
 a. Comprehensive General Liability: $1,000,000 per occurrence and in
 aggregate for bodily injury and property damage.

b. Auto Liability: $1,000,000 per occurrence and in aggregate for
 bodily injury and property damage
c. Excess Liability coverage: $1,000,000 over General Liability and
 Auto Liability Coverage
d. Workers Compensation: minimum statutory amount
e. Successful Provider agrees to name La Crosse County as an Additional Insured
 as it relates to General Liability, Auto Liability, and Excess Liability

**D. Proposal**

Interested childcare providers are to submit a proposal sealed and marked.

“Intergenerational Center.” Providers shall submit one (1) copy in paper format and one (1) copy in an electronic format such as a jump drive / thumb drive that can be uploaded to a laptop. **Proposals must be delivered no later than 10 am on October 2, 2024, to:**

 Bryan Jostad
 Finance Department, Suite 2500

 212 6Th Street, N

 La Crosse, WI 54601

\* Providers are responsible to review and abide by the Terms and Conditions.

 The RFP Terms and Conditions document is located on the La Crosse County RFP
 webpage: [Requests For Proposals (lacrossecounty.org)](https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals)

\*The successful provider will be required to sign the Certification Regarding Suspension and Debarment located on the La Crosse County RFP webpage:
[Requests For Proposals (lacrossecounty.org)](https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals)

**Proposals shall be opened at 10:05 am on October 2, 2024, in the following location:**

 County Administration Building

 Room 1107

 212 6Th Street, N

 La Crosse, WI 54601

 **Proposal should concentrate on:**

1. Describe the provider’s interest in participating in the project.

2. The childcare provider’s experience.

 3. Floor plan diagram.

 4. Describe financial sustainability plan, in general terms, including fee structure.

 5. Describe preferred number and ages of children to be served.

 6. Describe staffing model and compensation package to be used to operate
 center.

 **E. RFP Schedule**

The following is a list of the important dates for activities related to the RFP process. La Crosse County reserves the right to change these dates and will post the changes on its web site.

|  |  |
| --- | --- |
| Activity | Date |
| RFP released | 8/28/24 |
| Provider Conference  | 9/11/24, 10 am |
| Submission of proposals | 10/2/24, 10 am |
| Provider Interviews | 10/21/24 |
| Veterans, Aging & Long-Term Care Committee Meeting  | 11/5/24 |

**Provider Conference** A pre-proposal Provider conference is scheduled for:10 am on September 11, 2024, 2024

At the following location:

Hillview Health Care Campus
Sunshine Room
3501 Park Lane Drive
La Crosse, WI 54601

Providers may also attend virtually. Persons wanting to attend virtually should contact Bryan Jostad no later than 10 am, September 10, 2024, for arrangements.

 **La Crosse County will present expectations and will conduct a question / answer session.**

**F. Selection**

**Evaluation Criteria**

La Crosse County will evaluate the proposals using the criteria described below.

|  |  |
| --- | --- |
| Category | Points |
| Experience | 100 |
| Scope of Work | 100 |
| Financial Sustainability | 100 |
| Initial Evaluation Total | 300 |
| Interview | 300 |
| Grand Total | 600 |

 **Initial Evaluation**

Each proposal shall receive an initial evaluation. The proposals will be reviewed by an evaluation team. The highest evaluated Providers; up to 3; shall be requested to meet with the evaluation team for an interview. Providers will be contacted no later than 4 pm, October 10, 2024, regarding their interview status. Providers advancing to the interview stage will receive an interview agenda at that time.

**Provider Interview**

Providers participating in this process shall explain and support their written proposal through a presentation, and question/answer forum. Provider interviews will be
 October 21, 2024. Providers must be available on this date to interview.

**G. Questions**

**Scope of Work questions:**

**Childcare:**

Sara Koopman, Associate County Administrator

608-785-9789

skoopman@lacrossecounty.org

**Adult Programming:**

Carissa Pagel-Smith, Manager/Director, [Aging & Disability Resource Center of La Crosse County](https://urldefense.com/v3/__http%3A/www.lacrossecounty.org/adrc__;!!Mak6IKo!IzzX5c21H8Ov1jMa6PvT2Y6zTbQmEEWCuDLmlVUbpxNAwFjK00UH8QxCBssR-WMdQRqalgkY_M1GKCO4bv_umAk$)

608-785-6172

cpagel@lacrossecounty.org

**Procurement Process questions:**

Bryan Jostad, La Crosse County Purchasing Manager

608-785-5879

bjostad@lacrossecounty.org

