



Center Point – Urbana School District

Wraparound Childcare Program Request for Proposals (RFP)

Background

The Center Point – Urbana Community School District is committed to partnerships with the community to provide wraparound preschool care. CPU is planning to establish an interagency agreement with a community partner or organization at our primary school. Quality district programs provide additional learning opportunities for our students. Additionally, having childcare programs on site, at our school, offers families the valuable service of care and supervision for our children outside of the previously scheduled preschool programming hours as provided in the Statewide Voluntary Preschool Program (SWVPP). CPU is seeking partners to provide this preschool daycare service at a selected district site.

Location

- CPU plans call for a pilot program at the Primary school for the 2024-25 school year

Space Available for Childcare

The space for Wraparound care will be in CPU Primary School classrooms. The multi-purpose rooms and cafeteria are available during limited time frames, but must be coordinated with the educational programming needs of the PK-2 programs offered. Classrooms, restrooms and entrances will be dedicated for the wraparound care program. Playground areas will be available for the program, but also must be coordinated with the educational programming needs of the PK-2 programs. In accordance with state provisions for use of district facilities, the district will be required to charge facility cost/rental equal to the actual costs for custodial service, utilities and maintenance.

Schedule

The above spaces will be dedicated for the wraparound childcare program outside the hours dedicated to the SWVPP at the respective site. CPU is requesting the combined wraparound childcare of this proposal and the SWVPP will be provided during a mutually agreed upon time, Monday through Friday in accordance with District school calendars.

Compensation, Allowable Cost and Payment

The organization will be responsible for accessing child care assistance, grants and private tuition for services provided. Through a separate agreement, CPU may provide reimbursement services to students referred to the program to meet an educational need.

District Office
145 Iowa St.
PO Box 296
Center Point, IA 52213
PH: 319-849-1102 ext. 6011
FAX: 319-849-2312

Preschool / Primary
101 Palo Road
PO Box 296
Center Point, IA 52213
PH: 319-849-1102
FAX: 319-849-3811

Intermediate
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PO Box 296
Urbana, IA 52345
PH: 319-849-1102
FAX: 319-443-276

Middle School
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Center Point, IA 52213
PH: 319-849-1102
FAX: 319-849-1758

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Procedures

CPU is issuing this Request for Proposals to parties interested in providing wraparound programming at primary school site. Applicants must submit proposals by 4:00 pm on Friday, May 3, 2024.

Interested organizations must provide a brief statement of interest to CPU, outlining their qualifications and capacity to carry out required work. A team will review and score the proposals in an effort to make a recommendation to enter into an agreement. CPU will enter into an agreement with the organization who best meets the stated qualifications.

The Statement of Interest includes a cover page (page 3 of this document) and must address the required expectations of the organization, listed on page four of this document. Proposals may also be hand delivered to the front desk of the District Office located at 145 Iowa Street, Center Point, Iowa. No faxed or emailed proposals will be accepted.

Proposal must be in the possession of the CPU District Office, PO Box 296, 145 Iowa Street, Center Point, Iowa, by 4:00 pm on Friday, May 3, 2024. All questions regarding this RFP must be submitted via email to Sarah Tobiason (stobiason@cpuschools.org). The subject of the email must be Wraparound RFP. Questions are to be submitted before May 2, 2024.

Proposals will be evaluated by a district-appointed team, using a score sheet to rate the required expectations. The selected provider will be required to enter into a contract with CPU for the provision of the requested services. The contents of this RFP and the proposal of the selected provider may become part of the contractual obligation and incorporated by reference into the contract of engagement. A contract shall not exist between CPU and any selected provider until such agreement has been duly authorized and approved by the Board of Directors of the District.

In the event a recommendation to award a contract to the provider is rejected by the Board of Directors of the District, the District will not be obligated to the provider in any manner. CPU reserves the right to reject any proposals submitted in response to this RFP.

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Cover Page Statement of Interest Wraparound Preschool Programs

Organization Name:

Address:

Years in operation:

Iowa Department of Health & Human Services Licensing Number:

Contact information for person submitting the proposal:

Name:

Position:

Telephone:

Email:

Signature of Agent authorized to submit proposal:

Date:

Proposals must include an original, manual, notarized signature of an authorized agent of the organization and be submitted by 12:00 p.m. on April 11, 2024 in a sealed package addressed to:

CPU District Office
RE: Wraparound Preschool RFP
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SUBMIT:

1. Cover page

2. Qualifications of the Organization

- Include a brief background on the organization’s experience providing preschool childcare services
- Indicate your experience with licensing child care programs through the Iowa Department of Health & Human Services. Please attach the last two HHS licensing reports if available. Also provide your requirements for background checks for all staff.
- Describe any additional credentials you have related to providing a high quality childcare program (i.e. QRS).
- Describe how you recruit and train qualified and diverse staff members.

3. Program Structure

- Indicate your hours of operation.
- Indicate your days of operation, including summer and no school days.
- Indicate your anticipated rate of tuition, including sliding scales or scholarship opportunities. The preferred tuition schedule would include a sliding scale or scholarship opportunity and willingness to accept CCA for a fully inclusive program.
- Indicate what your minimum and maximum enrollment would be.
- Describe proposed plan for staffing, including staff to youth ratio.
- Describe how your program will be accessible to low-income students.

4. Administrative Support

- Describe your agency’s administrative structure and capacity to administer a daycare program.
- Detail who will be providing supervision of the building sites.
- Describe your organization's capacity to access child care assistance through the Iowa Department of Health & Human Services.
- Indicate who will be the contact for contract negotiations and funding issues.

5. Partnership

- Describe your organization’s experience partnering with other organizations.
- Explain how staff will partner and communicate with parents.
- Document how staff will build relationships and collaborate with CPU building staff.
- Highlight any current or past partnerships with the CPU.

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Wraparound Childcare Program Timeline

April 26, 2024 – Request for Proposals (RFP) released.

May 3, 2024 at 4:00 PM - Proposals due in CPU District Office.

May 6-9, 2024 – Proposals reviewed.

May 10, 2024 - Applicants will be notified by 4:00 pm of their status.

May 16, 2024 – Proposal recommendation to the CPU School Board

May, 2024 – (Exact date TBD) Agreement will be on the CPU Board of Directors meeting for approval.

After signing of agreement - Program staff will collaborate with District staff to enroll students in the program, following the enrollment timeline and procedures set by CPU.

Services will begin with the start of the 2024-5 school year (or at the date the district has established that preschool begins)

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