

Medicine Hat School District No.76 Request for Proposal
Before & After School Care Operator
Frequently Asked Questions

1. Does the District have early dismissal on Fridays?
 - a. See the attached Appendix E for school schedules. There are no early dismissal Fridays for the schools listed in the RFP.
2. Is their possibility of offering summer programs?
 - a. There may be the option for summer programming with the consideration of the following factors:
 - i. Summer construction that occurs at some schools during the summer months (ex. Roofing projects, etc.).
 - ii. Rent – The rental rate structure in Appendix A – 3.8 is relevant for Sept – June operations. Rent for July/Aug will be higher due to factors such as utilities during summer months and cost of summer janitorial staff.
 - iii. Temperature – Very few of the schools listed in Appendix A have air conditioning in the gymnasiums.
 - iv. School summer cleaning schedules – There are some areas that may be unavailable for periods during the summer due to cleaning schedules (ex. Floor waxing, etc.).
3. Can you share more details on actual program attendance?
 - a. See Appendix F for the hours billed for four months during the last year.
4. What is the current fee structure for programs?
 - a. Each of the existing programs are operated by the individual schools and therefore do not have consistent pricing. The hourly rate for one child ranges from \$3 to \$5.5 per hour with an average of \$4.4 per hour.
5. What is the current staffing plan?
 - a. Each of the existing programs are operated by the individual schools and therefore do not have consistent staffing plans; however, each of the programs meet the licensing staffing requirements.
6. Will the programs have to be entirely portable or will space be allocated within each school for storage?
 - a. Storage space will be made available at all locations.
7. Are janitorial services included with rent?
 - a. Yes, basic janitorial services are included in the rental price in Appendix A – 3.8.
8. Would the District be open to a phased-in approach to program implementation?
 - a. Preference will be given to provider(s) that can take over programs starting September 2018.
9. Does the District offer full-day or half-day kindergarten?
 - a. The District offers half-time kindergarten programming.
10. The rent structure is based on the number of full-time children, what defines full-time?
 - a. A full-time attendee is a child that attends 1.5 hours a day or greater.

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11. Can you share a licensing approved program plan?
 - a. Yes, the successful respondent will be given a copy of the program plans for Dr. Ken Sauer School & George Davison School.

12. Is it possible to visit some of the programs to see firsthand how they currently operate?
 - a. The successful respondent will have the option to visit all existing programs listed in Appendix A during May 2018.

13. Is there an option to provide Kinder Care Services? For example, if a kindergarten student attended a traditional kindergarten setting in the morning, Kinder Care is the afternoon childcare for that child.
 - a. The option is not available to provide Kinder Care services in the schools, as each school will be using the facilities during the school hours listed in Appendix E.

14. Does the individual before & after school sites include dedicated program space and is there an office space on site. In other words, does the program need to be setup and then taken down each day?
 - a. In most cases the program is setup and taken down each day.

15. Just for the clarification of the scope of responsibilities held by the successful bidder; does the transfer of responsibility between existing site operators and the successful bid operator include the following for each site:
 - I. a re-inspection of the site for building code standards
 - II. a fire safety inspection
 - III. a health and safety inspection
 - IV. a site approval with the licensing officer from child services
 - a. We are working with the local licensing officer to potentially streamline the inspection process for the 10 existing sites that the District operates Before and After programs. Please contact the local licensing office (403-529-3183) for recommended inspectors if required.

16. If so, this may also mean that current operators will need to submit their room space calculations to the new operator in order to maintain current capacities through licensing.
 - a. Please contact the local licensing office (403-529-3183) for questions specific to licensing requirements.

17. Will we get access to the room calculations from the existing site operators, as this is necessary for site approval?
 - a. Yes, the District will make this information available to the successful respondent.

18. Please clarify 3.6 of the RFP (Service Delivery); are there any specific details that need to be factored into our proposal regarding pickups.
 - a. There are no specific requirements regarding pickups.

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19. Please clarify 3.9 (Service Delivery) of the RFP; are we able to see the equipment before we decide to purchase it. Can we exclude some equipment if it is broken or if parts of it are missing and will this be reflected in the cost?
 - a. Yes, the successful respondent will have the option to view the equipment/supplies before making a decision whether to purchase.

20. Please clarify 6.2 (Proposed Fees to Parents) of the RFP; does this verbatim deny the operator the use of the following for each program site: late payment fees, registration fees, non-sufficient funds charges, charges for late pickups, additional costs for field trips.
 - a. The fee structure required in the submission is for the regular cost of providing the Before & After services and does not prohibit an operator from charging other fees for items such as registration fees, late payments, NSF, field trips, late pickups.
 - b. Any fee that will be charged for all children in the program (i.e. hourly or monthly rate, registration fees, etc.) must be included in the RFP submission.

21. Please clarify 2.5 of the RFP (Proposed Format); for the signature page requirement do we need to use page two of the RFP or is the signature page a separate document that the operator provides?
 - a. The signature page referred to the Proposed Format (2.5) section of the RFP is referring to a completed copy of page two – Authorized Signature.