



## PROPOSAL RESPONSE ACKNOWLEDGEMENT FORM

**PROPOSAL NUMBER:** 23-012

**PROPOSAL NAME:** OPERATOR OF CHILDCARE SERVICES AT  
CRAIGFLOWER ELEMENTARY SCHOOL

To acknowledge your intent to respond to this proposal, interested parties should return this form immediately to:

**Attention:** Cathy Dawson  
Purchasing Services  
School District #61 (Greater Victoria)

**Fax Number:** (250) 475-6161      **Email:** [purchasing@sd61.bc.ca](mailto:purchasing@sd61.bc.ca)

**PLEASE PRINT**

COMPANY	
STREET ADDRESS:	
CITY:	POSTAL CODE:
MAILING ADDRESS, IF DIFFERENT:	
PHONE NUMBER: ( )	FAX NUMBER: ( )
CONTACT PERSON	
EMAIL:	

**SIGNATURE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**It is the sole responsibility of the Proponent to continue to monitor the BC Bid website for further information and addenda pertaining to this proposal which may be posted up to and including closing time.**



**REQUEST FOR PROPOSAL #: 23 – 012**

**ISSUE DATE: October 5, 2023**

**PROPOSAL NAME: Operator of Childcare Services at Craigflower Elementary School**

<b>CLOSING DATE: October 26, 2023 at 2:00:00 p.m. Pacific Time</b>
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*Proposals must be returned as specified in ADMINISTRATIVE REQUIREMENTS.  
Envelope(s)/package(s) should be sealed and addressed with the envelope label form supplied  
with the RFP package to Purchasing Services at the Closing Location as listed below.  
(Complete form, & secure to top of envelope(s)/package(s))*

**CLOSING LOCATION:  
MAIL/COURIER/BY HAND**

Purchasing Services



**REQUEST FOR PROPOSAL # 23 – 012  
OPERATOR OF CHILDCARE SERVICES AT  
CRAIGFLOWER ELEMENTARY SCHOOL**

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**SUMMARY OF KEY INFORMATION**

<b>RFP # &amp; Title</b>	<b>RFP 23 – 012</b> Operator of Childcare Services at Craigflower Elementary School
<b>Non-Mandatory Information Meeting Date and Time</b>	Wednesday, October 11, 2023, at 11:00 a.m. PST
<b>Closing Date, Time, Location</b>	<p><b>Close Date and Time:</b></p> <p>Thursday, October 26, 2023, at 2:00:00 p.m. PST</p> <p><b>In person or by courier to:</b></p> <p>Purchasing Services Board of Education of School District No. 61 (Greater Victoria) 556 Boleskine Road Victoria, B.C. V8Z 1E8</p>
<b>Authorized Representative</b>	Cathy Dawson, Senior Buyer, Purchasing Services Department
<b>Requirements for Submission</b>	Annex 1 – Proponents’ Offer and Declaration
<b>Requirements for Submission</b>	Appendix A – Proponent Questionnaire



**REQUEST FOR PROPOSAL # 23 – 012  
OPERATOR OF CHILDCARE SERVICES AT  
CRAIGFLOWER ELEMENTARY SCHOOL**

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**2. General Information (cont'd)**

**2.3 Information Meeting**

There is a non-mandatory information meeting scheduled on Wednesday, October 11, 2023 at the Tolmie Building, Associate Superintendent's Conference Room, 556 Boleskine Road,









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**3.17 Right to Negotiate**

Interviews and discussions may be conducted with any of the Proponents after Proposal Closing and prior to selection, but there shall be no obligation on the part of the District to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.

**3.18 Award of Contract**

The School District agrees to administer the RFP in accordance with these Instructions to Proponents. The District shall not otherwise be obligated in any manner to any Proponent whatsoever unless and until the District, in its absolute discretion, specifically notifies a Proponent in writing that the Proponent's Proposal is accepted.

A License to Occupy will be executed with the successful Proponent prior to commencement of services; at the latest January of 2024. A sample of the agreement can be found as Appendix C for your review.

**3.19 Successful Service Provider**

The successful Service Provider will provide the following documentation prior to commencing any services at the Childcare Facility:

- x Proof of Comprehensive Insurance with The Board of Education of School District No. 61 (Greater Victoria) named as Additional Insured.
- x Copy of current Business License to perform services in the Township of Esquimalt.
- x A copy of your Health and Safety Guidelines and acknowledgement of the School District's Communicable Disease Prevention Plan for School Sites which can be found on the main District website [www.sd61.bc.ca](http://www.sd61.bc.ca).

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**SERVICE SPECIFICATIONS cont'd**

**4.2 Drawing**

**REQUEST FOR PROPOSAL # 23 – 012  
OPERATOR OF CHILDCARE SERVICES AT  
CRAIGFLOWER ELEMENTARY SCHOOL**

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**ANNEX 1: PROPONENTS' OFFER AND DECLARATION**

*RFP #: 23 – 012 Operator of Childcare Services at Craigflower Elementary School*

Date: \_\_\_\_\_, 2023

The undersigned Proponent declares that Request for Proposal documents have been read in their entirety and understands and agrees to be bound by the Proposal documents. Provided this Request for Proposal is accepted within thirty (30) calendar days from the date of Proposal Closing, the undersigned Proponent offers and agrees to provide Services to the Board of Education of School District No. 61 (Greater Victoria) for the Childcare Facility for preschool and/or daytime childcare, and before and after school care, per the Instructions to Proponents, Service Specifications, Appendices/Attachments and any Addenda set forth in the RFP.

The Proposal ( t21T0 6 (f(o)]TJ0 Tc 0.239 Tw 3R)1 (a)FBt21T0 6 (f(o)oBt21T0 66174 0]F2 (goc 0.239 Tw 3R)1 (a6a



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CRAIGFLOWER ELEMENTARY SCHOOL**

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**APPENDIX A: PROPONENT QUESTIONNAIRE (cont'd)**

*RFP #: 23 – 012 Operator of Childcare Services at Craigflower Elementary School*

- h) **Provide copies** of any current business licenses, WorkSafeBC Clearance Letter, insurance certificates or other documentation specific to your proposed business plan and that would support your proof of experience in providing childcare and your plan for the space.
  
- 2. **References:** Proponents should have past and current experience offering childcare programming including before and after school care services intended for the available facility space. This includes School Administrators. Provide at least three (3) references include names & contact information (email and phone number) for people or businesses that can verify the experience and statements you have made in response to this section. **Please limit the references provided to one (1) by current or past clients/customers/parents.**
  
- 3. Proponents should be well connected to the Township of Esquimalt in which the available space resides. Describe your experience with community connections in the Township of Esquimalt; volunteer work or other.
  
- 4. Optional or Other Benefits should be described in your response. Are there any additional benefits to the school or to the children who may be included in your proposed use of the space?

**Financial Questions:**

- 1. Provide a detailed budget for the Childcare Facility. Include information on the following items:
  - x Your projected revenue to ensure the viability of the space usage including the proposed fees collected based on program registration and number of children you are required to service. Be specific about the grant funding you intend to apply for and receive, including projected amounts. Provide your table of rates for Before and/or After School Care programming, include rates for: camps or school breaks (full day care

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**APPENDIX A: PROPONENT QUESTIONNAIRE (cont'd)**

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**Financial Questions:**

**Provide an operating budget for the proposed first year of use based on the following information:**

**The Childcare Facility – Craigflower Elementary School**

The monthly fee for the use of the gym space for Before & After Care is calculated as follows:  
**VIHA Licensed Capacity x \$2.19 x 22 days (January to June 30<sup>th</sup>)**

The District will enter up to a year-long License to Occupy Agreement with the successful Proponent which will be renewed annually.



**From**

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**Package \_\_ of \_\_**

**Request for Proposal No. 23 – 012**

**Request for Proposal Title: Operator of Childcare Services at Craigflower Elementary School**

**Date Due: October 26, 2023**