



**Central  
Arizona  
College**

## ACKNOWLEDGMENT OF RECEIPT

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Description: **CHILD CARE PROGRAM**

Proposal #: **2425-002**

Addendum #: **N/A**

Number of pages to follow: **19**

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Please provide the requested information below as acknowledgment that you have received our RFP referenced above. It is *strongly recommended* that interested proposers complete this acknowledgment and return to us by mail, Email or fax.

Central Arizona College  
Purchasing Department  
8470 N Overfield Rd  
Coolidge AZ 85128  
Email: [purchasing@centralaz.edu](mailto:purchasing@centralaz.edu)  
Fax: (520) 494-5234

**Only firms returning completed acknowledgments will receive addenda to this RFP.** RFPs from firms not acknowledging the addenda shall be considered incomplete and subject to disqualification.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PINAL COUNTY COMMUNITY COLLEGE DISTRICT

## CENTRAL ARIZONA COLLEGE

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### **REQUEST FOR PROPOSAL 2425-002 CHILD CARE PROGRAM**

#### **Schedule of Events:**

- RFP# 2425-002 Mailed: Monday, April 7, 2025
- Legal Ad Run Date: Thursday, April 10, 2025
- Last Date for Questions: Monday, April 21, 2025 at 2:00 PM
- **RFP# 2425-002 Due Date: Tuesday, May 13, 2025 at 3:00 PM**

For questions regarding this RFP or to obtain an electronic PDF copy, please contact:

Mark Salaz  
Director of Purchasing  
8470 North Overfield Road  
Coolidge, AZ 85128  
Telephone #: (520) 494-5251  
Fax #: (520) 494-5234  
Email Address: [mark.salaz@centralaz.edu](mailto:mark.salaz@centralaz.edu)

# RFP# 2425-002 – CAMPUS CHILD CARE PROGRAM

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## I. GENERAL INFORMATION

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- A. Pinal County Community College District, aka Central Arizona College, hereinafter referred to as “the College or CAC” invites child care providers, hereinafter referred to as “the Provider or the Proposer,” to submit proposals for the purpose of providing child care services at CAC in accordance with the terms and conditions set forth herein. The Provider shall have use of the premises for operating the College’s child care services as an independent Provider for a period not to exceed five (5) years under the contract, subject to the terms and conditions in the RFP and the resulting contract.
- B. CAC is a dynamic and multifaceted institution of higher education community college located in Pinal County, Arizona with five (5) campuses and one (1) center.
- C. The mission of CAC’s Early Learning Center is to provide a high-quality child care program for the children of enrolled students, employees, and community, with an additional mission of providing a training and observation site for students and community members. The planning and development of the child care center on our Signal Peak Campus (SPC), 8470 N. Overfield Road Coolidge, Arizona (near Casa Grande) has been, and will continue to be, a district-wide effort. The Early Learning Center is a part of the Early Childhood Education academic department (ECE Department).
- D. CAC is pursuing a Provider that will offer a high quality early care and education program that ensures the optimal physical, social, emotional and intellectual development of children, at the SPC campus site. CAC requires that the successful Provider demonstrate clear evidence that it has developed a program philosophy that reflects best practices in early care and education. Specifically, the program shall:
- provide a safe, healthy and nurturing environment
  - ensure the optimal physical, social, emotional and intellectual development of each child
  - develop partnerships with families and the community, and
  - through enrollment, hiring procedures, and quality programming provide the opportunity for children and adults of different ethnicity, ages, cultures, languages, socioeconomic groups, and abilities to be represented.

- E. The CAC Early Learning Center has served as a learning lab for observation and participation by a variety of academic departments at the College. The Provider shall collaborate with the Early Childhood Education Department to make the site available to CAC academic units as appropriate.
- F. The successful service Provider must be willing to participate in an accreditation process through the National Association for the Education of Young Children (NAEYC), a nationally recognized accrediting organization. NAEYC also accredits the academic Early Childhood Department and curriculum at CAC. The service Provider will also be familiar with Arizona's Quality First! Program and Arizona Workforce Registry and be willing to participate in those programs. The service provider will be expected to be familiar with and participate with the CAC Early Childhood Initiatives (ECI) and grants.
- G. Debarment or Suspension. If the organization, business or person submitting this bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the company must fully explain the circumstances relating to the preclusion or proposed preclusion in the bid. The company shall include a letter with its bid stating the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of a suspension or debarment that is currently pending, and a detailed description of all relevant circumstances including the details enumerated above.

## **II. TERM OF CONTRACT**

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- A. Initial term will be for three (3) years with an option to renew for two (2) additional one-year terms, not to exceed five (5) years.
- B. The College's fiscal year runs July 1<sup>st</sup> through June 30<sup>th</sup>.

## **III. PROVIDER ACKNOWLEDGEMENTS**

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- A. By submitting a proposal, each Provider confirms that he/she has read and understands the attached documents.
- B. Each Provider acknowledges the right of the College to reject any and all proposals. In addition, each Provider recognizes the right of the College to reject a proposal if the

Provider fails to submit the data required by the proposal documents, or if the proposal is incomplete or irregular.

- C. Late proposals will not be accepted. Any proposal not in the possession of the Director of Purchasing by 3:00 PM on Tuesday, May 13, 2025 will be deemed late. Proposals received after this time and date shall not be considered and will be returned unopened.
- D. Each Provider affirms that his/her proposal is based on the information and specifications described in the attached documents.
- E. It shall be the responsibility of the Proposer to ensure that proposals are received as follows: **The proposal packet must contain one (1) original hard copy and five (5) copies.**
- F. **Emailed or faxed proposal packages will not be accepted.**

#### **IV. SCOPE OF WORK**

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##### **A. GUARANTEE OF SERVICE**

The provider shall provide priority services for the children of the College's enrolled students and employees, in compliance with the specifications stated herein. The provider can provide service to the local community if needed to fill enrollment to sustain services on CAC's campus. CAC cannot guarantee participation by any number of children and does not guarantee that the provider's services will be utilized to any degree under the contract. CAC reserves the right to establish guidelines for enrollment priorities and procedures.

##### **B. ADMINISTRATION BY CENTRAL ARIZONA COLLEGE**

Upon approval and acceptance of a proposal, and execution of a written contract, the contract shall be performed by the Provider on behalf of the College, which shall be responsible for the administration of the contract. All notices and correspondence regarding the executed contract shall be directed to the Purchasing Office and the Vice President of Finance and Operations.

##### **C. LOSS OF/OR DAMAGE TO PROPERTY**

The Provider shall be responsible for replacing at its sole expense any equipment or item of inventory provided by the College which is lost or damaged due to the Provider's failure to exercise reasonable care of items beyond reasonable wear and tear. CAC reserves the right to determine, at its sole discretion, whether the Provider has exercised reasonable care for items. Upon contract award, the Provider will be given an inventory of items provided by the College.

#### D. INDEPENDENT PROVIDER

The Provider shall at all times under the contract represent himself or herself to be an independent Provider offering such services to the general public and shall not for any purpose represent itself or its employees to be an employee of the College. Therefore, the Provider shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage, overtime, etc., and agrees to indemnify, save and hold the State of Arizona, the College, their officers, agents and employees, harmless from and against, any and all loss (including attorney's fees); and damage of any kind related to such matters.

#### E. CENTRAL ARIZONA COLLEGE FURNISHED FACILITIES, PROPERTY & SERVICES

- 1) CAC constructed a building on the Signal Peak Campus in 2011. It is approximately 2,542 sq. ft. in size and can be licensed for 40 children. The building contains two children's classrooms, a staff office, kitchen, director's office, reception area, and observation room/staff work room. The outdoor playground space is approximately 2,488 sq. ft.
- 2) CAC is responsible for the maintenance and upgrades to the facilities including utilities, janitorial supplies and service (including paper towels and toilet paper), grounds supplies and grounds services, pest extermination services and maintenance necessitated, in the College's sole discretion, by normal wear and tear.
- 3) Central Arizona College has a minimal amount of indoor and outdoor equipment which the Provider will be able to use. If items need repair, the college will be responsible for the repair but will not replace the equipment.
- 4) Appliances: Kitchen/Laundry: The Provider will need to provide and/or maintain if provided: microwave oven, commercial refrigerator, commercial freezer, cook top electric range with commercial hood, commercial dishwasher, and a clothes washer and dryer. If current equipment is available the Provider will need to replace if necessary.
- 5) The College provides and maintains the existing electronic building security and provides a telephone line that connects directly to Central Arizona College Campus Police.

#### F. PROGRAM IMPLEMENTATION

- 1) The Proposer must be prepared to begin the contract August 2025. A narrative, including dates, should describe a logical progression of tasks and efforts the Proposer will implement to ensure the center is operational.
- 2) The College may require additional information and more detailed plans on any of the elements outlined above prior to entering into a contract with the successful Provider.

- 3) The Proposer shall provide the College with a list all services to be performed in whole or in part by subcontractors, including the names and addresses of the subcontractors providing the services, as well as the specific type of services provided.

#### G. PROVIDER SERVICES

The Provider's services shall include but not necessarily be limited to the following:

- 1) The Provider shall maintain qualified staff, all supplies and programmatic equipment such as books, toys, and art supplies necessary to furnish an enriched environment.
- 2) Provider shall ensure equipment and materials comply with the most current Arizona Department of Health Services Bureau of Child Care Licensing Rules and Statutes for operating a childcare facility in the State of Arizona.
- 3) The Provider shall ensure that the child care facility's environments and equipment are maintained in a manner conducive to the children's health, safety, comfort and all developmental (physical, social, emotional and cognitive) needs.
- 4) The Provider shall ensure that the physical health and safety features of the environment comply with local, college, state, and federal requirements. The Provider shall protect children against the danger of fire and smoke, injury attributable to the environment, against electrical hazards, and the spread of disease and infection.
- 5) The Provider shall provide proof of compliance with all local, state and/or federal building, zoning, fire, safety, and health codes, for each year. Copies of inspection certificates must be on file at the child care facility. Such inspection records must be retained and made available to CAC staff at all times.
- 6) The Provider shall provide written notification to the College immediately upon learning of any such hazard(s) and shall provide written notification to the College within twenty-four (24) hours of any investigation or citations by local, state, and federal authorities.

#### H. PROGRAM SCHEDULE AND ENROLLMENT

The Provider shall offer a 12-month program for children 3 to 5 years of age that includes enrollment options for both full and part-time care with priority enrollment for CAC students and employees. Community children may be enrolled, if necessary, to sustain the cost of operating the center. The program shall observe the same holidays as CAC employees and students, with service, depending upon need, made available during the semester breaks. The current CAC hours of operation are 8:00 am-6:00 pm Monday through Thursday; however, the program may need to operate on Friday to accommodate community child care enrollment.

#### I. CENTRAL ARIZONA COLLEGE ACADEMIC INVOLVEMENT

The Provider must collaborate with the Early Childhood Education (ECE) Department to support the use of the Early Learning Center as a learning lab site for CAC students and

community members as appropriate. The Proposer will agree to have learners participate at the site for course related activities that are not harmful to children or disruptive of program operations.

**J. FOOD SERVICES**

The program shall follow the recommendations of the United States Department of Agriculture's Child and Adult Care Food Program (CACFP). Food service shall comply with all applicable federal, state and local laws and regulations at all times. The permit for the kitchen shall be held in the Provider's name. Fees associated with the permit shall be the responsibility of the Provider. Cost for meals shall be included in the weekly/monthly fee charged to enrolled families.

**K. ARIZONA DEPARTMENT OF HEALTH SERVICES BUREAU OF CHILD CARE LICENSING**

The licenses for the child care facilities shall be held in the Provider's name. The Provider shall maintain compliance with the most current Arizona Department of Health Services Bureau of Child Care Licensing Rules and Statutes for operating a child care facility in the State of Arizona. The Provider shall provide a copy of all inspection reports, whether compliant or non-compliant to the ECE Department.

**L. SITE VISITS**

The Provider must allow site visits by college personnel such as ECE Department staff and facilities personnel and make available non-confidential operational records that may be requested for examination.

**M. REPORTING**

The Provider shall furnish a quarterly financial report to the College outlining the total monthly revenues and expenditures by program category. The Provider shall also furnish quarterly operational reports to the ECE Department, to include such information as: current enrollment, including percentages of student, employee, and community children, current staff roster, data regarding student lab usage, information on parent concerns, and other items as appropriate.

**N. FACILITIES USAGE**

Facilities usage may be negotiated upon award.

## V. PROGRAM IMPLEMENTATION PLAN

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The Proposer must provide the College with a Program Implementation Plan that specifically identifies the method and manner in which it intends to provide child care services as described in the Scope of Work. The Proposer may utilize a written narrative or any other printed technique to demonstrate its ability to satisfy the Scope of Work and Program Implementation Plan. The Proposer must provide the following items:

### A. CHILD CARE PROGRAM

**Goals and Philosophy-** The Proposer should include an outline of the goals, mission, and philosophy of the program. The goals should relate to the mission, philosophy, and all program operations, and include child and family desired outcomes. The Proposer should describe how these

- Support best practices in early childhood development
- Include family and community partnerships, and
- Are incorporated by the staff into the daily operation of the program.

**Curriculum and Child Assessment-** The Proposer shall describe how they will implement a developmentally appropriate curriculum, play-based, and inclusive of all developmental domains. The Proposer must also describe how the materials and equipment will reflect diversity, including gender, ethnicity, culture, language, and abilities. The curriculum should include an assessment component that is reflective and inclusive of families. The Proposer shall include:

- A clearly stated curriculum framework that provides a focus for planning children's experiences and allows for adaptations and modifications to ensure access for all children.
- A typical daily schedule for a preschool age classroom.
- A sample lesson plan that is predictable yet flexible and responsive to individual needs of the children.
- An assessment plan that guides teachers' ongoing assessment of children's progress and informs curriculum goals and objectives.

**Family and Child Relationships –** All program staff shall model appropriate interactions with children and families. Program staff shall foster children's emotional well-being by demonstrating respect for all children and creating a positive emotional climate. No staff member, volunteer, or family member at the child care facility shall inflict corporal punishment on any child enrolled in the program. Program policies should include statements regarding the treatment of children enrolled in the program.

The Proposer must provide a plan showing how the positive treatment of children will be fostered, and how parent involvement, education, and communication will be maintained and evaluated. The plan shall include:

- An open door policy for families.
- Frequency and methods of the communication with families, both written and oral.
- Frequency and type of family conferences including methods of documentation.
- Frequency and type of family education opportunities.
- Procedures for conflict resolution, including a timeframe for resolving family concerns and procedures for families if satisfactory resolution can't be reached.
- Methods for including families in the program evaluation process.
- A sample Family Handbook listing center policies and procedures should also be included.

#### B. PROGRAM STAFFING

The Proposer shall provide a comprehensive policy and procedure plan that includes the hiring and retention of staff. The Proposer shall include:

- An organizational chart and classroom staffing patterns
- Recruitment and retention policies
- Job descriptions for each staff member including minimum education and or experience requirements
- Levels of compensation and benefits for each staff position
- Staff development, training, and orientation procedures
- Staff evaluation tool and/or professional development plan, and corrective action procedures
- A sample Staff Handbook listing program policies and procedures

#### C. COLLEGE AND COMMUNITY PARTNERSHIPS

The Proposer must collaborate with the ECE Department to support the use of the center as a learning lab site for CAC students and community members as appropriate. The Proposer will agree to have learners participate in course related activities that are not harmful to children or disruptive of program operations.

The Proposer should include an outline of the goals and philosophy of the program in relation to being a model program for best practices in early childhood education. The Proposer shall provide a plan that includes:

- Strategies for working collaboratively with the ECE Department to facilitate enriched learning experiences for students.

- Examples of service learning opportunities for students from a variety of academic disciplines.
- Strategies for working collaboratively with community partners in Pinal County to support the training and education of early childhood students, educators and families.
- Strategies for efficient data collection to keep accurate statistics of lab site usage at location.
- Procedures for how all visitors to the center will be documented and identified to ensure the safety and security of the children.

The Proposer must also provide at least three letters of support demonstrating the Proposer's experience with or ability to work collaboratively with community partners. References must include the name, position, telephone number, and email address of a main contact person.

#### D. PROGRAM ADMINISTRATION

The Proposer must have a well-articulated mission and philosophy of program excellence that guides its operation. All components of program operation should be guided by written policies and are carried out through plans, systems, and procedures that enable the program to run smoothly and effectively and guide the program toward achieving its goals.

If a new Provider is awarded the contract, these priorities are met:

- Currently enrolled families will be prioritized
- A transition period of 60 days will be required for new rates
- Ensure that all current staff can apply for current and/or other available positions

**Program Assessment** - The Proposer shall have a comprehensive assessment plan by which the curriculum and the program's operations are regularly evaluated to determine how they meet the needs of the children and families served. The Proposer shall provide:

- A program assessment plan
- Methods for sharing annual assessment results with the ECE Department

**Accreditation Plan** - The Proposer shall be willing to seek national accreditation for the center through NAEYC. The Proposer shall provide a comprehensive plan, including a timeline, for becoming accredited.

**Food Service Plan**- The Proposer shall provide a plan for food service. (Kitchen specifications are provided under Section IV.) The program shall follow the

recommendations of the United States Department of Agriculture's Child and Adult Care Food Program (CACFP). Cost for meals shall be included in the weekly/monthly fee charged to enrolled families. The Proposer shall provide the following:

- Procedures for the method by which all food and beverages shall be provided, either within the center or through an outside source.
- A written plan designating a specific staff member to be in charge of the food service operation, and the responsibilities of staff members regarding food service.
- A sample menu of meals and snacks that are to be served.

**Program Schedule and Enrollment-** The program shall offer a scheduling plan that reflects 12 months of yearly operation and includes options for both full and part-time enrollment. The program shall observe the same holidays as CAC employees and students with service, depending upon need, made available during the semester breaks. The current CAC hours of operation are 8:00 am-6:00 pm Monday through Thursday. The Early Learning Center will be expected to be open during CAC hours of operation. Care will be provided to children 3 to 5 years of age, and the Arizona Department of Health Services Bureau of Child Care licensing staff-child ratios shall be adhered to at all times, maintenance of NAEYC ratios preferred. The scheduling plan may be negotiable. Any changes to the schedule will require prior approval. The Proposer shall provide the following:

- A sample annual operating schedule
- A proposed enrollment plan that includes an approximate number of children that could be served, and the number of staff that will be required to maintain appropriate ratios.

**Program Eligibility and Wait List Policies and Procedures-** The Proposer shall develop program eligibility procedures for enrolled families. CAC students and employees shall have enrollment priority. Community children may be enrolled, if necessary, to sustain the cost of operating the center. CAC reserves the right to change priorities in regards to enrollment. The Proposer shall provide the following:

- Program Policies and procedures regarding enrollment priorities for CAC students and employees.
- Methods for maintaining wait lists for CAC students and employees, and community members.
- Procedures for confirming affiliation with CAC during the Fall and Spring Semesters to ensure that all families comply with enrollment eligibility requirements.

#### E. PROGRAM BUDGET AND FEES

The Proposer shall describe the financial policies and the procedures of the program, including fiscal accountability using standard accounting practices. Operating budgets must be prepared annually (College fiscal year is July 1 to June 30), with at least quarterly reconciliation of expenses to budget. The Proposer will have a system to review, amend, or adjust the budget if circumstances change, which includes a yearly audit. The Proposer must describe how the program will maintain a preliminary operating budget and include the following:

- Information on Proposer status (for-profit or non-profit) and how any profit from the center budget will be expended.
- Child care fees charged to program participants, and method of calculating all fees and discounts charged. The Proposer must also complete the attached Tuition and Fee Schedule.
- Policies and procedures for how fees will be collected, including registration fees, late pick up fees, and any additional fees, and attach a sample rate sheet.
- Policies for exemption from payment, (e.g., extended illness, dis-enrolling over the summer, maternity/family leave of absence).
- Plan for how increases in child care fees will be planned and communicated with families over the duration of the contract.
- Breakdown of expenses for the operation of the center, (e.g., staff salaries, staff training, program supplies, equipment).
- The proposer shall describe all record keeping and billing methods, including bookkeeping and auditing procedures, and billing and fee collections systems.

#### F. ORGANIZATIONAL CAPACITY

The Proposer shall describe the current organizational capacity to carry out the Scope of Work and Program Implementation Plan.

- The Proposer shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal.
- The Proposer shall provide detailed resumes of key personnel.
- The Proposer must list and describe any Arizona or other state licenses or certifications it possesses or any additional pertinent information that describes its qualifications to operate a child care facility (examples: childcare licenses, teaching certificates, training, work experience, written references). Dates must be provided as to issuance of licenses and/or certificates.

- A description of special resources, skills or services which the organization possesses, and which are not addressed as part of this RFP, that would be available as part of this Agreement with the successful Provider.
- The Proposer should include a statement on any previous violations of State, Federal or local guidelines for which the provider was cited and became a matter of record. The Proposer must be currently operating, managing or employed in an Arizona licensed facility, experience in a NAEYC accredited program preferred.

## **VI. PROPOSAL SUBMITTAL INSTRUCTIONS**

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- A. Proposals received after the date and time indicated will not be considered. RFPs must be submitted in a sealed envelope with the RFP name, RFP number and Proposer's name clearly indicated on the envelope. Please mark on the envelope **RFP# 2425-002 Campus Child Care Program**.
- B. RFPs must be submitted to the following address:
- Central Arizona College  
Purchasing Department  
Room H120  
8470 North Overfield Road  
Coolidge, AZ 85128
- C. Notification of any changes, modifications, or withdrawal of RFPs to submitted proposals must be received before the due date.
- D. For RFP requirements or specifications, submit them to the person named below.  
**Questions must be submitted in writing and received in the College's purchasing department no later than April 21, 2025.**

Mark Salaz  
Director of Purchasing  
Central Arizona College  
8470 N. Overfield Road  
Coolidge, AZ 85128  
[mark.salaz@centralaz.edu](mailto:mark.salaz@centralaz.edu)  
Office# (520) 494-5251

- E. RFPs must be received no later than Tuesday, May 13, 2025 at 3:00 PM.
- F. The College reserves the right to reject or accept any or all proposals. The College reserves the right to waive any minor breach of technicality.
- G. The College reserves the right to cancel this RFP for any reason or to cancel and reissue this RFP if deemed to be in the best interest of the College.
- H. In order to allow for an adequate time for evaluation, approval, and award of a contract, CAC requires a proposal in response to this RFP to be valid and irrevocable for ninety (90) days after the proposal's due date and time. Any Proposer who does not agree to this condition shall specifically communicate such disagreement in its proposal to CAC, along with any proposed alternatives. CAC may accept or reject such proposed alternatives without further notification or explanation.

## **VII. PROPOSAL SUBMITTAL DOCUMENTS**

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### **A. Cover Letter**

The proposal must include a signed letter of interest, stating the firm's or individual's interest and qualifications in providing these services, including a brief history of the organization, length of time performing these services, location of the main office, etc.

### **B. Table of Contents**

The RFP table of contents shall include a clear and complete identification of the materials submitted by tab section and page numbers.

### **C. Program Implementation Plan**

The proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal. See detailed list of items required in each category, which are described in Section V above.

- 1) Child Care Program
- 2) Program Staffing
- 3) College and Community Partnerships
- 4) Program Administration
- 5) Program Budget and Fees
- 6) Organizational Capacity

#### D. Certificate of Insurance

The Proposer shall provide a Certificate of Insurance as follows:

- 1) Bodily injury and property damage liability insurance providing coverage for premises, operations, automobile, and product liability in the amount of a single limit of \$1,000,000.00 for each occurrence.
- 2) Worker's compensation coverage for claims of damage because of bodily injury, occupational sickness, disease, or death.
- 3) Unemployment insurance and/or any other insurance required by law for the Contractor's employees. Certificates of insurance acceptable to the College shall be filed with the College prior to commencement of this contract. These certificates of insurance shall contain a provision that coverage as afforded under the policies will not be canceled until at least 15 days prior written notice has been delivered to the College. All such insurance policies and certificates shall contain a waiver of subrogation. Each party hereby releases the other from any claim for recovery for any loss or damage to any of its properties which is insured under valid and collectable under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance. Failure by the Contractor to provide and maintain in force the insurance required under this item is a breach thereof and shall give the College the power to cancel and terminate this agreement forthwith and without notice.
- 4) All such insurance policies and certificates required in this contract shall be issued by an insurance company with sound and adequate financial responsibility licensed to do business in the State of Arizona.

#### E. Supporting Documents

- 1) Tuition and Fee Schedule
- 2) Non -Collusion Affidavit
- 3) Company Info Sheet
- 4) Any other Attachments or Addendums as appropriate

### **VIII. EVALUATION CRITERIA**

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Proposals will be evaluated on the following criteria, listed in order of their relative priority with the most important listed first. All proposals will be reviewed for conformance with the requirements and evaluated with the following criteria:

- 1) **Child Care Program** which includes:

Goals and Philosophy  
Curriculum and Child Assessment  
Family and Child Relationships

2) **Program Staffing**

3) **College and Community Partnerships**

4) **Program Administration** which includes:

Program Assessment

Accreditation Plan

Food Service Plan

Program Schedule and Enrollment

Program Eligibility and Wait List Policies and Procedure

5) **Program Budget and Fees**

6) **Organizational Capacity**

**RFP# 2425-002 RESPONSE Page 1**

**TUITION AND FEE SCHEDULE**

Must be returned with your RFP

- A. **TUITION:** The Proposer must state a fixed price per child (age 3-5), per scheduling option, for each enrollment category. Please indicate if rates are weekly, monthly, or for the semester. The Proposer must also indicate the percentage of slots reserved for children in each enrollment category.

**CAC STUDENTS AND EMPLOYEE ENROLLMENT**

FULL-TIME: \$\_\_\_\_\_ per child per \_\_\_\_\_

PART-TIME: \$\_\_\_\_\_ per child per \_\_\_\_\_

\_\_\_\_\_ % of anticipated enrollment in this category

**COMMUNITY ENROLLMENT**

FULL-TIME: \$\_\_\_\_\_ per child per \_\_\_\_\_

PART-TIME: \$\_\_\_\_\_ per child per \_\_\_\_\_

\_\_\_\_\_ % of anticipated enrollment in this category

- B. **DISCOUNTS AND FEES:** The Proposer must indicate additional fees, if applicable.

Registration Fee \$\_\_\_\_\_

Late Pick-up Fee \$\_\_\_\_\_

Additional Fees \$\_\_\_\_\_

Multi-Child Family Discount \_\_\_\_\_

**RFP# 2425-002 RESPONSE Page 2**

**NON-COLLUSION AFFIDAVIT**

Must be returned with your RFP

State of \_\_\_\_\_ )

) ss

County of \_\_\_\_\_ )

\_\_\_\_\_, affiant, the

\_\_\_\_\_(Title)

\_\_\_\_\_  
(Contractor)

The person(s), corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public in and for the

County of \_\_\_\_\_, State of \_\_\_\_\_

(Seal)

**RFP# 2425-002 RESPONSE Page 3**

**COMPANY INFORMATION SHEET**

Must be returned with your RFP

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone# \_\_\_\_\_

Office Fax# \_\_\_\_\_

Cell Phone# \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Entity (LLC, Sole Proprietor, etc.): \_\_\_\_\_

Do you collect Sales or Use Taxes for the State of Arizona? (Yes/No) \_\_\_\_\_

Tax ID# \_\_\_\_\_

My Company is not debarred or suspended \_\_\_\_\_

My Company is debarred or suspended or currently pending \_\_\_\_\_. Explanation is attached

Contact's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_