



Contract 3280P

2009 - 2013 Richmond Child Care Needs Assessment and Implementation Plan

1. Introduction

The City of Richmond proposes to engage the services of a Consultant to conduct a 2009 – 2013 Child Care Needs Assessment and Implementation Plan (Study).

The City of Richmond, with assistance from the Richmond Child Care Development Advisory Committee (CCDAC)¹, is undertaking a needs assessment for child care that is to be completed by April 30, 2009 and will require the services of a consultant in order to assist in the needs assessment.

The purpose of the Child Care Needs Assessment is to:

- identify the child care need of Richmond from 2009 to 2013 (five year span),
- prepare recommendations and an implementation plan to better provide child care in Richmond.

The April 2009 products are:

- a comprehensive Needs Assessment 2009 - 2013,
- specific strategies (policies, concepts), and
- implementation plans for the City and its neighbourhoods.

This Study will provide information, options, and recommendations regarding Richmond's child care needs and solutions.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Four (4) copies of proposals marked “**2009 - 2013 Richmond Child Care Needs Assessment and Implementation Plan - Contract 3280P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall,

¹ To find out more about the CCDAC, please see

<http://www.richmond.ca/cityhall/council/boards/advisory.htm#Child%20Care%20Development%20Advisory%20Committee>

6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00pm, Local Time on Friday, July 4th, 2008. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of potential Proponents to check with the City of Richmond's Website, and / or BC Bid to ensure that all available information has been received prior to submitting a proposal.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis
Buyer II - Contracting Specialist
Purchasing Section
City of Richmond

Telephone: 604-276-4135
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Lesley Sherlock
Social Planner
Planning & Development Dept
City of Richmond

Telephone: 604-276-4220
E-mail: lsherlock@richmond.ca

Terry Crowe
Manager, Policy Planning
Planning & Development Dept
City of Richmond

Telephone: 604-276-4139
E-mail: tcrowe@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal or oral communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

The focus of the Study will:

- provide a comprehensive review and analysis of the child care context and needs over the next five years, looking at a range of the different models of licensed child care services in Richmond,
- advocate innovative ways of meeting the needs within neighbourhoods so that the best use can be made of available dollars (e.g., innovative service delivery models in other communities),
- identify barriers to and opportunities for expansion of spaces and facilities,
- establish effective plan of action, including specific roles and contributions to be made by various stakeholders (e.g., developers, province, school district, child care providers), corporations, and
- identify where resources could be directed to ensure that child care needs can be met based on identifiable priorities and in the most cost effective manner.

The goals of the Study are to assist in making Richmond the most appealing, liveable and well-managed City in Canada by identifying:

- changes in Richmond child care services, facilities and programs since the 2001 - 2006 Needs Assessment,
- changes and trends anticipated from 2009 to 2013,
- issues, problems and opportunities regarding child care facilities, programs, priorities, etc.,
- existing services and networks,
- Richmond child care needs (spaces, facilities, categories of care, age groups) from 2009 to at least 2013, and the differing needs in various geographic areas of Richmond

- information, options and recommendations as to how to support the continued development of child care services, and enable Richmond to continue to be a leader in child care.

The Study will produce:

- Data
 - Review all relevant national, provincial and municipal policy and program changes since the 2001 - 2006 Needs Assessment.
 - Update the demographic profile for the City vis-à-vis families and children.
 - Focus Groups/interviews with stakeholders.
 - Neighbourhood profiles - statistical survey of existing data to identify child care needs by neighbourhood.
 - Analyse existing CC services for fees, waitlists, license capacity, enrolment trends as well as capital and operating needs, (i.e., capital expenses/financial viability).
 - Identify City-wide and neighbourhood barriers.
 - Survey major employers in Richmond regarding employee child care needs and solutions.
- Reports, charts and maps which include:
 - City-wide and planning area projections of child care needs:
 - per age group,
 - per service type,
 - parents' needs,
 - providers' needs (e.g., space, programming, funding, assistance, etc),
 - City needs and
 - other, as necessary.
- Opportunities for:
 - partnerships: federal, provincial, municipal, school board, community groups and services,
 - new space development,
 - space management, and
 - programming.
- Options and solutions including:

- innovative child care delivery models,
 - models of excellence,
 - potential partnership opportunities, and
 - best ways to manage City funding (e.g., Child Care Statutory Reserve Fund budget, contributions, revenues).
- Recommendations:
 - Create a fiscally responsible plan that:
 - builds on the existing community resources, and
 - addresses the unique child care needs within neighbourhoods.
 - An Implementation Program that includes:
 - 5 year City-wide plan with priorities
 - 5 year Neighbourhood Plans

It is anticipated that the results will be of interest to the following, who will use the results of the Study:

- City Council,
- the City's Child Care Development Advisory Committee,
- Richmond Child Care Resource and Referral Program,
- Child care service providers,
- Community Associations,
- Vancouver Coastal Health,
- parents,
- the School Board,
- Richmond District Parents Association and Parent Advisory Committees,
- the Chamber of Commerce,
- Provincial and Federal ministries and
- other groups serving families.

5. Project Scope

Consultant Duties

All work is under the direction of City staff with advice from the CCDAC.

Proposed Work Program		
Phase	Primary Role	Date
Phase 1 – Organizing		
- Finalize Study Work Program and Terms of Reference	Staff, CCDAC	May 2008
- Issue Call for Proposals	Staff	June 2008
- Interview	Staff, CCDAC	July 2008
- Select & hire consultant	Staff, CCDAC	August 2008
- Review work program	Staff, CDAC, Consultant	September 2008
Phase 2 – Data Gathering		
Data		
- Prepare data projections - Review literature - Review other municipalities' best practises - other	Consultant	September – December 2008
Focus Groups/Interviews		
- Identify & plan focus groups, interviews - Conduct focus groups/interviews	Consultant	September – December 2008
Phase 3 – Analysis		
Synthesize data	Consultant	January 2009
Evaluate and analyse data, surveys and options: - Pros - Cons - Conclusions	Consultant	January 2009
Phase 4 – Report		
Prepare Report, including - Background - Issues - Methodology - Supply - Demand projections - Identified need - Implementation plan - Options - Options analysis - Recommendations for supply - Best practices and models - Recommendations for : - City Council - CCDAC - Province - Federal government - other stakeholders	Consultant	February 2009
Review draft with staff, CCDAC	Consultant, staff, CCDAC	March 2009

Proposed Work Program		
Phase	Primary Role	Date
Finalize Report	Consultant, staff	March 2009
Phase 5 – Report Approval		
Council	Council	April 2009
Other		

6. Roles and Responsibilities

City Staff

City staff will:

- manage the study,
- act in a resource capacity by providing available city data, reports and maps (e.g., studies, OCP, statistical data),
- suggest relevant data sources,
- not undertake the collation or analysis of the material,
- make meeting space available,
- review draft materials and request revisions.

Child Care Development Advisory Committee (CCDAC)

The CCDAC will advise the City regarding the consultant selection, work program, contract implementation and draft and final report(s) and recommendations.

Consultant

The consultant will coordinate the study and perform services necessary to achieve the work set out in the proposed Work Program.

7. Deliverables

Draft Report Requirements:

The consultant is expected to submit draft reports by e-mail.

Final Report Requirements:

- The Final Report will be submitted by e-mail and there should also be one camera-ready hard copy.
- Any information submitted on disk must be in Microsoft Word 2000 compatible format.
- The City retains the rights to the Final Report.

Recommendation Requirements

Reports for Council will include recommendations regarding roles, land, facilities, funding and child care projects.

8. City Provided Items

- Official Community Plan, City studies and reports, statistical data, maps
- meeting space and expenses,
- central copying/printing services and
- mail services.

9. Budget

A budget of \$40,000.00 Canadian, including all applicable taxes, has been assigned to this project, including a final report and all associated costs.

10. Project Schedule

The project is to be completed by April 30, 2009, with work commencing as soon as possible in September, 2008. A project schedule is to be submitted with the proposal.

11. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of experience in conducting and developing Child Care Needs Assessments and Implementation Plans.
- Proponents shall demonstrate that they have the critical skill factors for the work outlined in the Request for Proposal including:
 - experience in the child care field
 - work program management,
 - project co-ordination,
 - research,
 - data management and gathering,
 - data analysis,
 - implementation experience,

- options analysis,
 - recommendations,
 - report writing,
 - group facilitation,
 - organizing meetings,
 - reaching isolated groups, e.g., families in poverty and
 - other, as necessary.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
 - A description of the consultant’s understanding of the project objectives/outcomes and vision, and how these will be achieved.
 - A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
 - A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
 - A complete definition of the process that will be employed to meet the objectives of this project (e.g., approach to be taken, feasibility and market study).

Any deviations from the detailed specification shall be clearly identified and explained by the proponent.

- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- The provision of a priced methodology complete with a time allotment for each identified task you propose to be employed to carry out the work. This shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

All fees shall be based on supplying everything as proposed. The proposal shall include all costs that the proponent will incur in his/her work, including costs of telephone calls, paper, photocopies, gas, meetings, applicable taxes, and any other operating expenses, including GST.

In addition, the proposal should include the expenses for any clearly defined additional professional services, should he/she wish to involve other consultants in completing the project.

If translation/interpretation services are required for some meetings, the costs shall be included in the total cost.

- A minimum of three (3) client references from projects of a similar size and scope.

12. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

13. Evaluation Criteria

Proposals shall be evaluated, by the City and the CCDAC to determine the best value offered to the City against conformance to the following criteria:

- An understanding of project objectives/outcomes and vision.
- A project methodology - proponents are encouraged to develop innovative approaches, where appropriate.
- The ability of the proponent to meet the project schedule.
- The team composition – experience and qualifications of those staff to be assigned to the project.
- Proposed project deliverables.
- Clarity/presentation of proposal.
- Value for money.
- References.
- Interview (if required).

The proponent whose proposal best conforms to this evaluation criteria, most closely reflects the objectives of the Work Program and Terms of Reference, and most closely meets the critical skill factors listed above will preferred.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

3280P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	



This Agreement dated the ☉ day of May, 2008, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☉

(the "Consultant")

Whereas:

- A. The City is ☉ (the "Event or Project");
- B. The City requires a ☉ the Event or Project;
- C. The City issued a Request for Quotation ☉ for the supply and delivery of ☉;
- D. The Consultant is willing and prepared to deliver ☉;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

1. Responsibilities and Duties

1.1. The Consultant shall be responsible for the following as per Request for Quotation ☉/Proposal ☉ and the Consultant's submission dated ☉.

- a) ☉
- b) ☉
- c) ☉
- d) ☉
- e) ☉
- f) ☉

- g) ✖
- h) ✖

1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.
- 2.2. Once per month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

3. Performance Standards

- 3.1. The Consultant is responsible for meeting the following ✖ targets:
 - ✖
- 3.2. The Consultant agrees to comply with following project deadlines:
 - ✖
- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

4. Benefits

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

5. Independent Contractor

5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

6. Assignment And Subcontracting

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

7. Indemnity

7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

8. Insurance

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
 - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

9. Representation

9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☉.

10. Ownership of Products

10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

11. Confidentiality

11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

12. Related Companies

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

14. Termination

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

15. Notices

15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

16. Feminine/Masculine

16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

17. General

17.1. This Agreement may be amended upon mutual agreement of the parties in writing.

17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

Consultant

City of Richmond