

APPROVED
SEP 03 2014

REPORT OF GENERAL MANAGER

NO. 14-235

DATE: September 3, 2014

BOARD OF RECREATION
& PARK COMMISSIONERS

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: JOY PICUS CHILD CARE CENTER – REQUEST FOR PROPOSALS

R. Adams	_____	*V. Israel	_____
R. Barajas	_____	K. Regan	_____
H. Fujita	_____	N. Williams	_____

Vicki Israel for

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the Joy Picus Child Care Center Request for Proposals (RFP), substantially in the form on file in the Board Office, for a five (5) year contract, with one (1) five (5) year option to extend, subject to review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFP to the City Attorney for review and approval as to form; and,
3. Direct staff, subsequent to City Attorney review and approval, to advertise the RFP and conduct the RFP process.

SUMMARY:

The Joy Picus Child Care Center (JPCCC) is located at 111 East First Street, Los Angeles, 90012, within the City Hall South building. JPCCC is currently licensed to provide child care services for up to eighty-six (86) children and primarily serves the children of City employees. The building is owned by the City of Los Angeles (City) and under the jurisdiction of the Department of General Services (GSD), who will provide building maintenance and repair services. The Department of Recreation and Parks (RAP) will maintain the exterior landscape and administer the new contract (Contract) to be awarded through the proposed Request for Proposals (RFP) process.

Contract Number C-115491 between Mount Washington Preschool and Child Care Center, Inc., (MWPCCC) and the City of Los Angeles for the operation of the JPCCC, became effective on July 1, 2009, and was scheduled to terminate on June 30, 2014. On January 22, 2014, the Board

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of Recreation and Park Commissioners (Board) approved an amendment to exercise the first one-year option to extend Contract Number C-115491 for one (1) year (Board Report No. 14-013). On February 5, 2014, the Mayor approved the amendment and recommended that Council authorize RAP to execute the amendment. On April 8, 2014, Council approved and authorized RAP to execute the amendment (Council File No. 14-0061-S1). The amendment allows sufficient time for staff to develop and process the RFP to identify potential service providers for consideration under the new Contract.

Background

The City has provided City employee child care services at JPCCC since January 1988. The Personnel Department was initially responsible for the administration of JPCCC. In September 1995, the administration of JPCCC was transferred to the Commission for Children, Youth and their Families (CCYF). In 2009, CCYF was transitioned into the Department of Human Services (DHS).

In 2010, DHS was dissolved and functions of CCYF were consolidated with the Citizens' Unit for Participation, renamed the Commission on Community and Family Services, and transferred to the Community Development Department (CDD). Also in 2010, the Mayor and Council transferred the administration of JPCCC to RAP (Council File No. 10-0706).

The current operator, MWPCCC, was selected by CCYF through an RFP process. The resulting Contract Number C-115491, authorizes MWPCCC to pay a reduced rental rate of \$1.00 per year for the exclusive use of space at City Hall South. The operator selected under this current RFP will receive the same authorization to pay the reduced rental rate of \$1.00 per year during the term of the new Contract. The City, through GSD, provides additional considerations to MWPCCC to operate JPCCC (e.g., building maintenance, custodial services, utilities, equipment, and parking for parent/customers of MWPCCC). The Information Technology Agency (ITA) provides voice and data units and cabling, telephone system hardware and equipment, and repair and maintenance of the security system. GSD and ITA will continue to provide such considerations for the RFP selected operator under the new Contract. RAP will continue to be responsible for the administration of the new JPCCC Contract, as instructed by the Mayor and Council in 2010, and will continue to provide landscape maintenance to the exterior grounds of JPCCC.

Request for Proposals (RFP)

Proposals will be evaluated in two (2) Levels. Level I will be a check and review by RAP staff for required compliance and submittal documents; Level II will be an evaluation of the proposals by a panel comprised of qualified persons, which may include non-RAP employees.

For the purpose of evaluation, the proposals responsive to Level I will be evaluated on the following criteria (Level II):

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1. Background and Experience (30 Points)
2. Proposed Operating Budget (20 Points)
3. Proposed Client Fee Schedule (20 Points)
4. Proposed Child Care Center Plan (30 Points)

Proposal and Contractual Provisions

1. Proposal Deposit: A \$2,000 proposal deposit will be required with the submission of each proposal.
2. Term: Five (5) years, with one (1) five (5) year option exercisable at the mutual consent of the Board and the selected contractor, subject to the approval of the Mayor and Council.
3. Hours / Dates of Operation: The selected contractor will ensure that JPCCC is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, excluding City recognized holidays.
4. Licensing: The selected contractor will be required to obtain and maintain a State of California Child Care License for JPCCC and remain in good standing.
5. Accreditation: The selected contractor will be required to obtain National Association for the Education of Young Children (NAEYC) accreditation during the first five-year term of the new Contract and maintain throughout the term of the Contract.
6. Reports: Each year during the term of the Contract, the selected contractor must submit:
 - a Proposed Annual Budget by the first day of April for the following fiscal year;
 - an Annual Audited Statement by the first day of December; and,
 - Quarterly Reports which shall contain a Budget to Actual Report of actual revenues and expenditures, an enrollment list, child applicant waiting list, and staffing list.

The RFP documents will be advertised in periodicals; made available on the RAP website; and posted on the Los Angeles Business Assistance Virtual Network (BAVN). A proposer's conference will be held approximately one (1) month after the release of the RFP in order to provide potential proposers with a review of the compliance and submittal documents. The anticipated time of completion for the RFP process is approximately ten (10) to twelve (12) months.

Staff recommends that the Board approve the release of this RFP in order to identify a

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responsible and capable entity to provide child care services at JPCCC prior to the expiration of Contract Number C-115491 on June 30, 2015.

FISCAL IMPACT STATEMENT:

Releasing and conducting the Request for Proposal process has no impact to RAP's General Fund.

This report was prepared by Robert Morales, Senior Management Analyst II, Partnership Division.