

Linton-Stockton School Corporation
REQUEST FOR PROPOSAL

AFTER SCHOOL CHILD CARE PROGRAM

The Linton-Stockton School Corporation is soliciting proposals from a not-for-profit organization or a for-profit organization to provide a school age child care program (latch key program) for the 2018-19 school year. This program may be provided in a designated site within the corporation building or a designated site outside of the school building and limited to after the school day. The program's ending time shall not extend beyond 6:00 p.m. and limited to periods when the school is in session.

Organizations interested in providing an after-school care program shall submit a written proposal. Proposals will be evaluated on the following criteria:

1. The organization's ability to follow all school rules and policies
2. The organization's ability to hold conferences with the building principal as needed
3. The organization's ability to provide rules of behavior, check absences, and contact parents when necessary
4. The organization's ability to provide an innovative, age-appropriate curriculum
5. The organization's ability to develop and provide all advertising materials
6. The organization's ability to provide all equipment to implement the program
7. The organization's ability to encourage parent involvement
8. A fee structure shall be provided in the proposal. The fee will receive equal importance as the other evaluating factors in the evaluation of the proposal. The organization shall be responsible for collection of all fees.
9. The organization must provide a **certificate of insurance** which indicates that the organization maintains liability insurance to cover participants with \$100,000 per person and \$1,000,000 per occurrence limits.
10. The organization must assure its ability to maintain a child to staff ratio of 15 to 1. Staff, for purposes of determining the child to staff ratio, is defined as any person who is responsible for or directly engaged in supervising children.

The program will be evaluated at the school year's end. Linton-Stockton School Corporation may grant a continuation of the contract for the subsequent year provided the organization receives a positive evaluation.

Linton-Stockton School Corporation will accept proposals until Tuesday, June 12, 2018 at 2:00 p.m. in the Superintendent's Office at 801 N.E. 1st Street, Linton, Indiana.

Linton-Stockton School Corporation reserves the right to conduct discussions with responsible offerors who submitted proposals determined to be reasonably susceptible of being selected for awarding of the contract.