

**REQUEST FOR PROPOSAL  
CHILD CARE CENTER COMMUNITY ENGAGEMENT AND FEASIBILITY  
PERSONAL SERVICES CONSULTING CONTRACT**

The Port of Whitman County seeks proposals from professional consultants to complete a scope of work related to community engagement and the feasibility of a child care facility in Colfax, Washington. The work aims to help inform the Port Commission and the community of potential opportunities and courses of action.

**Response Deadline: Wednesday, March 6, 2024, 2:00 p.m. PST.** Submittals including all requested information must be received by the Port no later than the Response Deadline. Submittals received after that date and time may be rejected without review. Submittals that arrive on time, but are incomplete, may be rejected at the Port's discretion.

**Method of Submittal:** Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). Submittals must be made electronically and be formatted in searchable .pdf format. The submittal shall be organized in the order of the Contractor Required RFP Submittals listed below. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Transmission can be completed by either of the following methods:

1. Online submission at <https://mrscrosters.bonfirehub.com/opportunities/120987>
2. Email to [brenda@portwhitman.com](mailto:brenda@portwhitman.com). The email must have "RFP for Child Care Center Consultant" in the subject line.

It is the Proposer's responsibility to confirm the Port's receipt.

**Scope of Work:**

- Engage and grow a steering committee and hold regular planning meetings
- Identify funding for community engagement efforts to inform and seek input/feedback
- Identify and evaluate potential sites (land only and existing structures)
- Preparation of pre-design work (feasibility study, appraisals, professional facility design documents (basic architectural schematics and specifications, design, and cost estimates)
- Identify options for managing the center and potential operators, including efforts to recruit home-based providers to start a business or expand their business
- Create a funding plan
- Planning phase project management

**Contractor Required RFP Submittals:**

1. Cover Letter – Provide a cover letter indicating your interest in serving as the organization to conduct the scope of work for the Port.
2. Background Information – Describe your firm or business, including years in operation, size, location, and number of professional staff to be assigned to work on this project with a brief resume for each person. List other government agencies that you have worked with to conduct similar projects.

3. Methodology – A detailed description of the proposed approach and methodology for conducting the scope of work.
4. Timeline and Project Plan – including key milestones.
5. Fee for Service – Please provide a description and payment schedule overview of the fees to provide this service.
6. References – Please provide us with 3 – 5 organizations that we can contact as a reference for working with you to provide this service.

**Rejection of Proposals:**

The Port will have the right to reject any and all proposals and in particular to reject a proposal not received by the date above or any proposal in any way incomplete or irregular. The Port further reserves the right to accept that proposal which is in the best interest of the Port of Whitman County. The Port reserves the right to reject any proposal if the Port’s review of the above submittals and its investigation fails to establish that the Contractor possesses to the satisfaction of the Port, in its discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this Request for Proposal Document. The Contractor will be required to comply with all Local, State and Federal laws and regulations pertaining to equal employment opportunities. The Contractor will upon successful award be required to execute a contract with the Port.

**Selection Process:**

Each proposer will be evaluated against the five (5) selection criteria set forth below. A ranking system will be used with a low of 1 point to a high of 10 points for each criterion with a total of fifty (50) points. Any proposer receiving a score of less than four (4) on any individual criteria shall be deemed “not responsible” regardless of the total score.

The Port will consider the completeness of the proposal and how well the proposal meets the needs of the Port. All proposals will be evaluated using the criteria listed below:

1	Responsiveness to solicitation requirements	1 – 10 points
2	Previous experience in service areas	1 - 10 points
3	Expertise of key personnel	1 - 10 points
4	Previous experience with similar contracts	1 - 10 points
5	Cost	1 - 10 points

**Week of March 13, 2024:** The Port may conduct interviews with respondents who earn top ratings based on the criteria listed above. If needed, respondents will be contacted to schedule interviews.

**Nondiscrimination and Equal Opportunity:**

The Port complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Port commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the Port will affirmatively ensure that in this RFP process and in any

contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

**Contractual Terms and Conditions:**

The successful Proposer will be expected to execute a contract with the Port of Whitman County on a form that is approved by the Port Attorney. A sample of the Port's "Personal Services Contract" is attached and may be modified at the Port's discretion or as negotiated between Port and selected Contractor.

Additional related informational items are included for review, including:

- A proposal submitted by the Port to the Department of Commerce for a Child Care Partnership Grant Program. (The proposal was not funded.)
- A Community Assessment Summary published in August 2023
- Results from a Play and Learn Childcare Survey

Questions can be directed to:

Brenda Stav

Operations and Administration Director

Port of Whitman County

[brenda@portwhitman.com](mailto:brenda@portwhitman.com)