



Solicitation Number: RFP19000641

On Site Child Care

Request for Proposal (RFP)

City of Pittsburgh

December 13, 2019 - January 09, 2020

General Header Information

No. RFP19000641
Title: On Site Child Care
Type: Formal Public Request for Proposal (RFP)
Start Date: December 13, 2019 at 3:00:00 PM EST
End Date: January 09, 2020 at 3:00:00 PM EST
Collaboration Start Date: December 13, 2019 at 3:15:00 PM EST
Collaboration End Date: December 24, 2019 at 3:00:00 PM EST
Estimated Total Value:
Description: The Mayor's Office, and the Office of Equity are seeking proposals from qualified firms to provide on-site child care. Child care services required include at-work child care during the fifteen days that the City remains open while Pittsburgh Public Schools are closed as well as providing on-site child care during twenty City-sponsored community meetings as designated by the Mayor.

The project budget is not to exceed \$50,000.00.

Justification:
Delivery Terms: Free On Board Destination
Payment Terms: Vendor Specified
Contact Information: City of Pittsburgh
Cody Winiesdorffer
414 Grant Street Room 502
Pittsburgh PA, 15219
Tel: 412-255-2422
Email: cody.winiesdorffer@pittsburghpa.gov

Contact Details: If you have any questions, Please contact:
Cody Winiesdorffer
414 Grant Street Room 502
Pittsburgh PA, 15219
Tel: 412-255-2422
Email: cody.winiesdorffer@pittsburghpa.gov

Selected Categories: Human resources services (80110000)
Temporary personnel services (80111600)
Infant or child daycare services (91111901)

Solicitation Requirements: Tentative Schedule of Events

Tentative Schedule of Events

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP released:	<i>December 13, 2019 at 3PM</i>
Cut-off questions:	<i>December 24, 2019 at 3PM</i>
Proposal submission deadline:	<i>January 9, 2020 at 3PM</i>

Scope of Services

Background

The Mayor's Office, and the Office of Equity are seeking proposals from qualified firms to provide on-site child care. Child care services required include at-work child care during the fifteen days that the City remains open while Pittsburgh Public Schools are closed as well as providing on-site child care during twenty City-sponsored community meetings as designated by the Mayor.

The Bureau of Neighborhood Empowerment was created in 2014 as a key strategy to build our city's low and moderate income neighborhoods from the ground up by addressing issues surrounding affordable and mixed income housing, education and youth development, immigrant, veteran, LGBT and challenged populations, nonprofit and faith-based community initiatives, small business development, economic opportunity, and equity and inclusion in the City of Pittsburgh. In 2019 the Bureau of Neighborhood Empowerment underwent a title change and became the Office of Equity. For the groups listed as well as for City employees, lack of on-site child care services at events often poses a barrier to attendance and participation.

Scope Details

The Mayor's Office seeks to contract a qualified company to provide on-site child care. Services required include full day child care services to be provided to City employees during 15 days during the school year as well child care services provided to constituents at 20 City-sponsored community meetings and events as designated by the Mayor. Full day child care services would be required for a length of 9 hours on-site at the City County Building. Community meetings and events based child care services would be required for a length of 2-6 hours on-site at various locations throughout the City. Because community meetings and events may arise on a short notice vendor must be able to provide child care coverage with 72 hours of advanced notification. Vendor must supply activities and materials for children to engage with during the child care service.

Staff Clearances and Training Requirements

The on-site child care company will provide digital copies of all staff clearances and training requirements that are listed below.

- All staff person(s) shall be 18 years of age or older - Proof of age will be required.
- Pediatric CPR & First Aid Certification- Proof of current certification
- FBI Clearance- Proof of a FBI clearance dated within one year will be required.
- Child Abuse Clearance- Proof of Child Abuse Clearance dated within one year will be required.
- Pennsylvania Criminal History Clearance- Proof of Criminal History Clearance dated within one year will be required.

Expected Dates

Below is the list of full day child care days that we will need care in 2020 until this school year ends. Pittsburgh Public Schools do not have the 2020-2021 school year calendar out yet. There will be an additional 7 days of full care that will be needed in the fall of 2020.

Full Care Days January through June 2020:

- January 27
- January 28
- April 6
- April 7
- April 8
- April 9
- April 13
- April 28

Appendix Items

N/A

Proposal Format

Qualifications of Team

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

Project Approach and Plan

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants. Also, be sure to mention the following topics in your response:

- Staff to child ratio
- Age limitations
- Venue limitations and space requirements
- Proof of liability insurance
- Rules and regulations
- Examples of waivers or documentation that parents received
- Examples of developmentally appropriate activities and materials provided to children during child care session
- Example schedules of on-site child care session

Cost Proposal

Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by major phase and/or deliverable as described in your project plan. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel) requested to be paid by the City. Note: If travel expenses are included, the rate assumptions generally should not exceed the United States General Services Administration (GSA) rates for Pittsburgh.

PLEASE NOTE: The City does not agree to late fees, penalties, interest, attorney's fees or other contingent liability. In no event shall the City be liable for special, indirect, incidental, reliance, lost profits or other business interest damages.

Submittal Requirements

Submittal Requirements

1. All applicants must register on Beacon to submit a bid for this opportunity. The registration link can be found here: <http://pittsburghpa.gov/beacon/registration.html>
2. Once registered, applicants must login and find the RFP for which they intend to submit a proposal. The list of RFPs can be found here: <http://pittsburghpa.gov/beacon/bid-opportunities.html>
3. If additional assistance is needed with registration or submitting a proposal in response to the RFP, please email support.webprocure-support@proactis.com or call the support line at 866-889-8533.
4. Bidding participants must submit their proposals electronically within the eProcurement tool located on Beacon by the submission deadline.
5. Bidding participants are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.
6. Questions regarding proposals should be delivered **ONLY** to the RFP Coordinator, whose contact information can be found in the header of this solicitation.
- 7 Additional submission considerations:
 - Late proposals will not be accepted or considered. Bidding participants should allow enough time to register company on Beacon, search the solicitation they wish to respond to and complete the submission process online before the deadline.
 - The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
 - All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.
 - All costs associated with proposal preparation shall be borne by the applicant.

Proposal Evaluation & Selection

Criteria

All proposals will be evaluated using the following criteria:

- Firm's Qualifications, Experience and References (30 points)
- Qualifications of Team (20 points)
- Project Approach and Plan (25 points)
- Cost Proposal (25 points)

This bid has no questions defined.

This bid does not have any documents.

Solicitation has been designated as having no line items.

This bid does not have any evaluation committee

Vendors Who Will Receive Solicitation by Email/Fax:

4Consulting
4Forward LLC
A-Check America, Inc.
A.B. Data, Ltd.
ABATOR INFORMATION SERVICES, INC.
Accion Labs
Active Web Group Inc
Ad Hoc LLC
ADP LLC
Advanced Process Optimization Inc
AFL Internationa Consulting Staff and Services Inc
AH Actuarial Solutions
Ahmad Zaffarese LLC
Akraya Inc.
Allyis Inc
America Walks Inc
American Advertising Company LLC
American Personnel Managers Consultants Inc
Amick Brown LLC
Andrea Geraghty
Apex Systems LLC
Applied Decision Technologies, Incorporated
Aptude, Inc.
Aspire Grant Development LLC
Astyra Corporation
ath Power Consulting Corporation
Atlantic Personnel Tenant Screening, Inc.
Attribution Cyber Consulting Inc
Augr LLC
Aureus Medical Group
AutonomousSafety LLC
Avalon Staffing LLC
AVC Solutions
Avon Graf Architects LLC
BCS BACKGROUND SCREENING, LLC
BEATTYS SERVICES INC

Bendex Resources, Inc.
Benefits Plus Consulting Group Inc
Bern Cappelli LLC
BEST Employment SoluTions, LLC
BKD, LLP
BlackBeltHelp
Blender Inc
Blue Oceans Satellite Systems Inc
BlueWave Resource Partners, LLC
BondLink Inc
BrightKey, Inc.
Broadleaf
Brocade LLC
Buell Kratzer Powell LTD
C.A. Friend Enterprises, LLC
Calfe Associates
Carahsoft Technology Corporation
Career Resource Center Limited Liability Company
Carmine Carapella
Cash Tiers Ltd
Center for Victory Inc
Certified Credit Reporting
Chimicles Tikellis LLP
Chris Watts
Cicely Blain Consulting
Cityfi LLC
Citymart US Inc
Civic Design and Planning LLC
CJIS GROUP
Clearscapes PA
CMT Services, Inc.
Coastal Displays of Pittsburgh Inc
Cobalt MedPlans
Colette Holt Associates
CompuGroup Technologies LLC
CONDUENT STATE LOCAL SOLUTIONS, INC.
Connections 4 Success

Consolidated Forensic Experts
Consultants for Children, LLC
Converge Communications Incorporated
CORA Corporation
Corporate Mailing Services Inc
Cover Your Assets LLC
Crawford Consulting Services
Creative Services Inc
Cushman Wakefield
CustomerFirst Renewables LLC
DeLoJe LLC
Delores Ritzman Esquire
DELTAWRX
Denovo Ventures, LLC
Design Impact
Design Labor Staffing Agency
DLJ Associates LLC
DM TRANS, LLC
Donia LLC
DRAKE COOPER
E Holdings Inc
EIM Services Inc
ELLIS ASSOCIATES INC
Environmental Data Services LTD
Environmental Data Validaiton Inc
Estep Security Professionals, LLC
Etek IT Services, Inc
evolve LLC
Federal Compliance Consulting LLC
Firespring Print Inc
FirstIdea, Inc.
Five Star Development Inc
Flexible
Flexible Road LLC
Flyspace Productions
Ford Business Machines Inc
Foursquare Integrated Transportation Planning Inc

Fourth Economy Consulting
Fukui Architects PC
Fully Executed Decision Strategies LLC
Gallagher Benefit Services Inc
Gallagher Benefit Services, Inc.
GARTNER INC
General Healthcare Resources, LLC
Genzeon Corporation
Geographic Technologies Group
Global Logistics Group LLC
Go Phleb LLC
Goody Clancy Associates Inc
Griffin Strong PC
Griffin Commons Consulting Co
Group Services
H Rizvi Consulting Inc
Hacking Solutions
Hands 2 Help Senior Services Inc
HHW Group LLC
Hireclout Inc
HK Equipment
Howroyd-Wright Employment Agency Inc
HPW Associates
HR Consultants Inc
HR Help4You
IBEX IT BUSINESS EXPERTS
Idea Learning Group
IFS Industries LLC
IMG Advisory LLC
Independent Living Systems LLC
Industrial Organizational Solutions Inc
Infinity Contractors LLC
Infojini Inc
Infolob Solutions Inc
InfoMart Inc
INNOVA Consulting LLC
Innovative Business Products Services LLC

Innovative Business Products Services LLC
Inquiries Screening
inSITE Advisory Group LLC
Institute of Individual and Organizational Change
Integrative Staffing Group, LLC.
Intelligent Decision Systems Inc.
International Investigative Group LTD
Ivy Planning Group LLC
Jacob Hospodar
Jacobson Associates Inc
JAMA Enterprises dba Strategic Consulting Partners
Jennifer Rhea Whitmer Taylor
JH Technical Services Inc
JLK Global
Judge Technical Services Inc
Karen Brean Associates
Karmen Trice LLC
Keen Independent Research LLC
Kensevick Inc
Kforce Inc
KJS CONSULTING , LLC
KLM Consulting LLC DBA Kompl
KM Systems, Inc
KnowledgeCity
Knox McLaughlin Gornall Sennett PC
Komolafe and Young Staffing Agency LLC
KPMG
KS Goins Associates LLC
LAR Consulting LLC
Leadervation Learning LLC
Level Access
Livery Management Consultants
Logix Guru
Lota Shapiro
LUXE Creative
Malor Company Inc
MANAGEMENT REGISTRY, INC.

Martina Bacarella Architect
MAS Financial Advisory Services LLC
Mathtech
MAXIMUS Consulting Services, Inc.
McClelland Legal Search
MedTech Enginuity Corp.
Menlo Technologies
Mercury Incorporated
MFR Consultants Inc
MGT of America Consulting LLC
MGT of America Consulting LLC
MGT of America, Inc.
Miami Dade College
Microsoft Corporation
Midwest Presort Services Inc
Miller Brother Staffing Solutions LLC
Mirage Software Inc DBA Bourntec Solutions
Modius Inc
Motivf Corporation
MS Consulting LLC
MSI Communications Inc
MWIDM Inc
My3Tech Inc
MyWingman LLC
Naked Media
National Health Care Solutions LLC
National Testing Network Inc
Neoweahter LLC
New Beginnings LLC
New Growth Group LLC
Nexlevel Consulting Services LLC
Nexus bec Inc
Nimdzi Insights LLC
NorthStar Solutions Group LLC
Online Image LLC
PA Consulting Group Inc
Pacific East Research Inc

Paragould Staffing LLC
Paramount Enterprises LLC
Paylocity Corporation
PDDM Solutions LLC
Perfido Weiskopf Wagstaff and Goettel LLC
Peritia LLC
Peter Margittai Architects LLC
Pfaffmann Associates PC
Pink Frog Interactive
Pipl, Inc.
Pittsburgh Water and Sewer Authority
PRE-EMPLOY.COM
Precious Gems In Home Care LLC
Predictive Index LLC
Prequel Solutions LLC
PricewaterhouseCoopers Public Sector LLP
Probitas Technology Inc
Process Safety Solutions LLC
Procopia LLC
Professional Services Resources, Inc
PROVOX SYSTEMS Inc
PSI Services LLC
Qminder
Quintana Investigation
Radgov Inc
Rafilson Associates, LLC
RAMA Consulting Group
Rapid Results Background Check Solutions LLC
Real World Technologies Inc
RedefineHR Inc
Reyna Information Technology Services LLC
RFX ANALYST INC
Right 2 Left LLC
RJ Manray Inc
S R Wojdak Associates LP
Salon blue llc
Sanders Search Group Inc

SB Thomas Associates Inc
Schnader Harrison Segal Lewis LLP
SDI Engineering Inc
Sheffield Scientific LLC
Shenandoah Fleet Maintenance and Management, LLC
Simmons Hanly Conroy LLC
Skelly and Loy Inc
SLCK Enterprises
SMITHGROUP
SoftHQ Inc
Space Machine LLC
SPECIALTY PRIVATE INVESTIGATORS INCORPORATED
STAFFusion
STL Mobile Tech
Storm King Analytics, LLC
Strada Architecture LLC
Strassburger McKenna Gutnick Gefsky
Strategic Medicare Solutions, LLC
Strategy Matters LLC 01-059-0087
Sunny City Enterprises, Inc.
Superior Skilled Trades LLC
Surveillance Resources and Investigations
Susan Cepicka Dietrich
Synergy Real Estate Corporation
T F Exploration LP
Talcott Franklin PC
Tallan Inc
Tano Partners Inc
TD Support Services Corporation
TechBase IT
TECHNOCRAFT SOLUTIONS LLC
The Bradley Partnerships Inc
The Dering Consulting Group Inc
The ED-TECH Group
The Ferguson Group, LLC
The Glen Price Group
The Hill Group

The Home Depot
The Ray Organization LLC
The Segal Company
The Temple Group Inc
TISOMO CONSULTING GROUP LLC
TJD Consulting
TMI Action, LLC
Touloukian Touloukian Inc
Trane US Inc
Transcend Engagement LLC
TranSystems Corporation
TSS Inc
Turners Office Management for Small Business
TwentyEighty Strategy Execution Inc
Tyrone A Goodwin MBA
UCCS
Unemployment Insurance Services Inc
United We Stand
Urban Redevelopment Authority of Pittsburgh
V Diane Freeman
Vantage Energy Consulting LLC
Verizon Wireless
Veterans Leadership Program of W PA Inc
Vinformax Systems inc
Virgin Pulse Incorporated
Virtual Alliance Consultants
Virtual Staffing Source
VISIMO LLC
Will to Health LLC DBA LEADHR365
William Dorofy
Windstream Holdings Inc
Wonderware
World Wide Technology
Zero Model LLC
Zilo International Group LLC
Zolon Tech, Inc.