



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

ADMINISTRATION CENTER
1150 Northshore Drive
North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807



Board of Education Members

Mr. James Heeren, President
Mr. Steve Kistner, Vice-President
Mr. Jeff Dooley
Mr. Kevin Hoffman
Mrs. Sara Weber

Superintendent of Schools

Dr. Jerry Rasmussen

Business Manager

Mr. Mike Hamm

Special Services Director

Mrs. Linda Steele

DAKOTA VALLEY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

PRE-SCHOOL PROGRAM

TO BE OFFERED AT THE

DAKOTA VALLEY ELEMENTARY (GRADES K – 3)

RFP DUE DATE
2:00 PM APRIL 4TH, 2019

The Mission of the Dakota Valley School District is:

TO ENSURE ALL STUDENTS RECEIVE AN ENRICHED EDUCATIONAL EXPERIENCE IN A SAFE ENVIRONMENT

DAKOTA VALLEY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

1150 Northshore Drive * North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807

INTRODUCTION

The Dakota Valley School District (the “District”) invites interested community based organizations and other entities to submit proposals to provide an on-site Pre-school program. Interested applicants may propose any or all of the following for consideration:

- a. To operate a partial day program with proposed hours of operation, which can be adjusted with the school district either before or after a vendor is selected, if a vendor is awarded a contract.
- b. To operate a full day pre-school with proposed hours of operation, which can be adjusted with the school district either before or after a vendor is selected, if a vendor is awarded a contract.
- c. To operate a partial day pre-school with proposed hours of operation in combination with a day-care program for enrolled pre-school students. A day-care program which serves students who are not enrolled in the pre-school will not be considered.

PROGRAM IS TO BE HOUSED AT THE:

Dakota Valley Elementary School
1150 Northshore Drive
North Sioux City, South Dakota
Grades K-3
Enrollment: 420+

The Pre-school program will operate during the school year, Monday through Friday, following the Dakota Valley School Calendar. The program is to be entirely self-supporting. The tuition for the program will be paid by the parents directly to the entity awarded the RFP. Applicants are being requested to consider a sliding scale fee structure and / or scholarships for those families who can-not afford to pay full tuition to participate in the program but have a demonstrated financial need. Applicants are also requested to work with the District and the Head Start Program to coordinate providing service(s) which best fit the financial needs of individual students and families. Applicants may enter into an agreement with our food service provider to provide meals (if needed) and snacks or the successful vendor may provide snacks on their own.

LENGTH OF CONTRACT

The initial contract shall be for one year with the dates of services matching the 2019-20 Dakota Valley School District Calendar. If mutually agreeable terms can be arranged, the initial contract may be extended on a yearly basis for up to four additional school years (potentially the 2020-21, 2021-22, 2022-23, and 2023-24 school years) and the extensions are at the sole discretion of the District. If any extensions do occur, the services for any extension are to match the school year calendar as approved by the Dakota Valley School Board.



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

1150 Northshore Drive * North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807

RENTAL FEES

The district shall provide space for the program at the Dakota Valley Elementary School. The annual rental fee at the Elementary School shall be for \$2,000 for each classroom required for proposed full day use (any use exceeding four hours) and \$1,250 for proposed half-day programs (programs which are open four hours or less).

The space to be made available at the Elementary School is: a classroom, playground, and as available, the gymnasium. Use of all spaces is to be approved by and coordinated with the building principal.

Other facility space may be available based upon coordination with and approval of the school's principal.

Fees are negotiable by both parties if the program is considered for extension beyond the initial year.

PROGRAM ENROLLMENT

The initial enrollment of the program at the Elementary School may not exceed 20 students without approval by the Dakota Valley School District.

The District reserves the right to consider increases in the enrollment of the program at either school.

The District will allow vendors in their proposal to have recommended ages for pre-school. The District fully intends to not host on onsite day care that is not run in conjunction with a pre-school and the District fully intends that if any day care is proposed along with a pre-school, that the students must be what are considered pre-school age students by commonly accepted standards and that each student must first be enrolled in and served as a pre-school student participant. **No options will be approved for day-care only services in any manner or form.**

INSURANCE

The successful contractor is solely responsible for the program's insurance and at a minimum must provide a certificate of liability insurance in the amount of \$1,000,000 per occurrence for general liability, \$100,000 for damages to the rented facilities, \$1,000,000 in automobile liability, and a \$3,000,000 umbrella liability naming the Dakota Valley School District as an additional insured on a primary non-contributory basis. A waiver of subrogation in favor of the Dakota Valley School District is required for worker's compensation. All insurance and a certificate of liability insurance are required for each year the agreement is in place.

LICENSING

The successful contract is solely responsible for the expense(s) for acquiring all applicable licensing and permits as required by the state and local governments and must provide copies of such to the District 30 prior to the start of the program.



DAKOTA VALLEY SCHOOL DISTRICT NO. 61-8

1150 Northshore Drive * North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807

RESPONSES TO THE RFP

Responses to the request for proposals are to be submitted to:

Dr. Jerry Rasmussen
Superintendent of Schools
1150 Northshore Drive
North Sioux City, SD 57049

DEADLINE FOR RESPONSES

Responses may be delivered in person or delivered by the courier or the United States Postal Service by 2:00 pm April 4th.



DAKOTA VALLEY SCHOOL DISTRICT NO. 61-8

1150 Northshore Drive * North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807

MINIMUM PROGRAM REQUIREMENTS

PRE-SCHOOL PROGRAM

1. The Pre-school Program will provide structured activity time and numerous opportunities for students to increase their level of understanding of academic-based concepts and recreational activities in order to develop academic, personal and social skills, including but not limited to:
 - a. Literacy programs and projects such as story-telling, drama, and writing
 - b. Integrate arts, including arts and crafts, music, and movement
 - c. Sports and recreational activities as weather and space permits
 - d. Games and activities that are fun and challenging
2. Ages served – the vendor is to propose ages of the students to be served. The School District reserves the right to modify the proposed ages if a vendor is selected. The District has **NO INTENTION** of housing non-preschool age children in any program, **the District is not considering having an on-site day care only program.**
3. Safety is a primary requirement of the program.
4. The program shall have a healthy meals and snacks available to all participants. The meals and snacks provided are subject to review and approval if the District desires to do so.
5. The vendor(s) submitting proposals shall note that the Elementary School is a **NUT FREE ENVIRONMENT.**
6. The staff is to be qualified, adequately trained, and alert.
7. At a minimum, each staff member must pass a legal background check which includes fingerprinting and must be CPR certified.
8. The program shall have an on-site supervisor who has obtained an associate's degree or higher, or successfully completed two years of earned credit (60+ credit hours) at an institution of higher education.
9. Staffing – **one staff member for every 10 children or fraction thereof** as required by South Dakota Codified Law.
10. The program shall maintain regular contact with parents to involve them in their children's pre-school learning through formal communication as well as informal conversations with parents as they arrive to pick up their children.
11. The hours of operation are to be proposed by the applicants and shall be subject to adjustment and final approval by the Superintendent of Schools.
12. On days of no school due to weather, the pre-school shall also be closed.



DAKOTA VALLEY SCHOOL DISTRICT No. 61-8

1150 Northshore Drive * North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807

PROPOSAL SUBMISSIONS

The submitted proposal shall contain the following sections:

Section:

1. Your vision and philosophy for a pre-school program.
2. Briefly describe your organizations qualifications to be a provider.
3. Plan for delivery of services:
 - a. Enrollment minimums you require to operate a preschool program.
 - b. A sample program schedule.
 - c. Methods that will be used to communicate with parents.
 - d. How you will market the program.
 - e. Your supervision plan and the method used to account for and track the whereabouts of each student participant.
 - f. A fee schedule, including willingness to offer a sliding fee scale.
 - g. If scholarships are offered, an explanation of the process and quantity or ratio of need-based scholarships to participants.
4. Staffing plan.
 - a. Describe what staffing ratios will be used (number of supervisors, staff, etc.).
 - b. Describe the qualifications required of supervisors and other staff.
 - c. Describe your staff training program.



DAKOTA VALLEY SCHOOL DISTRICT NO. 61-8

1150 Northshore Drive * North Sioux City, SD 57049
Phone: (605) 422-3800 Fax: (605) 422-3807

CONTRACT AWARD

The Dakota Valley School Board will consider selecting a vendor for the 2019-20 School Year at the April 8th School Board Meeting.

After a review of qualifications and submitted proposals and based upon the requirements outlined in the RFP, the Dakota Valley School Board reserves the right to select a proposal that does not represent the lowest costs for services but presents the best perceived benefit to the users. The District reserves the right to reject any and all bids or to accept other than the lowest bid, and to waive any informalities, omissions, excess wording, or technical defects found with-in the submitted proposals, if in the opinion of the District, such action would be in their best interest. The District reserves the right to accept all or part of any submittal and to cancel in part, or in its entirety, this RFP. The District reserves the right to delay the selection of a vendor if the District believes it is in the best interest of the District to do so.

This RFP does not commit the District, the Superintendent of Schools, the Dakota Valley School District School Board, the District Business office, the administrators or employees of the Dakota Valley School District, or any other persons to pay costs incurred in the preparation and submittal of a proposal and does not commit the District to procure or contract for materials or services.

In addition to meeting the expectations and guidelines of this RFP, the successfully entity must comply with all rules and regulations in South Dakota which pertain to licensed day care providers, including but not limited to all **South Dakota Codified Laws and Regulations, including chapter 67:42:10.**

QUESTIONS

Please direct all inquiries to:

Dr. Jerry Rasmussen, Superintendent of Schools
1150 Northshore Drive
North Sioux City, SD 57049

Phone: 605.422.2800

Email: jerry.rasmussen@k12.sd.us