

REQUEST FOR PROPOSAL
CONTRACT FOR SERVICES
FOR CARSON VALLEY PRESCHOOL PROGRAM

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I - Introduction

The Douglas County Community Services / Parks & Recreation Department is soliciting requests from qualified independent contractors for proposals to operate as the department's Preschool Program Director.

The Preschool Director independently coordinates the daily operation of the department's preschool. The preschool is located within the Douglas County Community & Senior Center on Waterloo Lane in Gardnerville. Duties of the Preschool Director include, but are not limited to, curriculum development, staff recruitment, supervision and scheduling, lesson plan review, program implementation, supply ordering, and facility maintenance.

The department requires the successful applicant to establish a program structure that fits with specific hours of operation and desired curriculum. The successful applicant must comply with State of Nevada's childcare facility licensing requirements and Douglas County Community Services / Parks & Recreation Department program policies.

It is the intent of the Douglas County Community Services / Parks & Recreation Department to select an independent contractor to provide these services based upon an evaluation of all proposals received. Interviews will be scheduled with qualified applicants responding to the request for proposals, to discuss in greater detail both the proposal and the methods planned by the applicant to meet the department's goals.

II – Summary of Operation

The Douglas County Community Services / Parks & Recreation Department intends to contract with an independent contractor to operate one preschool center. This facility is located within the Douglas County Community & Senior Center located at 1329 Waterloo Lane in Gardnerville, Nevada.

The program shall be offered for preschool aged children who must be toilet trained. The program shall include crafts, movement exploration, cooking, games, music, storytelling, drama, language skills, and possibly field trips. Interaction with senior citizens and an emphasis on engaging multiple generations is expected. This program shall operate through the traditional school year with special summer programs offered.

It is Douglas County Community Services / Parks & Recreation Department's belief that each child is a unique individual with special needs and abilities. The children are encouraged to create their own artwork, play space, and games, so they can develop a better sense of self.

Greater detail regarding the operation of the preschool program is contained in the following pages.

Douglas County Community Services / Parks & Recreation Department has contracted with individuals to operate preschool programs for many years. Revenue generation for the contractor has great potential based on ability to create an attractive program. Agreements in prior years have compensated the contractor based on a percentage of gross tuition receipts.

III Sample Contract (Subject to Change/Negotiation Pending Selection and Final Approval of Applicant)

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A contract between Douglas County Community Services / Parks & Recreation Department and

Name/Title of Independent Contractor

Address of Independent Contractor

WHEREAS, Douglas County, a political subdivision of the State of Nevada, from time to time requires the services of independent contractors and,

WHEREAS, it is deemed that the services of the contractor herein specified are both necessary and desirable and in the best interest of Douglas County and,

WHEREAS, the contractor represents that he/she is duly qualified, equipped, staffed, ready, willing, and able to perform and render the services herein described.

NOW THEREFORE, in consideration of the promises herein made, the parties mutually agree as follows:

1. Effective date and term of contract. This contract shall not become effective until, and unless, approved by the Douglas County Board of Commissioners, and once approved shall remain in effect for a period of one year from the date of approval, unless mutually renewed by the parties pursuant to the terms of this agreement.
2. Independent contract or status. The parties agree that the contractor shall have the status of an independent contractor and that this contract by explicit agreement of the parties incorporates and applies the provisions of NRS 284.713, as necessarily adapted to the parties including that contractor is not a County employee, and that there shall be no: (1) withholding of income tax by the County; (2) industrial insurance coverage provided by the County; (3) participation in group insurance plans which may be available to employees of Douglas County; (4) participation or contributions by either the independent contractor or the County to a public employee's retirement system; (5) accumulation of vacation leave or sick leave; (6) unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.
3. Industrial Insurance. Contractor agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of the County to make any payment under this contract, to provide the County with a work certificate issued by a qualified insurer in

accordance with NRS § 616B.627. Contractor agrees, prior to commencing any work under the contract, to complete and to provide the following written request to the qualified insurer:

(Company Name) has entered into a contract with Douglas County to perform work from (starting date) to (ending date) and requests that an industrial insurance provider qualified and licensed to offer such insurance within Nevada, provide to Douglas County 1) a certificate of coverage issued pursuant to NRS § 616B.627 and 2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the contract. If contractor does not maintain coverage throughout the entire term of the contract, contractor agrees that County may, at any time the coverage is not maintained by contractor, order the contractor to stop work, suspend the contract, or terminate the contract.

4. Scope of services to be performed by contractor. The parties agree that the services to be performed by contractor are as follows:

A. Operate the Valley Preschool program(s) at the Douglas County Community & Senior Center in Gardnerville, Nevada in accordance with Attachment A, Parental Handbook.

B. Comply with all conditions for maintaining a licensed program per the State of Nevada statutes, regulations, and standards for child care facilities.

C. Maintain the program as a Douglas County Community Services / Parks & Recreation affiliated activity.

D. Comply with all Douglas County Community Services / Parks & Recreation Department program policies including the Douglas County Community Services / Parks & Recreation Department satisfaction guarantee.

E. Promote this program through listings in the Douglas County Community Services / Parks & Recreation Department's seasonal activity guide. Press releases and flyer distribution are also expected in order to maintain a consistent marketing effort for the program. All promotional material must be reviewed by the department prior to distribution.

F. Manage, and operate this program in accordance with the rules and regulations established by the Douglas County Community Services / Parks & Recreation Department with respect to use of facilities.

G. Require all participants to register using registration forms supplied by the Douglas County Community Services / Parks & Recreation Department, and make payment at the Douglas County Community & Senior Center on Waterloo Lane. The contractor will not accept

any payment or allow anyone to participate in the activity free of charge or at a reduced rate without the department's approval.

H. Staff the program and train employees at a level which ensures compliance with the State of Nevada licensing requirements in order to ensure the highest degree of supervision and quality for the program. If additional staff members are hired the contractor shall provide results of the background check and references of each new hire including a F.B.I. fingerprint background check.

I. Supervision. The Director must personally supervise the program in accordance with the Nevada State licensing requirements.

J. Payments and refunds. The contractor shall require, from each participant, tuition payment for the services rendered by this program. Tuition amounts charged to participants shall be mutually agreed upon by the parties. The contractor does not have the right to reduce, increase or waive fees for any program participant. Only the Douglas County Community Services / Parks & Recreation Department may reduce, increase, waive, or adjust fees at its discretion. The contractor agrees to abide by the Douglas County Community Services / Parks & Recreation Department satisfaction guarantee and allow refunds at the Douglas County Community Services / Parks & Recreation Department's discretion. The contractor may from time to time offer special events, programs, crafts or classes which require additional fees. All of these programs must first be reviewed and approved by the department.

5. Disputes. Should any disputes arise between the contractor and the Community Services / Parks & Recreation Department regarding day to day operations, the Parks & Recreation Advisory Board will review and make recommendations to the County Manager, who shall have the final authority and responsibility to resolve any disputes.

6. Equipment. The contractor agrees to provide all equipment, supplies, craft material, snacks, and other materials necessary to operate a quality preschool program. Douglas County Community Services / Parks & Recreation Department remains the owner of all fixed assets needed and utilized by the contractor. Douglas County Community Services / Parks & Recreation Department will be responsible for maintaining and replacing any of the County owned property utilized by the contractor.

7. Douglas County vans may be utilized for the transportation of preschool participants and staff. The vehicles shall be used for the transportation designated by contractor within the Application for Vehicle Use. A request for vehicle use will be granted based upon availability after the needs of the Parks & Recreation department have first been met. A Douglas County employee must be utilized to drive the County vans. The Douglas County Community Services / Parks & Recreation Department will assign qualified and licensed drivers for each vehicle to be used and Contractor shall pay Douglas County for staff time based on the Douglas County employee's hourly rate.

8. Payment for services. The contractor agrees to provide the services set forth by the department in this agreement at a cost of ____% of the gross preschool tuition payments received year 1 and then ____% each year after for the length of the contract. In addition, the County does not agree to reimburse the contractor for travel expenses, and per diem allowances at County approved

rates, unless the contractor has received prior written authorization for travel expenses from the Community Services / Parks & Recreation Department. The contractor will receive compensation on a regular basis in accordance with the County's claim and payment schedule.

9. The contract may be renewed annually by mutual consent of the parties for up to 5 years.

10. Rent of facilities. The County agrees to provide and pay for use of all Preschool facilities including: utilities, trash, and phone service and facility maintenance. The contractor agrees to provide routine custodial services to facilities provided by the County and used by the contractor including: sweeping, mopping, dusting, and debris pickup caused by the contractor's activities.

11. Alterations to facilities. The contractor shall not make any permanent alterations or permanent additions to any portion of the premises covered in this agreement or to have any equipment belonging to the County modified or altered without having first obtained the County's written consent. The contractor shall not be reimbursed for any permanent alterations or permanent additions to any portion of the premises covered by this agreement which occurred after the execution of this agreement.

12. Insurance. The contractor shall file with the County prior to operation of the Preschool programs evidence of liability insurance in the amount of \$2,000,000.00, naming Douglas County as additionally insured. The contractor shall save and hold the County harmless against all claims, demands, losses, damages, or liability arising out of loss or damage to the property, injury or death to persons resulting from the use or operation of the Douglas County Preschool program held at the Recreation Annex by its corporation, company, or employees. In particular, the contractor agrees to hold harmless, indemnify, and defend Douglas County against all claims, demands, losses, damages, or liability arising or out of loss or damage to property, injury or death to persons resulting from use or participation in these programs.

13. Licenses, permits and taxes. The contractor shall: (a) obtain any and all permits or licenses which may be necessary by law to conduct this activity. He/she shall pay any and all taxes which may be assessed against him/her or his/her property or which are otherwise owed by the contractor in regard to these services, (b) maintain, during the entire term of this agreement all the conditions of the State of Nevada preschool license.

14. Facilities to be provided by County. The contractor shall have use of the following facilities during the times indicated. Douglas County Community & Senior Center areas: preschool room, activity room, restroom, office area, and access to a kitchen refrigerator - 8:00 a.m. to 5:00 p.m., Monday through Friday, year around.

15. Termination of agreement. Either party may terminate this agreement without cause and without damages or penalties of any kind by providing at least 30 days written notice to the other party.

16. Notices. Any notices to the contractor may be served personally or may be deposited in the post office, postage paid, addressed to the contractor. Any notices by the contractor to the County may be deemed properly served on the County if the same is delivered to the Community Services / Parks & Recreation Department or deposited in the post office, postage paid, addressed to the County.

17. Non-waiver. The failure of the County or the contractor to insist upon strict performance of the terms and conditions shall not be construed as a waiver or relinquishment of any of the conditions of this agreement, but the same shall be and shall remain in full force and affect.

18. Not a contract of employment / independent contract status. The parties agree that Contractor shall have the status of an independent contractor and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 284.713, as necessarily adapted, to the parties, including that Contractor is not an Douglas County employee and that

There shall be no:

- (1) Withholding of income taxes by Douglas County;
- (2) Industrial insurance coverage provided by Douglas County;
- (3) Participation in group insurance plans which may be available to employees of Douglas County;
- (4) Participation or contributions by either the independent contractor or Douglas County to the public employees retirement system;
- (5) Accumulation of vacation leave or sick leave;
- (6) Unemployment compensation coverage provided by Douglas County if the requirements of NRS 612.085 for independent contractors are met.

19. Assignment. This agreement may not be assigned to any other person or persons in whole or in part, nor shall any portion of the facilities be sublet or used by any other person in any other manner, whatsoever, without the expressed, written approval of the Douglas County Board of Commissioners.

20. Severability. It is understood and agreed by all parties that if in any part term or provision of this agreement, is by the courts held to be illegal or in conflict with any law, rule, or regulation, the viability of the remaining portion of the provisions shall be in effect, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain a particular part, term, or provision held to be invalid.

21. Indemnification/hold harmless provision. The contractor shall, at his/her sole expense, defend, indemnify, and hold harmless, the County, it's employees, elected officials, agents, and assigns, including attorney's fees and cost of suit, in any action brought against Douglas County, its employees, elected officials, agents, assigns, based on the acts or omissions of the contractor, or contractor's employees under this agreement.

22. County inspection. The services, records, documents, and practices of the contractor related to this contract shall be subject to inspection and examination by the County including, but not limited to, the contracting agency, the County Manager, the District Attorney, the Douglas County Community Services / Parks & Recreation Department, and if applicable, the Comptroller General of the United States or any other authorized representative of those agencies.

23. Disposition of contract materials. Any materials supplied to the contractor in the performance of his/her obligations, under this contract, shall be the exclusive property of the County, and all such materials shall be remitted and delivered at the contractor's expense, by the contractor to the County upon completion, termination, or cancellation of this contract. If at any time during the retention, the County in writing requests any and all of the materials, then the

contractor shall promptly remit and deliver the materials, at the contractor's expense, to the County. The contractor shall not use, willingly allow, or cause to have any such material used for the purpose other than the performance of the contractor's obligation under this contract.

24. Public record. The contractor expressly agrees that all documents ever submitted, filed, or deposited with the County by the contractor including those remitted to the County by the contract, unless designated as confidential by a specific statute of the State of Nevada, shall be treated as a public record pursuant to the Nevada Revised Statute, chapter 239, and shall be available for inspection and copying by any person as defined in Nevada Revised Statute 0.039, or any governmental entity. The contractor expressly, and indefinitely waives all of his/her rights to bring, including but not limited to by way of complaint, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or exclusion for damages for any other relief in any administrative or judicial form against the County or any of its officers or employees, and either their official or individual capacity or violation of/or infringement of its copyright laws of the United States of any other nation.

25. Modification of contract. This contract constitutes the entire contract and agreement between the parties, and may only be modified by written amendment, signed by the parties, and approved by the Board of County Commissioners.

26. Nothing in this agreement is intended to preclude the County from the full exercise of the County's Statutory Fund Our Clause rights provided in Section 244.320 of the Nevada Revised Statute during the term of this agreement.

27. The Contractor will be required to post a payroll bond satisfactory to the County, which is significant to cover at least two (2) weeks' worth of payroll for the Contractor's employees.

In witness thereof, the parties have set their hands the day and year first above writing.

CONTRACTOR

ATTEST

By: _____

By: _____

County Clerk

DOUGLAS COUNTY

APPROVED AS TO FORM

By: _____

By: _____

Chairman

District Attorney

ATTACHMENT A

SAMPLE PARENTAL HANDBOOK

(Subject to Change/Negotiation Pending Selection and Final Approval of Applicant)

Douglas County has been offering a Pre-K Preschool since 1982. It is an outreach program sponsored by Douglas County Community Services / Parks & Recreation Department. The Pre-K Preschool program is located at the Douglas County Community & Senior Center - 1329 Waterloo Lane in Gardnerville.

It is our policy to accept all eligible children, regardless of racial, cultural, religious or social-economic backgrounds.

We hope to give your child a positive early learning experience, while giving the basic skills needed for discovering themselves and the world around them.

PHILOSOPHY

We believe that our job is to foster and encourage children to discover the world around them. Our philosophy is one of providing as many different experiences as possible. Each child is a unique individual with many special needs and abilities. By setting a good example, having a wholesome attitude and atmosphere, encouraging the children, and giving them honest praise, our staff will help them to explore the opportunities surrounding them. Because children grow and change in many different ways, they need an environment with experiences that nourish them according to their own stage of development. We work to improve each child's self-image, competence and confidence in a child, which produces an eager and interested student in the future years.

We believe children need adults who accept and respond to them in loving ways. We believe in interaction between generations. We anticipate the heavy use of senior citizens and retired educators to work as volunteers or as staff within the program. Children learn best in their own special way. For this reason, experiences in math, science, and music and pre-reading skills should involve their bodies and senses, while stimulating their curiosity.

Young children should be encouraged to create their own artwork, play spaces and games. Through this creative endeavor, children learn to relate to others, explore ideas, and to a certain degree, control their environments. We believe that a child should feel happy in school, that they should be eager to come and to learn.

PROGRAM DESCRIPTION

The preschool's activities are planned to benefit the child physically, mentally, socially, creatively and intellectually.

The child is exposed to a variety of concepts through "hands-on" experiences. The child learns through successful interaction with the materials, teachers, senior volunteers, and other children.

Program will have a strong emphasis on art, culture and drama. Productions involving music, singing, drama, dance and movement will take place in front of a senior citizen audience.

Experiences are grouped in the following areas:

- Creative Arts: Music, singing, listening, dance, drama, movement and rhythm activities.
- Language: Listening, speaking stories, finger plays, puppetry, role playing and sharing time.
- Mathematics: Sorting shapes, sizes and colors, counting, ordering, classifying, grouping, recognizing numerals, problem solving and block play.
- Health & Safety: Learning about your body, nutrition, grooming and keeping well and safe.
- Science: Observing the environment, experimenting, cooking, and finding the answers to children's questions.
- Readiness: Learning to use our names, colors, likenesses and differences, left to right movement, learning to love books, learning about letters, rhyming and beginning sounds.
- Art: Learning through art with all different media. Exploring ourselves and the world around us.

CALENDAR

The preschool calendar generally follows the traditional calendar, September thru May with holiday time off.

TUITION

Tuition is based on the costs of operating the school. An average cost per day is established and used to calculate monthly tuition amounts based on number of days attending each month.

PAYMENT

The school depends upon each month's tuition to pay for its current expenses. Early tuition fees apply to payments made on or before the 25th of the prior month by 5 p.m. Regular Tuition fees apply for payments received after the 25th.

REGISTRATION FEES (*Registration fees are optional. This section will be reviewed with the awarded contractor and updated accordingly*)

A fee of \$___ (non-refundable) is payable to the Community Center when you enroll. This fee allows staff time to process paperwork and order basic supplies for your child.

PAYMENT IN CASES OF WITHDRAWAL FROM PROGRAM

Each child is enrolled for the entire school year or the balance of the school year. Two (2) weeks tuition is payable upon the child's withdrawal from the program before May 30th.

MAKE-UP DAYS FOR ABSENCES

We are licensed to handle a certain number of children per day distributed between the various classrooms in specific numbers. Therefore, we cannot grant opportunities to make up lost days as a result of absences. Vacations and illnesses cannot be prorated.

AUTHORIZATION TO PICK UP CHILD

No child will be released to a person not authorized by a parent to pick up the child from school. We must have written or verbal authorization directly from a parent for changes in this respect.

SNOW DAY POLICY

The preschool will only close (due to snow conditions) for the day if the Douglas County School District (valley) closes. If you're not sure listen to the local radio station or call one of the schools. In the event of closing preschool due to "snow days", makeup days will not be allowed. You will be credited the fees towards your payment for the following month.

If you have already paid for that month, a full refund for that day will be issued within two (2) weeks or a credit will be posted to your account.

PARENT PARTICIPATION

The school is only as effective as its parents and staff. Our school is based upon the principles of constant support and active participation of the school outside the classroom. It is this support which has enabled the school to provide the educational services it now has.

We are always in need of volunteers. We need and urge your assistance in planning special events, public relations activities, recruitment of future students and many other activities.

If you have a special talent such as carpentry, art, writing, typing, etc..., please let us know on the information sheet in your child's registration folder. Your investment in time will be quite small, no matter how you help, and the initial investment is always returned through the children. We feel that the best investment you can make is in your children at the first plane of development, the 0-5 age.

This is an opportunity to say "many thanks" for helping us to create a caring environment for the total child.

OBSERVATION, CONFERENCES AND SPECIAL EVENTS

You are always welcome to come and observe any time of the school day or even volunteer as a classroom helper. We ask that you become involved in the classroom activities as you feel comfortable doing so. If you would like to participate in the classroom please check with the Director to sign up for a time.

Contact between parent and teacher is very important. When you wish to discuss a problem regarding your child, please speak with your child's teacher or the director. Call the preschool or write a note to the teacher and a conference will be arranged.

It is important that you keep the teachers informed of any changes in the home situation that might affect your child, or anything that comes up in conversation with him/her that you think the school should be aware of.

If you have any questions concerning anything that you observe, jot them down and the teachers or Director will be happy to talk with you. We are always open to new ideas and suggestions. We want to be the best preschool that we can be and we can only do this with your input. We are here to first help your child, and second to please the parents.

WAYS IN WHICH WE MAY BE OF HELP TO YOU

When you enroll your child in our school, we assume the responsibility of giving your assistance with special needs in relation to your child's school adjustment and his/her growth development.

- A. Conferences in relation to your child's progress will be arranged upon request.
- B. You will be referred to persons who provide special services if we feel that your child needs further evaluation of his/her school performance.
- C. Your own child will be given maximum consideration as an individual. We will look after his/her health and safety while at school and present a planned program geared to what we believe to be developmentally sound and educationally beneficial.

MESSAGES AND ANNOUNCEMENTS

Teachers will not be called from classrooms for phone calls except in emergencies. If you have a message for a teacher, take a moment before you leave home to write a note, or call the office at 782-5500. Announcements will be given out at the parent info table or posted in our newsletters.

PARKING

Please come into the school to pick-up and drop off your child. A staff member will be present to greet and say good-bye to each child. You must sign your child in and out each day.

It is very important that we know what is happening in our school and the only way to do this is to come in and let your child show you what he/she has done for the day. Children are very proud of what they do, no matter how small or large.

NUTRITION & SNACKS *(Nutrition & Snack fees are optional. This section will be reviewed with the awarded contractor and updated accordingly)*

There is a \$___ (non-refundable) fee for snacks provided for the entire length of the school year (9 months) payable in cash to the Director and is due the end of September. Staff will provide nutritional snacks with the least amount of sugar possible that include fresh fruit and vegetables and prepackaged wholesome snacks and juice.

BIRTHDAYS

If you would like us to celebrate your child's birthday at preschool, you are welcome to bring in something special for snack that day.

TOYS FROM HOME

Children are welcome to bring in one (1) item for sharing. Upon arrival, the sharing item must be placed on the sharing shelf (out of reach) until sharing time is announced. If an item is

brought to school we cannot be responsible for it. It must be shared and have your child's name on it. Please, no toy guns, swords or knives.

ARRIVAL & PICKUP

Class hours at the preschool will provide morning and afternoon sessions Monday thru Friday. If you know you are going to be late for pickup, please notify the school immediately so that we can reassure your child. There is a \$5 charge for every 15 minutes you are late. If saving 10 minutes mean risking an accident, please drive safely and plan differently next time. Consistent lateness after that hour will be cause for dismissal.

DISCIPLINE

It is our philosophy to enhance a child's behavior through positive guidance, redirection of the child's behavior and the setting of clear-cut limits on behavior. Our staff will not for any reason:

- (a) inflict physical punishment, in any manner or form upon any child,
- (b) verbally abuse or threaten a child,
- (c) make derogatory remarks about the child or his family,
- (d) threaten a child with the loss of love of any person,
- (e) threaten a child with punishment by a deity,
- (f) subject a child to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture, or
- (g) subject a child to any form of punishment by other children. Parental consent to allow any person within the facility to punish a child contrary to the provisions of this section is void.

Disciplinary measures used in our preschool will be consistent with supportive, positive action, and may include: holding a child's arm to prevent hitting, bodily picking up the child and removing him from the group, and sitting with the child until he is ready to play without hitting, or isolating the child under observation for no more than 10 minutes, informing the child in a simple, positive manner what conduct is expected while he is at our preschool, praising and recognizing a child who behaves in the expected manner and directing a child who is in a situation that is creating problems to a new activity.

REPORTS OF CHILD ABUSE OR NEGLECT

If any of our staff suspects that child abuse or neglect is occurring with any of our students anywhere or at any time we will immediately report our suspicions to the State of Nevada Division of Child and Family Services.

FIRE & EARTHQUAKE SAFETY

Our preschool has fire drills on a monthly basis and meets all standards for fire safety which are established by the state fire marshal. At this time, we also incorporate earthquake disaster training. A daily sign-in sheet for children includes the first and last names of staff and children, and the times of arrival and departure.

SMOKING POLICY

Our policy is the same as the School Districts and the County's. We are a non-smoking facility.

FIRST AID AND CPR

All of our staff are currently trained and certified in advanced First Aid and CPR.

TO THE PARENTS:

We want you to understand and discuss with us our goals. We want you to look often into our busy, happy, noisy, creative classrooms and see your child's play. We want you to realize the validity of that play and the importance. Parents and teachers together can help your child develop to his/her full potential.

IV Submittal Review:

It is the intention of Douglas County to select a provider for these services by November 1, 2022. Selection will be based upon a committee evaluation of all proposals received. The committee will rate the proposals in the following areas: Contractor's capabilities/qualifications, program understanding and approach, references, and the profitability for the County to have the contractor operate this program.

Between the dates of October 21, and November 1, 2022 qualified applicants may be asked to attend an oral interview or to participate in a phone interview.

The contractor with the highest rated proposal and most cost-effective proposal will be invited to enter into an exclusive contract refinement period with Douglas County. The objective of the contract refinement period will be to discuss the proposal in detail, and establish contractual obligations.

Douglas County reserves the right to accept or object any or all proposals, and is not obligated in any way to accept those proposals that do not meet with the approval of the review committee.

All questions concerning this request for proposal should be directed to Brook Adie, Assistant Director Community Services for Douglas County, (775) 782-6246.

The selection committee may consist of one (1) or two (2) representatives from the following areas: Douglas County Parks & Recreation staff, Douglas County Parks & Recreation Advisory Board members, and Preschool parents.

Thank you for taking the time to complete and respond to the Douglas County Request for Proposal for contracted services for a Pre-K Preschool Program.

V Submittal Form:

Applicant's Name

Applicant's Address

(Home)_____ (Work)_____
Applicant's Home & Work Phone Number

Please supply information regarding your knowledge, skills, and abilities which best qualifies you to become the operator of the Carson Valley Preschool Program.

Provide level of experience in teaching and creating lesson plans in the following areas:

Creative Arts_____

Language_____

Mathematics_____

Health & Safety_____

Science_____

Please list how you would effectively market your program and events to the community:

Please list special events and theme camps you would propose to offer during the summer season:

How would you integrate the involvement of senior citizens into your program?

How are you going to make the program profitable?

Provide detailed experience in working with the State of Nevada and its regulations and standards pertaining to child care facilities:

I wish to negotiate the following changes in the sample contract:

I wish to make the following program changes:

The following are three references we may call to verify my knowledge, skills and abilities:

Name/Address/Phone Number

Name/Address/Phone Number

Name/Address/Phone Number

If selected, I agree to negotiate and enter into a contract with Douglas County for the operation of the Pre-K Preschool Program under a contract agreement.

If selected I propose to provide these services for _____% of gross receipts for Year 1.

If selected I propose to provide these services for _____% of gross receipts for Year 2, and every year after under the agreement.

If selected please provide the proposed start date for the contract. _____

I have attached a description of my capabilities and qualifications, previous experience, education, and training relevant to the operation of preschool programs. I will submit to a background check including fingerprints and drug testing.

I understand that my proposal and all other proposals may be rejected if it does not meet the needs of the Douglas County Community Services / Parks & Recreation Department and the citizens of Douglas County. The information I submit is true and factual and represents my interest in submitting for this Request for Proposal for the Pre-K Preschool Program operation.

Applicant Signature

Date

All submittals (Douglas County Employment Application and the Submittal Form from this packet) are to be returned to the Douglas County Community & Senior Center, 1329 Waterloo Lane, Gardnerville, or emailed to badie@douglasnv.us by 5:00 p.m. on October 21, 2022. Submittals may be mailed, if post marked by October 18, 2022, to Douglas County Community Services / Parks & Recreation Department, P.O. Box 218, Minden, Nevada, 89423.