

Before and After School Child Care Program for elementary and preschool students  
RFP/Bid Proposal #25-03

The Cumberland School Department invites sealed bid proposals for the provision of before and after school child care services for three years commencing on July 1, 2025 with an option to renew for a period of one additional year. Invitations for bids will be available from the office of The Director of Finance, 2602 Mendon Rd., Cumberland, R.I. 02864 or may be downloaded from bidnet beginning on April 30, 2025.

Proposals shall be returned to the Office of The Director of Finance, 2602 Mendon Rd., Cumberland, R.I. 02864 no later than May 21, 2025 at 11:00 am. A pre-bid meeting will be held on Wednesday May 7, 2025 in the office of the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864. Proposals shall be opened on May 21, 2025 at 11:00 am. Late proposals will not be accepted. The Cumberland School Department reserves the right to reject any and all proposals, in accordance with 220-RICR-30-00-5.

Bids shall be awarded by vote of the Cumberland School Committee..

Timothy McGrath  
Director of Finance  
Cumberland School Department  
Cumberland, R.I. 02864

Primary Contact	Timothy McGrath, Director of Finance 2602 Mendon Rd., Cumberland, RI 02864	
<b>EVENT</b>	<b>DATE</b>	<b>DETAILS</b>
Title	Before and After School Child Care	
Invitation to bid package available	<b>April 30, 2025</b>	Invitation for bids packages are available from the office of The Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864 or may be accessed on <b>bidnet</b>
Pre bid meeting	Wednesday May 7, 2025 at 1:00 pm	Pre bid meeting held at CSD transition Bldg, 2602 Mendon Rd., Cumberland, RI 02864 in the Business Office at 1:00 pm EST
Proposal Presentation	No presentation required	
When and where are bids due?	May 21, 2025 at 11:00 am. LATE PROPOSALS WILL NOT BE ACCEPTED.	Bids are due to the office of the Director of Finance, 2602 Mendon Rd., Cumberland, RI 02864. If on the bid date the office is closed due to an unforeseen event such as fire, snow, ice, wind, or evacuation, the bid opening will be postponed until the next normal business day (M-F, excluding holidays). Bids will be accepted at the same location until that date and time.
Number of required copies		One original and five copies of all forms. Please include one additional copy on a memory stick. Total of 6 copies.

Bid surety (Bond) requirements	None required except as required by state law	
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Bid Award	Award to be made within 90 business days of bid opening	
Contract length	Three year length with optional one year extension	
	<b>UPON AWARD OF BID</b>	
Provide proof of relevant insurance coverage, including coverage limits		
Provide management plan		
Provide staffing plan		

### Bid acknowledgement

A bid acknowledgement form will be distributed to persons who personally drop off the sealed bids. Bids must be received physically, and electronic transmission of the bid will not be accepted.

Cumberland School Department  
2602 Mendon Road  
Cumberland, RI 02864

April 30, 2025  
Before and After School Child Care  
Invitation for bids  
RFP/Invitation to Bid # 25-03

1. Information and Instructions to Bidders

1. Questions:

Bidders must read these specifications carefully. Questions about the specifications shall be submitted in writing via email or USPS to the address specified below, no later than May 21, 2025 at 11:00 am. Cumberland School Department will not respond to questions submitted after that date.

Timothy McGrath  
Director of Finance  
Cumberland School Department  
[timothy.mcgrath@cumberlandschools.org](mailto:timothy.mcgrath@cumberlandschools.org)

Bidders shall note that ORAL communications are not binding on the Cumberland School Department. The school department will respond to all questions submitted in writing and will forward responses to all persons on record as having received the bid.

2. Downloading bid documents from bidnet site:

Bid documents, including any addendum, may be downloaded from the bidnet website at [www.bidnet.com](http://www.bidnet.com). Bidders who access bid materials from the website are responsible for acknowledging receipt of those bid materials using the Acknowledgement of Receipt form found in Appendix B and for checking the website periodically for any addendum that may be issued.

3. Bid Acknowledgement:

It is recommended (not required) that bidders acknowledge receipt of the bid package using the Acknowledgement of Receipt form found in the bid packet. Bidders who complete and return this Acknowledgement will be entered as a bidder of record in the Bid Distribution Register, ensuring that they will receive notification of any addendum or answered questions related to this bid. Bidders who do not complete and return the Acknowledgement Form are responsible for checking the website regularly for any addendums that are issued to this bid.

4. Bid Addendum:

If any changes are made to the RFP, an addendum will be issued. Addendum will be mailed and/or emailed to all bidders on record as having received the request for bid. Addendum will be posted to bidnet.com. Bidders who do not complete and return the Acknowledgement Form are responsible for checking the bidnet.com website regularly for any addendums that are issued for the bid proposal.

5. Pre-Bid Conference

There is no pre bid conference scheduled for the invitation to present a bid.

6. When and Where are bids due?

Bids will be received by the Director of Finance, Cumberland School Department, 2602 Mendon Rd., Cumberland, RI 02864 (Transition Building) until May 21, 2025 at 11:00 am. At which time, bids will be opened. The bid opening is a public opening, those who have presented sealed bids are welcome to attend the bid opening.

7. Unexpected Closure or Delay:

If, at the time of the scheduled bid submission deadline, the designated location for delivery of the bid is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, the bid opening will be postponed to the next normal business day (M-F, excluding holidays). Bids will be accepted at the same location until that date and time.

8. Late Submissions:

Bids received after the date and time specified shall not be considered. The Town of Cumberland and the Cumberland School Department assume no responsibility for late submissions due to mail, courier or delivery delays.

9. Submission Requirements:

A. Bids consist of a non price (technical) proposal and a price proposal, which must be submitted separately from one another. The non price proposal must be submitted Separately from the price proposal, in a second envelope marked, “ non-price proposal”.

**Inclusion of any price proposal, or any copy thereof, shall be the cause for rejection of the entire proposals, without exception.**

B. Bids are to be prepared and submitted on the bid forms provided herein. Bids submitted on other forms which are incomplete, or which are not signed, may be rejected.

C. A bid must be signed as follows:1. If a bidder is an individual, by him/her personally: If the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner and 3. If the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

D. A complete proposal will include the following items, in the designated quantities, completed in full and appropriately signed.

Non price proposal-One original plus five copies

Bid Form 1	Checklist of bid forms
Bid Form 2	Bidder information and statement of qualifications
Bid Form 3	Price proposal
Bid Form 4	Certificate of Compliance with RI tax laws and non collusion
Bid Form 5	Certificate of corporate vote

Price proposal-One original and one copy

#### 10. Premature Bid Opening

The Cumberland School Department will not be responsible for the premature opening of any bid not properly identified. The school department may reject bids, which are incomplete, not properly endorsed or signed, or which otherwise are contrary to these instructions.

#### 11. Bid modification or withdrawals

Bidders may correct, modify or withdraw a bid prior to the submission deadline. Requests to do so must be received by the Director of Finance prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "modification NO \_\_\_\_". Each modification must be numbered in sequence and must reference the original bid.

#### 12. Rejection of bids:

The Cumberland School Department reserves the right to reject in whole or in part any and all bids, if in accordance with 220-RICR-30-00-5, the Cumberland School Department determines that cancellation or rejection is in the best interests of the district.

#### 13. Bonds

A bond is not required.

#### 14. Uniform procurement

Bids shall be prepared, considered, and the contract awarded in accordance with Rhode Island state law and best practices in common usage for municipal and school departments.

#### 15. Prices firm for 90 days:

All bid prices submitted in response to this invitation for bids must remain firm for (90) ninety days following the bid opening, until a contract is executed, or the invitation to bids is cancelled, whichever comes first

#### 16. Taxes:

Purchases made by the Cumberland School Department are exempt from the payment of all federal taxes as well as Rhode Island sales tax. As such, sales tax must not be included in the price. If requested, the school department will provide the awarded bidder with a copy of the certificate of exemption.

17. Rent/ Percentage split

The vendor awarded a bid may provide an alternate financial arrangement in lieu of conventional building use rental payments. The vendor may offer a revenue share of \_\_\_\_\_% Net tuition (gross tuition and fees less all discounts and refunds) to be paid on a monthly basis and guarantees a minimum annual revenue share of \$\_\_\_\_\_. The guaranteed annual revenue shall be prorated should the extension be terminated by either party according to an agreement's terms.

HOURS OF OPERATION

NOTE: START TIME AND END TIME WILL BE SUBJECT TO TIME OF SCHOOLS BEGINNING AND END TIMES

\_\_\_\_\_AM START TIME UNTIL SCHOOLS OPEN AT \_\_\_\_\_

School dismissal time\_\_\_\_\_pm to\_\_\_\_\_pm

School vacation\_\_\_\_\_am to\_\_\_\_\_pm



The Cumberland School Department will supply the following at each elementary school site:

Building access time \_\_\_\_\_ before school and after  
school \_\_\_\_\_

\*Use of multi purpose room located within each elementary school

\*One classroom to be used for kindergarten students and programs associated with their age group.

\*An area to support refrigeration (refrigerator unit supplied by vendor)

\*Use of toilet facilities to support the program with a maximum of 20 students at a time

\*Use of facilities during vacation periods and/or non school periods upon vendor written request in the form of a “ facilities request form”. All vacation period use of buildings is subject to custodial and building use fees.

BID SUBMITTAL FORM

LICENSED BEFORE AND AFTER SCHOOL CHILD CARE PROVIDER

WEEKLY COSTS FOR PROGRAM

YEAR ONE

A. GRADE K-6 TUITION COSTS

BEFORE SCHOOL \$ \_\_\_\_\_

AFTER SCHOOL \$ \_\_\_\_\_

BEFORE AND AFTER SCHOOL \$ \_\_\_\_\_

SCHOOL VACATION FULL TIME  
PROGRAM \$ \_\_\_\_\_

LICENSED BEFORE AND AFTER SCHOOL CHILD CARE PROVIDER

WEEKLY COSTS FOR PROGRAM

YEAR TWO

A. GRADE K-6 TUITION COSTS

BEFORE SCHOOL \$ \_\_\_\_\_

AFTER SCHOOL \$ \_\_\_\_\_

BEFORE AND AFTER SCHOOL \$ \_\_\_\_\_

SCHOOL VACATION FULL TIME  
PROGRAM \$ \_\_\_\_\_

LICENSED BEFORE AND AFTER SCHOOL CHILD CARE PROVIDER

WEEKLY COSTS FOR PROGRAM

YEAR THREE

A. GRADE K-6 TUITION COSTS

BEFORE SCHOOL \$ \_\_\_\_\_

AFTER SCHOOL \$ \_\_\_\_\_

BEFORE AND AFTER SCHOOL \$ \_\_\_\_\_

SCHOOL VACATION FULL TIME  
PROGRAM \$ \_\_\_\_\_

BID SUBMITTAL FORM

LICENSED BEFORE AND AFTER SCHOOL CHILD CARE PROVIDER

WEEKLY COSTS FOR PROGRAM

ADDITIONAL OPTIONAL YEAR

A. GRADE K-6 TUITION COSTS

BEFORE SCHOOL \$ \_\_\_\_\_

AFTER SCHOOL \$ \_\_\_\_\_

BEFORE AND AFTER SCHOOL \$ \_\_\_\_\_

SCHOOL VACATION FULL TIME  
PROGRAM \$ \_\_\_\_\_

BID ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ of \_\_\_\_\_

Acknowledge receipt of a copy of the invitation to bid for before and after school childcare.

\_\_\_\_\_  
Signed

Name \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

For the Cumberland School Department:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_