



Expression of Interest

EOI-2023-01

Licensed Child Care Expansion 2023 - 2027

**Children's Services Department
Community and Social Services**

where **lifestyle**
grows good **business**

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INTRODUCTION

General Information

The United Counties of Leeds and Grenville (the Counties) is embarking on a five-year plan to increase licensed child care spaces in Leeds and Grenville and invites licensed child care operators (Operators) who intend to create new child care spaces in Leeds and Grenville within the next five years (2023 – 2027) to submit their interest in expansion via this Expression of Interest (EOI).

Canada Wide Early Learning and Child Care (CWELCC) Directed Growth Strategy

With the introduction of the Canada Wide Early Learning Child Care (CWELCC) system, the Province of Ontario has approved the Counties for a total of 397 CWELCC new child care spaces through the Directed Growth Strategy. Operators interested in partnering with the Counties to create CWELCC Directed Growth Strategy spaces should complete and submit this EOI to express interest in this project. While the Counties supports all Operators to apply for CWELCC Directed Growth Strategy spaces, only a limited number of these spaces can be allocated as for-profit.

Recognizing the need to support child care growth within the CWELCC Directed Growth Strategy, and outside of this initiative, the Counties is committed to exploring all opportunities to support child care growth within Leeds and Grenville. Operators interested in creating new child care spaces outside of the CWELCC Directed Growth Strategy (i.e. for school age children only or not in a designated community) should also complete and submit this EOI.

For more information about the Counties' Directed Growth Strategy, please refer to the 2022-2026 Canada Wide Early Learning and Child Care (CWELCC) Directed Growth Strategy <https://www.leedsgrenville.com/en/services/child-care-expansion.aspx>.

Timetable

This timetable is provided for general guidance only. The following dates for submission are subject to change without necessity of addendum.

Event	Submission Date
Expansion in 2023	Contact the Counties
Expansion in 2024	Friday, October 13, 2023
Expansion in 2025	Friday, March 1, 2024
Expansion in 2026	Friday, August 30, 2024
Expansion in 2027	Friday, August 29, 2025

The Counties is not bound to accept any submission and may reject any and all submissions or cancel this EOI.

ELIGIBILITY

Who Should Complete This Expression of Interest (EOI)?

Any licensed child care Operator who intends to create new licensed child care spaces (centre and home based) in Leeds and Grenville, either as part or outside of the CWELCC Directed Growth Strategy, within the next five years (2023 – 2027).

This includes Operators who are:

- Non-profit or for-profit licensed child care Operators;
- Operators who provide licensed child care in schools and/or centres;
- Licensed Home Child Care agencies;
- School Boards that directly deliver child care and/or Extended Day programs;
- Operators currently in a Service Agreement with the Counties and Operators not currently in a Service Agreement with the Counties;
- CWELCC-participating and non-participating Operators; and/or
- Operators planning a licensing revision in a site already enrolled in CWELCC.

Note: Individuals/agencies that have never operated a licensed child care program (Centre based or Licensed Home Child Care Agency) should contact the Children’s Services Department at childrenservices@uclg.on.ca for information regarding opening/operating a licensed child care business in Leeds and Grenville, prior to completing this EOI.

Funding Allocation and Criteria

Approval and funding to support the creation of new licensed child care spaces or to renovate existing spaces is not automatic or guaranteed. The Counties reserves the right to deny any application and/or Operator that does not meet the required criteria. The Counties also reserves the right to deny any child care funding to an Operator based on eligibility criteria, funding availability and/or misalignment with service system planning.

EXPRESSION OF INTEREST PROCESS

How to Complete the EOI

Operators who intend to create new child care spaces in Leeds and Grenville should complete one (1) EOI per community in which they are intending to expand/open spaces.

Example: Operator who intends to open child care spaces in Prescott and in Brockville between 2023-2027 must complete one (1) EOI for the proposed Prescott spaces, and one (1) EOI for the proposed Brockville spaces.

The EOI is designed to accommodate more than one (1) child care program/site within the selected community. For more information on Designated Communities see Key Terms and Definitions on page 10 of this EOI.

All sections of the EOI must be completed for the submission to be reviewed by the Counties. Incomplete submissions or those that are missing information will be returned without review.

Questions/Inquiries

It is the responsibility of the Operator to seek clarification on any matter in this EOI considered to be unclear, ambiguous or inconsistent. The Counties shall not be responsible for any misunderstanding on the part of the Operator concerning this EOI. Operators who fail to raise issues and questions they may have, do so at their own risk.

All questions with the subject line **"EOI 2023-01 Licensed Child Care Expansion 2023 - 2027"** are to be directed to childrenservices@uclg.on.ca

SUBMISSION EVALUATION

In submitting an EOI, the Operator agrees that it shall accept the decision of the Counties as to whether a submission meets the requirements.

Submitted EOIs will be reviewed and evaluated by Counties’ staff. As part of the evaluation process, Operators may be required to attend an interview with the review team.

Evaluation Criteria

Operators shall be evaluated on their EOI submission including community need, current child care operating experience, as well as, alignment to the principles of equity, inclusion, accessibility, affordability and sustainability. Neither the proposal that scores the highest nor the one that contains the lowest price will necessarily be accepted. The Counties is not bound to accept any submission and may reject any and all proposals or cancel this EOI.

Submission Clarification

The Counties reserves the right to seek clarification and request additional information, documentation, and statements from Operators in relation to the EOI. Operators are cautioned that any clarification sought shall not be an opportunity to correct errors or change their EOI.

Award of Spaces

Evaluation will be based on the following criteria:

Category
Proposal demonstrates an informed, responsive and thoughtful approach to the creation of new child care spaces.
Proposal meets the needs of family and community.
Operator has demonstrated experience as a high quality and effective child care operator.
Operator has demonstrated effective, efficient and accountable business practices.

Operators should demonstrate how they meet these criteria. Operators should clearly demonstrate the experience in carrying out similar services of varying scope and complexity. The order does not indicate the weight factor that may be given to each criterion. The lowest or any offer will not necessarily be accepted.

GENERAL TERMS AND CONDITIONS

Conflict of Interest

Each Operator shall declare to the Counties as part of their EOI Application any situation that may be either a conflict of interest or a potential or perceived conflict of interest with the contractual obligations of their EOI submission.

No member of the Counties Council, no officer, director or staff member is, shall be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in the performance of any contract resulting from this EOI or in the supplies, work or business in connection with any such contract or in any portion thereof, or in any monies to be derived there from.

Freedom of Information

All information supplied in this document becomes the property of the Counties and is collected under the authority of the Municipal Act and is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The information collected shall be used solely for the purposes that are stated in this document.

Pursuant to MFIPPA, the Counties may be required to disclose any such information in response to an access request. To assist the Counties in responding to an access request, Operators are advised to identify in their proposals any specific scientific, technical, commercial, proprietary, or similar confidential information, and explain why the disclosure of such information would cause them harm.

Complete proposals are not to be identified as confidential. Operators should note that at the appropriate time and at minimum the Counties may publically release the names and addresses of all Operators along with the total cost included in any subsequent submission(s). Disclosure of any other information contained within this document shall be made in accordance with the *Act*.

Failure to Perform

Failure to comply with all terms and conditions of this EOI and failure to supply all documentation required within the specified time period, shall be returned without review. The Counties shall then have the right to recommend an award to any other Operator, or to issue a new EOI.

Cancellation of EOI

This EOI may be cancelled in whole or in part without penalty, when:

- There has been a substantial change in the requirements after the EOI has been issued.
- Information has been received after the EOI has been issued that the Counties feels has substantially altered the procurement.
- In its discretion, the Counties determines the applications received did not adequately meet the objectives of the EOI.
- There was insufficient competition in order to provide the level of service, or pricing required.
- Funding and/or budget approval is not received.
- For any other reason.

Communication with Media

Operators may not at any time directly or indirectly communicate with the media in relation to the EOI or any contract awarded pursuant to the EOI.

Indemnification Claims

The Operator shall indemnify and save harmless the Counties, their directors, officers, Service Providers, employees and agents, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the indemnified party, its directors, officers, Service Providers, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising by the acts, omissions, negligence, wrong doing or attributed to anything done or omitted to be done by the Operator in connection with the services provided, purported to be provided, or required to be provided by the Operator pursuant to this EOI.

Should the Counties be made a party to any litigation commenced by or against the Operator, then the Operator shall protect, indemnify and hold the Counties harmless and shall promptly pay all costs, expenses, and legal fees (of a solicitor and own client basis) incurred or paid by the Counties in connection with such litigation upon demand.

The Operator shall also promptly pay upon demand all costs, expenses, and legal fees (of a solicitor and own client basis) that may be incurred or paid by the Counties in enforcing the terms, covenants and conditions in this contract.

The Operators' obligation under this indemnification section shall survive the expiry or early termination of this contract.

KEY TERMS AND DEFINITIONS

Centralized/Prioritized Waitlist means a waitlist operated by the Counties. This waitlist maintains the names of families who are waiting for licensed child care and meet set Provincial and/or Municipal eligibility criteria.

Child Care Funding means money the Ministry of Education (EDU) provides to the CMSM/DSSAB to allocate to licensed child care Operators.

CMSM/DSSAB means a Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) designated as a Service System Manager as defined in the Child Care and Early Years Act (CCEYA), 2014.

Community Based Spaces means child care spaces in a licensed child care centre or licensed home child care (i.e. not a school).

CWELCC means the Canada-Wide Early Learning and Child Care System for early years and child care funding provided for in an agreement entered into by the Province of Ontario and the Government of Canada.

CWELCC Directed Growth Strategy means the plan that the Counties developed to increase licensed child care spaces within Leeds and Grenville for priority populations. Licensed child care spaces created under the Directed Growth Strategy are supported with CWELCC funding (i.e. reduced parent rates).

Designated Communities means communities that have been prioritized by the Counties for the creation of new licensed child care spaces under the CWELCC Directed Growth Strategy. The Designated Communities are: Athens; Brockville; Cardinal; Gananoque; Lansdowne; Prescott; Portland; Seeley's Bay; Spencerville and Lombardy.

Inclusion means all children, including those with special needs, are able to actively and meaningfully participate in licensed child care and early years programs and are supported to form authentic, caring relationships with their peers and educators.

Licensed Child Care Operator (the Operator) means the business organization responsible for the delivery of licensed child care services as licensed by the Ministry of Education, Ontario.

Licensed Spaces means for a child care centre, the maximum number of children, including the number in each age category, permitted to be receiving child care in the child care centre at one time as set out in the license of the child care centre. Licensed Capacity for home child care means the maximum number of children permitted to be receiving child care in the home at one time as set out in the agreement between the licensed home child care agency and home child care provider.

Priority Populations means underserved families and/or families with vulnerable children or children from diverse populations. Priority populations include, but are not limited to, children living in low-income families, children with special needs, Indigenous children, Black and other racialized children, children of newcomers to Canada, Francophone children, and children in families requiring non-standard hours of child care – i.e. 12-hour shifts, overnight, etc.

The Counties means the Corporation of the United Counties of Leeds and Grenville.