

## Request for Proposal

North Central Planning Council  
417 5<sup>th</sup> St NE  
PO Box 651  
Devils Lake, ND 58301



### Introduction

North Central Planning Council is a nonprofit organized as a 501 (c)(4) and a governmental entity organized under North Dakota Century Code (NDCC) Chapter 54-40.1 serving ND Region III counties of **Benson, Cavalier, Eddy, Ramsey, Rolette, and Towner**.

NCPC in collaboration with the economic development offices in ND Region III, including Cavalier County JDA, Forward DL, New Rockford Area Betterment Corporation, Rolla JDA, Towner County JDA, and Benson County JDA, are working on an application to the North Dakota Department of Commerce Regional Workforce Impact Program. One of the elements of the application will be to provide grant funding to daycare centers/groups in ND Region III for start-up and the expansion/stabilization of the number of daycare slots available in the Region. It is anticipated that \$400,000 in funding will be available and that multiple proposals will be accepted. Proposals are required a 25% match. Grant dollars will be provided with 25% at the start of the project with the remaining funds reimbursed as the project progresses.

### Project Summary:

NCPC is seeking proposals for current and start-up daycare center/group initiatives to be submitted as part of the Region III RWIP application. Proposals will only be funded if the NCPC Region III RWIP application is awarded funding. ***It is anticipated that multiple proposals will be used as part of the RWIP Region III application.*** Not all proposals may be chosen to be part of the RWIP application for funding. Funding will be awarded to responsive and responsible daycare centers/groups based on the professional capability and outcomes generated by the funding.

The selected Centers/groups will need to be responsible for the following;

- Be a licensed Center/Group by the State of ND and maintain license during term of the project.
- Work with NCPC staff, Region III Representatives and ND Department of Commerce as needed.
- Implement all elements of their proposal.
- Provide a 25% cash or in-kind match.
- Submit invoices for payment with proof of payment of 25% match.
- Work with NCPC staff to meet project deadlines, which may include establishing direction and implementation on some of the project elements.
- Select Contractors, monitor progress and keep NCPC staff informed of status of the contractors.

- Meet with Economic Development professionals and or NCPC staff on an as needed basis.
- Monthly progress reports to NCPC Executive Director during term of grant from award through June 15, 2023.
- Participate in media/events during the term of grant and 6 additional months.
- For a term of three years, allow annual site reviews, complete annual daycare slot availability reports.
- Work with NCPC staff to prepare grant progress reports and final report.

### **Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

Request for RFP issued: June 1, 2022

Deadline: June 23, 2022

Questions will be taken until: June 23, 2022

Interviews: June 24, 2022 to June 29, 2022.

Selection of top proposals to participate in RWIP application: June 30, 2022

### **Ineligible Applicants:**

- Home based daycare businesses,

### **Time and Place of Submission of Proposals**

The RFP will be posted on June 1, 2023 to the NCPC website, <http://www.northcentralplanningcouncil.com/> and can be downloaded from there, a copy can also be obtained by contacting the economic development office in your area:

- Shannon Duerr, Cavalier County JDA 701-256-3475
- Brad Barth, Forward DL, 701-662-4933
- Amanda Hegland, New Rockford Area Betterment Corporation, 701-947-2205
- Danielle Mickelson, Rolla JDA, 701-477-9130
- Joni Morlock, Towner County EDC, 701-968-4340 x 201
- Benson County JDA, 701-662-8131

Notice will be published in the Official Papers for the counties of Benson, Cavalier, Eddy, Ramsey, Rolette, and Towner.

**Responses must be received at North Central Planning Council 417 5<sup>th</sup> St NE, PO Box 651, Devils Lake, ND 58301 no later than Friday, June 23 at 12:00 p.m.**

### **The District Reserves the Right:**

- **To reject any and all proposals submitted.**

- **To request additional information from all proposers.**

## **Timeline**

The work of the project must be completed by May 1, 2023 with the final report submitted to NCPC by May 30, 2023.

## **Elements of Proposal**

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview of the Center/group/proposed Center, including location,
- Names and credentials of owners and team members that will work on the project and professional résumé.
- Narrative outlining how the grant funding will provide for the creation or expansion of the Center/group.
- Table of current slots available by age category and slots created/stabilized after funding.
- List of employment positions with salary (or hourly wage), hours worked per week, benefits provided.
- Budget - *costs can include existing projects started after May 17, 2021*. Eligible costs include:
  - Staff training expenses.
  - List of equipment needed and cost.
  - List of supplies/software needed and cost.
  - Infrastructure supplies and materials
  - Cost to purchase a building.
  - Construction estimates (due to short timeframe only renovation projects will be considered.
  - Total project cost
- Timeline for construction (all work must be completed by May 1, 2023 to be eligible for reimbursement).
- Submit a copy of ND issued license and name and phone number of licensing agent.

Ineligible costs:

- Travel and Lodging
- Vehicles
- Current and future operating expenses, including but not limited to salary/fringe
- Work stipends or wage subsidies
- Taxes, except sales taxes on eligible expenses
- Administrative, personnel and programmatic funding for existing operation of the lead applicant, program partners, and sub-recipients
- Playground equipment
- Direct payments to individuals; the funds must be paid to a registered organization
- Fees incurred preparing and submitting an application

## **Evaluation Criteria**

The successful respondent will be evaluated on the following:

- The education, experience, and qualifications of the individual who will be available to provide these services.
- Cost to benefit of daycare slots created/retained/stabilized.
- Top candidates will be interviewed.

Thank you for your interest in participating in the RWIP RFP. For more information or to submit questions contact Sandra Shively, Executive Director at [sandyncpc@gondtc.com](mailto:sandyncpc@gondtc.com) or Ph: 701-662-8131.