

**OUTAGAMIE COUNTY
REQUEST FOR INFORMATION
FOR
CHILDCARE PROVIDER PARTNERS
FOR
DEVELOPMENT & LAND SERVICES DEPARTMENT**

Due: February 14, 2024 at 2:00 pm

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1. Introduction

Brewster Village, located at 3300 W Brewster Street in Appleton, Wisconsin, is a 204-bed skilled nursing facility owned by Outagamie County. Brewster Village is constructed in the “household” model, meaning areas designed for resident care / housing are smaller and self-contained and each include multipurpose living and dining space. Six of fifteen Brewster Village households are presently vacant and in 2022, the County prioritized a needs study to better utilize the vacant space.

One proposed concept for optimizing the available space at Brewster Village involved establishing an onsite childcare facility. This concept was viewed favorably as integrating an onsite childcare facility would provide convenient childcare access for Brewster Village and other County employees and it would foster intergenerational benefits through the proximity of children and seniors in the same location. To evaluate the feasibility of this concept, in July 2023, the County engaged a consultant to conduct a virtual survey among Outagamie County employees. The objective was to gauge the potential demand for childcare services among County staff at Brewster Village. Below are a few results of the survey:

- 116 respondents indicated a need for full-time childcare and 16 respondents indicated a need for occasional drop-in childcare.
- 83 respondents indicated that they have definite or strong interest in participating in childcare services at Brewster Village.
- Of the survey respondents who indicated a need for childcare, most are interested in the facility offering well-rounded educational and enrichment programs, an outdoor play area, and nutritious meals and snacks.

To continue evaluating the feasibility of this childcare proposal, the County is requesting information from existing childcare providers in Outagamie County. The aim is to ascertain childcare provider interest in exploring a potential partnership with Brewster Village to provide onsite childcare services at the Brewster Village campus.

2. County Objectives

The County has established the following preliminary objectives for the proposed project concept, which may be subject to change:

- Help support the childcare industry by examining ways in which the County can provide affordable childcare facility spaces to support childcare providers.
- Improve access to and/or affordability of childcare services for Outagamie County employees.
- In partnership with the Brewster Village Life Enrichment Department, implement intergenerational programming with the residents of Brewster Village (villagers) and children to foster mutually beneficial enrichment for both populations.

3. Request

To guide the County's decision-making process, Outagamie County seeks to assess the level of interest among childcare providers in forming a partnership with the County to offer onsite childcare services to Outagamie County employees at Brewster Village. A partnership could take different forms; though, the presumed model involves the County retaining ownership of the facility, and the childcare provider leasing the space at low- or no-cost in exchange for serving Outagamie County employees. The childcare provider may relocate to the Brewster Village campus or establish a satellite location at the Village.

To inform the County's assessment, the County has issued this Request for Information (RFI) as an opportunity for providers to express their interest in and provide high-level information on their ability to help meet the County's objectives in the near-term. If the County identifies an interested partner, the County would invite them in to engage in further conversations and negotiations.

Interested providers should respond to the request for information documented in section 3.1 - 3.3 of this RFI. **However, please be mindful that the County has not made a decision to move forward with this project as the County is still exploring the feasibility of this project.**

3.1 Company Profile

Please provide the following information about your organization:

- Contact information, including the name, title, phone number, and email address for your primary point of contact. Please include your organization's physical address and a website URL if applicable.
- Company background, mission statement, and core values.
- Date of establishment, ownership structure (e.g., non-profit vs for-profit), and accreditation and licensing status.

3.2 Existing Childcare Program

Please provide the following information about your organization's existing childcare program and services offered.

- Childcare programs offered (e.g., infant care, preschool, after-school care, etc.).
- Services, educational programs, or any specialized programs offered.
- Childcare services rates.
- Hours of operation.
- Size of existing facility.
- Staffing levels (total staff by FTE). Please include all staff, including administrative staff and childcare educators/aides.
- Average staff-to-child ratio.

3.3 Childcare Facility Expectations and Preferences

Please provide some details about what your organization would need to establish a childcare facility at Brewster Village. If you are flexible or willing to negotiate on any particular matter, you may also document that your organization is “willing to discuss and negotiate this matter.”

- Space Needs: Specify the amount of space required or preferred in a facility and indicate the number of children that space could accommodate comfortably. Alternatively, please document total space needed per child. Space needs can be documented in square footage and using ranges - you are welcome to provide estimates and be general in your response.
- Essential Amenities: Outline any specific amenities or facility needs that your organization would need/want for the provision of childcare services. For example, consider amenities such as playrooms, sleeping areas, bathrooms, kitchens, and other relevant spaces, fixtures, or equipment.
- Hours of Operation: Detail the range of hours that your organization could offer childcare services. Specify if there are any specific restrictions on your ability to provide care during specific hours, days of the week, etc.
- Other Preferences: What conditions would make you more or less interested in this partnership? Select all that apply.
 - a. Low facility rent costs
 - b. No facility rent costs
 - c. Available on-site foodservice preparation facilities and services at a reduced cost.
 - d. Available on-site custodial services at a reduced cost.
 - e. Available fenced outdoor space with adjacent recreational trails.
 - f. Other:

4. Information Submittal

Please email requested information to Nicole Schoultz at nicole.schoultz@outagamie.org no later than 2:00 PM on February 14, 2024. Entire information submitted shall not exceed 20 pages. Following February 14th, the County will review RFI responses and may follow up with one or more firms for an interview.

Firms realize that by submitting information, the County shall bare no cost to the vendor for any information provided.

5. Contact Information

If you have any questions regarding the process, contact the following:

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

Nicole.Schoultz@Outagamie.org

We are not accepting “technical” questions. The vendor shall provide information based upon the information provided in this RFI.