

# RIVERSIDE PUBLIC SCHOOL DISTRICT 96

3340 S. Harlem Ave. Riverside, IL 60546  
708-447-5007  
708-447-3252 fax  
www.district96.org



## Request For Proposal

**Riverside School District 96  
Before and After-School Child Care  
March 2025**

### Instructions for Proposals

**Packet:** Request for Proposals (RFP) may be picked up at the District office located at 3340 S Harlem Avenue, Riverside, Illinois or emailed during normal working hours, 8:00 a.m. until 3:00 p.m., beginning Monday, March 3, 2025. Please contact Jim Fitton at [fittonj@district96.org](mailto:fittonj@district96.org) for an emailed copy of the RFP.

**Requests for Information:** Questions and requests for clarification should be made through email to Dr. Martha Ryan-Toye at [ryan-toyem@district96.org](mailto:ryan-toyem@district96.org).

**Building Tours:** Individual building tours of the school site are available for all interested providers by scheduling directly with Jim Fitton.

**Submission of Proposals:** Proposals must be received by 1:00 PM on Tuesday, April 1 and submitted to:  
**Riverside School District 96; 3340 S. Harlem, Riverside, IL 60546; Re: D96 Before/After School Care Proposal**

Proposals must be marked with the following information included on the outside of the envelope:

- Company Name
- Address
- Phone Number
- Email
- Primary Contact Person

Proposals must include:

Signed <b>Instructions for Proposals</b>	<b>Page 1</b>
Signed <b>General Terms and Conditions</b>	<b>Page 2-4</b>
Signed <b>RFP Schedule</b>	<b>Page 5</b>
Signed and Completed <b>Questions/Requests for Information</b>	<b>Page 6</b>
Signed and Completed <b>Tuition/Fee Schedule</b>	<b>Page 7</b>
Signed and completed <b>Reference Page</b>	<b>Page 8</b>
Signed <b>Acknowledgement</b>	<b>Page 9</b>

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Authorized  
Representative Provider**

**Riverside School District 96**  
**Before and After-School Child Care**  
**March 2025**

**General Terms and Conditions**

*The reference to “Provider” hereinafter shall be to any entity or business making a proposal to provide the requested programming.*

**Program Responsibility:** The proposal must be for the full programming costs of personnel, materials, equipment, rental fees, snacks/beverages, and all miscellaneous expenses necessary to operate before and after-school programs on school grounds in full compliance with all applicable Illinois and Federal requirements for such programming and in compliance with the terms of the agreement between the Riverside School District 96 and the Provider. The provider must be able to provide services at all four elementary schools. Riverside School District 96 (hereinafter referred to as “District”) proposes to agree with Provider to use the physical space for the program. All other responsibilities for programming and services shall be borne by the Provider. The Provider will be solely responsible for all its employees, staff and services. The Program shall not be considered a school- or district-related activity. All publicity and program materials should make clear this distinction.

**Background Check and Faith’s Law:** The Provider shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The Provider shall make every employee who will be sent to any school building or school property available to School District for submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The Provider will reimburse the School District for the costs of the checks. The School District must provide a copy of the report to the individual employee but is not authorized to release it to the Provider. The Provider additionally certifies that before sending any employee or contractor/subcontractor to the premises, the Provider has complied with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of the School, the Provider agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent Providers.

**Program Hours:** Students will be provided the option of before school care beginning at 6:30 am until the start of the school day at 8:15 am. Students begin afternoon dismissal at 2:55 pm. The Before/After School Care Program hours are proposed as: **3:00 pm to 6:00 pm; however, depending on the structure of dismissal, students may arrive as early as 2:55.** Each component must interface seamlessly with school programs offered after school, allowing students to safely move from school to extracurricular program to daycare.

**Program Scope:** The District is seeking proposals for before and after-school program to be held at each of the four elementary schools. The program design should have a focus on childcare programming with structured social, learning, and recreational opportunities, with an emphasis on structured activities. The program would be available to children who reside in the School District, are enrolled in the district, and are in kindergarten through 5<sup>th</sup> grade. While the scope of the program is designed for grades Kindergarten through 5, it shall allow, if necessary, District Students in grades 6-8. Ames Elementary currently has 395 students in grades K-5, Blythe Park Elementary currently has 221 students in grades K-5, Central Elementary currently has 360 students in grades K-5, and Hollywood currently has 101 students in grades K-5.

**Agreement Terms Part of Proposal:** Any Provider submitting a proposal will be expected to and hereby agree to these General Terms and Conditions and enter into those terms and conditions set forth in the Agreement included with this RFP. The terms and conditions of the Agreement are proposed to be integral and required conditions of the proposal. Any Provider making a proposal must familiarize itself with the terms and provisions of said Agreement and state in their response any terms they propose to be altered or are otherwise unwilling or unable to agree to, and if applicable, propose alternative terms.

**Effect of Proposal:** The submission of a proposal constitutes a Provider's representation that they have read and understand the terms and conditions of this RFP. By submitting a proposal, any Provider further represents and warrants that the person submitting such proposal and executing any documents related thereto is a representative of the Provider fully authorized to make legal commitments on behalf of the Provider.

**Provider Selection:** Proposals shall be awarded to the Provider deemed most suitable by the Board. The Board may award a nonconforming proposal if it chooses. The Board is seeking responses to this RFP to obtain competitive pricing for the requested services with the understanding that the quality and nature of the services will play a significant role in the determination of the most qualified Provider. The Board will use its reasonable judgment to assess which proposal best meets the needs of District residents and community, all as determined by, and in the sole discretion of the Board. The Board further reserves the right to accept any proposal in whole or part and to award all or any part of the work to one or more Providers. Finally, the Board shall have the right to reject any proposal or Provider or terminate its relationship with any Provider as outlined in the Agreement.

**Indemnification:** A Provider making a proposal must agree to and shall indemnify and hold harmless Riverside School District 96, all of its employees, and the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnitees"), from any and all claims, costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) which may be raised, occur or be incurred by the Indemnitees arising out of, in connection with, or related to (1) the Provider providing afterschool program as contemplated hereby, (2) any acts or omissions of the Provider or its agents, employees or representatives; and (3) any breach by the Provider of the terms or requirements of the Contract. Any litigation or claims brought by Provider involving the District shall be brought in the Federal or County judicial venue of the School District in Cook County or the Northern District of Illinois.

The Provider further agrees to indemnify and hold harmless the Board, its employees, representatives or program participants against any and all claims for loss, damage, or injury arising out of a claim or suit for alleged infringement of any trademark, copyright or patent for any equipment, services, curriculum or materials used or provided by the Provider. The Provider agrees that it will assume, upon request, the defense of any and all such indemnifiable claims and suits and pay all costs and expenses incidental thereto. The indemnification obligation set forth in this Section shall not be limited by the amount of any insurance maintained by Provider, or by a limitation on amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefit acts, or other employee benefit acts.

**Professional Services:** The Provider commits and agrees at all times that its services shall be performed and provided in accordance with professional standards, and in accordance with all Federal and Illinois legal requirements, licenses, laws, regulations and industry best practices.

**No Assignment:** The qualifications of the Provider are essential to the performance of this Agreement and no portion of the work hereunder may be transferred, assigned or otherwise delegated to any other business, entity, third party consultants or employees other than the Provider and those persons in the employment of and under the supervision of the Provider.

**Compliance with Laws and Policies and Procedures:** The Provider agrees to and shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, and District 105 policies and procedures enumerated in the Agreement, relating to its operations and as certified to these RFP Documents.

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Authorized  
Representative Provider**

**Riverside School District 96**  
**Before and After-School Child Care**  
**March 2025**

**RFP Schedule**

RFP Issued	March 3, 2025
Building Tour	By Appointment
Deadline for proposal submission	April 1, 2025
Interviews of Company	By Appointment April 2025
Board of Education to take action on proposal	April 16, 2025
Tentative start date of program (TBD by school calendar)	August 2025

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorized Representative Provider

**Riverside School District 96**  
**Before and After-School Child Care**  
**March 2025**

**Questions/Requests for Information**

**Please provide an additional sheet that addresses the following questions:**

- A general statement that includes a) your program's general philosophy, b) your program's mission, and c) key indicators which separate your program from other providers.
- Minimum and Maximum adult to student staffing ratios within the program
- Minimum staffing qualifications of adults working with students.
- Minimum number of students needed to run a school program.
- Maximum number of students your program can accommodate if not limited by space.
- General requirements of the space that would be needed to accommodate your program, including storage and any requirements for snacks.
- Describe how your program would provide a secured entrance/exit for parent pick up.
- Describe your administrative staff structure including a chain of command.
- Provide the administrative staff's credentials and experience.
- Describe your process for locating, training, supervising, and evaluating your staff.
- Provide information about your programming licensing status, including special accreditations, awards, or commendations.
- Describe the activities for students included in your program citing an example of a daily and weekly schedule.
- Describe your process for accommodating children with special academic, physical, emotional, and medical needs.
- Describe your behavior management plan including rewards, consequences, parent notification and follow-up.
- Describe your process and/or method for parents to make payments
- Describe your methods of communication with parents
- Describe how your program can accommodate three to five half-day school days (pm) during the school year for interested students. Those days would allow for District 96 staff to participate in professional learning.

**Submitted by via additional sheet:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Authorized  
Representative Provider**

**Riverside School District 96**  
**Before and After-School Child Care**  
**March 2025**

**Tuition/Fee Schedule**

Assuming no cost for facility use, provide the following fee rates:

Daily Rate: \_\_\_\_\_

Weekly Rate: \_\_\_\_\_

Please explain any discounts that would be provided if a family enrolls more than one child.

What is the minimum number of days a family is required to pay for per week?

Please describe how you work with families in need.

Submitted by: \_\_\_\_\_

**Signature of Authorized  
Representative Provider**

Date: \_\_\_\_\_

**Riverside School District 96**  
**Before and After-School Child Care**  
**March 2025**

**References**

Reference One:

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Reference Two:

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Reference Three:

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Authorized  
Representative Provider**



**Riverside School District 96**  
**Before and After-School Child Care**  
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**Acknowledgement**

I hereby acknowledge that I have reviewed and understand the provisions and requirements of the After School Child Care Programming AGREEMENT as provided for in Exhibit 1 for a daycare Provider pursuant to this RFP. I understand that the successful provider proposing to provide daycare programming under this RFP will be required to enter into this AGREEMENT.

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Authorized  
Representative Provider**

## **Exhibit 1**

### **Proposed Agreement**

**Board of Education of Riverside School District 96:**

**Provider:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_