

**HARRISBURG AREA COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
#08-11
CHILD DAYCARE SERVICES - LANCASTER
ADDENDUM #1
ANSWERS TO QUESTIONS**

DECEMBER 7, 2007

Question 1: Is there a copy of the site diagram available as it stands now along with the dimensions of each room?

Answer 1: See Attach PDF file.

Question 2: What are the current enrollment capacity and what will it be with the expansion? What are the dimensions of each room?

Answer 2: Copies of the dimensions were distributed at the Site Visit.

Question 3: Is there a breakdown of the rooms, i.e. infant, toddler, etc?

Answer 3: Classroom Breakdown:

Infants:	12
Toddlers	13
Older Toddlers/Young 3's	15
Preschool/PreK	30
Exploration Room	6

Question 4: There was a question raised about the appliances at the current site?

Answer 4: The appliances are furnished and maintained by the College.

Question 5: Are meals made at the site?

Answer 5: Only snacks are provided by the current vendor. The children are required to bring their own lunch.

Question 6: Are the students in Early Childhood Education program involved in the curriculum and observations of the children?

Answer 6: Currently, the ECE Program students are not involved in the curriculum and observation, but that has happened in the past.

Question 7: What is the current use of RM101M?

Answer 7: This room is an indoor play area which is utilized when the weather is bad.

Question 8: Enrollment - is the site set up just for HACC students or are spaces available for community children as well?

Answer 8: The RFP states that there is a mix of community and HACC Children. The mix varies and changes all the time. i.e. changes in semester and student schedules, etc. Please refer to the RFP section regarding enrollment.

Question 9: What is the mission for the Center?

Answer 9: Foremost, it is to service the children of HACC students.

Question 10: What about plumbing in the site that is up for expansion?

Answer 10: Currently, there is a double bowl stainless steel sink in M103. There is enough space in 101J and 101F to add one additional child-size toilet in each of these rooms.

Question 11: How important is the implementation of a true Reggio Emilio curriculum for the program? Is it the goal of the center to have a complete RE curriculum or simply something which incorporates simple aspects of the ideas of RE?

Answer 11: Ideally, HACC would like our students to be able to use the center for program observations and internship, but the college's first priority is to provide childcare to the children of HACC students.

Question 12: What is the current tuition rate at the center per age group?

Answer 12: Current tuition rates will need to be obtained through the currently daycare provider.

Question 13: What are the class sizes for each room currently?

Answer 13: Refer to the breakdown in response to question #3.

Question 14: What is the licensed capacity of the center?

Answer 14: The DPW licensed capacity is 76.

Question 15: What equipment (both inside and outside) will be removed and need to be replaced after the transition?

Answer 15: The breakdown of all facilities and equipment is provided in the facilities and equipment section of the RFP.

Question 16: Can you provide a breakdown of the current waitlist based on children's ages?

Answer 16: We do not have the breakdown of the current wait list by age group as it varies and changes regularly.

Question 17: When does HACC expect to have the center transitioned by?

Answer 17: July 1, 2008

Question 18: Is there a current food program? If so, does HACC use an outside catering company or contract w/the College's dining services?

Answer 18: Only snacks are provided by the current vendor. The children are required to bring their own lunch. HACC – Lancaster uses a contracted vendor to provide food services to HACC students and employess.

Question 19: What is the staff salaries per job description?

Answer 19: Not available to us.

Question 20: What is the annual staff turnover rate in the past three years?

Answer 20: Not available to us.

Question 21: What is the parent satisfaction level at the center?

Answer 21: The most recent student satisfaction survey was completed by the college in 2004 in connection with Middle States accreditation. Of those students surveyed who used the childcare services, 86% were satisfied with the child care center hours of operation, 68% were satisfied with the helpfulness of the child care staff, and 39% were satisfied with the cost. Regular meetings are held between key HACC and current daycare provider staff to increase communication, and Perkins grant and SGA subsidies have been instituted to lower the cost for the students. This data is only from the student utilization and does not reflect the satisfaction of the community members who use the facility.

Question 22: Has the center ever operated weekend or extended evening hours?

Answer 22: The option for evening child care was offered to students over a period of several years from 2003-2005 and minimum numbers of children were never obtained to offer the service.

Question 23: Does the center provide any flex schedules?

Answer 23: The current daycare provider currently provides a full day or half day scheduling option.

Question 24: Does the center provide any subsidies or sliding scale fees?

Answer 24: The current daycare provider currently provides subsidized slots for HACC students. Please refer to the RFP for specifications.

Question 25: Will the HACC student government subsidy be extended to the student/parents enrolling their children in the flex-time block scheduling program at the center (drop-in care)?

Answer 25: Subsidy will be extended to the flex-time program according to the level of available funding.

Question 26: Should we explain the proposed tuition rate schedules for the 2008-2009 school year, if they will be different from the current rates?

Answer 26: Provide the proposed 2008-2009 tuition rates on the cost proposal sheet provided in the RFP.

Question 27: The 20 contractor slots and the weekly contractor subsidy of \$800.00 is set by the agreement. That being said, is it necessary to discuss this topic in the RFP, if there are no changes to these points?

Answer 27: The 20 contracted slots and \$800 per month are minimum expectations. One of the deciding factors of the contract award will be which vendor provides the most generous financial subsidy package for student slots.

Question 27: What is the current utilization of the center and is there a wait list for services?

Answer 27: Currently 95 students are on the waiting list.