

**Village of Queen Charlotte - Request for Proposals**  
Community Child Care Action Plan Project

The Village of Queen Charlotte (VQC) requests proposals from professional, qualified, experienced companies to provide a 10 year Child Care Action Plan for our community.

The proposal should cover:

- Conducting background research on current trends;
- Conducting engagement sessions with key stakeholders, including but not limited to, parents, childcare providers, schools, the Child Care Resource and Referral Society, and local government and should also consider the nearby communities of Skidegate and Sandspit in terms of how their needs may impact child care provision in Queen Charlotte;
- Analyzing the data to build an understanding of priorities, opportunities, and barriers related to the provision of safe, high quality and affordable child care;
- Creating a child care space inventory detailing child care facilities and spaces currently in the community (as per the template specified in the grant funding which can be found at <https://www.ubcm.ca/EN/main/funding/lgps/child-care.html> “2019 Community Child Care Planning Inventory – SAMPLE ONLY); and
- Developing a 10 year action plan that considers current trends, bylaws and policies, human resources, affordability and quality.

The Proponents are to provide a price outlining all costs, including an estimate for travel costs. Proposals are to be sent in a sealed envelope labeled “Child Care Action Plan Bid” with the company name clearly identified, to The Village of Queen Charlotte, PO Box 580, Queen Charlotte BC V0T 1S0. All Bids are to be received no later than **May 3, 2019 at noon**.

The lowest priced proposal will not necessarily be accepted, and the VQC reserves the right to accept or reject any or all proposals, accept a proposal deemed to be in the best interests of the community, or cancel this RFP at any time. The VQC will not be responsible for any costs incurred by Proponents in preparing a submission.

The proposals will be evaluated based on the following:

- Cost
- Experience and Quality
- Timing of Completion
- Added Value
- Location (part of “local” initiative)

**Be advised** that there is no air mail delivery to Haida Gwaii and we are dependent on BC Ferries scheduling. Please allow enough time for your submission to reach us, i.e. 8 to 10 days. If you need assistance getting your package to us, you can contact Haida Gwaii Accounting and Income Tax Ltd. at 250 559 7756 or [hga.office@haidagwaii.ca](mailto:hga.office@haidagwaii.ca) as they offer color printing and delivery services for a fee, provided that enough notice is given, i.e. 72 hours excluding weekends.

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**Issue Date: April 11, 2019**

**Closing Date: May 3, 2019 noon**