

The following is a **Request for Proposal (RFP)** designed specifically for the **City of Danville** to **lease and operate an early childhood program** to serve the broader community.

INTRODUCTION

The City of Danville is seeking proposals from qualified early childhood education providers to lease and operate a high-quality early learning center within a city-owned facility. The city recognizes the importance of early childhood education and learning, and getting our community's kids kindergarten-ready will uplift families and our economy. The center will serve children of local working families, and work with community partners to ensure the early learning center's success. The overarching goal is to create an environment in which services are maximized for children. The early learning center will work with a multitude of agencies and community stakeholders that will work together to create a continuum of care for the child. The early learning center's vision should aim to be a trusted community partner dedicated to improving lifelong outcomes for children and families with a targeted focus on wellness, education, and family partnerships.

The goal of this RFP is to develop an early learning center to offer safe, affordable, quality childcare for the City of Danville's children age 0-5 years with the long-term goal to improve kindergarten readiness and support economic development.

OBJECTIVES

1. Ensure accessible, affordable, and developmentally appropriate early childhood education
2. Serve children ages 6 weeks to 5 years.
3. Foster strong partnerships with local employers and educational institutions.
4. Comply with all state licensing requirements and quality standards.

SCOPE OF SERVICES

1. Leasing and maintaining the designated space at the Jennie Rogers Community Center.
2. Staffing the center with qualified early childhood educators and administrators.
3. Managing curriculum aligned with Kentucky's Early Childhood Standards.
4. Providing nutritious meals and snacks.
5. Ensuring health, safety, and security protocols.
6. Coordinating with employers for priority enrollment and family support.
7. Operating on a full-day, year-round schedule.
8. Accepting Child Care Assistance Program (CCAP) families.

FACILITY DESCRIPTION (floor plan included as Figure 1 on page 4)

- Location: Jennie Rogers Community Center, 410 E Main St, Danville, KY
- Features: 8 classrooms, fenced outdoor play area, gross motor room, administrative office, break room, and commercial kitchen (in adjacent community center)
- Capacity: Approx. 70–90 children
- Utilities and major maintenance provided by City of Danville
- The facility also has access to the Danville/Boyle County community center that includes a gymnasium, game room, cafeteria, and commercial kitchen

PROPOSAL REQUIREMENTS

All proposals must include:

1. **Executive Summary**
Overview of organization and approach to early childhood care.
2. **Organizational Background**
History, mission, experience, licenses, accreditations.
3. **Operational Plan**
Staffing structure, staffing requirement, staffing professional development, hours of operation, curriculum, assessment tools, marketing and communication plan.

4. **Partnership Strategy**
Community partnerships and working with a community advisory council. The community advisory council will be formed and facilitated through partnership with the City of Danville leadership.
5. **Program evaluation**
Plan for evaluating the early learning center overall success and presenting to community advisory council.
6. **Business and Financial Plan**
Proposed tuition rates, CCAP acceptance, funding sources, projected budget.
7. **References**
At least three references from current or past childcare operations.
8. **Legal and Insurance Information**
Proof of licensing, insurance certificates, background check protocols.

LETTER OF INTENT EVALUTATION CRITERIA

Letters of Intent are required to be submitted from all interested parties. Letters of Intent should be no more than 1,000 words. Letters of Intent will be graded on the criteria below, and the highest scoring letters will be invited to submit a full proposal.

Criteria	Weight
Experience and Qualifications	40%
Program Quality and Curriculum	30%
Business and Financial Plan Overview	30%

PROPOSAL EVALUTATION CRITERIA

Entities with successful letters of intent will be asked to submit a full proposal. Proposals will be evaluated based on the criteria below.

Criteria	Weight
Operational Plan	25%
Program Quality and Curriculum	25%
Business and Financial Plan	20%
Experience and Qualifications	15%
Partnership Strategies	10%
Facility Management Plan	5%

TIMELINE

MILESTONE	DATE (draft)
RFP Reissued	August 23, 2025
Letter of Intent	September 2, 2025
Letter of Intent Review Completed, and full proposals requested	September 5, 2025
Pre-proposal Conference and Q&A session	September 10, 2025
Question Submission Closes	September 12, 2025
Response to Questions released	September 17, 2025
Full Proposals due	October 3, 2025
Proposal Review completed and interview candidates notified	October 15, 2025
Interview and presentation	October 29 or 30, 2025
Award Notification	November 10, 2025

Figure 1. Jennie Roger's Early Learning Center Floor Plan

