



NorthPoint Health & Wellness Center, Inc.

REQUEST FOR PROPOSAL (RFP)
Child Wellness Center
Drop-In Childcare

Vendor Selection

NorthPoint Health & Wellness Center, Inc.
2220 Plymouth Avenue North, Suite 1600
Minneapolis, MN 55411
Phone: 612-767-9500 | Fax: 612-767-2905
childwellnesscenterRFP@npimn.org

Introduction

NorthPoint Health & Wellness Center, Inc. is a public private collaboration launched in 1968 in response to economic and health disparities in the North Minneapolis area. In partnership with Hennepin County, NorthPoint Health & Wellness is comprised of two organizations, NorthPoint Health & Wellness Center Clinic, a Federally Qualified Health Care Center providing primary care, dental, behavioral health and community based nonprofit NorthPoint Health & Wellness Center, Inc., providing access to basic needs and other supports for those who live in North Minneapolis and nearby northern suburbs

NorthPoint’s mission is “partnering to create a healthier community.” We approach our work with a whole-person, whole-family, whole-community lens, recognizing that the challenges our community faces did not occur in isolation and that enduring health and wellness involves the individual as well as the systems and communities in which they live. Our staff provide culturally responsive, trauma-informed care and services to individuals and families in a variety of areas ranging from emergency food and housing services to violence prevention, youth empowerment, support for pregnant women, and support for seniors wishing to age in place.

Our vision is to set a standard of excellence in providing culturally responsive, integrated, holistic primary health and social services that strengthen our community and the lives of the people we serve. We are leaders and partners in a shared vision of a healthy, environmentally safe, economically stable, and self-reliant community. We value diversity & inclusion, compassion, stewardship, innovation, and Integrity. Our values inform our interactions within our organization, with our guests and patients, external partners, and the community.

NorthPoint recently completed a campus expansion that included all NorthPoint services in one building. The newly expanded campus includes all NorthPoint services, expanding the building footprint to over 70,000 square feet that includes a food shelf, expanded medical and dental clinics, child wellness center and exercise space.

Scope of Service

The Child Wellness Center will be a welcoming environment that provides high-quality short-term childcare for children six weeks old to twelve years old whose parent(s)/caregiver(s) are receiving services on site at NorthPoint’s main campus. The Child Wellness Center hours will be 8:30a.m. to 5:30 p.m. Monday-Friday and 8:30 a.m. to 7:30 p.m. on days where there are extended hours and/or evening programming. The Child Wellness Center will not provide more than 90 hours of supervision per child, per month. All Child Wellness Center operations will be in accordance with Minnesota Administrative Rules as outlined in [Minnesota Rules Chapter 9503](#).

Target Population

NorthPoint was created by the community in 1968 after civil unrest over racial injustice in Minneapolis and across the nation. Originally called Pilot City, NorthPoint was one of 13 Neighborhood Service Programs (NSPs) established in low-income neighborhoods across the U.S. as part of the Johnson Administration’s War on Poverty. North Minneapolis residents and city leaders worked together to design a neighborhood hub where individuals and families could access high-quality, culturally responsive health and social services, close to home. Today, NorthPoint is the only NSP still providing services. We are an established and trusted provider of needed services to multiple generations of North Minneapolis residents, particularly African American residents who comprise about 65% of all residents of color (about 45% of all residents) in our primary service area of zip codes 55411 & 55412. NorthPoint serves over 25,000 individuals annually with 44% African American and 30% Hispanic/Latinx individuals. Children

under 1 to 12 years of age make up 19% of our guests served at NorthPoint with our Hispanic/Latinx population serve as are emerging population.

The Child Wellness Center has been designed to support different age groups with a focus on healthy child development, healthy brain development and a calm and nurturing environment. The Child Wellness Center has been designed to support children six weeks to twelve years of age for up to two (2) hours per day and no more than 90 hours in a month.

Expected Outputs

- Safety: No more than 2 incidents in any twelve-month period that require medical attention.
- Safety: 100% of children leave the center in the custody of the appropriate parent or guardian.
- Service: At least 85% of toddlers and older are always engaged in purposeful activity while in the childcare center.
- Service: 100% of the children of all ages are supervised by adults according to [Minnesota Rules Chapter 9503](#).
- Staffing: At least 50% of staff all organizational staff members are people of color, to support all populations NorthPoint serves.
- Any complaints, incident reports, or grievances received are investigated and resolved within 30 days, with full documentation.

Staffing Expectations

Child Wellness Center staff shall satisfy the qualifications for Director, Teacher, Assistant Teacher, and Aide, Volunteer, and Substitute as specified in Minnesota Administrative Rules [9503.0030 - MN Rules Part, 9503.0031 - MN Rules Part](#) , [9503.0032 - MN Rules Part, 9503.0033 - MN Rules Part, 9503.0034 - MN Rules Part](#).

It is expected that drop-in childcare staff will perform their duties in a courteous, impartial, and respectful manner. Drop-in childcare center staff will not discriminate against anyone based on race, gender, sexual orientation, creed, national origin, age, or disability. Drop-in childcare staff shall not promote any uninvited religious or political beliefs.

The selected vendor may from time to time provide childcare services at 1256 Penn Avenue North which is across the street from the 2220 Plymouth NorthPoint campus

Facility Information

The Child Wellness Center is at NorthPoint campus at 2220 Plymouth Avenue N., Minneapolis Minnesota, 55411. The Child Wellness Center is in a community health center where medical, dental, behavioral health and human services are provided. The center is 2236 square feet and has a total occupancy of 49. In newly constructed center will have:

- washable interior finishes and impervious floor covering in child areas
- child bathroom w/ changing area
- kitchen/break area with wall mounted cabinets, under counter storage, refrigerator, microwave, and double sink
- designated infant care area
- designated areas based on age

Furnishings and Equipment

NorthPoint will provide all toys (balls, dolls, etc.) and infant care equipment (crib, bouncer seat, etc.) used in the drop-in center. Successful responder must be willing to complete training on all equipment and furnishings within the drop-in center.

Proposer Qualifications and Experience

- **Licensing requirements**-Organizations submitting a proposal in response to this request for qualifications must have a current, valid, State of Minnesota childcare center license.
- **Experience**-Proposers will be asked to document their childcare center operations experience.
- **Ability to meet the needs of a specific or diverse population**-Proposers will be asked to document their experience serving a diverse population, including staff training and other efforts to increase effectiveness when working with a diverse population.
- **Demonstrated effectiveness**-Proposers will be asked to document their child safety record and include:
 - details regarding injury incidents;
 - children released to inappropriate individuals; and,
 - the incidence of communicable illness at facilities operated by Proposer.The local health department and Minnesota Department of Human Services records may be consulted to verify Proposer statements.
- **Quality assurance**-Proposers will be asked to detail their quality assurance process including verification of employee training, incident/illness tracking, and customer complaint and resolution records.

Submission of Proposal

Proposals must be submitted on April 1, 2024, by 5:00 p.m. Central Time. This Request for Proposal (RFP) does not obligate NorthPoint to award a contract or complete the project, and NorthPoint reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this RFP will be borne by Responder. Please submit one (1) Microsoft Word or PDF of your proposal to: childwellnesscenterRFP@npimn.org. The subject line should read: NorthPoint Child Wellness Center-Proposer Name. Failure to submit a proposal on time may be grounds for rejection of the proposal.

Responders' questions regarding this RFP must be submitted in writing on March 15, 2024, by 5:00 p.m. Central Time. All questions must be e-mailed to childwellnesscenterRFP@npimn.org.

Proposal Requirements

Applicants are instructed to use the following format in preparing the proposal. Failure to do so may result in a reduced rating by the program team review committee. Use 10-point, Arial font, one-inch

margins, and single-spaced lines. Consecutively number all pages including attachments. Response should include these areas:

1. Organization Overview

- a. Describe the size of the agency, types of services that are provided, geographical location, community partnerships or collaborations, and strengths of the staff or previous achievements that contribute to the reputation and specialty of the responder in the community. Indicate licenses, certificates or registrations currently held by responder.

2. Organization Qualifications

- a. Briefly describe the organization’s philosophy and experience providing services in Hennepin County. List and briefly describe the professional background of applicant organization’s key staff, including their education and experience. Provide examples of the agency’s ability to support the project requirements.

3. Ability to Meet the Request for Qualifications’

- a. Discuss currently measured indicators that pertain to the outcomes listed in this RFP. Indicate how the agency would use the indicators to measure output data. Describe how the agency will meet the Request for Qualifications as outlined in the **Expected Outputs** section above. With limited occupancy, responders should identify how they would handle occupancy restrictions, how to monitor the 2-hour maximum daily time and 90 hours per month per child requirements.

4. Ability to Serve Diverse Guests

Provide a brief description of the agency’s ability to provide appropriate culturally specific service and how the agency provides culturally specific training for staff.

Required Documents

- **Staffing Plan:** Based on a chart below and considering the space's total occupancy at 49, please develop a written staffing plan. The staffing pattern should show staff coverage during a typical day and week of operation. Show the hours each individual staff person is scheduled to work. Ensure that the position titles and FTE’s (full time equivalents) match the staff information listed elsewhere in the proposal.

Age Category	Minimum Staff-to-Child Ratio	Maximum Group Size
Infant-6 weeks to 16 months	1:4	8
Toddler-16 to 33 months	1:7	14
PreSchooler-33 months to kindergarten	1:10	20
School-Age	1:15	30

**As defined by Minnesota Rules, [Chapter 9503](#) and according to Minnesota Rules, [Chapter9503.0035](#)*

- **Project Costs:** Provide hourly costs per position, any other administrative or indirect costs, and explanation of each cost and total project costs. Staffing costs should align with staffing pattern.

- **State of Minnesota Documents**-Please submit a photocopy of your organization’s State of Minnesota childcare center license. Please submit a photocopy of the exit report from your organization’s most recent childcare center license review.
- **Vendor Fact Sheet**-Complete attached document that includes information on the key vendor contact persons.
- **References**-Submit three reference letters with at least one letter from a parent that currently utilizes your childcare services.

Insurance Requirements

NorthPoint has specific insurance requirements for contracted providers. The following is standard contract language for insurance and is non-negotiable:

In order to protect PROVIDER and those listed above, PROVIDER agrees at all times during the term of this agreement, and beyond such term when so required, to have and keep in force the following insurance coverage with the limits show below, or, if greater, limits equal to the tort liability limits under Minnesota Statutes, Chapter 466 as may be currently applicable:

Commercial General Liability on an occurrence basis with contractual liability coverage:

General Aggregate	\$2,000,000
Products—Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence—Combined Bodily Injury and Property Damage	\$1,000,000

Workers’ Compensation and Employer’s Liability:

Workers’ Compensation Statutory

If the organization is based outside the State of Minnesota, coverage must apply to Minnesota law

Employer’s Liability. Bodily injury by:

Accident—Each Accident	\$ 500,000
Disease—Policy Limit	\$500,000
Disease—Each Employee	\$500,000

Professional Liability—Per Claim and Aggregate \$1,000,000

The professional liability insurance must be maintained continuously for a period of two years after the termination of this Agreement.

Vendor Selection and Proposal Conditions

The proposer, by submitting a proposal, agrees to the following conditions:

- Proposers are responsible for knowledge of federal, state, and local laws, and rules and regulations that govern all applicable services and programs.
- It is the expectation that all proposers will understand and abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, the Health Insurance Portability and Accountability Act and implementing regulations, if applicable, and all other applicable State and Federal laws, rules, regulations, if applicable, and all other applicable State and Federal laws, rules, regulations, and orders relating to data privacy and confidentiality.

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- It is understood that any proposal received and evaluated by NorthPoint can be used as a basis for direct negotiations of the terms of a contract between NorthPoint and the individual submitting such a proposal.
- NorthPoint reserves the right to negotiate pertinent contract terms concurrently with any number of individuals as it deems in its best interest, whether or not such individual has submitted a proposal.
- NorthPoint is not obligated to respond to any proposal submitted nor is it legally bound by the submission of a proposal. It is the intention of NorthPoint to enter into a contract with a provider with which NorthPoint can acquire information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and is not a bid.
- NorthPoint will not consider any information and references submitted by the proposer to be non-public, confidential or trade secret material. Simply stating that the document is confidential or making a blanket claim of confidentiality without proper supporting justification is also not a valid reason to declare the document confidential.

Evaluation and Selection

A selection committee will review proposals and make final determinations based on information provided by each proposer. Committee members should be unbiased and not have a personal or financial interest in the vendor selection. They must agree to NorthPoint's Non-Conflict of Interest/Confidentiality Policy.

Proposers will be notified in writing of the selection decisions and receive award decisions by secure email and certified US mail. Any awarding of final contracts by NorthPoint is subject to final approval by the Chief Executive Officer of NorthPoint Health & Wellness Center.



NORTH POINT

Health & Wellness Center Inc.

**VENDOR FACT SHEET
CHILD WELLNESS CENTER**

VENDOR INFORMATION	
Legal Name of Vendor	
Doing Business As	
Organization Address	
Organization City, State ZIP	
Business Phone	
Fax #	

Executive Director	
Executive Director Phone	
Executive Director Email Address	

Proposed Total Costs of Services	
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AGENCY-WIDE INFORMATION TO BE SUBMITTED WITH PROVIDER FACT SHEET	
People or positions with board authority to sign contracts	Submit board authority which designates specific people or positions with the authority to sign contracts for the agency