

**TO: Organizational Management Firms
Property Management Companies**

FROM: Seacoast Early Learning Alliance

DATE: August 18, 2010

RE: Request for Proposals

Background

The Seacoast Early Learning Alliance [The Alliance] is a ground-breaking alliance of ten non-profit child care, Head Start and preschool programs. The Alliance is working in conjunction with Early Learning NH, the NH Community Loan Fund and the United Way of the Greater Seacoast. Its mission is to improve the quality of early childhood education provided to children and families by sharing administrative services such as management, financial administration, group purchasing and programming. In gaining operational and organizational efficiencies and sharing program oversight and expertise, program quality will be enhanced for children and families.

The Seacoast Early Learning Alliance members have come together to maximize efficiencies by sharing administrative services. Members of the Alliance will benefit from cost savings associated with group purchasing; procurement of professional services such as auditing, insurance coverage, human resources consultation and legal assistance; and expanding general administrative capacity. To provide core managerial supports for members, the Seacoast Early Learning Alliance is seeking a partnership with a management company.

Services Requested

The Seacoast Early Learning Alliance is requesting proposals from organizational management firms and/or property management companies. The goal is to partner with a firm for purposes of providing management services to this alliance of 10-15 early childhood education programs in the inaugural year of benefit offerings for members. This proposal will be awarded to the company or firm able to deliver the following management and maintenance services:

Bidding and Procurement:

- Audit Services
- Insurance (workers comp, loss prevention, etc.)
- Contractor Procurement and Oversight

Maintenance:

- In-house Repair and Maintenance - including but not limited to snow plowing, mowing, light facility maintenance, etc. (30 hours/month for the group or 3 hours per member/month).
- 24-hour Emergency Services
- Specialty Maintenance Services such as electric, plumbing, heating and cooling will be made available at a discounted rate.

Professional Services:

- Human Resource Support and Consultation (10 hours/month for the group)
- Legal Assistance (40 hours/year or 4 hours per member/year)
- Financial Services – for those members who choose to contract for financial services such as payroll, billing, collections and accounts payable and receivable, an individual discounted rate will be negotiated.

Specifications

1. The Alliance Project Director is responsible for tracking the time utilized between individual members.
2. The Alliance would like to reserve the right to reassign time from one area to another. For example, if Alliance Members are all utilizing hours for in-house maintenance, but not needing any time for legal assistance, it would be preferable to shift hours from legal assistance to in-house maintenance. This analysis will be completed on a quarterly basis.
3. Should individual members go over their allotted time, a discounted rate will be negotiated.

Start Date

January 1, 2011

Length of Contract

One year contract (January 1, 2011 – December 31, 2011)

Proposal Due Date

Friday, September 10, 2010