



**Expression of Interest
Information Booklet**

**CWELCC Licensed Child Care
Expansion 2024-2027**

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INTRODUCTION

General Information

Lanark County has embarked on a five-year plan to increase licensed child care in Lanark County and invites licensed child care operators (Operators) who intend to create new child care spaces in Lanark County within the next four years (2024-2027) to submit their interest in expansion via this Expression of Interest (EOI).

Canada-Wide Early Learning and Child Care (CWELCC) Directed Growth Strategy

With the introduction of the Canada-Wide Early Learning and Child Care (CWELCC) system, the Province of Ontario has approved the County for a total of 170 new CWELCC child care spaces through the Directed Growth Strategy. Operators interested in partnering with Lanark County to create CWELCC Directed Growth spaces should complete and submit this EOI to express interest in this project. While Lanark County supports all operators to apply for CWELCC Directed Growth Strategy spaces, only 17 spaces can be allocated as for-profit.

Recognizing the need to support child care growth within the CWELCC Directed Growth Strategy, and outside of this initiative, Lanark County is committed to exploring all opportunities to support child care growth within Lanark County. Operators interested in creating new child care spaces outside of the CWELCC Directed Growth Strategy (i.e. not in a designated community) should also complete and submit this EOI.

For more information about the County's Directed Growth Strategy, please refer to the revised Service Plan on the Directed Growth Strategy and priority neighbourhoods starting on page 169 of the [Child Care & Early Years Service System Plan \(April 2019, Revised April 2023\)](#).

Timetable

This timetable is provided for general guidance only. The following dates for submission are subject to change without necessity of addendum. The submission date represents the last date in which submissions will be accepted for each year, however Lanark County may accept an EOI and allocate spaces prior to the submission date.

Event	Submission Date
Expansion in 2024	June 30, 2024
Expansion in 2025	August 1, 2024
Expansion in 2026	August 1, 2025
Expansion in 2027	August 1, 2026

Lanark County is not bound to accept any submission and may reject any and all submissions or cancel this EOI.

ELIGIBILITY

Who should complete the EOI?

Any licensed Child Care Operators who intend to create new licensed child care spaces (centre and home based) in Lanark County, either as part of or outside of the CWELCC Directed Growth Strategy, within the next four years (2024-2027).

This includes Operators who are:

- Non-profit or for-profit licensed child care Operators;
- Operators who provide licensed child care in schools and/or centres;
- Licensed Home Child Care agencies;
- Operators currently in a Service Agreement with Lanark County and Operators not currently in a Service Agreement with Lanark County;
- CWELCC-participating and non-participating Operators; and/or
- Operators planning a licensing revision in a site already enrolled in CWELCC.

Note: Individuals/agencies that have never operated a licensed child care program (Centre based or Licensed Home Child Care Agency) should contact the Children's Services Department at cs@lanarkcounty.ca for information regarding opening/operating a licensed child care business in Lanark County, prior to completing this EOI.

Funding Allocation and Criteria

Approval and funding to support the creation of new licensed child care spaces or to renovate existing spaces is not automatic or guaranteed. Lanark County reserves the right to deny any application and/or Operator that does not meet the required criteria. The County also reserves the right to deny any child care funding to an Operator based on eligibility criteria, funding availability and/or misalignment with the service system plan.

EXPRESSION OF INTEREST PROCESS

How to Complete the EOI

Operators who intend to create new child care spaces in Lanark County should complete one (1) EOI per community in which they are intending to expand/open spaces.

Example: Operator who intends to open child care spaces in Perth and in Almonte between 2024-2027 must complete one (1) EOI for the proposed Perth spaces, and one (1) for the proposed Almonte spaces.

The EOI is designed to accommodate more than one (1) child care program/site within the selected community. For more information on Designated Communities see Key Terms and Definitions on page 10 of this E.O.I Information Booklet.

All sections of the EOI must be completed for the submission to be reviewed by Lanark County. Incomplete submissions or those that are missing information will be returned without review.

Questions and Inquiries

It is the responsibility of the Operator to seek clarification on any matter in this EOI considered to be unclear, ambiguous, or inconsistent. Lanark County should not be responsible for any misunderstanding on the part of the Operator concerning this EOI. Operators who fail to raise issues and questions they may have, do so at their own risk.

All questions with the subject line **"EOI-2024-01 CWELCC Licensed Child Care Expansion 2024-2027"** are to be directed to cs@lanarkcounty.ca.

SUBMISSION EVALUATION

In submitting an EOI, the Operator agrees that it shall accept the decision of Lanark County as to whether a submission meets the requirements.

Submitted EOIs will be reviewed and evaluated by Lanark County staff. As part of the evaluation process, Operators may be required to attend an interview with the review team.

Submission Clarification

Lanark County reserves the right to seek clarification and request additional information, documentation, and statements from Operators in relation to the EOI. Operators are cautioned that any clarification sought shall not be an opportunity to correct errors or change their EOI.

Dependant on the number of applications received, or other reason, Lanark County may request successful EOI applicants to submit a Request for Proposal or further application package.

Assessment/Review of Applications

Lanark County envisions a community where all people are respected and supported to live empowered and fulfilled lives. We strive for a strong child care system that focuses on accessibility, responsiveness, affordability and is focused on providing high quality child care and early learning that fosters success for every child.

Evaluation Criteria

Operators shall be evaluated on their EOI submission including community need, current child care operating experience, as well as alignment to the principles of equity, inclusion, accessibility, affordability, and sustainability. Neither the proposal that scores the highest nor the one that contains the lowest price will necessarily be accepted. Lanark County is not bound to accept any submission and may reject any and all proposals or cancel this EOI.

Evaluation of all applications will be based on the following criteria:

Stage 1:

	Complete/Incomplete
Expression of Interest (EOI) Application	
Audited financial statements for the previous five (5) years and a detailed business plan including budgets, staffing costs and risk assessment showing how you will support these spaces.	
CWELCC Application Package (PDF) (if applicable)	
Start-Up Grant Expression of Interest (if applicable)	
Submitted to cs@lanarkcounty.ca .	

Stage 2:

Category	Weighting
<p>Accessibility:</p> <p>The proposal demonstrates an informed, responsive, and thoughtful approach to the creation of new child care spaces and meets the needs of the families and community. Programs are provided for children with special needs and/or other vulnerable communities, is culturally responsive to the needs of newcomer communities and will address service gaps throughout the community in our priority neighbourhoods.</p>	20 points
<p>Responsiveness:</p> <p>The Operator has demonstrated experience as a high quality and effective child care operator. The business plan reflects the diverse needs of children and families in the community and provides families more choice and flexibility for their care options. Programs and services should reflect cultural and/or linguistic diversity and provide a sense of belonging and well-being for all children and families.</p>	30 points
<p>Affordability:</p> <p>Financial plan is viable and commits to having affordable child care spaces and continues to build an affordable system through the use and responsible management of public funds.</p>	30 points



<p>High-Quality:</p> <p>Operator has demonstrated effective, efficient, and accountable business practices. Programs and services align with all health and safety requirements set out in the Child Care and Early Years Act, 2014. Programs are staffed by a highly skilled workforce such as Registered Early Childhood Educators.</p>	<p>20 points</p>
<p>Total points for Stage 2</p>	<p>100 points</p>

Stage 3:

Organizations that are successful in Stage 2 may be invited to a Review Panel Interview

Total Final Score = 100 points

Operators should demonstrate how they meet these criteria. Operators should clearly demonstrate their experience in carrying out similar services of varying scope and complexity. The lowest or any offer will not necessarily be accepted.

GENERAL TERMS AND CONDITIONS

Conflict of Interest

Each operator shall declare to Lanark County, as part of their EOI Application, any situation that may be either a conflict of interest or a potential or perceived conflict of interest with the contractual obligations of their EOI submission.

No member of Lanark County Council, no officer, director or staff member is, shall be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in the performance of any contract resulting from this EOI or in the supplies, work or business connection with any such contract or in any portion thereof, or in any monies to be derived there from.

Freedom of Information

All information supplied in this document becomes the property of Lanark County and is collected under the authority of the *Municipal Act* and is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The information collected shall be used solely for the purposes that are stated in this document.

Pursuant to MFIPPA, Lanark County may be required to disclose any such information in response to an access request. To assist the County in responding to an access request, Operators are advised to identify in their proposals any specific scientific, technical, commercial, proprietary, or similar confidential information, and explain why the disclosure of such information would cause them harm.

Complete proposals are not to be identified as confidential. Operators should note that at the appropriate time and at minimum Lanark County may publicly release the names and addresses of all Operators along with the total cost included in any subsequent submission(s). Disclosure of any information contained within this document shall be made in accordance with the *Act*.

Failure to Perform

Failure to comply with all terms and conditions of this EOI and failure to supply all documentation required within the specified time period, shall be returned without review. Lanark County shall then have the right to recommend an award to any other Operator, or to issue a new EOI.

Cancellation of EOI

This EOI may be cancelled in whole or in part without penalty, when:

- There has been a substantial change in the requirements after the EOI has been issued.
- Information has been received after the EOI has been issued that Lanark County feels has substantially altered the procurement.
- In its discretion, Lanark County determines the applications received did not adequately meet the objectives of the EOI.
- There was insufficient competition in order to provide the level of service, or pricing required.
- Funding and/or budget approval is not received.
- For any reason.

Communication with Media

Operators may not at any time directly or indirectly communicate with the media in relation to the EOI or any contract awarded pursuant to the EOI.

Indemnification Claims

The Operator shall indemnify and save harmless the County, their directors, officers, Service Providers, employees and agents, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees in a full indemnity basis) which the indemnified party, its directors, officers, Service Providers, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising by the acts, omissions, negligence, wrong doing or attributed to anything done or omitted to be done by the Operator in connection with the services provided, purported to be provided, or required to be provided by the Operator pursuant to this EOI.

Should Lanark County be made a party to any litigation commenced by or against the Operator, then the Operator shall protect, indemnify, and hold Lanark County harmless and shall promptly pay all costs, expenses, and legal fees (of a solicitor and own client basis) incurred or paid by Lanark County in connection with such litigation upon demand.

The Operator shall promptly pay upon demand all costs, expenses, and legal fees (of a solicitor and own client basis) that may be incurred or paid by Lanark County in enforcing the terms, covenants and conditions in this EOI.

The Operators' obligation under this indemnification section shall survive the expiry or early termination of this EOI.

KEY TERMS AND DEFINITIONS

Child Care Funding means money the Ministry of Education (EDU) provides to the CMSM/DSSAB to allocate to licensed child care Operators.

CMSM/DSSAB means a Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) designated as a Service System Manager as defined in the Child Care and Early Years Act (CCEYA), 2014.

Community Based Spaces means child care spaces in a licensed child care centre or licensed home child care (i.e. not a school).

CWELCC means Canada-Wide Early Learning and Child Care System for early years and child care funding provided for in an agreement entered into by the Province of Ontario and the Government of Canada.

CWELCC Directed Growth Strategy means the plan the Lanark County developed to increase licensed child care spaces within Lanark County for priority populations. Licensed child care spaces created under the Directed Growth Strategy are supported with the CWELCC funding (i.e. reduced parent rates).

Inclusion means all children including those with special needs, are able to actively and meaningfully participate in licensed child care and early years programs and are supported to form authentic, caring relationships with their peers and educators.

Licensed Child Care Operator (the Operator) means the business organization responsible for the delivery of licensed child care services as licensed by the Ministry of Education, Ontario.

Licensed Spaces means for a child care centre, the maximum number of children, including the number in each age category, permitted to be receiving child care in the child care centre at one time as set out in the licensed of the child care centre. Licensed capacity for home child care means the maximum number of children permitted to be receiving child care in the home at one time as set out in the agreement between the licensed home child care agency and home child care provider.

Prioritized Neighbourhoods means communities that have been prioritized by Lanark County for the creation of new licensed child care spaces under the CWELCC Directed Growth Strategy. The Priority neighbourhoods are: Smiths Falls, Carleton Place, Lanark Highlands, Mississippi Mills, Perth and Beckwith.

Priority Populations means underserved families and/or families with vulnerable children or children from diverse populations. Priority populations include, but are not



limited to, children living in low-income families, children with special needs, Indigenous children, Black and other racialized children, children of newcomers to Canada, Francophone children, and children in families requiring non-standard hours of child care- i.e. 12-hour shifts, overnight, etc.

Waitlist means a list operated by each individual child care organization. The waitlist maintains the names of the families who are waiting for licensed child care and meet the set Provincial and/or Municipal eligibility criteria.