

**Request for Expressions of Interest
For
Operation of Pre-Kindergarten Phase 4**

Request for Expressions of Interest for Operation of Pre-Kindergarten Phase 4

Issued: **January 24, 2025**

Submission Deadline: **February 14, 2025 @ 5:00pm NT**

I. Introduction

This Request for Expressions of Interest (“EOI”) is issued by the Government of Newfoundland and Labrador for the purposes of inviting not-for-profit organizations to develop, coordinate and implement Pre-Kindergarten programs for the Department of Education. Specifically, the Provincial Government is seeking to hear from potential proponents that may be interested in submitting a licensing package by August 30, 2025, to develop and operate a Pre-Kindergarten program. Respondents are asked to respond to the Government and provide the information requested below.

II. RFI Timetable

| | |
|------------------------|--------------------------------|
| Issue Date of EOI | January 24, 2025 |
| Deadline for Questions | February 14, 2025 |
| Submission Deadline | February 14, 2025 @ 5:00 pm NT |

The EOI timetable is tentative. At any time the Provincial Government may change the timetable, and waive or extend the Deadline for Questions and/or the Submission Deadline.

III. Background

The Government of Newfoundland and Labrador has a long history of providing a range of early learning and child care programs and services for young children and their families, while striving to increase access to affordable, high quality child care.

Child care for children (birth to thirteen years) is governed by the Child Care Act and Child Care Regulations (2017). The **Child Care Act** and associated Regulations promote healthy child development during the early years and ensure a safe, nurturing and inclusive early learning environment for the children who participate. The legislation promotes economic stability on both a community and a provincial level. It contributes to gender equity, enables parents of young children to participate in the labour market, assists in poverty reduction and helps to build a skilled future workforce. In addition to these benefits, it provides improved developmental outcomes for children who take part in early learning opportunities, especially for the children who are most vulnerable in our society. All regulated child care services must follow the **Child Care Act** and Regulations and meet the minimum required standards to maintain their license.

In September 2022, Newfoundland and Labrador began rolling out a full-day, full-year, inclusive, and accessible Pre-Kindergarten pilot program. The pilot program, and phases one to three of the project consists of 29 sites currently in development throughout the province, with 35 sites successfully operating at this time. More complete information regarding the Pre-Kindergarten Programs can be found in Appendix A.

III. Terms of Reference

In responding to this EOI, the respondent acknowledges its acceptance of the following EOI Terms of Reference:

a. Request for Expressions of Interest Not a Formal Competitive Bidding Process

This EOI is not a bidding process and has been issued for information-gathering purposes only. For added clarity, it is not intended to be a formal legally binding “Contract A” bidding process. Without limiting the generality of the foregoing, this EOI will not necessarily be followed by subsequent procurement activities and does not constitute a commitment by the Provincial Government

b. EOI Not to Limit the Province’s Pre-Existing Rights

This EOI will not limit any of the Province’s pre-existing rights. Without limiting the generality of the foregoing, the Province expressly reserves the right, at its discretion, to:

- i. seek subsequent information or initiate discussions with any potential respondent, including potential respondents that did not respond to this EOI;
- ii. These expressly reserved rights are in addition to any and all other rights of the Province that existed prior to the issuance of this EOI.

c. Financial Information for General Information Purposes Only

Any financial information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding commitments will be established only where specified by the express terms of a subsequent RFP process or where established through the execution of a written agreement.

d. Information in EOI Only an Estimate

The Province and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the EOI or issued by way of addenda. Any data contained in this EOI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The Province will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this EOI. The parties will bear their own costs associated with or incurred through this EOI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this EOI; (ii) the preparation and making of a submission; or (iii) any other activities related to this EOI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this EOI or expressly requested in the respondent’s submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the Province

All information provided by or obtained from the Province in any form in connection with this EOI either before or after the issuance of this EOI (i) is the sole property of the Province and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this EOI; (iii) must not be disclosed without prior written authorization from the Province; and (iv) must be returned by the respondent to the Province immediately upon the request of the Province.

The respondent may not at any time directly or indirectly communicate with the media in relation to this EOI without first obtaining the written permission of the Province.

i. Disclosure of Information

This EOI process is subject to the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015). A proponent must identify any information in its submission, or any accompanying documentation supplied in confidence for which confidentiality is requested to be maintained by the Owner. The confidentiality of such information will be maintained by the Owner, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their submissions will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Owner to advise or assist with the EOI process, including the review of submissions.

The proponent agrees that any specific information in its submission that may qualify for an exemption from disclosure under subsection 39(1) of the ATIPPA, 2015 has been identified in its submission. If no specific information has been identified it is assumed that, in the opinion of the proponent, there is no specific information that qualifies for an exemption under the subsection 39(1) of the ATIPPA, 2015.

Information provided through this process will be disclosed when requested under the ATIPPA, 2015, except where disclosure of that information is harmful to the business' interests, as set out in the three-part test in the ATIPPA, 2015.

If a proponent has any questions about the collection and use of personal information pursuant to this EOI, questions are to be submitted to the RFI Contact. Further information relating to subsection 39(1) of the ATIPPA, 2015 is provided in guidance documents available through the Office of the Information and Privacy Commissioner at <https://oipc.nl.ca/guidance/documents>.

The respondent acknowledges that the Province may make public the name of any and all respondents.

j. Governing Law

This EOI process will be governed by and construed in accordance with the laws of the province of Newfoundland and Labrador and the federal laws of Canada applicable therein.

IV. Questions and Submission Instructions

Respondents are asked to submit any questions, as well as their information and signed Respondent Submission Form by 5:00 p.m. on February 14, 2025, to PreK@gov.nl.ca.

Submissions should include a completed and signed Respondent Submission Form (Appendix B) that acknowledges, among other things, that this EOI and any respondent submissions will

not create a legal relationship or obligation regarding the development and operation of a Pre-Kindergarten site.

All submissions will be contacted to determine eligibility to proceed with the next steps in the expression of interest process.

APPENDIX A – PRE-KINDERGARTEN SPECIFICATIONS

Pre-Kindergarten Sites

Pre-Kindergarten sites are located in existing space within the school, solely dedicated for the pre-kindergarten age group. The age range for children in the Pre-Kindergarten program is 3 years and 8 months old up to kindergarten entry. The program operates full-time, year-round (include during school breaks).

The operator of Pre-Kindergarten Programs is responsible for liaising with NLSchools and school administration, where applicable.

Licensing Requirements

Pre-Kindergarten programs are regulated, play-based early learning and child care programs governed by the **Child Care Act** and **Regulations** [Child Care Legislation - Education \(gov.nl.ca\)](http://www.gov.nl.ca). They are required to be operated by a not-for-profit corporation and provided in a school operated under the **School Act, 1997** (or where there is no space available in a school, a facility approved by the Minister).

The applicant/operator is responsible to make an application for Licensing to regional child care offices.

Ratios

Pre-Kindergarten has a maximum of 20 children assigned to a homeroom, with a caregiver to child ratio of one caregiver to 10 children.

Staffing

The applicant/operator of the Pre-Kindergarten program are responsible for hiring qualified staff. At least one caregiver shall have Level III certification, and a Pre-Kindergarten classification shall be assigned to each Pre-Kindergarten homeroom. All caregivers who are a part of the caregiver to child ratio shall complete an orientation course regarding the provincial early learning framework. For further information on certification and the Pre-Kindergarten orientation course visit the Association of Early Childhood Educators website: <https://www.aecenl.ca/>

Resource Requirements

Any required renovation to Pre-Kindergarten spaces is completed by NLSchools and funded by the Department of Education. The applicant/operator of the Pre-Kindergarten program is responsible for the start-up, set-up, hiring of qualified/required staffing, submission/completion of all required licensing documents to applicable regional child care staff. Moreover, must follow all legislative requirements.

Funding Programs

Operators of Pre-Kindergarten are required to participate in the Child Care Capacity Initiative (CCCI) program and the Operating Grant Program (OGP).

Funding to implement the project will be provided through the CCCI funding program and OGP. Not-for-profit corporations are required to submit completed CCCI Funding and OGP Applications for approval to the Department of Education as per CCCI and OGP policies. Further information on the CCCI and OGP programs, can found at: [Child Care Capacity Initiative - Education \(gov.nl.ca\)](#) and [Operating Grant Program - Education \(gov.nl.ca\)](#). All operators of Pre-Kindergarten programs enter into signed contributions agreements with the Department of Education.

APPENDIX B – RESPONDENT SUBMISSION FORM

I. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the EOI process and for any clarifications or communication that might be necessary.

| | |
|---|--|
| Full Legal Name of Respondent: | |
| Any Other Relevant Name under which Respondent Carries on Business: | |
| Street Address: | |
| City, Province/State: | |
| Postal Code: | |
| Phone Number: | |
| Company Website (if any): | |
| Respondent Contact Name and Title: | |
| Respondent Contact Phone: | |
| Respondent Contact Email: | |

II. Acknowledgement

I acknowledge that this EOI and any respondent submissions will not create a legal relationship or obligation regarding the development and operation of a Pre-Kindergarten site. Please select the appropriate box to indicate your acknowledgement:

Yes No

III. Project Information

- Which Pre-kindergarten location(s) are you interested in operating? Please select from the list below.

| Name of School | Community | Please check areas of interest |
|---------------------------|--------------|--------------------------------|
| Anthony Paddon Elementary | Musgravetown | <input type="checkbox"/> |
| Avoca Collegiate | Badger | <input type="checkbox"/> |
| B.L. Morrison | Postville | <input type="checkbox"/> |

| | | |
|---------------------------------|---------------|--------------------------|
| Baltimore School | Ferryland | <input type="checkbox"/> |
| Bay d'Espoir Academy | St. Alban's | <input type="checkbox"/> |
| Bayview Academy | St. George's | <input type="checkbox"/> |
| Bonne Bay Academy | Woody Point | <input type="checkbox"/> |
| Burgeo Academy | Burgeo | <input type="checkbox"/> |
| Cabot Academy | Western Bay | <input type="checkbox"/> |
| Canon Richards Memorial Academy | Flower's Cove | <input type="checkbox"/> |
| Cloud River Academy | Roddickton | <input type="checkbox"/> |
| Cowan Heights Elementary | St. John's | <input type="checkbox"/> |
| Dunne Memorial Academy | St. Mary's | <input type="checkbox"/> |
| Fatima Academy | St. Bride's | <input type="checkbox"/> |
| French Shore Academy | Port Saunders | <input type="checkbox"/> |
| Grandy's River Collegiate | Burnt Islands | <input type="checkbox"/> |
| Gros Morne Academy | Rocky Harbour | <input type="checkbox"/> |
| H.G. Fillier Academy | Englee | <input type="checkbox"/> |
| Hampden Academy | Hampden | <input type="checkbox"/> |
| Hillview Academy | Norris Arm | <input type="checkbox"/> |
| Holy Cross School Complex | Eastport | <input type="checkbox"/> |
| Holy Family Elementary | Chapel Arm | <input type="checkbox"/> |
| Holy Name of Mary Academy | Lawn | <input type="checkbox"/> |
| John Watkins Academy | Hermitage | <input type="checkbox"/> |
| Lourdes Elementary | Lourdes | <input type="checkbox"/> |
| Lumsden Academy | Lumsden | <input type="checkbox"/> |

| | | |
|---------------------------|------------------|--------------------------|
| Main River Academy | Pollard's Point | <input type="checkbox"/> |
| Pearson Academy | Wesleyville | <input type="checkbox"/> |
| Perlwin Elementary | Winterton | <input type="checkbox"/> |
| Random Island Academy | Hickmans Harbour | <input type="checkbox"/> |
| Riverside Elementary | Clarenville | <input type="checkbox"/> |
| Sacred Heart Elementary | Corner Brook | <input type="checkbox"/> |
| St. Augustines Elementary | Bell Island | <input type="checkbox"/> |
| St. Catherine's Academy | Mount Carmel | <input type="checkbox"/> |
| St. Francis School | Harbour Grace | <input type="checkbox"/> |
| St. Joseph's Elementary | Harbour Breton | <input type="checkbox"/> |
| St. Mark's School | King's Cove | <input type="checkbox"/> |
| St. Matthew's School | St. John's | <input type="checkbox"/> |
| Stella Maris Academy | Trepassey | <input type="checkbox"/> |
| Vanier Elementary | St. John's | <input type="checkbox"/> |

2. Is your not-for-profit corporation in good standing with [Newfoundland and Labrador Registry of Companies](#)? Please select the appropriate box:

Yes No

3. Is your not-for-profit corporation in good standing with [Workplace NL](#)? Please select the appropriate box:

Yes No

4. Does your not-for-profit organization currently operate a licensed child care centre or family resource program in the Province of Newfoundland and Labrador? Please select the appropriate box:

Yes: Family Resource Program

Yes: Licensed Child Care Centre

No

5. How many child care services has your not-for-profit corporation previously licensed?
Please select the appropriate box:

0 1-3 4 or more

6. What is your not-for-profit corporation's approach to acquiring the staff/human resources required to develop this project and operationalize the Pre-Kindergarten program?

7. What is your not-for-profit corporation's approach to project planning for site readiness?