

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Davidson, Andy MCF:EX](#); [Bailey, Kiera MCF:EX](#); [Karim, Susan MCF:EX](#); [Davidson, Leah MCF:EX](#); [Ardiel, Thea MCF:EX](#); [Salloum, Steve E MCF:EX](#); [Van Egmond, Sheena C MCF:EX](#); [Brown, Jasmin MCF:EX](#); [Foster, Melanie MCF:EX](#); [Madhadi, Abhinav SDPR:EX](#); [Kaushik, Saumyata SDPR:EX](#); [Butler, Teresa MCF:EX](#); [Nelson, Tiffany MCF:EX](#); [Mayhew, Marnie MCF:EX](#); [Ou, Beiyang MCF:EX](#)  
**Subject:** prototypes - summary of results  
**Date:** Wednesday, September 5, 2018 1:15:14 PM

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Withheld pursuant to/removed as

s.13

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Davidson, Leah MCF:EX](#); [Karim, Susan MCF:EX](#); [Brown, Jasmin MCF:EX](#); [Davidson, Andy MCF:EX](#)  
**Subject:** FW: BC ELCC prototype sites update  
**Date:** September 11, 2018 9:41:15 AM

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FYI

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**From:** Cotie, Kate L MCF:EX  
**Sent:** Tuesday, September 11, 2018 9:41 AM  
**To:** 'christian.paradis@hrsdc-rhdcc.gc.ca'  
**Cc:** Barry, Jonathan MCF:EX; Butler, Teresa MCF:EX; Murrell, Joanne MCF:EX  
**Subject:** RE: BC ELCC prototype sites update

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s.13; s.16

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s.13

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However, in the North, Island and Interior regions we had fewer sites to choose from and the pool of applicants happened to include large – high scoring centres that also have many school age spaces included. As noted in our summary, in order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (IT, 3-5, and SA), also creating a continuum of care. This is particularly true in rural locations.

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Breakdown by Region:

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Thank you for your help Christian! Let us know if you have any further questions or need any additional information.

Kate

Kate Cotie, Director Child Care Policy  
Ministry of Children and Family Development  
Desk Phone: 778.698.9797  
Cell: 250.217.1062  
Email: Kate.Cotie@gov.bc.ca

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**From:** christian.paradis@hrsdc-rhdcc.gc.ca [mailto:christian.paradis@hrsdc-rhdcc.gc.ca]

**Sent:** Sunday, September 9, 2018 7:33 AM

**To:** Cotie, Kate L MCF:EX

**Cc:** Murrell, Joanne MCF:EX; Barry, Jonathan MCF:EX; Butler, Teresa MCF:EX

**Subject:** RE: BC ELCC prototype sites update

Thanks Kate, as we are briefing up, I have two follow-up questions: 1) would it be possible to get the proportion of for-profit vs non-profit centers that would benefit from the prototype sites –the 3,238 licenses? and 2) what could have been the impact should you have had in your selection criteria for prototype sites an explicit limit of 10% of school-age kids (you have a bullet that seems to relate to this further down but I wasn't sure if you were addressing this particular issue)? Many thanks for these.

Christian

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**From:** Cotie, Kate L MCF:EX [mailto:Kate.Cotie@gov.bc.ca]

**Sent:** 2018-09-05 3:35 PM

**To:** Paradis, Christian C [NC]

**Cc:** Murrell, Joanne MCF:EX; Barry, Jonathan MCF:EX; Butler, Teresa MCF:EX

**Subject: BC ELCC prototype sites update**

Hi Christian. Thank you for taking the time to meet with us yesterday to discuss the results of BC's selection process for prototype sites. We have an expanded summary below to help address some of the questions raised on our call yesterday. As mentioned on our call, we are hoping to notify and enter into contracts with successful sites ASAP in order to be able to get these sites up and running this fall. We will wait for the green light from you before doing this. Let me know if you have any questions or need any further information?

Kate Cotie, Director Child Care Policy  
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**Summary of Results:**

- Through the Province's Early Learning and Child Care Agreement (ELCC) with the federal government, the Province is investing \$60 million to convert child care spaces into low-cost, \$10/day spaces at existing child care facilities across BC.
- Over an 18-month period, starting in fall 2018, these new Universal Child Care Prototype Sites will help test funding and operational models required to move British Columbia toward a universal child care system.
- Through an Expression of Interest, 318 applications were received by the July 9 deadline, representing over 10,000 child care spaces. Applications were adjudicated by Ministry staff and reviewed by an internal cross ministry selection panel to identify and recommend a set of prototype sites. The final group of selected prototype sites were then taken to an external review committee, made up of child care experts and stakeholders for final consideration and endorsement on August 20.
- The result is 58 sites reflecting the diversity of BC's geography, license types, organization, and business models, and that achieves the priorities outlined in the ELCC Agreement (e.g., representation of children from underserved communities such as Indigenous families, families with children with special needs, and young parents completing their secondary education).
- The selected sites will operate approximately 3,238 licensed child care spaces, significantly more than the 1786 spaces that were originally targeted.
- Infant Toddler and 3-5 spaces alone make up 2,412 spaces – and this does not include spaces available at the multi-age and family child care sites.
- This higher proportion of spaces is achievable because of the added flexibility provided by the Government of Canada to include a more representative mix of programs by including programs for 3 – 5 years and a smaller percentage of school-age spaces, as well as the inclusion of a small percentage of for-profit providers.
- Because the multi-age child care and family child care sites can accept children within a range of ages, and the ages of children change, it is difficult to identify the exact ages of children that will be served in these sites (although their licensed maximum capacity is 8 and 7 spaces respectively).
- In order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (IT, 3-5, and SA), also creating a continuum of care. To ensure the province is able to include group infant toddler programs, the inclusion of some school-age spaces is necessary.
- Prototype site evaluation will benefit from including the full range of programs provided at the sites by ensuring fulsome cost/benefit analysis of the care model. By including all types of child care for different age groups, the evaluation will allow the province to understand the actual cost of delivering child care, and will promote data-informed decisions about child care funding and quality.
- Infant Toddler spaces were prioritized throughout the process. A key criteria for the prototype sites was that each of the programs must offer infant toddler spaces – which has been achieved.
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The following tables provide a breakdown of the sites selected and how they meet the program criteria:

| # of Spaces per License Type                    | # of Spaces | % of Total |
|---|-------------|------------|
| Group Spaces - Under 36 Months (infant/toddler) | 902         | 28%        |
| Group Spaces 30 Months – 5 yrs                  | 1,248       | 39%        |
| Preschool (3-5 yrs)                             | 262         | 8%         |
| Group Spaces – School Age                       | 646         | 20%        |
| Group Spaces – Multi-Age (0-12 yrs)             | 128         | 4%         |
| In Home Multi-Age                               | 24          | 1%         |
| Family  | 28          | 1%         |

- The overall number of spaces proposed is nearly double the target. The overall percentage of proposed programs are approximately 30 percent Infant Toddler, 50 percent preschool age and 20 percent School age.
- None of the sites selected offer only school age spaces – school age spaces are only included in addition to infant/toddler and/or preschool age spaces. Because of the composition of quality child care sites in BC, even though the intention was to fund a majority of infant/toddler spaces, there was no combination of sites that would have achieved that metric by itself. (It should be noted that with the exception of preschool and school age spaces, infants/toddlers can be included under all other license types, and infant/toddler spaces represent more than 50% of the targeted 1786 spaces under BC's Action Plan).

| # of Spaces per Health Authority | # of Spaces | % of Total | % of CCOF spaces |
|----------------------------------|-------------|------------|------------------|
| Fraser Health                    | 815         | 25%        | 36%              |
| Interior Health                  | 783         | 24%        | 15%              |
| Island Health                    | 633         | 20%        | 18%              |
| Northern Health                  | 421         | 13%        | 5%               |
| Vancouver Coastal Health         | 586         | 18%        | 21%              |

- The selection process sought to balance the number and percentage of prototype site spaces with the percentage of Ministry (CCOF) funded spaces by Health Authority – creating an equitable spread across the province. In order to appropriately weigh the ELCC priorities (specifically those that serve vulnerable and under-served populations), some regions are over represented and others under represented. Both the Northern and Interior health authorities are over represented to ensure sufficient numbers of rural prototype sites and due to the high number of quality applications from these two regions.

| # of Spaces Offering Specific Services                    | # of Spaces | % of Total selected | % of Total Applications |
|---|-------------|---------------------|-------------------------|
| Indigenous Programming                                    | 1,890       | 58%                 | 45%                     |
| Programs for Families New to Canada                       | 995         | 31%                 | 30%                     |
| Provide French programming                                | 2,306       | 71%                 | 59%                     |
| Service to Young Parents                                  | 2,402       | 74%                 | 63%                     |
| Rural   | 1,043       | 32%                 | 26%                     |
| >1.5 on Inclusion Metrics for children with special needs | 2,803       | 87%                 | 71%                     |
| Extended Hours (Past 6:00PM, weekends)                    | 60          | 2%                  | 2%                      |

- By nearly all criterion, spaces at the prototype sites meet/exceed the ELCC priorities relative to the percentage of all incoming applications.

Based on the 2016/17 baseline data we previously provided, the proposed spaces represent the following percentages of the existing child care system in BC. (Note, numbers were rounded up to approximately include mixed age/family settings)

| <b>Overall number of spaces (2016/17)</b>     | <b>Estimate<br/>number<br/>of<br/>Prototype<br/>spaces</b> | <b>Percentage<br/>of existing<br/>child care<br/>spaces</b> |
|---|--|---|
| 10,923 group infant/toddler child care spaces | 1000   | 9%  |
| 30,394 Group 3-5 year old child care spaces   | 1600   | 5%  |
| 34,169 Group 6-12 year old child care spaces  | 700  | 2%  |

**From:** Cotie, Kate L MCF:EX  
**To:** Davidson, Leah MCF:EX; Brown, Jasmin MCF:EX; Karim, Susan MCF:EX  
**Subject:** 240090-Prototype Sites\_SA\_Space issues with GOC  
**Date:** October 16, 2018 10:09:29 AM  
**Attachments:** 240090-Prototype Sites\_SA\_Space issues with GOC.docx

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- The selected sites will operate approximately 3,238 licensed child care spaces, significantly more than the 1786 spaces that were originally targeted.
- Infant Toddler and 3-5 spaces alone make up 2,412 spaces – and this does not include spaces available at the multi-age and family child care sites.
- This higher proportion of spaces is achievable because of the added flexibility provided by the Government of Canada to include a more representative mix of programs by including programs for 3 – 5 years and a smaller percentage of school-age spaces, as well as the inclusion of a small percentage of for-profit providers.
- Because the multi-age child care and family child care sites can accept children within a range of ages, and the ages of children change, it is difficult to identify the exact ages of children that will be served in these sites (although their licensed maximum capacity is 8 and 7 spaces respectively).
- In order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (IT, 3-5, and SA), also creating a continuum of care. To ensure the province is able to include group infant toddler programs, the inclusion of some school-age spaces is necessary.
- Prototype site evaluation will benefit from including the full range of programs provided at the sites by ensuring fulsome cost/benefit analysis of the care model. By including all types of child care for different age groups, the evaluation will allow the province to understand the actual cost of delivering child care, and will promote data-informed decisions about child care funding and quality.
- Infant Toddler spaces were prioritized throughout the process. A key criteria for the prototype sites was that each of the programs must offer infant toddler spaces – which has been achieved.
-

The following tables provide a breakdown of the sites selected and how they meet the program criteria:

| # of Spaces per License Type                    | # of Spaces | % of Total |
|---|-------------|------------|
| Group Spaces - Under 36 Months (infant/toddler) | 902         | 28%        |
| Group Spaces 30 Months – 5 yrs                  | 1,248       | 39%        |
| Preschool (3-5 yrs)                             | 262         | 8%         |
| Group Spaces – School Age                       | 646         | 20%        |
| Group Spaces – Multi-Age (0-12 yrs)             | 128         | 4%         |
| In Home Multi-Age                               | 24          | 1%         |
| Family  | 28          | 1%         |

- The overall number of spaces proposed is nearly double the target. The overall percentage of proposed programs are approximately 30 percent Infant Toddler, 50 percent preschool age and 20 percent School age.
- None of the sites selected offer only school age spaces – school age spaces are only included in addition to infant/toddler and/or preschool age spaces. Because of the composition of quality child care sites in BC, even though the intention was to fund a majority of infant/toddler spaces, there was no combination of sites that would have achieved that metric by itself. (It should be noted that with the exception of preschool and school age spaces, infants/toddlers can be included under all other license types, and infant/toddler spaces represent more than 50% of the targeted 1786 spaces under BC's Action Plan).

| # of Spaces per Health Authority | # of Spaces | % of Total | % of CCOF spaces |
|----------------------------------|-------------|------------|------------------|
| Fraser Health                    | 815         | 25%        | 36%              |
| Interior Health                  | 783         | 24%        | 15%              |
| Island Health                    | 633         | 20%        | 18%              |
| Northern Health                  | 421         | 13%        | 5%               |
| Vancouver Coastal Health         | 586         | 18%        | 21%              |

- The selection process sought to balance the number and percentage of prototype site spaces with the percentage of Ministry (CCOF) funded spaces by Health Authority – creating an equitable spread across the province. In order to appropriately weigh the ELCC priorities (specifically those that serve vulnerable and under-served populations), some regions are over represented and others under represented. Both the Northern and Interior health authorities are over represented to ensure sufficient numbers of rural prototype sites and due to the high number of quality applications from these two regions.

| # of Spaces Offering Specific Services                    | # of Spaces | % of Total selected | % of Total Applications |
|---|-------------|---------------------|-------------------------|
| Indigenous Programming                                    | 1,890       | 58%                 | 45%                     |
| Programs for Families New to Canada                       | 995         | 31%                 | 30%                     |
| Provide French programming                                | 2,306       | 71%                 | 59%                     |
| Service to Young Parents                                  | 2,402       | 74%                 | 63%                     |
| Rural   | 1,043       | 32%                 | 26%                     |
| >1.5 on Inclusion Metrics for children with special needs | 2,803       | 87%                 | 71%                     |
| Extended Hours (Past 6:00PM, weekends)                    | 60          | 2%                  | 2%                      |

- By nearly all criterion, spaces at the prototype sites meet/exceed the ELCC priorities relative to the percentage of all incoming applications.

Based on the 2016/17 baseline data we previously provided, the proposed spaces represent the following percentages of the existing child care system in BC. (Note, numbers were rounded up to approximately include mixed age/family settings)

| <b>Overall number of spaces (2016/17)</b>     | <b>Estimate<br/>number<br/>of<br/>Prototype<br/>spaces</b> | <b>Percentage<br/>of existing<br/>child care<br/>spaces</b> |
|---|--|---|
| 10,923 group infant/toddler child care spaces | 1000   | 9%  |
| 30,394 Group 3-5 year old child care spaces   | 1600   | 5%  |
| 34,169 Group 6-12 year old child care spaces  | 700  | 2%  |

**From:** [Davidson, Andy MCF:EX](#)  
**To:** [Cotie, Kate L MCF:EX](#); [Barry, Jonathan MCF:EX](#); [Murrell, Joanne MCF:EX](#)  
**Cc:** [Butler, Teresa MCF:EX](#)  
**Subject:** Re: BC ELCC prototype sites update  
**Date:** September 10, 2018 6:55:50 PM

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s.13

**From:** [Davidson, Andy MCF:EX](#)  
**To:** [Cotie, Kate L MCF:EX](#); [Barry, Jonathan MCF:EX](#); [Murrell, Joanne MCF:EX](#)  
**Cc:** [Butler, Teresa MCF:EX](#)  
**Subject:** Re: BC ELCC prototype sites update  
**Date:** September 10, 2018 6:55:50 PM

sorry for the formatting.. let me know if you need anything more. I will be on the road most of the day, but I am sure I can find a moment and a wifi signal!

spaces by org type - profit/NFP

| # of Spaces per Org Type           | # of Spaces | % of Total |
|------------------------------------|-------------|------------|
| <b>Band</b>                        | 102         | 4%         |
| <b>Corporation</b>                 | 338         | 14%        |
| <b>Non-Profit</b>                  | 1,814       | 74%        |
| <b>Partnership</b>                 | 8           | 0%         |
| <b>Public Institution</b>          | 86          | 3%         |
| <b>Sole Proprietor</b>             | 116         | 5%         |
| <b>total not for profit/public</b> | <b>2002</b> | <b>81%</b> |
| <b>total for profit</b>            | <b>462</b>  | <b>19%</b> |

HA break down

| # of Spaces per Health Authority | # of Spaces | % of Total |
|----------------------------------|-------------|------------|
| <b>Fraser Health</b>             | 610         | 25%        |
| <b>Interior Health</b>           | 763         | 31%        |
| <b>Island Health</b>             | 450         | 18%        |
| <b>Northern Health</b>           | 197         | 8%         |
| <b>Vancouver Coastal Health</b>  | 444         | 18%        |

spaces by care type - VAN COASTAL

| # of Spaces by Care Type                 | # of Spaces | % of Total |
|--|-------------|------------|
| <b>Sum of Grp Spaces Under 36 Months</b> | 184         | 41%        |
| <b>Sum of Grp Spaces 30 Months - SA</b>  | 230         | 52%        |
| <b>Sum of Grp Spaces - Pre</b>           | -           | 0%         |
| <b>Sum of Grp Spaces - SA</b>            | -           | 0%         |
| <b>Sum of Grp Spaces - MA</b>            | 16          | 4%         |
| <b>Sum of Family Spaces - IHMA</b>       | -           | 0%         |
| <b>Sum of Family Spaces</b>              | 14          | 3%         |

spaces by care type - NORTH

| # of Spaces by Care Type                 | # of Spaces | % of Total |
|--|-------------|------------|
| <b>Sum of Grp Spaces Under 36 Months</b> | 32          | 16%        |
| <b>Sum of Grp Spaces 30 Months - SA</b>  | 59          | 30%        |
| <b>Sum of Grp Spaces - Pre</b>           | 14          | 7%         |
| <b>Sum of Grp Spaces - SA</b>            | 61          | 31%        |
| <b>Sum of Grp Spaces - MA</b>            | 24          | 12%        |
| <b>Sum of Family Spaces - IHMA</b>       | -           | 0%         |
| <b>Sum of Family Spaces</b>              | 7           | 4%         |

spaces by care type - ISLAND

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 104         | 23%        |
| Sum of Grp Spaces 30 Months - SA  | 154         | 34%        |
| Sum of Grp Spaces - Pre           | 35          | 8%         |
| Sum of Grp Spaces - SA            | 129         | 29%        |
| Sum of Grp Spaces - MA            | 20          | 4%         |
| Sum of Family Spaces - IHMA       | 8           | 2%         |
| Sum of Family Spaces              | -           | 0%         |

spaces by care type - INTERIOR

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 190         | 25%        |
| Sum of Grp Spaces 30 Months - SA  | 296         | 39%        |
| Sum of Grp Spaces - Pre           | 63          | 8%         |
| Sum of Grp Spaces - SA            | 206         | 27%        |
| Sum of Grp Spaces - MA            | -           | 0%         |
| Sum of Family Spaces - IHMA       | 8           | 1%         |
| Sum of Family Spaces              | -           | 0%         |

spaces by care type - FRASER

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 250         | 41%        |
| Sum of Grp Spaces 30 Months - SA  | 251         | 41%        |
| Sum of Grp Spaces - Pre           | 20          | 3%         |
| Sum of Grp Spaces - SA            | 50          | 8%         |
| Sum of Grp Spaces - MA            | 24          | 4%         |
| Sum of Family Spaces - IHMA       | 8           | 1%         |
| Sum of Family Spaces              | 7           | 1%         |

spaces by care type - overall

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 760         | 31%        |
| Sum of Grp Spaces 30 Months - SA  | 990         | 40%        |
| Sum of Grp Spaces - Pre           | 132         | 5%         |
| Sum of Grp Spaces - SA            | 446         | 18%        |
| Sum of Grp Spaces - MA            | 84          | 3%         |
| Sum of Family Spaces - IHMA       | 24          | 1%         |
| Sum of Family Spaces              | 28          | 1%         |

**From:** Cotie, Kate L MCF:EX

**Sent:** September-10-18 4:13 PM

**To:** Davidson, Andy MCF:EX; Barry, Jonathan MCF:EX; Murrell, Joanne MCF:EX

**Cc:** Butler, Teresa MCF:EX

**Subject:** RE: BC ELCC prototype sites update

I hear the rest of the meeting went well sorry I had to leave early. Andy when you get a chance can you send

me new tables to replace the ones below plus an overall breakdown? So:

- for profit vs non profit and the breakdowns overall
- spaces by care type break down overall
- spaces by care type break down by health authority

I'll develop a lead in to frame that we've made some changes but still are only able to move the numbers a little – will summarize the results and answer their questions at the same time.

Is tomorrow doable? The sooner we get info to them the sooner we can get a response

**From:** Cotie, Kate L MCF:EX

**Sent:** Monday, September 10, 2018 2:47 PM

**To:** Davidson, Andy MCF:EX; Barry, Jonathan MCF:EX; Murrell, Joanne MCF:EX

**Cc:** Butler, Teresa MCF:EX

**Subject:** RE: BC ELCC prototype sites update

Draft response below – holding off on sending anything until after our committee meeting this aft (I can only attend for first half of meeting)

Hi Christian – answers to your questions below:

1) would it be possible to get the proportion of for-profit vs non-profit centers that would benefit from the prototype sites –the 3,238 licenses?

| # of Spaces per Org Type  | # of Spaces | % of Total |
|---------------------------|-------------|------------|
| <b>Band</b>               | 102         | 3%         |
| <b>Corporation</b>        | 748         | 23%        |
| <b>Non-Profit</b>         | 2,168       | 67%        |
| <b>Partnership</b>        | 8           | 0%         |
| <b>Public Institution</b> | 86          | 3%         |
| <b>Sole Proprietor</b>    | 126         | 4%         |

2) what could have been the impact should you have had in your selection criteria for prototype sites an explicit limit of 10% of school-age kids (you have a bullet that seems to relate to this further down but I wasn't sure if you were addressing this particular issue)? Many thanks for these.

- If we had explicitly limited to 10% school age kids we would not have been able to get sufficient representation of sites outside of the lower mainland.
- We managed to keep very close to 10% in the Fraser Valley and Vancouver Coastal regions – where we had large pools of applicants to work with (see breakdown below). In the North, Island and Interior regions we had fewer sites to choose from and the pool of applicants happened to include large – high scoring centres that also have many SA spaces included. As noted in our summary, in order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (IT, 3-5, and SA), also creating a continuum of care. This is particularly true in rural locations.
- If we had not included these sites we would have had to prioritize sites that scored lower on other priorities – such as service to aboriginal families, or inclusion policy for children with special needs
- Excluding them would have drastically impacted the Expression of Interest process from a fairness perspective (excluding high scoring, large centres and including lower scoring) and would also have excluded some service delivery models that we can learn a lot from through the evaluation process.
- Many of the larger centres also come with large SA programs – these are again models that we would want to learn more about – assumption that these kind of large SA programs help keep costs low in other areas of the centre.

Fraser Valley

| # of Spaces by Care Type                 | # of Spaces | % of Total |
|--|-------------|------------|
| <b>Sum of Grp Spaces Under 36 Months</b> | 320         | 39%        |
| <b>Sum of Grp Spaces 30 Months - SA</b>  | 349         | 43%        |

|                             |    |     |
|-----------------------------|----|-----|
| Sum of Grp Spaces - Pre     | 20 | 2%  |
| Sum of Grp Spaces - SA      | 87 | 11% |
| Sum of Grp Spaces - MA      | 24 | 3%  |
| Sum of Family Spaces - IHMA | 8  | 1%  |
| Sum of Family Spaces        | 7  | 1%  |

Vancouver Coastal

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 208         | 35%        |
| Sum of Grp Spaces 30 Months - SA  | 255         | 44%        |
| Sum of Grp Spaces - Pre           | 20          | 3%         |
| Sum of Grp Spaces - SA            | 73          | 12%        |
| Sum of Grp Spaces - MA            | 16          | 3%         |
| Sum of Family Spaces - IHMA       | -           | 0%         |
| Sum of Family Spaces              | 14          | 2%         |

Island:

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 128         | 20%        |
| Sum of Grp Spaces 30 Months - SA  | 229         | 36%        |
| Sum of Grp Spaces - Pre           | 55          | 9%         |
| Sum of Grp Spaces - SA            | 149         | 24%        |
| Sum of Grp Spaces - MA            | 64          | 10%        |
| Sum of Family Spaces - IHMA       | 8           | 1%         |
| Sum of Family Spaces              | -           | 0%         |

North:

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 56          | 13%        |
| Sum of Grp Spaces 30 Months - SA  | 119         | 28%        |
| Sum of Grp Spaces - Pre           | 94          | 22%        |
| Sum of Grp Spaces - SA            | 121         | 29%        |
| Sum of Grp Spaces - MA            | 24          | 6%         |
| Sum of Family Spaces - IHMA       | -           | 0%         |
| Sum of Family Spaces              | 7           | 2%         |

Interior

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 190         | 24%        |
| Sum of Grp Spaces 30 Months - SA  | 296         | 38%        |
| Sum of Grp Spaces - Pre           | 73          | 9%         |
| Sum of Grp Spaces - SA            | 216         | 28%        |
| Sum of Grp Spaces - MA            | -           | 0%         |
| Sum of Family Spaces - IHMA       | 8           | 1%         |
| Sum of Family Spaces              | -           | 0%         |

From: christian.paradis@hrsdc-rhdcc.gc.ca [mailto:christian.paradis@hrsdc-rhdcc.gc.ca]

Sent: Sunday, September 9, 2018 7:33 AM

**To:** Cotie, Kate L MCF:EX

**Cc:** Murrell, Joanne MCF:EX; Barry, Jonathan MCF:EX; Butler, Teresa MCF:EX

**Subject:** RE: BC ELCC prototype sites update

Thanks Kate, as we are briefing up, I have two follow-up questions: 1) would it be possible to get the proportion of for-profit vs non-profit centers that would benefit from the prototype sites –the 3,238 licenses? and 2) what could have been the impact should you have had in your selection criteria for prototype sites an explicit limit of 10% of school-age kids (you have a bullet that seems to relate to this further down but I wasn't sure if you were addressing this particular issue)? Many thanks for these.

Christian

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**From:** Cotie, Kate L MCF:EX [mailto:Kate.Cotie@gov.bc.ca]

**Sent:** 2018-09-05 3:35 PM

**To:** Paradis, Christian C [NC]

**Cc:** Murrell, Joanne MCF:EX; Barry, Jonathan MCF:EX; Butler, Teresa MCF:EX

**Subject:** BC ELCC prototype sites update

Hi Christian. Thank you for taking the time to meet with us yesterday to discuss the results of BC's selection process for prototype sites. We have an expanded summary below to help address some of the questions raised on our call yesterday. As mentioned on our call, we are hoping to notify and enter into contracts with successful sites ASAP in order to be able to get these sites up and running this fall. We will wait for the green light from you before doing this. Let me know if you have any questions or need any further information?

Kate Cotie, Director Child Care Policy

Ministry of Children and Family Development

Desk Phone: 778.698.9797

Cell: 250.217.1062

Email: Kate.Cotie@gov.bc.ca

**Summary of Results:**

- Through the Province's Early Learning and Child Care Agreement (ELCC) with the federal government, the Province is investing \$60 million to convert child care spaces into low-cost, \$10/day spaces at existing child care facilities across BC.
- Over an 18-month period, starting in fall 2018, these new Universal Child Care Prototype Sites will help test funding and operational models required to move British Columbia toward a universal child care system.
- Through an Expression of Interest, 318 applications were received by the July 9 deadline, representing over 10,000 child care spaces. Applications were adjudicated by Ministry staff and reviewed by an internal cross ministry selection panel to identify and recommend a set of prototype sites. The final group of selected prototype sites were then taken to an external review committee, made up of child care experts and stakeholders for final consideration and endorsement on August 20.
- The result is 58 sites reflecting the diversity of BC's geography, license types, organization, and business models, and that achieves the priorities outlined in the ELCC Agreement (e.g., representation of children from underserved communities such as Indigenous families, families with children with special needs, and young parents completing their secondary education).
- The selected sites will operate approximately 3,238 licensed child care spaces, significantly more than the 1786 spaces that were originally targeted.
- Infant Toddler and 3-5 spaces alone make up 2,412 spaces – and this does not include spaces available at the multi-age and family child care sites.
- This higher proportion of spaces is achievable because of the added flexibility provided by the Government of Canada to include a more representative mix of programs by including programs for 3 – 5 years and a smaller percentage of school-age spaces, as well as the inclusion of a small percentage of for-profit providers.

- Because the multi-age child care and family child care sites can accept children within a range of ages, and the ages of children change, it is difficult to identify the exact ages of children that will be served in these sites (although their licensed maximum capacity is 8 and 7 spaces respectively).
- In order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (IT, 3-5, and SA), also creating a continuum of care. To ensure the province is able to include group infant toddler programs, the inclusion of some school-age spaces is necessary.
- Prototype site evaluation will benefit from including the full range of programs provided at the sites by ensuring fulsome cost/benefit analysis of the care model. By including all types of child care for different age groups, the evaluation will allow the province to understand the actual cost of delivering child care, and will promote data-informed decisions about child care funding and quality.
- Infant Toddler spaces were prioritized throughout the process. A key criteria for the prototype sites was that each of the programs must offer infant toddler spaces – which has been achieved.
- The following tables provide a breakdown of the sites selected and how they meet the program criteria:

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| Group Spaces – School Age                       | 646         | 20%        |
| Group Spaces – Multi-Age (0-12 yrs)             | 128         | 4%         |
| In Home Multi-Age                               | 24          | 1%         |
| Family  | 28          | 1%         |

- The overall number of spaces proposed is nearly double the target. The overall percentage of proposed programs are approximately 30 percent Infant Toddler, 50 percent preschool age and 20 percent School age.
- None of the sites selected offer only school age spaces – school age spaces are only included in addition to infant/toddler and/or preschool age spaces. Because of the composition of quality child care sites in BC, even though the intention was to fund a majority of infant/toddler spaces, there was no combination of sites that would have achieved that metric by itself. (It should be noted that with the exception of preschool and school age spaces, infants/toddlers can be included under all other license types, and infant/toddler spaces represent more than 50% of the targeted 1786 spaces under BC's Action Plan).

| # of Spaces per Health Authority | # of Spaces | % of Total | % of CCOF spaces |
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| Island Health                    | 633         | 20%        | 18%              |
| Northern Health                  | 421         | 13%        | 5%               |
| Vancouver Coastal Health         | 586         | 18%        | 21%              |

- The selection process sought to balance the number and percentage of prototype site spaces with the percentage of Ministry (CCOF) funded spaces by Health Authority – creating an equitable spread across the province. In order to appropriately weigh the ELCC priorities (specifically those that serve vulnerable and under-served populations), some regions are over represented and others under represented. Both the Northern and Interior health authorities are over represented to ensure sufficient numbers of rural prototype sites and due to the high number of quality applications from

these two regions.

| # of Spaces Offering Specific Services                    | # of Spaces | % of Total selected | % of Total Applications |
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| Programs for Families New to Canada                       | 995         | 31%                 | 30%                     |
| Provide French programming                                | 2,306       | 71%                 | 59%                     |
| Service to Young Parents                                  | 2,402       | 74%                 | 63%                     |
| Rural   | 1,043       | 32%                 | 26%                     |
| >1.5 on Inclusion Metrics for children with special needs | 2,803       | 87%                 | 71%                     |
| Extended Hours (Past 6:00PM, weekends)                    | 60          | 2%                  | 2%                      |

- By nearly all criterion, spaces at the prototype sites meet/exceed the ELCC priorities relative to the percentage of all incoming applications.

Based on the 2016/17 baseline data we previously provided, the proposed spaces represent the following percentages of the existing child care system in BC. (Note, numbers were rounded up to approximately include mixed age/family settings)

|   | Estimate<br>number<br>of<br>Prototype<br>spaces | Percentage<br>of existing<br>child care<br>spaces |
|---|---|---|
| <b>Overall number of spaces (2016/17)</b>     |   |   |
| 10,923 group infant/toddler child care spaces | 1000  | 9%  |
| 30,394 Group 3-5 year old child care spaces   | 1600  | 5%  |
| 34,169 Group 6-12 year old child care spaces  | 700   | 2%  |

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Butler, Teresa MCF:EX](#); [Massey, Christine MCF:EX](#)  
**Subject:** RE: Prototypes Evaluation - selection process  
**Date:** September 25, 2018 11:26:12 AM

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Letters will go out by end of day

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**From:** Butler, Teresa MCF:EX  
**Sent:** Tuesday, September 25, 2018 11:23 AM  
**To:** Cotie, Kate L MCF:EX; Massey, Christine MCF:EX  
**Subject:** RE: Prototypes Evaluation - selection process

Thanks Kate,

We have approval to proceed with communicating the results of the RFP process to proponents.

Respectfully,

Teresa

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**From:** Cotie, Kate L MCF:EX  
**Sent:** Friday, September 21, 2018 2:39 PM  
**To:** Massey, Christine MCF:EX  
**Cc:** Butler, Teresa MCF:EX  
**Subject:** Prototypes Evaluation - selection process

Attached is a copy of the RFP and the Evaluation Handbook.

- The RFP contains the criteria
- The Evaluation Handbook includes the considerations and rating for scoring the criteria

The Process

- The Evaluation Panel consisted of Leah Davidson (Senior Policy Analyst), Susan Karim (Policy Manager), Beiyan Ou (MAIM), and Kiera Baily (Project and Support Services)
- Each panelist reviewed and evaluated each submission independently, and scored each section of the individual proposals out of ten.
- On September 20, 2018, the panel convened and discussed and debated each proposal section by section.
- Where possible, a consensus score was recorded; if consensus score could not be agreed to by the panel members, an average score was recorded
- The Panel Evaluation meeting was facilitated by Steve Salloum and Thea Ardiel of procurement, who recorded the scoring, discussion and rationalizations for decisions

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** ["christian.paradis@hrsdc-rhdcc.gc.ca"](#)  
**Cc:** [Barry, Jonathan MCF:EX](#); [Butler, Teresa MCF:EX](#); [Murrell, Joanne MCF:EX](#)  
**Subject:** RE: BC ELCC prototype sites update  
**Date:** September 19, 2018 4:15:58 PM

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s.13; s.16

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s.13; s.16

Page 061 of 249 to/à Page 063 of 249

Withheld pursuant to/removed as

s.13

**From:** [Murrell, Joanne MCF:EX](#)  
**To:** [Butler, Teresa MCF:EX](#)  
**Subject:** RE: BC ELCC prototype sites update  
**Date:** September 18, 2018 11:04:12 AM

---

okay, will get it started

---

**From:** Butler, Teresa MCF:EX  
**Sent:** Tuesday, September 18, 2018 10:54 AM  
**To:** Murrell, Joanne MCF:EX  
**Subject:** RE: BC ELCC prototype sites update

Hi Joanne,

s.13

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s.13

Page 068 of 249

Withheld pursuant to/removed as

s.13; s.16

Page 069 of 249 to/à Page 070 of 249

Withheld pursuant to/removed as

s.13

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Barry, Jonathan MCF:EX](#); [Butler, Teresa MCF:EX](#)  
**Cc:** [Murrell, Joanne MCF:EX](#)  
**Subject:** 239705 - Prototype Site\_OSC\_Space issues with GOC  
**Date:** September 19, 2018 5:09:45 PM  
**Attachments:** [239705 - Prototype Site\\_OSC\\_Space issues with GOC.docx](#)

---

Note going forward to Christine

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s.13

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Barry, Jonathan MCF:EX](#); [Butler, Teresa MCF:EX](#)  
**Cc:** [Murrell, Joanne MCF:EX](#)  
**Subject:** 239705 - Prototype Site\_OSC\_Space issues with GOC  
**Date:** September 19, 2018 5:09:45 PM  
**Attachments:** [239705 - Prototype Site\\_OSC\\_Space issues with GOC.docx](#)

---

Note going forward to Christine

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT  
INFORMATION NOTE**

**DATE:** 2018-09-19  
**CLIFF#:** 239705

**DATE OF PREVIOUS NOTE (if applicable):** May 10, 2018  
**PREVIOUS CLIFF #** 237799

**PREPARED FOR:** Honourable Katrina Chen, Minister of State for Child Care

**ISSUE:** Inclusion of School-Age spaces within the Prototype Sites

**BACKGROUND:**

Under the terms of the Canada-British Columbia Early Learning and Child Care Agreement (ELCC), the Province will direct \$30M/year in federal funding each year, for two years, to support the operation of universal child care prototype sites (PT Sites). A total of 1,786 existing spaces will be converted into affordable low/no-cost child care. The purpose of the PT Sites is to provide data and information to inform future funding models to support the implementation of universal child care over the next 10 years.

The original ELCC Agreement requires the PT Sites to only include licensed Infant/Toddler (I/T) spaces offered by non-profit organizations; however it was recognized that further information would be gained by allowing PT Sites to also support other types of licensed child care, including care for children 3-5 years and school-age children. The Ministry requested the federal government to agree to an administrative change to the terms of the ELCC Agreement to allow the inclusion of up to 10% of the 1,786 PT spaces to be school-age spaces. This change allows licensed Family Child Care (FCC), Multi-Age Child Care (MACC) and In-Home Multi-Age Child Care (IHMACC) programs to be eligible to apply to become PT sites, as these care providers are licensed to care for children birth to age 12 years in a personal residence, unlike Group facilities, which are required to care for children of differing ages in distinct age groups. Approval to include 3-5 year olds and a maximum of 10% as PT sites was received from the federal government in May 2018.

**DISCUSSION:**

**Summary of Issue:**

BC's prototype selection includes 18% school age spaces – above the 10% maximum set by the Federal Government.

BC has provided the overall results to the Federal Government for approval before launching the prototype sites.

Timing is becoming critical for BC to let successful sites know, get contracts in place and get the sites up and running in order to be able to expend the funds allocated for this fiscal year in time.

## Summary of Results:

- The overall number of spaces selected is 2,464 at 53 different sites. Well above the target 1,786 spaces.
- The overall percentage of proposed programs is just over 30% Infant Toddler, 45% percent preschool age and 18% percent school age, with the remaining 7% of spaces being at multi age facilities where it is not possible to know the exact age breakdown. (See Appendix A for details of breakdown)
- Although the percentage of school age spaces is higher than the 10% agreed to, none of the sites selected offer only school age spaces – school age spaces are only included in addition to infant/toddler and/or preschool age spaces.
- Because of the composition of quality child care sites in BC, even though the intention was to fund a majority of infant/toddler spaces, there was no combination of sites that would have achieved that metric by itself.
- In order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (infant toddler, 3-5, and school age), also creating a continuum of care. This is particularly true in rural locations.
- In the lower mainland (where the majority of BC's population resides) BC was easily able to meet targets for school age spaces. In the Vancouver Coastal region there are no school age group spaces, and in the Fraser Valley group school age spaces are also below the 10% target at 8%.
- However, in the North, Island and Interior regions there were fewer sites to choose from and the pool of applicants happened to include large – high scoring centres that also have many school age spaces included. (Breakdown of spaces by region are included in Appendix B)
- The Ministry received 318 applications for this initiative, representing over 10,000 child care spaces. The applications were adjudicated by Ministry staff and reviewed by an internal cross ministry selection panel to identify and recommend a set of prototype sites. The final group of selected prototype sites were then taken to an external review committee, made up of child care experts and stakeholders for final consideration and endorsement.
- In addition to representing the diversity of BC's geography, license types, organization, and business models, the selection considered priorities as laid out in the ELCC agreement. This includes representation of children from underserved communities such as:
  - Indigenous families,
  - Families with children with extra support needs,
  - young parents (e.g. <25 years) completing their secondary education,
  - Rural representation, and
  - Francophone programming.
- By including all types of child care, the evaluation will allow the province to understand the actual cost of delivering child care, and will promote data-informed decisions about child care funding and quality

## NEXT STEPS:

It is recommended that the Minister of State for Child Care discuss the issue, and the need for a resolution with the Honourable Jean-Yves Duclos, Minister of Families, Children and Social Development.

### Key Points:

- If BC had explicitly limited to 10% school age kids we would not have been able to get sufficient representation of sites outside of the lower mainland.
- We managed to keep it to 8% in the Fraser Valley region, and 0% in the Vancouver Coastal region – where we had large pools of applicants to work with. In the North, Island and Interior regions we had fewer sites to choose from and the pool of applicants happened to include large – high scoring centres that also have many school age spaces included. In order to ensure group infant toddler programs are financially viable, most quality programs in BC offer a range of age-groupings (infant toddler, 3-5, and school age), also creating a continuum of care. This is particularly true in rural locations.
- If we had not included these sites we would have had to prioritize sites that scored lower on other priorities – such as service to aboriginal families, or inclusion policy for children with special needs (and even then we would have struggled to get enough representation outside of the lower mainland)
- Excluding the sites that had school age spaces would have drastically impacted the Expression of Interest process from a fairness perspective (excluding high scoring large centres and including lower scoring centres) and would also have excluded some service delivery models that we can learn a lot from through the evaluation process.
- Infant Toddler spaces were prioritized throughout the process. A key criteria for the prototype sites was that each of the programs must offer infant toddler spaces – which has been achieved.
- In order to get contracts in place and sites up and running for November 1 we need to contact successful applicants as soon as possible. A later implementation date will make it difficult for BC to expend the funds allocated for the 2018/19 fiscal year for this initiative.

### ATTACHMENTS (if applicable):

- A. Summary of Spaces By Care type
- B. Breakdown of Spaces by Region

#### Contact

##### Assistant Deputy Minister:

*Christine Massey  
Early Years & Inclusion  
778-698-7121*

#### Alternate Contact for content:

*Kate Cotie, Director  
Child Care Policy  
778-698-9797*

#### Prepared by:

*Kate Cotie, Director  
Child Care Policy  
778-698-9797*

## Appendix A

### Summary of Spaces By Care type

| Care Type                         | Number of Spaces | % of Total |
|-----------------------------------|------------------|------------|
| Sum of Grp Spaces Under 36 Months | 760              | 31%        |
| Sum of Grp Spaces 30 Months - SA  | 990              | 40%        |
| Sum of Grp Spaces - Pre           | 132              | 5%         |
| Sum of Grp Spaces - SA            | 446              | 18%        |
| Sum of Grp Spaces - MA            | 84               | 3%         |
| Sum of Family Spaces - IHMA       | 24               | 1%         |
| Sum of Family Spaces              | 28               | 1%         |

## APPENDIX B

### Breakdown of Spaces by Region:

#### VANCOUVER COASTAL REGION

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 184         | 41%        |
| Sum of Grp Spaces 30 Months - SA  | 230         | 52%        |
| Sum of Grp Spaces - Pre           | -           | 0%         |
| Sum of Grp Spaces - SA            | -           | 0%         |
| Sum of Grp Spaces - MA            | 16          | 4%         |
| Sum of Family Spaces - IHMA       | -           | 0%         |
| Sum of Family Spaces              | 14          | 3%         |

#### NORTH REGION

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 32          | 16%        |
| Sum of Grp Spaces 30 Months - SA  | 59          | 30%        |
| Sum of Grp Spaces - Pre           | 14          | 7%         |
| Sum of Grp Spaces - SA            | 61          | 31%        |
| Sum of Grp Spaces - MA            | 24          | 12%        |
| Sum of Family Spaces - IHMA       | -           | 0%         |
| Sum of Family Spaces              | 7           | 4%         |

#### ISLAND REGION

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 104         | 23%        |
| Sum of Grp Spaces 30 Months - SA  | 154         | 34%        |
| Sum of Grp Spaces - Pre           | 35          | 8%         |
| Sum of Grp Spaces - SA            | 129         | 29%        |
| Sum of Grp Spaces - MA            | 20          | 4%         |
| Sum of Family Spaces - IHMA       | 8           | 2%         |
| Sum of Family Spaces              | -           | 0%         |

#### INTERIOR REGION

| # of Spaces by Care Type          | # of Spaces | % of Total |
|-----------------------------------|-------------|------------|
| Sum of Grp Spaces Under 36 Months | 190         | 25%        |
| Sum of Grp Spaces 30 Months - SA  | 296         | 39%        |
| Sum of Grp Spaces - Pre           | 63          | 8%         |
| Sum of Grp Spaces - SA            | 206         | 27%        |

|                                    |   |    |
|------------------------------------|---|----|
| <b>Sum of Grp Spaces - MA</b>      | - | 0% |
| <b>Sum of Family Spaces - IHMA</b> | 8 | 1% |
| <b>Sum of Family Spaces</b>        | - | 0% |

FRASER VALLEY REGION

| <b># of Spaces by Care Type</b>          | <b># of Spaces</b> | <b>% of Total</b> |
|--|--------------------|-------------------|
| <b>Sum of Grp Spaces Under 36 Months</b> | 250                | 41%               |
| <b>Sum of Grp Spaces 30 Months - SA</b>  | 251                | 41%               |
| <b>Sum of Grp Spaces - Pre</b>           | 20                 | 3%                |
| <b>Sum of Grp Spaces - SA</b>            | 50                 | 8%                |
| <b>Sum of Grp Spaces - MA</b>            | 24                 | 4%                |
| <b>Sum of Family Spaces - IHMA</b>       | 8                  | 1%                |
| <b>Sum of Family Spaces</b>              | 7                  | 1%                |

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Butler, Teresa MCF:EX](#)  
**Cc:** [Barry, Jonathan MCF:EX](#); [Murrell, Joanne MCF:EX](#)  
**Subject:** RE: BC ELCC prototype sites update  
**Date:** September 20, 2018 9:12:02 AM

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s.13,s.16

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Withheld pursuant to/removed as

s.13; s.16

**From:** [Davidson, Andy MCF:EX](#)  
**To:** [Cotie, Kate L MCF:EX](#)  
**Cc:** [Barry, Jonathan MCF:EX](#); [Murrell, Joanne MCF:EX](#); [Butler, Teresa MCF:EX](#)  
**Subject:** Re: BC ELCC prototype sites update  
**Date:** September 10, 2018 4:34:22 PM

---

Yep. Asked to get the results from Thea tonight and I should have e it back to you this evening

Sent from my iPhone

On Sep 10, 2018, at 4:13 PM, Cotie, Kate L MCF:EX <[Kate.Cotie@gov.bc.ca](mailto:Kate.Cotie@gov.bc.ca)> wrote:

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s.13; s.16

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Withheld pursuant to/removed as

s.13

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Davidson, Andy MCF:EX](#); [Barry, Jonathan MCF:EX](#); [Murrell, Joanne MCF:EX](#)  
**Cc:** [Butler, Teresa MCF:EX](#)  
**Subject:** RE: BC ELCC prototype sites update  
**Date:** September 10, 2018 2:46:50 PM

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s.13

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s.13

**From:** [Massey, Christine MCF:EX](#)  
**To:** [Mayhew, Marnie MCF:EX](#); [Davidson, Andy MCF:EX](#); [Cotie, Kate L MCF:EX](#)  
**Cc:** [Barry, Jonathan MCF:EX](#); [Butler, Teresa MCF:EX](#); [Murrell, Joanne MCF:EX](#); [Davidson, Leah MCF:EX](#)  
**Subject:** RE: BC prototypes - approved  
**Date:** September 21, 2018 1:57:35 PM

---

I send MO and Karen info this afternoon on the final adjudication results.

cm

---

**From:** Mayhew, Marnie MCF:EX  
**Sent:** Friday, September 21, 2018 12:11 PM  
**To:** Davidson, Andy MCF:EX; Cotie, Kate L MCF:EX  
**Cc:** Barry, Jonathan MCF:EX; Butler, Teresa MCF:EX; Murrell, Joanne MCF:EX; Massey, Christine MCF:EX; Davidson, Leah MCF:EX  
**Subject:** RE: BC prototypes - approved

Fantastic! Fabulous news.

Jon/Christine – will one of you advise GCPE or would you like me to? We should remind GCPE of the IN that has been prepared in the event any of the unsuccessful applicants make public comments. Also, just want to confirm that GCPE/MO have been advised of the confirmed number of applicants and spaces.

Marnie

---

**From:** Davidson, Andy MCF:EX  
**Sent:** September 21, 2018 12:05 PM  
**To:** Cotie, Kate L MCF:EX  
**Cc:** Barry, Jonathan MCF:EX ; Butler, Teresa MCF:EX ; Murrell, Joanne MCF:EX ; Massey, Christine MCF:EX ; Davidson, Leah MCF:EX ; Mayhew, Marnie MCF:EX  
**Subject:** Re: BC prototypes - approved  
Yay!!! Emails will be sent out today

Sent from my iPhone

On Sep 21, 2018, at 12:01 PM, Cotie, Kate L MCF:EX <[Kate.Cotie@gov.bc.ca](mailto:Kate.Cotie@gov.bc.ca)> wrote:

s.13,s.16

Email: [Kate.Cotie@gov.bc.ca](mailto:Kate.Cotie@gov.bc.ca)

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** [Massey, Christine MCF:EX](#)  
**Cc:** [Butler, Teresa MCF:EX](#)  
**Subject:** Prototypes Evaluation - selection process  
**Date:** September 21, 2018 2:38:57 PM  
**Attachments:** [PT Sites Eval RFP 10 \(extended closing date\).docx](#)  
[MNP XCN2018017RFP evaluation handbook - UCC Prototype.doc](#)

---

Attached is a copy of the RFP and the Evaluation Handbook.

- The RFP contains the criteria
- The Evaluation Handbook includes the considerations and rating for scoring the criteria

#### The Process

- The Evaluation Panel consisted of Leah Davidson (Senior Policy Analyst), Susan Karim (Policy Manager), Beiyan Ou (MAIM), and Kiera Baily (Project and Support Services)
- Each panelist reviewed and evaluated each submission independently, and scored each section of the individual proposals out of ten.
- On September 20, 2018, the panel convened and discussed and debated each proposal section by section.
- Where possible, a consensus score was recorded; if consensus score could not be agreed to by the panel members, an average score was recorded
- The Panel Evaluation meeting was facilitated by Steve Salloum and Thea Ardiel of procurement, who recorded the scoring, discussion and rationalizations for decisions



# Request for Proposals

## Evaluation and Analysis of Universal Child Care Prototype Sites

Ministry of Children and Family Development RFP Number: XCN2018017RFP Issue date: July 16, 2018

**Closing Time:** Proposals must be received **before 2:00 PM Pacific Time** on: August 21, 2018

---

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in Section 2.2:

*BC Bid Electronic Submission:* Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at [www.bcbid.ca](http://www.bcbid.ca)). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as signature.

*Email Submission:* Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to **MCFKContract@gov.bc.ca** in accordance with the instructions at Section 2.3 of this RFP.

Regardless of submission method, proposals must be received before Closing Time to be considered.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

---

**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROPONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GOVERNMENT CONTACT:** Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

Thea Ardiel, Procurement and Contract Specialist  
MCFKContract@gov.bc.ca

The cut-off for submitting any questions related to this RFP to the Government Contact will be **5 days** before the Closing Time. Questions received after this time may not be answered.

**PROPOSERS' MEETING:**

A Proposers' meeting **will not** be held.

**ENVIRONMENTAL CONSIDERATIONS FOR PROPOSAL DELIVERY:**

The Province encourages Proposers to consider submitting an electronic proposal if that submission method is provided for on the cover page. When submitting in hard copy, the Province encourages Proposers to consider environmental stewardship, as per the following:

- Hard copy proposals should be double side printed on paper that is post-consumer recycled content or forest stewardship certified;
- Thin proposals should be stapled rather than bound;
- Binding, where required, should be comb-type (e.g. Cerlox) rather than plastic or wire spiral for ease of separating to shred and recycle; and
- Binders, where required, should be free from adhered labels (for ease of re use), and/or be made of post-consumer recycled content.

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# 1 SUMMARY OF THE OPPORTUNITY

The Ministry of Children and Family Development is seeking qualified Proponents to provide evaluation services for the Universal Child Care Prototype Sites (PT Sites); an initiative that seeks to gather information and evidence from licensed child care providers, their staff, and the families they serve to better understand the impacts of low or no cost child care for families, and to inform future funding models.

The services in this RFP will include developing qualitative and quantitative evaluation tools to measure the sustainability of child care funding models, sustainability and effectiveness of inclusive child care models, the process of implementing the PT Sites, considerations for expanding the program province-wide and economic impacts and social return on provincial investment of the Prototype Sites.

Services provided by the Contractor will include developing Child Care Provider surveys, parent/educator surveys, conducting face-to-face interviews and focus groups at all Prototype Sites, drafting reports including an interim report and a final report and presenting findings (in-person) to senior Ministry staff upon conclusion of the project.

The term of the expected contract will be from the date of contract signing to June 30, 2020. The maximum budget available for these services over the term of the contract is \$3,000,000.00 including travel expenses. Proposals from Public Sector Organizations (as defined in this RFP) will not be considered in order to facilitate a fair, objective evaluation process. For the purposes of this RFP, Public Sector Organizations do not include post-secondary institutions.

Further details as to the scope of this opportunity and the requirements can be found in Sections 3, 4 and 5 of this RFP.

## 2 RFP PROCESS RULES

### 2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

**"Addenda"** means all additional information regarding this RFP including amendments to the RFP;

**"BC Bid"** means the BC Bid website located at [www.bcbid.ca](http://www.bcbid.ca);

**"Children with Extra Support Needs"** means children requiring extra support needs due to a medically confirmed developmental delay or physical or mental disability or impairment;

**"Closing Location"** includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

**"Closing Time"** means the closing time and date for this RFP as set out on the cover page of this RFP;

**"Contract"** means the written agreement resulting from the RFP executed by the Province and the successful Proponent;

**"Contractor"** means the successful Proponent to the RFP who enters into a Contract with the Province;

**"Early Learning and Child Care (ELCC) Agreement"** means the funding agreement between the Province of BC and the Canadian Federal Government to guide investments for early learning and child care. The agreement can be found at the following link: [http://www.bclaws.ca/civix/document/id/oic/OIC\\_CUR/0041\\_2018](http://www.bclaws.ca/civix/document/id/oic/OIC_CUR/0041_2018)

**"Government Contact"** means the individual named as the contact person for the Province in the RFP;

**"Government Electronic Mail System" or "GEMS"** means the electronic mail system of the Province;

**"Ministry"** means the ministry of the government of British Columbia issuing this RFP;

**"must", or "mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

**"Proponent"** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

**"proposal"** means a written response to the RFP that is submitted by a Proponent;

**"Province"** means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry;

**"Public Sector Organizations"** means organizations that deliver programs and services on behalf of government ministries. For the purposes of this RFP, Public Sector Organizations do not include post-secondary institutions. More information can be found at the following link:

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/public-sector-management/public-sector-organizations>

**"Request for Proposals" or "RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Province by Addenda; and

**"should", "may" or "weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

### 2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound. For proposals submitted via BC Bid attachment of the e-bidding key to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

### 2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax, except in the circumstances set out below. The Proponent is

solely responsible for ensuring that, regardless of submission method selected, the Province receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

b) For electronic submissions (BC Bid or email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

(ii) The maximum size of each attachment must be 20 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent's internet service provider);

(iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");

(iv) For email proposal submissions sent through multiple emails the Province reserves the right to seek clarification or reject the proposal if the Province is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Province may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

c) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using

the e-bidding key of a subcontractor is not acceptable.

d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

e) The Province strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Government Electronic Mail System or BC Bid.

g) While the Province may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Government Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Government Contact immediately to arrange for an alternative submission method if:

(i) the Proponent's email proposal submission is rejected by the Government Electronic Mail System; or

(ii) the Proponent does not receive an automated response email from the Province confirming receipt of the email and all attachments within a half hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method may be made available, at the Province's discretion, commencing one half hour before the Closing Time, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Province before the Closing Time. The Province makes no guarantee that an alternative

submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

## 2.4 Additional Information

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

## 2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the Province at the Closing Location will prevail whether accurate or not.

## 2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

## 2.7 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

## 2.8 Completeness of Proposal

By submitting a proposal the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no additional charge.

## 2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the Province for purposes of clarification.

## 2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the Province, including members of the evaluation committee and any elected officials of the Province, or with the media, may result in disqualification of the Proponent.

## 2.11 Subcontractors

- a) Unless the RFP states otherwise, the Province will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The Province will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Province's opinion, give rise to an actual or potential conflict of

interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made to this list in the Contract without the written consent of the Province.

## **2.12 Evaluation**

- a) Proposals will be assessed in accordance with the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent. The Province is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The Province may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

## **2.13 Contract**

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on substantially the same terms and conditions set out in Appendix A and such other terms and conditions to be finalized to the satisfaction of the Province, if applicable.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will

constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## **2.14 Contract Finalization Delay**

If a written Contract cannot be finalized with provisions satisfactory to the Province within thirty days of notification of the successful Proponent, the Province may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

## **2.15 Debriefing**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Province.

## **2.16 Proponents' Expenses**

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the Province, if any. The Province will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

## **2.17 Limitation of Damages**

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

## **2.18 Liability for Errors**

While the Province has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Province, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and

conclusions with respect to the matters addressed in the RFP.

## 2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Province in any way to award a Contract.

## 2.20 No Implied Approvals

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

## 2.21 Legal Entities

The Province reserves the right in its sole discretion to:

- a) disqualify a proposal if the Province is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the Province that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy the Province that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to the Province's satisfaction.

## 2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the Province reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;

- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the Province, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

## 2.23 Ownership of Proposals

All proposals and other records submitted to the Province in relation to the RFP become the property of the Province and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence. For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

## 2.24 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

## 2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with the Province in order to obtain access to confidential materials relevant to preparing a proposal.

**2.26 Alternative Solutions**

If more than one approach to deliver the services described in the RFP are offered, Proponents should submit the alternative approach in a separate proposal.

**2.27 Collection and Use of Personal Information**

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents should specify that the personal information may be forwarded to the Province for the purposes of responding to the RFP and used by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

**2.28 Trade Agreements**

This RFP is covered by trade agreements between the Province and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement;
- b) New West Partnership Trade Agreement; and
- c) Trade, Investment and Labour Mobility Agreement; [and
- d) World Trade Organization Agreement on Government Procurement.

For more information, Proponents may contact the Government Contact.

## 3 SITUATION/OVERVIEW

### 3.1 Ministry Responsibility

The Ministry works with Indigenous service partners, contracted community social service agencies and cross-government and social sector partners to deliver inclusive, culturally respectful, responsive and accessible services to support the well-being of children, youth and families.

Families may access a combination of services delivered through: Early Years Services including Child Care Programs and Services; Services for Children and Youth with Special Needs; Child and Youth Mental Health Services; Child Safety, Family Support and Children in Care Services; Adoption Services and Youth Justice Services.

The Early Years and Inclusion Division supports parents with a variety of quality child care options and assists parents and caregivers with the costs associated with child care. Under the ELCC Agreement, the province has agreed to enhance the accessibility of child care options, and increase affordability beginning with infant/toddler care.

### 3.2 Background

Under *Budget 2018*, the Province has committed to implementing a universal child care system over a 10 year period to provide affordable, accessible and high-quality child care for every family who wants or needs it.

The Ministry will begin to develop a new operating funding model for universal child care by providing increased operational financial support to existing licensed child care providers for Universal Child Care Prototype Sites (PT sites). The PT Sites will provide access to approximately 1,800 affordable (i.e. low/no cost), quality child care spaces that are representative of the diversity of British Columbia's communities, populations, and child care options.

Funding will be available for all licensed spaces within the facility, however it is a requirement that eligible facilities have Infant/Toddler (I/T) spaces in order to apply. The Ministry will contract with existing, experienced licensed child care providers to collect and deliver data and information to inform future funding models and work towards the creation of a universal, government-funded system of child care.

The purpose of the PT Sites is as follows:

1. Collect and provide data needed to inform a long term funding model, including the costs of supporting various types of child care and the provincial impacts of the funding model. This will enable a better understanding of the factors that affect child care fees, such as the cost of providing the child care service, the costs related to core or mandatory services and optional or enhanced services, and factors that contribute to the wide range of parent fees. The data collected will also enhance the Province's

understanding of program quality and the impact of affordable child care on families, communities, and child care providers.

2. Identify the impacts of implementing two alternate models of inclusive child care for Children with Extra Support Needs within select PT Sites and determine how they compare to the existing model of inclusive child care in terms of:
  - a. Sustainability and cost effectiveness/long term cost pressures,
  - b. Perception and experiences of families and child care operators; and
  - c. Efficiency in accessing and maintaining care for these families.

The PT site initiative is expected to be in effect from October 2018 to no later than March 31, 2020.

### 3.3 Scope

The Contractor will be expected to provide data collection services and conduct a comprehensive, third party evaluation of the initiative for all PT sites in each region across the province (including in-person visits at all PT sites). Primary responsibilities include the collection of qualitative and quantitative data, evaluative analysis, written and in-person reporting and recommendations for quality improvements at each site. The resulting information from the evaluation of the PT sites will be used by the Province to help inform the Universal Child Care Initiative's continuous development and improvement.

The successful Proponent will be expected to provide the following:

- a. A detailed, written analysis of the costs, benefits and challenges of providing universal child care and supporting various types of child care on a province-wide basis, as well as analysis/options on different models for a province-wide approach to universal child care that considers:
  - urban and rural locations,
  - non-profit, and private (for-profit) operating sites,
  - facilities that offer extended and/or non-traditional hours, and
  - underserved populations, including Indigenous families and communities, families with children with extra support needs, and young parents.
- b. Qualitative and quantitative data collection on PT site operations, which should include:
  - Development and implementation of staff and family surveys, and staff and family focus groups; and
  - Quality assessments. Proposals should indicate the use of tools such as the Early Childhood Environment Rating Scale (ECERS), Infant/Toddler Environment Rating Scale (ITERS), and School-Age Care Environment Rating scale (SACERS)

- c. On the basis of the above quality assessment, make site-specific quality improvement recommendations in an interim report provided to the Ministry (prior to March 2019) and provide in-person consultations to designated staff at each PT Site as they implement these recommendations.
- d. Develop an evaluation framework for assessing the outcomes for providers and families (including specific outcomes for Indigenous families, families who have Children with Extra Support Needs, lower income families and young families); and the Indigenous, urban and rural community impacts including:
  - Changes to income and earning potential for families, family economic security, family interaction with government social programs, access to child care, early childhood development outcomes, parent satisfaction of service delivery, family well-being and health, and parent ability to return to work/school;
  - Economic and social impacts to the community/province;
  - Changes to child care provider business models including budgets, staffing, waitlists, and program development;
  - Changes to the economic security and wellbeing for child care staff.
- e. Through the above evaluation or/and or additional research, collect evidence (may be anecdotal) and conduct analysis of the potential government gains from this investment such as increases to the workforce/productivity and decreased dependence on government-funded financial support services such as income assistance..
- f. Identify potential links between costs and quality, specifically whether quality requirements affect the operational costs of child care.
- g. Based on the data collected from all sites, identify and analyse core or mandatory child care services versus optional or enhanced child care services and the cost to the Ministry (including regional differences) in supporting such services
- h. Conduct a process evaluation of the implementation of the PT sites and identify advantages and disadvantages in implementing this model of universal child care in regions across the province.
- i. Provide analysis on how operating costs and quality of the PT Sites universal funding model contributes to the quality of child care.
- j. Evaluate the impacts of implementing two alternate models of providing inclusive child care for Children with Extra Support Needs within select PT Sites and how they compare to the existing model in terms of:
  - sustainability and cost effectiveness/long term cost pressures;
  - perception and experiences of families and child care operators; and
  - efficiency in accessing and maintaining care for these families.

From the beginning of the initiative to March 2019, the Contractor will assess child care programs on the criteria listed above using quality assessment tools such as the ECERS and ITES and will provide site-specific recommendations as to how providers can improve program quality. The Contractor will issue an Interim Report to the Ministry prior to March 2019 including analysis on the impact of the PT Sites at that point in time. In March 2019, all PT Sites will receive a quality improvement grant to assist them in implementing the recommendations. The Contractor will be available for in-person consultation at the PT Sites during the implementation phase of the quality improvement grant.

During the second year of the PT Sites initiative (April 1, 2019 to March 31, 2020), the Contractor will continue to collect data from the PT Sites as described in the criteria above and will use this data to measure the impacts of the quality improvement grant on program quality. The final written report will also be presented in person to the Ministry at the end of the expected contract term and will focus on the impacts of the PT site model, the outcomes to stakeholders in the province of BC and provide considerations for implementing the model across the province.

It is anticipated that approximately 70-100 PT Sites will require evaluation in various locations of the province. Some PT Sites will be located in a condensed geographical area, however all regions of the province will be represented. The successful Proponent will provide a minimum of three in-person visits to each site during the contract term.

The government's commitment to meaningful engagement with Indigenous leaders, communities, families, and Indigenous service providers is vital to the development of a child care implementation plan which will meet the diverse needs of Indigenous families and communities. The Successful Proponent will engage with Indigenous communities where PT Sites are located and with Indigenous families whose children attend PT Sites.

The services within the scope of this RFP will allow the Province to fulfil the responsibilities of the Canada-British Columbia Early Learning and Child Care (ELCC) Agreement by reporting the number of children benefiting from affordable child care spaces and the number of benefiting children from underserved communities such as Indigenous families, families with Children with Extra Support Needs, and young parents.

The Ministry will establish a \$3M, multi-year contract with the successful Proponent to conduct a comprehensive, third party evaluation over the term of the PT Site initiative. Proposals from Public Sector Organizations will not be considered in order to facilitate a fair, objective evaluation process.

The term of the expected contract will be from the date of contract signing to June 30, 2020. The maximum budget available for these services over the term of the contract is \$3,000,000.00 including expenses such as, but not limited to, travel expenses.

The Ministry acknowledges that circumstances may arise during the course of service delivery and over the contract term where modifications to the services within the overarching scope of the evaluation services described in the RFP may be required. Any such additions and/or deletions to the services will be negotiated with the Successful Proponent.

## 4 CONTRACT

### 4.1 Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in Appendix A, including the Schedules.

### 4.2 Service Requirements

The Contractor's responsibilities will include the following:

1. Provide a monthly progress update including milestones achieved and progress toward key project goals and objectives.
2. Provide a quarterly written report providing a summary of evaluation activities that will include:
  - data collected;
  - the PT sites visited;
  - a description of the services provided;
  - remaining deliverables, progress and expected delivery on each; and
  - issues and concerns affecting specific deliverables and timeline or any other aspect of the services.
3. Provide in form and content acceptable to the Ministry, an interim report no later than March 1, 2019 and a final report before June 30, 2020.
4. Provide a semi-annual financial report detailing all expenses during the reporting period.

The exact date on which each of the quarterly reports, the interim report, the final report, and the semi-annual financial reports contemplated in 4.2 (1, 2, and 3) above will be due will be negotiated with the Successful Proponent.

## 5 REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes "Response Guidelines" which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Province's expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

## 5.1 Capabilities

### 5.1.1 RELEVANT EXPERIENCE

The Proponent and any sub-contractors of the Proponent included in its proposal should have experience delivering 3 projects within the last 10 years of similar scope and complexity. Similar scope and complexity is defined as:

- a. Process-based reviews of public sector programs
- b. Familiarity with child care operations and early years programs within Canada
- c. Assessing the delivery of programs and identifying benefits, challenges and risks.

### 5.1.2 KEY PERSONNEL QUALIFICATIONS

The Proponent should identify in its proposal a project lead with the following:

- a. Experience conducting large scale analysis
- b. Familiarity with the use of Environmental Assessment Tools
- c. Familiarity with building an economic assessment model
- d. Experience evaluating government funding projects against desired quality improvement outcomes
- e. Experience engaging with Indigenous communities throughout B.C.

### 5.1.3 CAPABILITIES

The Proponent and any subcontractors of the Proponent included in its proposal should have the following qualifications:

- a. Demonstrated ability to use multiple methodologies
- b. Computer skills needed to conduct large-scale analysis

### 5.1.4 REFERENCES

Proponents should provide a minimum of two (2) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Province may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. The Province reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Province or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

Further to the Province's reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by the Province in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent's proposal may be rejected.

**Response Guidelines for Capabilities**

1. Name a contact person for the Proponent, and include this person's address, phone and fax numbers, and email address. This information will not be evaluated, but will be used to contact the Proponent as required.
2. Provide a company profile that includes, but is not limited to, a description of the Proponents and any identified subcontractors experience providing projects with a similar scope and services within the past 10 years.
3. Provide examples of three previous projects with similar scope and complexity. Your examples should include, at a minimum, a summary of the project, activities performed and objectives that were achieved. The response for this question should be no more than 6 pages in length.
4. Provide the name of the project lead included in this proposal and demonstrate their relevant experience and qualifications as described in section 5.1.2 of this RFP:
  - a. Experience conducting large scale analysis
  - b. Familiarity with the use of Environmental Assessment Tools
  - c. Familiarity with building an economic assessment model
  - d. Experience evaluating government funding projects against desired quality improvement outcomes
  - e. Experience engaging with Indigenous communities throughout B.C.
5. Demonstrate your experience using mixed methodology.
6. Demonstrate your experience using computer applications to conduct analysis of large quantities of data.
7. Provide a minimum of 2 references specific to the experience cited, each of which includes a contact name, phone number and email address.

## **5.2 Approach**

### **5.2.1 EVALUATION SERVICES**

Proponents will be expected to:

- a. Have an understanding of the scope of services required
- b. Have a solution to provide the services described in section 3.3, including:
  - i. Data collection
  - ii. Data analysis
  - iii. Economic modeling and analysis
  - iv. A timeline of services
  - v. An outcome evaluation framework
- c. Provide a minimum of three in-person site visits to each PT Site across the province.
- d. Engage with Indigenous communities where PT Sites are located and with Indigenous families whose children attend PT Sites.

### **5.2.2 TEAM STRUCTURE**

Proponents will be expected to have a team structure for providing the services, including

- a. data collection,
- b. data analysis,
- c. economic modeling and analysis, and
- d. report development.

### **Response Guidelines for Approach**

1. Demonstrate your understanding of the scope of services required.
2. Describe how you propose to meet the requirements of the RFP including but not limited to:
  - i. Team structure, roles and responsibilities and time devoted by each member of the team to the activities proposed.
  - ii. The proposed process for carrying out the data collection.
  - iii. The proposed process for carrying out the evaluation of the data described in Section 3.3.
  - iv. The proposed process for developing an outcome evaluation framework.
  - v. The proposed process for the province wide delivery of the services.
  - vi. A summary of the methodology(s) used during the provision of the services.
3. Describe your approach to engaging with Indigenous families and communities throughout the province.
4. Provide a work plan including a timeline of services for the proposed Contract term. Identify the time commitment and resources needed from the Ministry.

## **5.3 Price**

Prices quoted will be deemed to be:

- a) in Canadian dollars ;
- b) inclusive of duty, FOB destination, and delivery charges where applicable; and
- c) exclusive of any applicable taxes; and
- d) in adherence with Financial Reporting and Management Requirements for Ministry of Children and Family Development Staff and Contractors located at the following location:

[http://www2.gov.bc.ca/assets/gov/family-and-social-supports/data-monitoring-quality-assurance/information-for-service-providers/contract-mgmt/guidelines\\_for\\_con\\_fin\\_mgmt\\_rep.pdf](http://www2.gov.bc.ca/assets/gov/family-and-social-supports/data-monitoring-quality-assurance/information-for-service-providers/contract-mgmt/guidelines_for_con_fin_mgmt_rep.pdf)

Proposals for the cost of services will not exceed \$3,000,000.00, inclusive of all expenses, for the duration of the Contract term. The final cost for service delivery will be negotiated with the successful Proponent.

### **Response Guidelines for Price**

1. Provide a cost for the delivery of the services outlined in Section 3.3 including staffing wages and benefits, program costs and administration.

Note: travel expenses will be paid at the BC Government Group II travel rates. See Appendix B: Contractor Travel Rates for more information.

## 6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## 7 EVALUATION

Evaluation of proposals will be by a committee formed by the Province and may include employees and contractors of the Province and other appropriate participants.

The Province’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

### 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

| <b>Mandatory Criteria</b>   |
|---|
| The proposal must be received at the Closing Location before the Closing Time.  |
| The proposal must be in English.  |
| The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3. |

**Mandatory Criteria**

The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 2.2.

## 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

| <b>Weighted Criteria</b>   | <b>Weight</b> | <b>Minimum score</b> |
|----------------------------|---------------|----------------------|
| Capabilities (section 5.1) | 50%           | 65%                  |
| Approach (section 5.2)     | 40%           | 65%                  |
| <b>SUBTOTAL</b>            |               |                      |
| Price (section 5. 3)       | 10%           |                      |
| <b>TOTAL</b>               |               |                      |

Proponents that do not meet a minimum score within a weighted criterion will not be evaluated further.

## 7.3 Price Evaluation

The evaluation of price will be determined by the following mathematical formula:

Lowest price/Proponent's price x points available

## Appendix A - Contract Form

By submitting a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the Province on substantially the same terms and conditions of the following, and such other terms and conditions to be finalized to the satisfaction of the Province:

- General Services Agreement at <http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/templates-and-tools/service-contract-templates/general-service-agreement-information>

The following schedules will be included in the Contract:

- Schedule A (Services)
- Schedule B (Fees)
- Schedule C (Subcontractors, if applicable)
- Schedule D (Insurance)
- Schedule E (Privacy)
- Schedule F (Additional Terms)
- Schedule G (Security)

Ministry of  
Children and Family  
Development

RFP Number: XCN2018017RFP

Proponent:

***XCN2018017RFP***

***Evaluation and Analysis of Universal Child Care Prototype Sites***

# Proposal Evaluation Handbook

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# 1. Introduction

Proponents spend a significant amount of time preparing and supporting the offers they submit to provide professional and technical services to the British Columbia Government. The Government benefits from this investment since it contributes both quality and choice to government's plans. In return for this effort, proponents are entitled to a full and fair evaluation. Since evaluation is inherently judgement significant care is required to manage the objective and subjective dimensions of the process. This guide is intended to help address this requirement.

## 1.1 Proposal Evaluation Process and Rules

The evaluation will be conducted by a team of evaluators that will include representatives from the Ministry and may incorporate specialists from other governmental organisations to provide expert opinion or advice.

These rules will guide the evaluation:

1. The Evaluation Chair shall be responsible for the overall conduct of the evaluation and may establish such rules or procedures as it may reasonably determine are required.
2. The evaluators should be the same people from the beginning to the end of the evaluation.
3. The evaluation team may use persons with specialised knowledge to assess technical financial or HR aspects of the Proposals received providing the same individuals and process are used for all Proposals; in this case those technical consultants must be bound by the same rules as members of the evaluation team.
4. Prior to distribution of Proposals, the Evaluation Chair shall document the names of each person who will participate in the evaluation either as evaluators or in support roles; no changes may be made without reasonable cause as it may cause unnecessary risk to the process.
5. Evaluators should not discuss any aspect of the evaluation or share any information submitted, including Proposals and other documents, with anyone other than other members of the evaluation team, technical advisors as provided above, the Evaluation Chair and Contract Management.
6. Prior to detailed evaluation of the Proposals, one or more members of the evaluation team will review the submissions to ensure that all mandatory criteria have been met.
7. For each Proposal that meets the mandatory criteria, the evaluators will review that submission without reference to any other of the Proposals made.
8. The Evaluation Team will then meet to identify what information is needed from the supporting team members and make a request for that information. Additionally, if the evaluators are having difficulty locating information from the proposal, a request may be made to contact the proponent to point out the relevant section within the proposal.
9. Once the required information has been collected, the Evaluation Team will meet to score the proposal. One evaluation handbook will be created for each proposal.

10. No unauthorised paper or electronic reproduction shall be permitted of any documents including Proposals, hand-outs at meetings, any supplementary submissions or evaluation materials.
11. The evaluation handbooks, the Proposals, hand-outs and any supplementary submissions shall be handed-in to the Evaluation Chair at the end of the evaluation session.
12. All questions about the evaluation made, during or following the evaluation, by persons who are not part of the evaluation, shall be referred to the Evaluation Chair.

## **2. Evaluation Procedure**

The proposal will be assessed using the following procedure:

1. The proposal will be checked to ensure that it meets the mandatory criteria, as outlined in section 3. If the mandatory criterion has not been met, the proposal will be excluded from further evaluations at this stage.
2. Once passing the mandatory criteria, the proposal will be scored against the criteria identified in section 5. Proposals must meet the minimum point value identified in section 4.2 to receive further consideration during the evaluation.

### 3. Mandatory Requirements

The first step in the evaluation process is the determination of whether or not the mandatory requirements have been met. If the mandatory criterion is not met, the proposal will be eliminated from further evaluation.

| Mandatory Criteria   | Pass/ Fail | Proposal Reference |
|--|------------|--------------------|
| 1. The proposal must be received at the Closing Location before the Closing Time.  | P          |                    |
| 2. The proposal must be in English.  | P          |                    |
| 3. The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3.   | P          |                    |
| 4. The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 2.2. | P          |                    |

## 4. Proposal Evaluation Score and Criteria

The assessment of written proposals will account for 100 points of the total evaluation score.

The evaluation criteria and points for the written proposal evaluation include those listed in the following pages.

### 4.1 Scoring Criteria

The following criteria are to be referenced when assigning points. Each category will be assigned a value between 0 and 10 following the criteria listed below:

| Value | Description                | Criteria  |
|-------|----------------------------|---|
| 10    | Exceptional                | Exceptional, far exceeds expectations with no added risk.                                   |
| 8.5   |                            | Exceeds expectations, any added risk deemed acceptable.                                     |
| 7     | Meets requirements         | Meets expectation and all minimum requirements.   |
| 5     |                            | Arguably meets expectations and minimum requirements.                                       |
| 2.5   | Fails to meet requirements | Fails to meet minimum requirements, proposes other solution.                                |
| 0     | Unacceptable               | Proposed solution deemed unacceptable from every aspect. No response or solution submitted. |

The formula for determining the awarded score is:

$$(\text{Value} * \text{Points})/10 = \text{Awarded Score}$$

For example, if the category was worth 2 points, and the value assigned during the evaluation was 6 out of 10, the awarded score would be 1.2.

### 4.2 Minimum Score

Proponents not meeting the minimum scores, which is comprised of the criterion noted below, will receive no further consideration during the evaluation.

| Written Criteria           | Weight | Minimum score |
|----------------------------|--------|---------------|
| Capabilities (section 5.1) | 50%    | 65%           |
| Approach (section 5.2)     | 40%    | 65%           |
| Sub-total                  |        |               |
| Price (section 5.3)        | 10%    |               |
| Total                      |        |               |

Proponents must achieve the minimum scores stated in order to be considered further. Any proposal not meeting these minimum scores will be rejected and not evaluated further.

The Proposal pricing evaluation will be made according to the following methodology:

$$\frac{\$ \text{Lowest Price}}{\$ \text{This Proposal's Price}} \quad X \text{ Points Available}$$

## 5. Proposal Evaluation

| Evaluation Criteria | Capabilities – Contact Person (No points awarded)   | Points (n/a) |
|---------------------|---|--------------|
| <b>Criteria</b>     |   |              |
| Question            | a) Name a contact person for the Proponent, and include this person's address, phone and fax numbers, and email address. This information will not be evaluated, but will be used to contact the Proponent as required. |              |
| <b>Guidelines</b>   |   |              |
|                     |   |              |

**Notes:**

| <b>Evaluation Criteria</b> | <b>Capabilities – Company Profile</b>  | <b>Points</b> |
|----------------------------|--|---------------|
| <b>Criteria</b>            |  | <b>15</b>     |
| Question                   | b) Provide a company profile that includes, but is not limited to, a description of the Proponents and any identified subcontractors experience providing projects with a similar scope and services within the past 10 years. |               |

#### **Guidelines**

The description of the Proponent and identified subcontractors demonstrates relevant experience and qualifications:

- a) Is the information provided relevant and realistic?
- b) Do the profile(s) demonstrate the proponent and subcontractors have experience providing projects with similar scope and services within the past 10 years?

#### **Notes:**

| Evaluation Criteria | Capabilities – Relevant Experience   | Points    |
|---------------------|--|-----------|
| <b>Criteria</b>     |  | <b>15</b> |
| Question            | c) Provide examples of three previous projects with similar scope and complexity. Your examples should include, at a minimum, a summary of the project, activities performed and objectives that were achieved. The response for this question should be no more than 6 pages in length. |           |

#### Guidelines

##### 5.1.1 Relevant Experience

The Proponent and any sub-contractors of the Proponent included in its proposal should have experience delivering 3 projects within the last 10 years of similar scope and complexity. Similar scope and complexity is defined as:

- a. Process-based reviews of public sector programs
- b. Familiarity with child care operations and early years programs within Canada
- c. Assessing the delivery of programs and identifying benefits, challenges and risks.

Are examples of 3 projects within the last 10 years of similar scope and complexity provided? ( /5 Project 1, /5 Project 2, /5 Project 3)

Are the examples provided relevant and realistic and do they thoroughly demonstrate the Proponent and subcontractors' expertise in providing the needed services?

#### Notes:

| Evaluation Criteria | Capabilities - Key Personnel   | Points    |
|---------------------|--|-----------|
| <b>Criteria</b>     |  | <b>15</b> |
| Question            | <p>d) Provide the name of the project lead included in this proposal and demonstrate their relevant experience and qualifications as described in section 5.1.2 of this RFP:</p> <ul style="list-style-type: none"> <li>a. Experience conducting large scale analysis /3</li> <li>b. Familiarity with the use of Environmental Assessment Tools /3</li> <li>c. Familiarity with building an economic assessment model /3</li> <li>d. Experience evaluating government funding projects against desired quality improvement outcomes /3</li> <li>e. Experience engaging with Indigenous communities throughout B.C. /3</li> </ul> |           |

#### Guidelines

Is the name of a project lead provided?

Are the qualifications and experience provided relevant and reasonable and does it thoroughly demonstrate the project lead's ability to provide each of the required services?

#### Notes:

| <b>Evaluation Criteria</b>  | <b>Capabilities – Mixed Methodologies</b>                 | <b>Points</b> |
|---|---|---------------|
| <b>Criteria</b>   |   | <b>30</b>     |
| Question  | e) Demonstrate your experience using mixed methodologies. |               |
| <b>Guidelines</b>   |   |               |
| <p>The Proponent and any subcontractors of the Proponent included in its proposal should demonstrate ability to use multiple methodologies.</p> <p>Is the information provided reasonable and relevant?</p> <p>Does the experience thoroughly demonstrate ability to provide the needed services?</p> |   |               |

**Notes:**

| <b>Evaluation Criteria</b> | <b>Capabilities – Data Analysis</b>   | <b>Points</b> |
|----------------------------|---|---------------|
| <b>Criteria</b>            |   | <b>30</b>     |
| Question                   | f) Demonstrate your experience using computer applications to conduct analysis of large quantities of data. |               |

| <b>Guidelines</b>  |
|--|
| <p>The Proponent and any subcontractors of the Proponent included in its proposal should have computer skills needed to conduct large-scale analysis.</p> <p>Is the information provided relevant and reasonable?</p> <p>Does the experience and examples provided thoroughly demonstrate expertise in delivering the needed services?</p> |

**Notes:**

| <b>Evaluation Criteria</b> | <b>Capabilities – References</b>  | <b>Points</b> |
|----------------------------|---|---------------|
| <b>Criteria</b>            |   | <b>N/A</b>    |
| Question                   | g) Provide a minimum of 2 references specific to the experience cited, each of which includes a contact name, phone number and email address. |               |

| <b>Guidelines</b>   |
|---|
| <p>Proponents should provide a minimum of two (2) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.</p> <p>The Province may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. The Province reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Province or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.</p> <p>Further to the Province's reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by the Province in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent's proposal may be rejected.</p> |

## Notes:

| <b>Evaluation Criteria</b>   | <b>Approach – Understanding scope of required services</b>           | <b>Points</b> |
|--|--|---------------|
| <b>Criteria</b>  |  | <b>19</b>     |
| Question   | a) Demonstrate your understanding of the scope of services required. |               |
| <b>Guidelines</b>  |  |               |
| <p>Does the response demonstrate a thorough understanding of the scope of services required?</p> <p>Is the response original and written in the Proponent's own words or is it simply a regurgitation of the scope of services provided in the RFP?</p> <p>Is the response reasonable and realistic?</p> |  |               |

**Notes:**

| Evaluation Criteria | Approach – Meet RFP requirements   | Points    |
|---------------------|--|-----------|
| <b>Criteria</b>     |  | <b>19</b> |
| Question            | <p>b) Describe how you propose to meet the requirements of the RFP including but not limited to:</p> <ul style="list-style-type: none"> <li>i. Team structure, roles and responsibilities and time devoted by each member of the team to the activities proposed. /3</li> <li>ii. The proposed process for carrying out the data collection. /3</li> <li>iii. The proposed process for carrying out the evaluation of the data described in Section 3.3. /4</li> <li>iv. The proposed process for developing an outcome evaluation framework. /3</li> <li>v. The proposed process for the province wide delivery of the services. /3</li> <li>vi. A summary of the methodology(s) used during the provision of the services. /3</li> </ul> |           |

| Guidelines   |
|--|
| <p>Does the proposal present a solution to provide the services described in section 3.3, including:</p> <ul style="list-style-type: none"> <li>i. Data collection</li> <li>ii. Data analysis</li> <li>iii. Economic modeling and analysis</li> <li>iv. A timeline of services</li> <li>v. An outcome evaluation framework</li> </ul> <p>Provide a minimum of three in-person site visits to each PT Site across the province.</p> <p>Does the proposal provide sufficient details demonstrating ability to thoroughly and competently deliver the full scope of services required?</p> <p>Is the proposal relevant, reasonable and realistic?</p> |

**Notes:**

| <b>Evaluation Criteria</b>   | <b>Approach – Indigenous family &amp; community engagement</b>  | <b>Points</b> |
|--|---|---------------|
| <b>Criteria</b>  |   | <b>19</b>     |
| Question   | c) Describe your approach to engaging with Indigenous families and communities throughout the province. |               |
| <b>Guidelines</b>  |   |               |
| <p>Does the approach provided demonstrate engagement with Indigenous communities where all PT Sites are located and with Indigenous families whose children attend PT Sites.</p> <p>Is the approach to engagement with Indigenous families and communities acceptable to the Ministry?</p> |   |               |

**Notes:**

| Evaluation Criteria   | Approach – Work Plan   | Points    |
|---|--|-----------|
| <b>Criteria</b>   |  | <b>27</b> |
| Question  | d) Provide a work plan including a timeline of services for the proposed Contract term. Identify the time commitment and resources needed from the Ministry. |           |
| <b>Guidelines</b>   |  |           |
| <p>Proponents will be expected to have a team structure for providing the services, including</p> <ul style="list-style-type: none"> <li>a. data collection, /3</li> <li>b. data analysis, /3</li> <li>c. economic modeling and analysis, and /3</li> <li>d. report development. /3</li> </ul> <p>Does the work plan provide a timeline that outlines the full scope of services required for the proposed Contract term? /10</p> <p>Does the work plan identify the time commitment and resources needed from the Ministry? /5</p> <p>Is the work plan reasonable and realistic?</p> |  |           |

**Notes:**

| <b>Evaluation Criteria</b> | <b>Price – Cost for delivery of services</b>   | <b>Points</b> |
|----------------------------|--|---------------|
| <b>Criteria</b>            |  | <b>21</b>     |
| Question                   | <p>a) Provide a cost for the delivery of the services outlined in Section 3.3 including staffing wages and benefits, program costs and administration.</p> <p>Note: travel expenses will be paid at the BC Government Group II travel rates. See Appendix B: Contractor Travel Rates for more information.</p> |               |

#### **Guidelines**

The evaluation of price will be determined by the following mathematical formula:

Lowest price/Proponent's price x points available

Prices quoted will be deemed to be:

- a) in Canadian dollars ;
- b) inclusive of duty, FOB destination, and delivery charges where applicable; and
- c) exclusive of any applicable taxes; and
- d) in adherence with Financial Reporting and Management Requirements for Ministry of Children and Family Development Staff and Contractors located at the following location:

[http://www2.gov.bc.ca/assets/gov/family-and-social-supports/data-monitoring-quality-assurance/information-for-service-providers/contract-mgmt/guidelines\\_for\\_con\\_fin\\_mgmt\\_rep.pdf](http://www2.gov.bc.ca/assets/gov/family-and-social-supports/data-monitoring-quality-assurance/information-for-service-providers/contract-mgmt/guidelines_for_con_fin_mgmt_rep.pdf)

Proposals for the cost of services will not exceed \$3,000,000.00, inclusive of all expenses, for the duration of the Contract term. The final cost for service delivery will be negotiated with the successful Proponent.

#### **Notes:**

**From:** [Cotie, Kate L MCF:EX](#)  
**To:** ["christian.paradis@hrsdc-rhdcc.gc.ca"](#)  
**Cc:** [Barry, Jonathan MCF:EX](#); [Butler, Teresa MCF:EX](#); [Murrell, Joanne MCF:EX](#); [julie.fontaine@hrsdc-rhdcc.gc.ca](#); [allisson.zaldivar@hrsdc-rhdcc.gc.ca](#)  
**Subject:** RE: BC ELCC prototype sites update  
**Date:** September 12, 2018 1:05:37 PM  
**Attachments:** [BC childcare licensing definitions.docx](#)

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Page 147 of 249 to/à Page 155 of 249

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# **CHILD CARE BC IMPLEMENTATION UPDATE**

Minister Chen, October 29, 2018

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# Overview: Oct 29 Update

- Affordable Child Care Benefit
- Child Care Fee Reduction Initiative
- ECE Wage Enhancement
- Childcare BC New Spaces Fund
- Universal Child Care Prototype Sites

# Affordable Child Care Benefit Update

New program available to help parents with the cost of child care – replaces previous Child Care Subsidy and increases payment amounts as well as income thresholds to qualify.

## Key Improvements:

- Increase to the maximum monthly benefit amount – now \$1,250/child, up from \$750/child (for infants and toddlers in licensed group care).
- The annual income threshold has increased. Families with gross adjusted incomes of up to \$111,000 may be eligible. The ACCB will help more than 80,000 families with the cost of child care– up from more than 20,000 under the former Child Care Subsidy.
- Streamlined, online application process that makes it easier for parents to apply for support.
- New online estimator allows parents to see how much they may be able to receive each month.

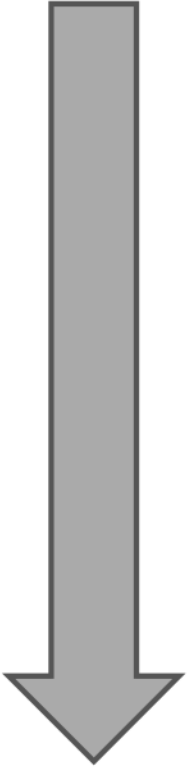
## Client Applications (as of Sept 26, 2018)

- **18,437** ACCB applications underway to date
- **12,617** families (17,626 children) are approved with ACCB Benefit Plans, which represent an uptake rate of approximately 16% of expected families.

### Feedback

From a Service Centre Adjudicator: “I just spoke to a woman who lost it in excitement. She was previously receiving \$635 for her one child and Sept forward, she's receiving \$1060. She's overjoyed! Love those calls today.”

# ACCB: Stakeholder Engagement



July-Aug

- Parents receiving Child Care Subsidy
- Partners including CCRRs, ECE-BC, Service BC Contact Centre and in-person offices, BCeID, Ministry of Health

Aug-Sept

- Child care providers (through CCOF and CCRRs) with telephone information sessions, plus direct outreach with advocacy organizations

Sept

- Public announcement, paid advertising, targeted engagement through parenting sites and social media

ACCB web content and enhancement:

- Content updates informed by 3 rounds of user research

# Child Care Fee Reduction Initiative

The Child Care Fee Reduction Initiative supports affordable child care for families by decreasing the cost of child care each month for families at facilities that have opted to participate.

**60,266 CCOF child care spaces were eligible for the initiative (September 18, 2018)**

- Facilities representing 53,076 (88%) of eligible spaces did apply
- Of these, 50,895 (96%) spaces were approved to participate

| Group Under 36 months | Group 3 years to Kindergarten | Group Multi-Age | Family and In-Home Multi-Age |
|-----------------------|-------------------------------|-----------------|------------------------------|
| 11,472 spaces         | 27,619 spaces                 | 2,578 spaces    | 9,226 spaces                 |

**To date (as of September 27), \$49M paid on over 15,000 invoices**

- \$45M in parent fee reductions
- \$4M in administrative top-ups to CCOF Providers

# ECE Wage Enhancement

**Announcement September 5: 3 Year Wage Enhancement and release of Early Care and Learning Recruitment and Retention Strategy**

Recruitment and Retention Strategy includes other (non-wage) supports for workforce, including bursaries, expansion of post-secondary seats, revision of Early Learning Framework, etc.

**\$1.00/hour wage enhancement (+ 17.6% to offset statutory benefits) beginning in early 2019, retroactive to September 1, 2018 for front-line ECEs working in licensed child care**

**Increasing by \$1/hour in April 2020 for a total of \$2/hour**

**Wage Increase informed by work with PSEC**

**Two phases of consultation with child care owners/operators and advocacy associations undertaken pre- and post-announcement to inform implementation**

# Childcare BC New Spaces Fund

## Priorities:

- Creation of licensed Infant/Toddler or Group 3-5 year old child care spaces;
- Creation of spaces by **public sector organizations**, local governments, band/tribal councils and/or First Nations governments in partnership with a **non-profit child care** provider
- Creation of spaces on **school grounds** (including K-12 and post-secondary),
- Spaces serving:
  - **Indigenous children and families**
  - **immigrants and/or refugees**
  - **vulnerable populations** (e.g. low-income families);
  - **young parents** (25 years and under)
  - children **requiring extra support**
- Service provided **outside of core business hours** (e.g. evenings, early mornings, weekends, etc.)
- **57 applications received and under review**

# New Spaces Fund: Multi-Project Funding Stream

- Consultation and policy development underway, including discussions with school districts, local governments, and large non-profit agencies.
- Funding stream will roll out in Fall 2018/19

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# New Spaces Fund – Report Back

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- Program launched July 9, 2018
- Currently it is too early to assess the level of success and provide suggested adjustments

s.13

# Universal Child Care Prototype Sites

## Expression of Interest results:

- 314 applications – representing over 10,000 spaces (roughly 8-10% of child care spaces in BC)
- 292 were eligible – met 10 basic eligibility criteria
- 3,004 Infant and Toddler spaces, with more IT capacity captured in other license types
- Good sample of different auspices, regions, business models and scale of facilities

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| Total Applications | Total Spaces Represented | Grp Under 36 Months | Grp 30 Months – school age | Grp - Pre | Grp – School age | Grp - MA | Family - IHMA | Family |
|--------------------|--------------------------|---------------------|----------------------------|-----------|------------------|----------|---------------|--------|
| 314                | 10881                    | 3004                | 4187                       | 781       | 1773             | 578      | 200           | 358    |

# Prototype Sites: Selection Results

- 53 sites selected – 2,464 spaces
- Budget allowed for more spaces to be funded than planned (org. target of 1,800)
- Average cost per space - \$11,601/year – across all care types
- 74% Not for Profit

# Prototype Sites: Results by Health Region

| # of Spaces per Health Authority | # of Spaces | % of Total | % of CCOF spaces |
|----------------------------------|-------------|------------|------------------|
| Fraser Health                    | 610         | 25%        | 36%              |
| Interior Health                  | 763         | 31%        | 15%              |
| Island Health                    | 450         | 18%        | 18%              |
| Northern Health                  | 197         | 8%         | 5%               |
| Vancouver Coastal Health         | 444         | 18%        | 21%              |

A decorative header at the top of the slide featuring a complex, low-poly geometric pattern in various shades of gray. Below this pattern is a solid dark gray horizontal bar.

Thank You.

**QUESTIONS?**



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# Child Care B.C.

## THE PATH TO UNIVERSAL CHILD CARE

Presentation to Victoria Chamber of Commerce

July 4, 2018

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# Overview of Child Care in B.C.

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# B.C. Context

- Non-parental care for children 0-12 years
- Can be home-based, or centre-based
- Can be non-profit, or private (for profit)
- Can be licensed, or unlicensed
  - Licensed – must meet the requirements of the Child Care Licensing Regulation, including staff-child ratios, staff education, group size, etc.
  - Unlicensed – can only provide care for up to 2 children or a sibling group

# Available Supply of Licensed Spaces

- Approximately 106,000 licensed spaces, including:
  - 11,600 (11%) in home-based settings; and
  - 94,200 (89%) in centre-based settings (with roughly a 50/50 split between non-profit and private organizations)
- Spaces available for 18% of children aged 0-12
- Majority of available spaces are for school-age children, and only 10% are for infant/toddlers

# Demand for Child Care

- Demand outstrips supply in almost all communities
- Greatest demand for licensed, Group (centre-based) infant/toddler care – particularly in North Fraser, Vancouver/Richmond, South/North Island, and the Northwest
- Second greatest demand is for licensed, Group 3-5 years care – particularly in North Fraser and Vancouver/Richmond



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# Child Care B.C. Plan

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# Child Care B.C. - Vision

- Child Care B.C. Plan: the path to universal child care
  - **Vision:** *Affordable, quality child care that is available to every family that wants or needs it*
- A 10-year plan
- Budget 2018 allocated \$1 billion over three years
- Federal government contributed \$153 M over three years
- Three pillars:
  - Affordability
  - Accessibility
  - Quality



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# **AFFORDABILITY**

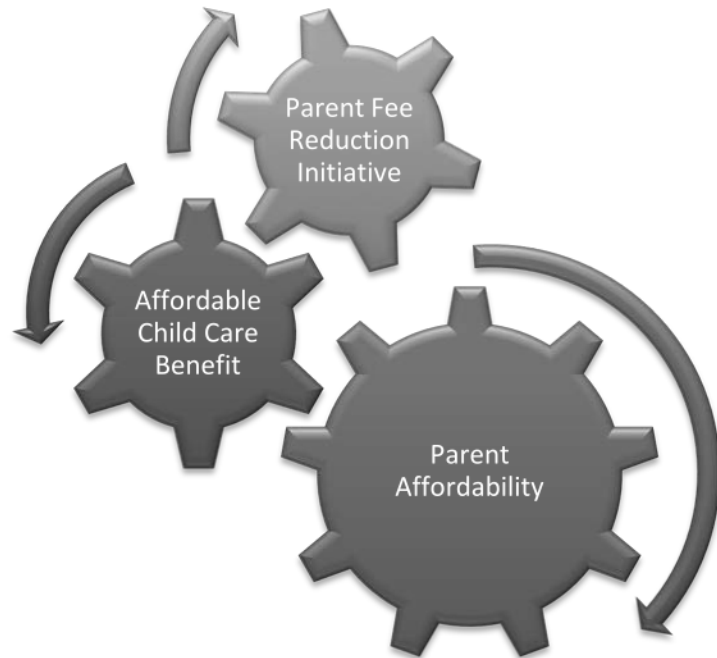
**\$630 MILLION OVER THREE YEARS**

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# AFFORDABILITY: Two New Measures

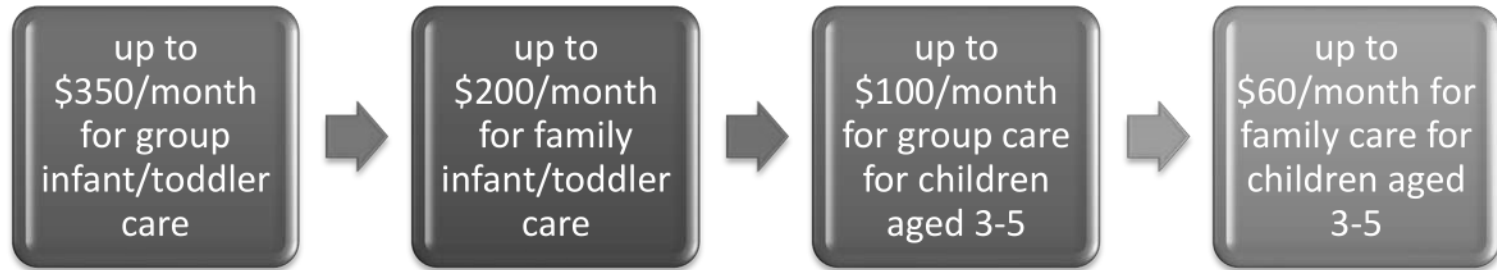
Two new measures that work together to reduce fees for parents:

1. Child Care Fee Reduction Initiative;
2. Affordable Child Care Benefit



# Child Care Fee Reduction

- Child Care Fee Reduction Initiative (CCFRI) started April 1, 2018:



- Expected to benefit up to 50,000 families
- Savings to parents started in April 2018
- As of May 10<sup>th</sup>, almost 28,000 spaces approved for the program

# Child Care Benefit

- New benefit to help bring more relief to parents, beginning in September 2018
- Benefit will be scaled, according to gross family income from previous tax year
- Online application and easy to understand eligibility (online benefit calculator)
- Will help up to 86,000 families by the end of 2020-21

## Higher Payments:

- Available to more families at higher annual pre-tax incomes – up to \$111,000
- Families earning between \$60,000 and \$80,000 paying on average \$10 per day
- Families earning less than \$45,000 in most cases receiving care for free

# Universal Child Care Prototypes

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1,800 child care spaces with a priority on infant and toddler spaces will be converted into low-cost spaces at existing child care facilities across B.C.

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Starting in fall 2018, these new Universal Child Care Prototype Sites will help test funding and operational models required to move BC toward a universal child care system.

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This is an opportunity for licensed child care providers (non-profit and private organizations)

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Funded by the Federal government through the Early Learning and Child Care Agreement

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More Information: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/universal-child-care-prototype-sites>



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# ACCESSIBILITY

**\$237 MILLION OVER THREE YEARS**

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# New Child Care Spaces

- More than 24,000 licensed spaces over three years
- Major Capital Program – relaunch in July
  - Continuously open application period
- Partner with Ministry of Education
  - child care on school grounds including Neighborhood Learning Centres
  - full-day care and learning for up to 8 StrongStart BC centres
- Grants to communities to create child care plans

# Maintaining current spaces

## *Child Care BC Maintenance Fund*

**Launched:** June 2018

**Eligibility:** All licensed child care providers – payments vary by type of provider  
Funding available to move if part of Child Care Fee Reduction Initiative

**Budget:** \$1.2 Million

# Start-Up Grants

## *Start-Up Grants*

**Launched:**

June 2018

**Eligibility:**

Existing unlicensed providers seeking to become licensed home based providers

**Budget:**

\$0.75M

# Federal Funding for Access

- \$13.7M in 2018/19 to create new child care spaces in collaboration with municipalities and non-profits
- \$30M over three years for the Aboriginal Head Start Program
- \$30M over three years for Supported Child Development and Aboriginal Supported Child Development
- \$3M over three years for the Young Parent Program



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# QUALITY

**\$136 MILLION OVER THREE YEARS**

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# Health & Safety

Increase capacity to license new spaces,  
conduct investigations and monitor compliance

Enhance public information available for  
licensed and unlicensed child care

# Early Childhood Educators (ECEs)



# Education and Training

- \$7.4M over three years to expand public ECE post-secondary programs.
  - 620 additional ECE graduates over three years
- ECE Bursary Program
  - \$10M from federal government to expand
- Updated Standards of Practice & Competencies

# Professional Development

- New professional development options
  - \$6M in federal funding
- Build a province–wide network of Community Facilitators
- Update early learning program guide (Early Learning Framework)
- Enhance Child Care Resource & Referral Centres

# Compensation, Data & Research

- Fair wages
  - More info in coming months
- Data and Research
  - Sector input via Labour Market Partnership Project led by Early Childhood Educators of BC
- *Outcome*: Improved recruitment and retention

# Summary

24,000 new child care spaces over the next three years

Up to 50,000 families will benefit from child care fee reduction

Nearly 27,000 families with incomes below \$45,000 will pay little or nothing for licensed care

The Affordable Child Care Benefit will help up to 86,000 families by the end of 2020-21

ECEs will receive enhanced support for their education and development



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# Child Care BC

<https://workingforyou.gov.bc.ca/childcare/>

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# **Child Care B.C.**

## **THE PATH TO UNIVERSAL CHILD CARE**

**Update to Provincial Child Care Council**

**June 7, 2018**



# Presentation Outline

## Affordability Update

- Child Care Fee Reduction Initiative
- Affordable Child Care Benefit
- ELCC Prototype Sites

## Accessibility Update

- Major Capital (Child Care BC New Spaces Fund)
- Minor Capital (Child Care BC Maintenance Fund)
- Start up Grants for Unlicensed Child Care Providers
- Strong Start BC Pilots (EDUC)
- ELCC funding for space creation
- Aboriginal Head Start Program
- Young Parent Program
- Supported Child Development (SCD) and Aboriginal SCD

## Quality Update

- Enhanced Online Information (HLTH)
- Workforce Development Strategy



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# AFFORDABILITY

\$630 MILLION OVER THREE YEARS

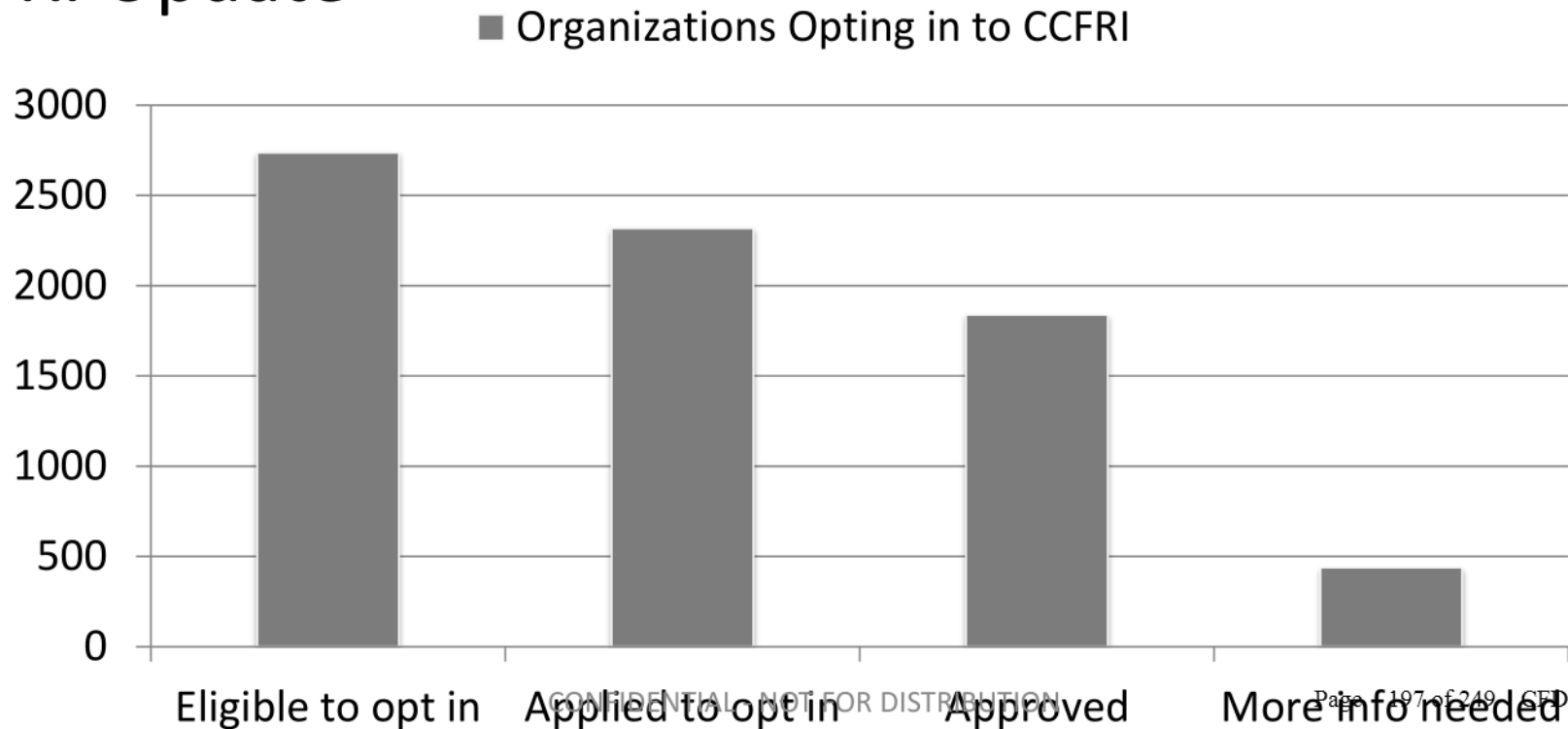
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# Affordability Update

## CCFRI Update



# CCFRI Update Cont.

- May 28, 2018 status of IT facilities with a CCOF May contract that have applied to opt-in:

|                           | Number of Facilities | Group 0-3 Spaces |
|---------------------------|----------------------|------------------|
| CCOF May contracts        | 744                  | 11,842           |
| CCFRI Opt-in              | 673                  | 10,897           |
| Approved opt-in           | 517                  | 7,760            |
| Not approved at this time | 20                   | 453              |
| Needs More Information    | 136                  | 2,684            |

# Proportion of Infant/Toddler Spaces Enrolled in CCFRI as of May 28th

|                           | Number of Facilities | Group 0-3 Spaces |
|---------------------------|----------------------|------------------|
| CCOF May contracts        | 744                  | 11,842           |
| Opt-in                    | 673                  | 10,897           |
| Approved opt-in           | 517                  | 7,760            |
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# Affordable Child Care Benefit

## Operational Changes

- The CCS Service Centre is preparing for the transition to ACCB including:
  - Notifying current CCS clients of the transition to ACCB and collecting their CRA consent forms.
  - Creating a new webpage and CRA consent email address.
  - Finalizing the My Family Services online portal.
  - Outreach campaign including CCRRs and stakeholders.
  - Calculating ACCB amounts for current clients, who have provided their CRA consent, to determine if transition amounts will apply.
  - Training adjudicators and other staff on new ACCB policies & Regulation.
  - Collecting CRA consents and processing applications from new ACCB applicants.

# Overview & Timeline – Systems Changes

- MCFD has developed a Client Service Portal to improve online access to the ACCB and Autism Funding Program.
- “My Family Services” will offer 24x7 online access to the following functions:
  - view the status of their case;
  - communicate electronically with Ministry staff;
  - submit documentation electronically;
  - be notified of key messages that affect approved services;
  - apply for the ACCB online.

July 16, 2018 – soft Launch

August 1, 2018 – Full Launch

# Communications Plan – Key Goals/Objectives

1. Support the seamless transition of existing Subsidy clients to the new ACCB;
2. Raise awareness about the program with newly eligible families, partners and key stakeholders; and
3. Raise awareness of new online opportunities to enrol in the program and receive information updates.

# Communications Timeline – Milestone Dates

**June 4-15, 2018**

Distribute letter to existing Subsidy recipients

Letter to child care providers to inform about communications to parents and upcoming changes

**June 11, 2018**

New ACCB webpage goes live; will provide “door in” to *My Family Services* Portal (web presence being developed in partnership with GCPE Digital Experience team)

**July 16, 2018**

Soft launch of *My Family Services* Portal to select groups

**Ongoing**

Information sharing sessions with stakeholders (e.g. providers and advocacy organizations) and third party service partners (e.g. CCRRs)

# Prototype Sites Update

## ELCC Funding for Access – Universal Child Care Prototype Sites

- \$30 Million annual investment – 2018/19 and 2019/20
- Testing model of government funded child care spaces at \$10 day
  - Up to \$200 per month for full time care
- Approximately 1,800 funded spaces
- Open to all types of licensed care – emphasis is in infant/toddler care per federal agreement
- Officially open for submissions June 2018
- Selected Prototype Sites will be announced in late summer and in operation Fall 2018

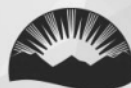


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# ACCESSIBILITY

**\$237 MILLION OVER THREE YEARS**

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# Major Capital

Now a part of:

## *Child Care BC New Spaces Fund*

|                     |   |
|---------------------|---|
| <b>Launch Date:</b> | End of June (open intake)   |
| <b>Eligibility:</b> | All licensed child care providers, public institutions/agencies, municipalities, Indigenous communities and employers – with preference given to Non-Profit/Public partnerships |
| <b>CCFRI link:</b>  | Final payment held back until licence and proof of CCOF/CCFRI approval provided   |
| <b>Budget:</b>      | \$27M   |

# Minor Capital

Now :

## *Child Care BC Maintenance Fund*

**Launch Date:** Mid June

**Eligibility:** All licensed child care providers – lower max payment for private/home based

**CCFRI link:** Moving funds only available to approved CCFRI facilities

**Budget:** \$1.2 Million

# Start-Up Grants

Still :

***Start-Up Grants!***

**Launch Date:**

Early June

**Eligibility:**

Existing RLNR/LNR providers seeking  
to become licensed family and In  
Home Multi Age

**CCFRI link:**

No linkage at this time

**Budget:**

\$0.75M

# Accessibility Update

## Strong Start BC Pilots

- Commitment:
  - Bring full-day care and learning to up to 8 StrongStart BC centres, beginning in 2019
- Status
  - EDUC and MCFD currently developing criteria for site selection
  - On-track for applications from districts in Fall 2018

# Accessibility Update

## **ELCC space creation and community grants**

- \$13.7M to support the creation of infant/toddler spaces by municipalities/local governments; and \$3M in provincial funding to support development of local child care plans
- Both programs aim to launch in time for UBCM conference in September
- Program design with UBCM will begin once internal approvals and contracts in place.

# Accessibility Update

## Aboriginal Head Start Program

- Providing culturally based early learning and care for Indigenous children a priority area.
- Government investing \$30M over 3 years in expansion of the Aboriginal Head Start (AHS) program - an evidence based early learning and care model and will be expanded to provide fully operational early learning and care services with wrap around family support and inclusion for:
  - New communities with no existing Head Start programming;
  - Families with Infants/toddler child care needs; and
  - Communities with Head Start programming who wish to expand existing programs to include child care provision.
- Program being administered through partnership with First Nations Health Authority (on-reserve expansion) and Aboriginal HeadStart Association of BC (off-reserve programs)

# Accessibility Update

- Young Parent Programs (YPPs) provide young parents with access to child care and supports while they finish high school.
- Under the program, the cost of child care is funded by a \$1.6M investment through the Child Care Subsidy Program.
- Currently there are approximately 220 young-parent families funded per year in over 40 YPPs.
- \$3M over three years will be provided through the ELCC Bilateral Agreement to boost the monthly subsidy amount available to eligible young parents from \$1,000 to up to \$1,500 a month per child increasing the annual investment to \$2.6M.

# Accessibility Update

## **Supported Child Development and Aboriginal Supported Child Development**

- Inclusion of all children, including children with extra support needs, an important component of a universal child care system.
- Enhancing access to SCD and ASCD programs
- \$30M over three years will be provided through the ELCC Bilateral Agreement to enhance these programs.

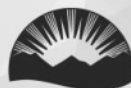


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# QUALITY

**\$136 MILLION OVER THREE YEARS**

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# Quality Update

## Enhanced Online Information for Child Care

### CCALA Amendment (Bill 5):

- Royal Assent received May 17, 2018
- Target bring into force date Sept 1, 2018

### Required Online Information:

- basic licence information (licensee name, name and address of the facility) (s 15.1)
- summaries of inspection/investigation reports (including any actions taken or to be taken by the MHO or licensee) (s 15.2)
- information on operators in contravention of the CCALA (name of person, name and address of premise and summary reports of findings and actions taken or to be taken by the MHO or the service provider) (s 15.3)

# Quality Update

## Enhanced Online Information for Child Care

### Online Presence:

- Existing Child Care Map
- Child Care Map link to inspection/investigation reports
- Searchable web page (Illegals)

# Early Care and Learning Workforce Development Strategy

- \$136M over 3 years
- Foundation of Child Care B.C. Plan
- Update on progress, overview of strategy development



# Current Challenges

## Education & Training

- Differing credentials
- Pro-D requirements
- Accessibility of training

## Regulatory

- Split jurisdiction and mandates
- Oversight for Family and School-Age Providers

## Research/Data

- Minimal data
- Split across ministries

## Compensation

- Median Wage of \$18/hour
- Needs to be adequate to recruit and retain a qualified workforce

# Strategy Overview: Key Components



# Cross-Ministry Initiatives Underway (2018/19)

- ECE Standards of Practice and Occupational Competencies
- ECE Education Support Fund
- ECE Post-Secondary Program Expansion
- Work-Integrated Learning Model
- Professional Development Funding (ELCC)
- EC Pedagogy Network/Community Facilitators Program
- Changing Results for Young Children
- Professional Learning Model for District ECEs
- Labour Market Review
- BC Childcare Sector Labour Market Partnership Project

*\*Initiatives highlighted in blue will be highlighted in this presentation.*

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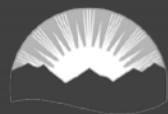


# Childcare BC

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## UPDATE for Minister of Finance

November 8, 2018



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A NEW  
DAY FOR  
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CHILDCARE BC

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Section I

# FINANCIAL UPDATE

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Section II

# INITIATIVES UPDATE

# CCFRI Update

## 60,500 CCOF child care spaces eligible for the initiative (as of October 9, 2018)

- Facilities representing 53,632 (89%) of eligible spaces have applied
- Of these, 51,631 (96%) spaces were approved to participate

| Group Under 36 months | Group 3 years to Kindergarten | Group Multi-Age | Family and In-Home Multi-Age |
|-----------------------|-------------------------------|-----------------|------------------------------|
| 11,602 spaces         | 28,140 spaces                 | 2,586 spaces    | 9,303 spaces                 |

## As of September 27, \$49M paid on over 15,000 invoices

- \$45M in parent fee reductions
- \$4M in administrative top-ups to CCOF Providers

# ACCB Update

## Client Applications (as of Oct. 17, 2018)

- 23,589 ACCB applications underway to date
- 18,894 families (25,793 children) are approved with ACCB Benefit Plans, which represent an uptake rate of approximately 22% of expected families.

## Stakeholder Engagement

**Aug-Sept:** Direct outreach to child care providers; launch of online estimator and application; public announcement; paid advertising and targeted engagement through parenting sites and social media

**October:** Poster mailed to providers receiving CCOF, CCRRs, Service BC centres; ongoing presentations to stakeholders; Phase II Engagement Plan focuses on vulnerable and harder-to-reach populations

# ELCC Universal CC Prototype Sites Update

- 53 sites have been selected, representing 2,500 licensed spaces (exceeding the 1,786 space commitment in the ELCC Agreement)
- Representation of different auspices, regions, business models and scale of facilities.
- Contract negotiations underway with sites (as of Nov 2):
  - 47 of 53 contracts signed
  - 43 sites soft launched on Nov. 1
- An Evaluator has been chosen through an RFP process; contract is currently being finalized.
- Public announcement planned for Nov. 9

# ECE Wage Enhancement Update

|                     | Activities   |
|---------------------|--|
| <b>October 2018</b> | ➤ Phase 2 Stakeholder Engagement (funding guidelines feedback and targeted follow-up)  |
| <b>Nov 2018</b>     | <ul style="list-style-type: none"> <li>➤ ECE-WE Funding Guidelines finalized and released</li> <li>➤ Supplementary Funding Agreements finalized and released</li> <li>➤ Application form finalized and released</li> <li>➤ Webinar information sessions</li> </ul> |
| <b>Dec 2018</b>     | ➤ ECE-WE Applications deadline, to be considered for Retroactive Pay   |
| <b>Jan 2019</b>     | ➤ Organizations submit staff hours for retro pay, and enter into supplemental funding agreements for hours worked Jan. 1 - Mar.31/19   |
| <b>Feb-Mar 2019</b> | ➤ CCOF contract renewal for FY 2019/20   |
| <b>Apr. 1, 2019</b> | ➤ ECE WE funding incorporated into standard CCOF contracts   |

# New Spaces Fund Update

Budget allocation for the New Spaces Fund in 2018/19 is \$27M and the space target is 2,700 new licensed child care spaces.

## Key Priorities:

- Creation of licensed I/T or Group 3-5 year old child care spaces;
- Creation of spaces by **public sector organizations**, such as local governments, school boards, band/tribal councils and/or First Nations governments in partnership with a **non-profit child care** provider;
- Creation of spaces on **school grounds** (including K-12 and post-secondary institutions)

| Total Applications Received | Organizational Type       |            | Total Applications Approved | Total New Spaces To be Created | Total Expenditures |
|-----------------------------|---------------------------|------------|-----------------------------|--------------------------------|--------------------|
|                             | Public Sector/ Non-Profit | For-Profit |                             |                                |                    |
| 93                          | 22                        | 71         | 15                          | 678                            | \$8.1M             |

# Maintenance Fund and Start-Up grants

| Start-Up Grants  |        |
|--|--------|
| Budget (base budget is \$.500M)                        | \$1.0M |
| Number of Applications Approved                        | 167    |
| Number of Licensed Family Child Care Spaces            | 797    |
| Number of Licensed In-Home Multi-Age Child Care Spaces | 424    |
| Total Number of New Spaces Created (Target: 875)       | 1,221  |

| Childcare BC Maintenance Fund                           |        |
|---|--------|
| Budget (base budget is \$1.2M)                          | \$2.2M |
| Number of Facilities Approved                           | 614    |
| Number of Non-Profit Group Providers Funded (\$10k Max) | 119    |
| Number of Private Group Providers Funded (\$5k Max)     | 182    |
| Number of Family Facilities Funded (\$2k Max)           | 313    |
| Number of Group Facility Relocations Funded (\$25k Max) | 8      |

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## Section III

# CCWG FALL 2018 PRIORITIES



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Thank You.

# QUESTIONS?



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