

Request for Proposals for *Child Care Needs Feasibility Study*

RFP Closing Date: **September 24, 2020**

RFP Closing Time: **4:00 p.m.**

Introduction:

The Greater Brownsville Incentives Corporation (GBIC) is requesting proposals from qualified firms and individuals to provide a Feasibility Study for ***Child Care Needs*** in the Brownsville, Cameron County, Texas area.

The Greater Brownsville Incentives Corporation (GBIC) is the “Type A” economic development organization for the City of Brownsville, Texas.

Description of Services:

The selected firm will conduct a Feasibility Study, to include but not limited to:

- Work with local, state and federal agencies as well as non-profits, to determine the current programs of child-care services for the Greater Brownsville area.
- Determine the effect of the lack of child-care services in the workforce.
- Develop solutions on how to best address the child-care gap so that workers can return to work.
- Data gathering and analysis includes but is not limited to:
 - » Avg. cost of daycare nationwide (examples) and compared to Brownsville
 - » Number of people who leave the workforce because of childcare
 - » Avg. age and birth rate in Brownsville and surrounding areas
 - » How many multi-child households as a percentage
- Via visual reporting, present findings and recommendations to the GBIC Board of Directors

Submittal Requirements & Contents:

1. Firm Name
2. Business Address
3. Telephone Number
4. Location of Branch Offices and Home Office
5. Year Business Established
6. Type of Organization (Individual, Partnership, Corporation)
 - a. **Executive Summary:** Describe your understanding of the scope of work to be performed and your firm’s ability to perform the work.
 - b. **Team Qualifications:** Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement. Provide their bios specifying experience relevant to the type of services requested.
 - c. **Fees:** Please provide an estimate of fees, billing rates for the anticipated services to be provided, and billing frequency. Please indicate whether you are willing to make a commitment to a fixed fee schedule.
 - d. **Client References:** Include a list of relevant clients that your firm has served within the past three years.

Selection Criteria:

25 Points	Qualifications, experience and expertise
25 Points	Firm's profile, staff resources, its principals, current workload
20 Points	Firm's approach for Child Care Needs Feasibility Study
10 Points	Familiarity with the City of Brownsville and Economic Development
10 Points	Firm's projects within last five years and references
10 Points	Firm's fee and billing policies

100 Points Total

Submission Requirements:

In order to be considered, submittals must be received no later than 4:00 p.m. on Thursday, September 24, 2020.

Mail or hand delivery submittals:

Greater Brownsville Incentives Corporation
Attn: Administration
500 East Saint Charles
Brownsville, Texas 78520

An electronic file submittal is *required* to be sent to: administration@greaterbrownsville.com

Questions can be submitted in writing to:

Ramiro Aleman, Director of Business Recruitment, Retention & Expansion
Email: mlozoya@greaterbrownsville.com
Please use email subject head- RFP INQUIRY (Child Care)