



PRINCE COUNTY HOSPITAL FOUNDATION
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CHARITY # 89352 6731 RR0001

Prince County Horizons Learning and Innovation Centre Project – Daycare Committee

DAYCARE PROVIDER REQUEST FOR PROPOSALS

OVERVIEW

Purpose

The Prince County Hospital Foundation (PCHF) exists for the betterment of Prince County Hospital (PCH) and the patients it serves. PCHF’s mission states that it will support, enhance, and advocate for Prince County Hospital by raising and investing funds for priority medical equipment and new technology, quality patient care, and transformative community healthcare solutions. Historically, this has meant fundraising for medical equipment to ensure PCH is outfitted to provide quality patient care. However, the Foundation’s mission has evolved to include innovative initiatives to strengthen recruitment and retention of staff at PCH.

To meet long-term needs and further the betterment of PCH, the Foundation is creating an Innovation and Learning Centre to be built next to PCH and connected by a pedway. The envisioned learning centre will encompass several key components: a dedicated space for the UPEI Family Medicine Residency Program, a state-of-the-art Simulation Centre, and essential community support services, including housing and childcare facilities.

In summary, the Prince County Innovation & Learning Centre is designed to address critical gaps in healthcare education and support infrastructure. By integrating a residency program space, simulation centre, housing, and childcare, this project represents a holistic approach to alleviating the healthcare staffing crisis while enriching the local community.

Childcare services are a top priority for the facility, supporting existing healthcare staff and serving as a recruitment tool to bring new healthcare professionals to the hospital. The daycare will be designed to meet the unique scheduling needs of healthcare workers, offering extended hours and flexible access.

The PCH Foundation is seeking a provider to operate the daycare facility on the ground floor of the planned facility.

The Foundation envisions a partnership with a provider who will offer an enriching curriculum and a safe, secure environment where children will engage in activities that support their social, emotional, physical, and intellectual development.

The Foundation's Daycare Committee may interview the top qualifying providers and seek additional information regarding their proposed ideas, approach, business terms, and proposed business relationship. Based thereon, a provider may be chosen to enter into an agreement. Except as otherwise required by law, proposals received will not be shared with any other respondents before beginning negotiations with the selected candidate and, to the extent legally allowed, will be kept confidential.

Background and New Building Details

There is a clear need for daycare options for families who work at Prince County Hospital. Employees have reported struggling to find adequate daycare in the community that is convenient for their work schedule and travel needs. This has impacted the ability to recruit and retain staff members and complicated the return to work after parental leave. Childcare is especially challenging for new recruits to the hospital, particularly those coming from other locations or out of province with no local or family support.

Having a daycare complementarily located has advantages. The new facility will be connected to PCH via a pedway, meaning staff will have access to their children should the need arise. This convenience will allow staff to not only have access to childcare, but the added convenience will help to relieve other parenting challenges with drop-offs and pickups located near work. Parents can drop off school-aged students and daycare children at essentially the same location and continue on to work just next door.

The chosen provider will enter into a lease agreement with the Foundation and will operate the daycare as their own business. The PCH Foundation and provider will sign

a memorandum of understanding (MOU) regarding specific aspects of the partnership. Details of that MOU will be negotiated after a provider is selected.

New Building Specifications:

- Learning and Innovation Centre will consist of 4 floors (48,300 square feet).
- Level 1 will be dedicated to childcare services (reception area/common space of 2,000 feet).
- Childcare space is estimated to be 8,300 square feet (some modifications based on service provider needs).
- PCH Foundation will provide state-of-the-art space, parking, outdoor playground access and support services to be negotiated. A draft floor plan will be provided.
- Lease rate will be determined based on the business plan (requirements of applicants).
- New building will be connected to the hospital by a pedway.
- Dedicated entrance for childcare services.
- Building and services scheduled to be ready May 1st 2028 (construction has commenced and will take two years).

INSTRUCTIONS

All proposals are due by **4:00 p.m. on Wednesday, May 11, 2026**. Late proposals will not be accepted. Proposals must be mailed or hand-delivered to the PCH Foundation office at 65 Roy Boates Ave/PO Box 3000, Summerside, PEI, C1N 2A9.

This RFP is not a formal request for bids or an offer by the PCH Foundation to contract with any organization(s) responding to this RFP. The PCH Foundation reserves the right to reject any proposals, amend this RFP as necessary, contract with any organization responding to this RFP for all or portions of the services requested, reject any proposal as non-responsive, seek proposals from, or contract with, any organization not participating in this process, and not contract with any organization for the services requested. The PCH Foundation makes no representation that participation in the RFP process will lead to the award of a contract or any consideration whatsoever. The PCH Foundation reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part at any stage.

ASSUMPTIONS

When drafting a proposal, providers should assume the building will be designed as needed to operate as a daycare. The daycare provider will perform minor maintenance and cleaning of their leased area. The final design of floor one will be approved by fire marshal office and the Department of Early Learning and Childcare. The PCHF Daycare Committee is able to assist with information required for this proposal (i.e. budget templates). The selected provider must carry adequate liability insurance.

Schedule of Provider Selection, Contracts, and Opening of the Daycare

- April 28, 2026 – Request for Proposals release date
- May 11, 2026 – Proposals are due
- May 15, 2026 – Selection of a provider by the Daycare Committee
- July 31, 2026 – MOU and Lease Agreement are finalized between the PCH Foundation and the provider
- May 1, 2028 – Estimated daycare opening

SUBMISSION REQUIREMENTS

CONTENTS OF THE PROPOSAL

The proposal should include the following information and any other pertinent information to help the PCHF Daycare Committee select a provider.

1) Proposer information

- a) Name of individual or entity
- b) Address
- c) Phone Number
- d) Email Address
- e) Description of your level of experience with childcare

2) Childcare plan – Describe your plan for operating the childcare facility

- a) Hours of operation
- b) Staffing
- c) Curriculum information (must include some learning activities)
- d) Nutrition
- e) Security and safety
 - i) Cleaning
 - ii) Physical access security
- f) PCH employee's childcare needs
- g) Hourly care needs
- h) Outdoor play space requirements

3) Financial information

- a) Provide a budget for a minimum of three operating years, showing gross potential income and expenses
- b) Vision for the relationship between PCHF and the provider

4) Describe how your organization will help ensure that the facility complies with all licensing requirements for the type of program you plan to operate

5) Describe your model for childcare services

6) Describe your plans to ensure that the childcare program will be of high quality, beyond the minimum health and safety requirements for state licensing

- 7) Describe any litigation or other like proceedings against your organization or any of its professionals, whether current or pending, during the past five (5) years
- 8) List any other information that might illustrate why you are the most qualified to operate the daycare

SELECTION PROCESS

The PCH Foundation is committed to a fair and transparent process for the selection of a childcare provider. This RFP is issued to find the provider who best meets the objectives of this project. The PCH Foundation reserves the right to modify the process at its sole discretion upon notice to all affected providers. PCH Foundation will create a selection committee that will review and rate each proposal. The selection committee may conduct interviews of providers who have submitted proposals. The selection committee will rank the proposals based on the Evaluation Criteria outlined below. The selection committee may provide all providers who submitted a proposal with a written list of required clarifications or modifications. Providers must respond in writing, within the time provided, and with the required modifications to their proposals.

Evaluation Criteria

The following criteria will be used to evaluate the proposals

- 1) Quality, viability and innovation of the proposal in the context of this RFP.
- 2) The proposal's conformance with the PCH Foundations vision for childcare and meeting needs of PCH.
- 3) Reasonable and realistic budget and/or business plan.
- 4) Benefit to PCH and PCHF.
- 5) Qualifications and experience of the childcare provider and staff.
- 6) Experience with similar operations.
- 7) Experience working with other partner agencies (governments, non-profit organizations, etc.)
- 8) Value of lease for floor 1.

After proposals have been reviewed, the PCHF Daycare Subcommittee may request additional information or an interview.

Project Objectives:

1. Childcare services offered at PCH (onsite connected to the hospital).
2. Reliable service with extended hours of operation.
3. Sustainable business model with a meaningful lease rate to the Foundation
4. Community focus with enhancement to the property development at this site.

Questions and Information regarding the RFP, please contact:

PCH Foundation
(902) 432-2547
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