



**WINNETT COUNTY
REQUEST FOR INFORMATION
October 28, 2025**

The Gwinnett County Board of Commissioners is soliciting a Request for Information (RFI) from qualified service providers that would implement a licensed, affordable childcare program for children ages 6 weeks to 5 years.

BACKGROUND AND PROPOSED SCOPE OF WORK

As the second largest county in Georgia, Gwinnett County is a very diverse community with a balance of both residential and commercial development.

The Gwinnett Community Resource Center at Bethany Church Road is a community gathering place. Expanded in 2024, the Center serves as a hub for public health, mental health, learning, wrap-around community support, and more. This initiative aligns with Gwinnett County Government's commitment to building a Safe, Livable, and Healthy Community and promoting equitable access to opportunity across the county. By prioritizing licensed, affordable childcare at this southern Gwinnett location, the County aims to reduce barriers for working families, support early learning outcomes, and strengthen the local community. This opportunity reflects Gwinnett's values of integrity, accountability, equity, inclusivity, and innovation.

Gwinnett County Government is seeking information from Georgia Department of Early Care and Learning (DECAL) licensed and experienced childcare providers for strategies to operate a year-round affordable, high-quality childcare services program for children ages 6 weeks to 5 years to low-income Gwinnett County residents. The program is to be housed at the Gwinnett Community Resources Center at Bethany Church Road. The County will maintain the facility (building/playground maintenance, some janitorial needs, landscaping, and utilities), while the provider will be responsible for staffing, licensing, programming, meal service, equipment, and all service delivery operations of the 7,512 square foot area of the childcare center.

The qualified childcare service provider will be expected to offer full-time licensed childcare services for children aged 6 weeks to 5 years to be provided during standard business hours. The County is seeking information on strategies to provide extended hours or flexible care options to accommodate caregivers working non-traditional shifts, not to exceed 11:00 PM. The provider will also be expected to hire, train, and manage qualified early childhood staff as defined by the Department of Early Care and Learning, and to maintain state licensing requirements and adhere to all health, safety, and staff-to-child ratio standards. The provider must be able to provide the County with access to Child and Parent Services (CAPS)/DECAL inspections, paperwork required DECAL/Bright from the Start forms, proof of staff's Clear Determination Letters, etc. The provider will be expected to maintain all classroom and program spaces in a clean, safe, and welcoming condition, provide all meal services, and regular communication and support for caregivers, including resources and referral connections. The service provider will collect and manage tuition payments, scholarships, and subsidies, and provide routine program reporting to Gwinnett County staff, including enrollment, attendance, and performance metrics.

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Deliverables:

- a. Cover Letter
 - i. Signed by an authorized representative of the organization.
 - ii. Summary of interest and qualifications.
- b. Organizational Overview
 - i. History and mission of the organization.
 - ii. Evidence of licensure and any additional accreditations with no outstanding citations or monitoring issues.
 - iii. Proposed staffing model and current org chart.
- c. Business Plan
 - i. Proposed hours of operation, including how the provider will support working caregivers on various shifts (e.g., early drop-off, evening care).
 - ii. Daily program schedules by age group.
 - iii. Staffing plan, including required certifications and ratios.
 - iv. Enrollment capacity by classroom.
 - v. Sample parent communication tools and engagement strategies.
 - vi. Health, safety, and sanitation protocols.
- d. Fee Structure & Affordability Plan
 - i. Rates for full-time and part-time care.
 - ii. Sliding scale or subsidy acceptance (CAPS, etc.)
 - iii. Strategies for ensuring affordability for low-income Gwinnett families.
 - iv. Detailed fee schedule by age group.
 - v. Explanation of eligibility for sliding scale fees and subsidies.
 - vi. Historical data or examples of affordability in comparable settings.
 - vii. Maximum proposed family out-of-pocket tuition amounts, including scenarios with and without subsidies.
 - viii. Plan to enroll and support a minimum target percentage of subsidy-eligible families (e.g., CAPS families).
- e. Experience, Program Quality and Curriculum
 - i. Showcase relevant experience operating licensed early childcare programs, particularly serving children ages 6 weeks to 5 years.

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- ii. Prove success in delivering high-quality, inclusive, and developmentally appropriate curriculum, aligned with state standards and evidence-based practices.
 - iii. Demonstrate track record of strong child outcomes, including school readiness, developmental milestone tracking, and successful early intervention referrals when needed.
 - iv. Provide examples of curriculum design, including daily schedules, activities supporting social, emotional, cognitive, and physical development.
 - v. Show evidence of staff qualifications and training programs, including ongoing professional development and retention strategies.
 - vi. Demonstrate commitment to continuous quality improvement, including regular program evaluation, caregiver feedback integration, and adaptation of practices based on results.
- f. Facility Use Plan
- i. Description of how each space (e.g., classrooms, caregiver resource room, breakroom, playground) will be used and maintained.
 - ii. Plan for operating each space.
 - iii. Timeline for Operational Start-Up.
- g. Compliance, Insurance, and Performance
- i. Proof of liability insurance.
 - ii. Acknowledgement of compliance with applicable federal, state, and local laws and child safety regulations.
 - iii. Metrics to be tracked quarterly and annually (see Performance Reporting Template on page)
 - iv. Strategies for achieving and improving child outcomes, caregiver satisfaction, and staff retention.
 - v. Proposed corrective actions if metrics are not met.
 - vi. Approach for collecting and utilizing family and staff feedback.

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FIRM INFORMATION

Firms should provide a detailed summary of their capabilities to provide the requested services. The response to the RFI should include:

- Information about the firm
- Qualifications and experience of each person to be assigned to the review
- Describe the approach that the firm would use in performing the services. Include examples for operations of similar size and scope in Georgia or elsewhere.
- Identify possible additional or alternative approaches, materials, references, or analysis
- Other information about your firm that would be relevant for this RFI
- Any additional services, capabilities, and/or tools that the firm would like to offer

Interested parties should respond to this RFI by 3:00 P.M. local time on **November 24, 2025**, to Jake Scarpone via email at Jake.Scarpone@GwinnettCounty.com. Questions regarding the Request for Information should be directed to Jake Scarpone at the above-referenced email or at 770-822-8722.

Thank you for your interest in this RFI. Gwinnett County reserves the right to contact participating consultants if clarification or additional information is needed for consideration. Such requests may be conducted by a follow-up email correspondence or phone.

Regards,



Jake Scarpone
Purchasing Associate III

Appendix A: Performance Reporting Template

The provider will be expected to submit quarterly and annual reports using the following template but not limited to:

Enrollment and Access

- Licensed capacity.
- Average daily enrollment.
- Average daily attendance.
- % of capacity utilized.
- Number of families receiving CAPS or other subsidies.
- Average out-of-pocket family cost per child.
- Waitlist numbers, if applicable.

Affordability

- Fee structure summary by classroom and age group.
- % of families on a sliding scale.

Program Quality

- Staff-to-child ratio by classroom.
- Number of compliance violations (goal: 0).
- Number of staff with Early Childhood Education credentials (Child Development Associate, etc.).
- Average staff training hours per year.

Family Engagement

- Family satisfaction survey results (% satisfied or highly satisfied).
- Family retention rate.
- Number of family engagement events or workshops held.

Child Outcomes

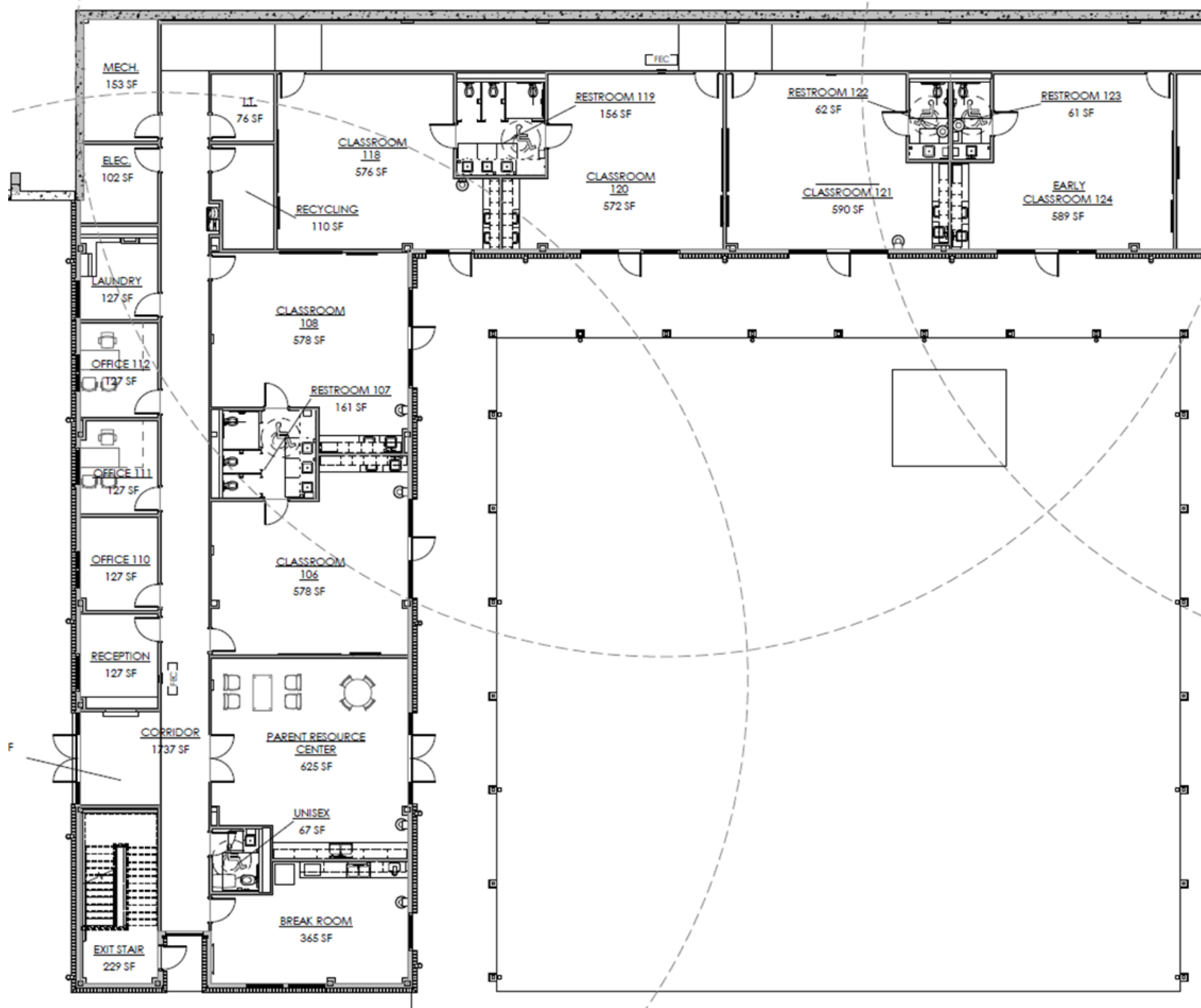
- % of children meeting age-appropriate developmental benchmarks.
- Number of early intervention referrals.

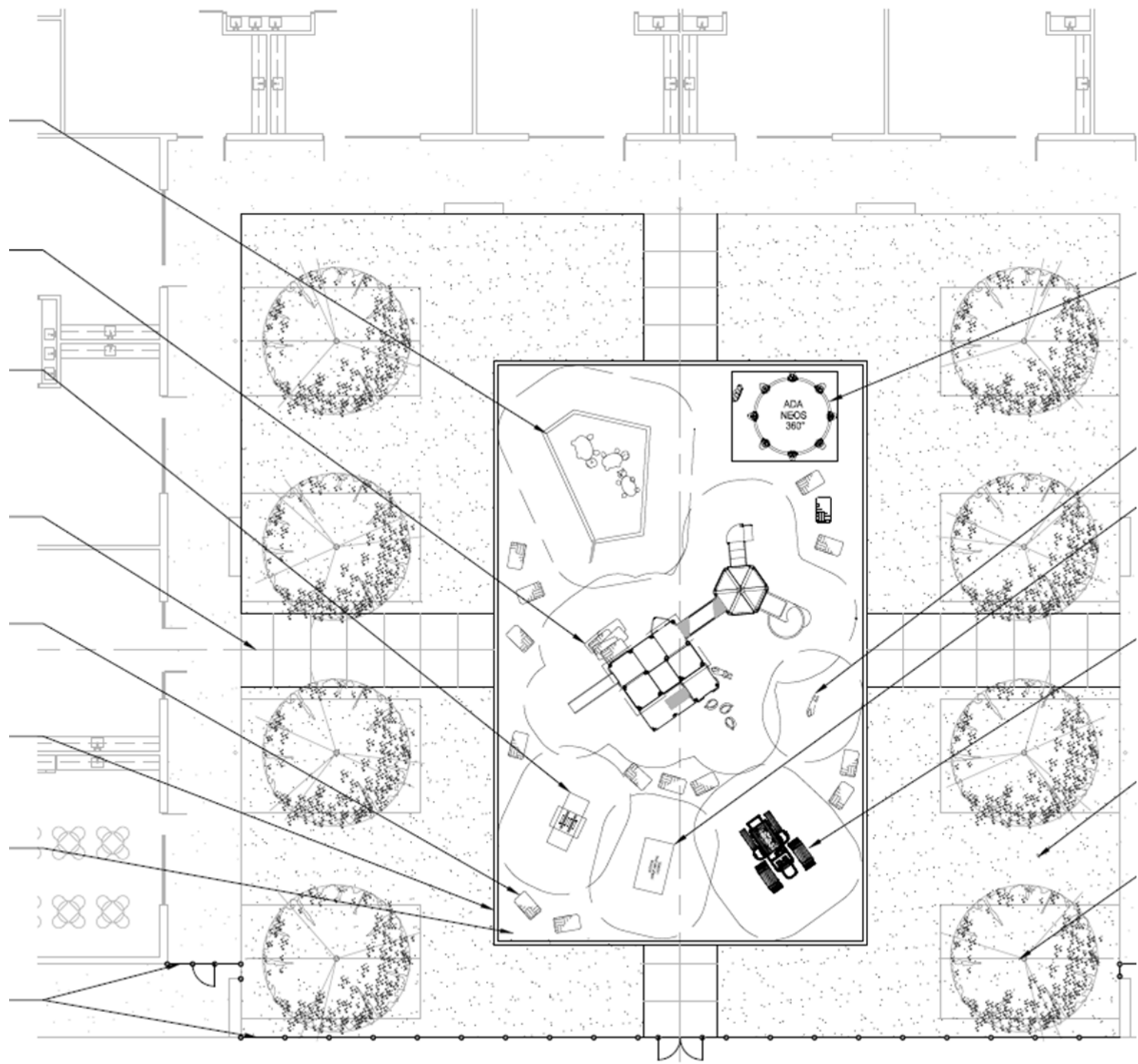
Staff Metrics

- Staff turnover rate.
- Average tenure of lead teaching staff.
- Staff engagement or satisfaction survey scores.

Appendix B: Site Map and Location

Name / Area
BREAK ROOM 365 SF
CORRIDOR 1737 SF
EARLY CLASSROOM 124 589 SF
ELEC. 102 SF
EXIT STAIR 229 SF
CLASSROOM 106 578 SF
CLASSROOM 108 578 SF
CLASSROOM 118 576 SF
CLASSROOM 120 572 SF
CLASSROOM 121 590 SF
LOBBY 127 SF
I.T. 76 SF
LAUNDRY 127 SF
MECH. 153 SF
OFFICE 110 127 SF
OFFICE 111 127 SF
OFFICE 112 127 SF
PARENT RESOURCE CENTER 625 SF
RECEPTION 127 SF
RECYCLING 110 SF
RESTROOM 107 161 SF
RESTROOM 119 156 SF
RESTROOM 122 62 SF
RESTROOM 123 61 SF





Appendix C: Furnishings and Equipment Inventory

103 – Breakroom

- Three (3) 42" Approach Tables
- Twelve (12) Rio Chairs

105 – Parent Resource Center

- Four (4) Rein+ Guest Chairs
- One (1) Rein+ Coffee Table
- One (1) 42" Structure Table

106 - Classroom

- Eight (8) 24" x 60" Rectangular Tables
- Sixteen (16) 12"H Plastic Chairs
- One (1) Roll Call Lectern
- One (1) Adult Plastic Task Chair
- Two (2) Mobile Cubbies

108 – Classroom

- Eight (8) 24" x 60" Rectangular Tables
- Sixteen (16) 12"H Plastic Chairs
- One (1) Roll Call Lectern
- One (1) Adult Plastic Task Chair
- Two (2) Mobile Cubbies

118 – Classroom

- Eight (8) 24" x 60" Rectangular Tables
- Sixteen (16) 12"H Plastic Chairs
- One (1) Roll Call Lectern
- One (1) Adult Plastic Task Chair

120 – Classroom

- Eight (8) 24" x 60" Rectangular Tables
- Sixteen (16) 12"H Plastic Chairs
- One (1) Roll Call Lectern
- One (1) Adult Plastic Task Chair
- Two (2) Mobile Cubbies

121 – Classroom

- Six (6) 30" x 60" Trapezoid Tables
- Eighteen (18) 6" Plastic Chairs

- One (1) Roll Call Lectern
- One (1) Adult Plastic Task Chair
- Two (2) Mobile Cubbies

124 - Classroom

- Six (6) 30" x 60" Trapezoid Tables
- Eighteen (18) 6" Plastic Chairs
- One (1) Roll Call Lectern
- One (1) Adult Plastic Task Chair

109 - Reception

- One (1) Ignition 2.0 Task Chair

110 - Office

- One (1) 30"D x 72"W Left-Handed Approach Single Ped desk w/Box/Box/File
- One (1) Ignition 2.0 Task Chair
- Two (2) Flock Guest Chars

111 - Office

- One (1) 30"D x 72"W Left-Handed Approach Single Ped desk w/Box/Box/File
- One (1) Ignition 2.0 Task Chair
- Two (2) Flock Guest Chars

112 - Office

- One (1) 30"D x 72"W Left-Handed Approach Single Ped desk w/Box/Box/File
- One (1) Ignition 2.0 Task Chair
- Two (2) Flock Guest Chars