



Open Call For Proposals

New Brunswick Early Learning and Child Care Preschool Designated Space Creation Guidelines



Summary of Key Information



**OPEN CALL FOR PROPOSALS
LAUNCH DATE:**

FRIDAY, DECEMBER 1, 2023



**APPLICATION COMMENCEMENT
DATE:**

**FRIDAY, DECEMBER 1, 2023
AT 12:00 P.M. ATLANTIC TIME**



PROPOSAL NUMBER:

OCFP.2023-2024.EECD

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Section 1 - Summary of Key Information

OPEN CALL FOR PROPOSALS

NEW BRUNSWICK EARLY LEARNING & CHILD CARE PRESCHOOL DESIGNATED SPACE CREATION

Effective December 1, 2023, the **Open Call for Proposals** will be launched; all applicants seeking approval for designated spaces will be required to submit the following:

- **STEP 1A - Expression of Interest for Designated ELCC Spaces**
- **STEP 1B - Application for a Designated Facility or Increase in Designated Spaces**
- **STEP 2 - Application to Operate an ELCC Facility OR Application for Changes to a Licence**

POLICY 901: Space Allocation for Designated Early Learning and Child Care Facilities (Policy 901)

Policy 901 establishes the criteria for the allocation of spaces within designated Early Learning and Child Care facilities by the Department of Education and Early Childhood Development. It also establishes the application process and the evaluation criteria for applications for a new designated license or the expansion of spaces in existing designated facilities. See [Policy 901](#) for further details.



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Section 2 - Glossary

The following terms apply to the Open Call for Proposals and to any subsequent contract.

2.1 OPEN CALL FOR PROPOSALS TERMINOLOGY

APPLICANT	An individual, corporation, Early Learning and Child Care (ELCC) operators, a group of people or a business that submits, or intends to submit, a proposal in response to this “Open Call for Proposals.”
BUSINESS DAY	Any day other than Saturday, Sunday, or statutory holiday in the Province of New Brunswick.
BUSINESS TYPE	The type of business an applicant will choose to operate the ELCC facility; includes not-for-profit, for-profit corporation, partnership, individual ownership (including ELCC Homes).
COMPLETE APPLICATION	All application requirements must be met, and the application completed in its entirety. The application must include all supporting documentation and be signed by the authorized signatory.
DEPARTMENT	The Department of Education and Early Childhood Development (EECD) Province of New Brunswick
DESIGNATED FACILITY	A licensed ELCC facility that is designated by the Minister under section 15.1 of the <i>Early Childhood Services Act (Act)</i> or for which the designation is renewed under section 15.2 of the Act.
DIVERSE POPULATIONS	Diverse and/or vulnerable children and families – including children with disabilities and children needing enhanced or individualized supports, visible minority children, children of newcomers, and of the official language minority.
ELCC	Early Learning and Child Care
ELC WAITLIST	Early Learning and Childcare Waitlist
GOVERNMENT	Government of New Brunswick
MUST/REQUIRED/SHALL/WILL	A requirement which must be met in order for the proposal to receive consideration.
OCFP	Open Call for Proposals

POLICY 901: SPACE ALLOCATION FOR DESIGNATED EARLY LEARNING AND CHILD CARE FACILITIES

Policy 901 establishes the criteria for the allocation of spaces within designated early learning and child care facilities by the Department. It also establishes the application process and the evaluation criteria for applying for a new designated licence or the expansion of spaces in existing designated facilities. Policy 901.

PREMISES

The premise is where the ELCC Facility will operate. An ELCC premises may consist of one or more licences in a building.

PRIORITY

As per the Canada-New Brunswick, Canada-Wide Early Learning and Child Care Agreement (Canada-New Brunswick Agreement) and as per section 6.1 of the *Licensing Regulation – Early Childhood Services Act*, the Department will designate not-for-profit facilities and early learning and child care homes before any other facility.

SHOULD/MAY

An addition that could have a significant degree of importance to the objectives of the Open Call for Proposals.

EARLY LEARNING AND CHILD CARE PRESCHOOL DESIGNATED SPACE ALLOCATION GRID

Referred to as Space Allocation Grid

TYPE OF ELCC FACILITY

Not-for-Profit, For-Profit, ELCC Home

Section 3 - Background Information

GENERAL OVERVIEW - NEW BRUNSWICK EARLY LEARNING AND CHILD CARE PRESCHOOL DESIGNATED SPACE CREATION PROCESS

The Government of New Brunswick (GNB) is committed to working with the Government of Canada to increase access to high quality, affordable and inclusive early learning and child care (ELCC) for New Brunswick families under the Canada-New Brunswick, Canada-Wide Early Learning and Child Care Agreement (Canada-New Brunswick Agreement). Ensuring access to ELCC supports the workforce and the development of young children.

The Canada-New Brunswick Agreement signed on December 10, 2021, included a commitment to create 3,400 new designated child care spaces for children aged five (5) years and under, prior March 2026. The Canada-New Brunswick agreement further states that 2,400 of the new spaces must be in the not-for-profit sector (which includes licensed homes) with 1,000 spaces for the for-profit sector.

New Brunswick is taking a multi-pronged approach to meet the objectives of increasing access to quality, affordable and inclusive ELCC for New Brunswick families. The creation of new designated spaces will focus on communities with the greatest needs, infant spaces, rural communities, and vulnerable children.

The Department invites applicants who wish to apply for designated spaces or to expand designated spaces in ELCC facilities to take part in an Open Call for Proposals process.

The Open Call for Proposals is the application process for the allocation of early learning and child care preschool designated spaces or to expand designated spaces. An Open Call for Proposals will remain open until available spaces are allocated as per Policy 901. The application will include, in addition to other criteria, a viability plan for the services the facility intends to provide and the expected timeline for opening the spaces.

The Open Call for Proposals for designated space creation will be posted on the Canada – New Brunswick Canada Wide website. The Space Allocation Grid will be updated monthly. The applicant is responsible to check the Space Allocation Grid to ensure that their application reflects the number of spaces available.

3.1 DESIGNATION PROGRAM OVERVIEW

Designation is a voluntary program for applicants and licensed ELCC facilities that offer services to preschool children aged five (5) and under, prior to school entry. Designated facilities commit to working in collaboration with the government to offer equitable and affordable access to higher quality, inclusive ELCC services.

Designation enhances the quality of services through additional quality requirements. Operators of designated ELCC facilities are required to meet the following criteria:

- Be in compliance with the *Early Childhood Services Act and Regulations*.
- Offer services for children birth to five, not yet attending school.
- Follow the [Standard Parent Fee Grid](#), which means that parents cannot be charged more than the amount that the government has set.

- Choose and implement one of the curriculum frameworks:
 - » New Brunswick Curriculum Framework for Early Learning and Child Care - English
 - » Curriculum éducatif des services de garde francophones du Nouveau-Brunswick.
- Adhere to [Childcare Grants and Subsidies Regulation](#), which includes committing to implementing the low-fee policy through a subsidized fee grid and to operate within the [Market Fee Threshold](#).
- Establish a parent committee (for ELCC Centre only).
- Create annual quality improvement plans and assessments.
- Engage in ongoing professional learning.
- Use the Child Care Portals.
- [Designation Handbook](#)

Designation status is approved by the Minister if they are satisfied that the applicant will comply with the *ECS Act* and the *Regulations*. Designated facility operators commit to working in collaboration with the government to offer equitable and affordable access to high quality, inclusive ELCC services.

3.2 APPLICATION FOR A LICENCE WITH DESIGNATION is a two (2) step process:

STEP 1A - EXPRESSION OF INTEREST FOR DESIGNATED ELCC SPACES

Applicants must submit an Expression of Interest on the form provided by the Department **(Appendix A)**.

Applicants must indicate if they will require assistance from the Space Creation Team to complete Step 1B - Application for a Designated Facility or Increase in Designated Spaces proposal **(Appendix B)**.

STEP 1B - APPLICATION FOR A DESIGNATED FACILITY OR INCREASE IN DESIGNATED SPACES

Proposals for preliminary approval for designated spaces must include the Step 1B - Application for a Designated Facility or Increase in Designated Spaces **(Appendix B)**

STEP 2 - APPLICATION TO OPERATE AN ELCC FACILITY OR APPLICATION FOR CHANGES TO A LICENCE

When preliminary approval for designated spaces is received from the Minister, the applicant must submit the Step 2 - Application to Operate an ELCC Facility OR an Application for Changes, to the Regional Licensing office.

If the applicant requires assistance or further details, they may contact the Regional Licensing Office or the assigned Quality Assurance Monitor (QAM). Contact information for the Regional Licensing Offices can be found in the Licence Application Package: [Licence Application Package and the Application for Changes](#))



Note: Preliminary approval for designation does not guarantee the issuance of a licence, approval for changes to a licence or approval for designation. The approval process for a facility premises, for an ELCC licence and changes to an existing licence, may include: the Office of the Fire Marshal, Public Health, the Municipality, Social Development and Criminal and Vulnerable Sector Checks and is conditional upon meeting EECDD Licencing requirements as per the *ECS Act and Regulations*. Approval from all these authorities is required for a licence to be issued.

3.3 SPACE ALLOCATION REQUIREMENTS

Preschool Designated Space Allocation

The Department must consider criteria as outlined in the *Early Childhood Services Act* and its *Regulations*, and in Policy 901, when determining the location, number, and type of spaces to be allocated in designated facilities in the province.

All applications must meet the **mandatory requirements** to be considered for designation.

3.4 NOTIFICATION FOR SUCCESSFUL APPLICANTS

Successful applicants will be notified in writing by the Minister within 60 days after the evaluation process is completed.

3.5 REQUIREMENTS FOR SUCCESSFUL APPLICANTS

When a successful applicant is notified, they must complete Step 2 - Application to Operate an ELCC Facility OR Application for Changes to a Licence. Final approval will be subject to meeting all the requirements as per the *Early Childhood Services Act* and its *Regulations* for an ELCC licence, changes to an existing designated ELCC licence and for designation.



Note: Approval for a licence or changes to a licence must be obtained prior to services being offered to children OR changes being made to a licence.

Applicants must open the preliminarily approved designated spaces within six (6) months of the targeted opening date specified in the proposal application. If an applicant is unable to open the designated spaces within the agreed timeline, the designated spaces may be reallocated as outlined in Policy 901. If required, approval for changes to the agreed upon opening date must be submitted in writing, outlining the extenuating circumstances to the following email address: EECDPortal-PortailEDPE@gnb.ca.

Section 4 – General Conditions

4.1 STANDARD TERMS AND CONDITIONS

The Open Call for Proposals is subject to the Department's space creation policies for obtaining approval for designated spaces in early learning and child care facilities (*Early Childhood Services Act* and its *Regulations* and Policy 901). This includes criteria for the allocation of designated spaces within ELCC facilities, the application process for the creation or expansion of designated spaces in new or existing ELCC facilities, and the evaluation criteria for awarding designated spaces to eligible applicants.

4.2 MANDATORY REQUIREMENTS

Proposals that do not meet all mandatory requirements as outlined in Section 5.2 of the Open Call for Proposal Guidelines and Policy 901 will be rejected without further consideration.

4.3 CONDITIONS – RIGHT TO AMEND

The government reserves the right to amend or supplement the OCFP, giving equal information and cooperation by way of issued addendum to all applicants as a result of any such amendment.

4.4 PROPOSAL INFORMATION

Material, data, and information accessed and used in the preparation of the proposals or provided to the government is confidential and the property of the government.

4.5 CHANGES TO PROPOSAL WORDING

There will be no changes in the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Early Childhood Development Branch for clarification purposes.

4.6 COSTS INCURRED BY APPLICANT

All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the applicant.

4.7 INDEMNITY

Unless otherwise expressly negotiated by the parties, the applicant will indemnify and save harmless the Government from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Government at any time or times where the same or any of them are based upon or arise out of or from any action taken or omitted by the applicant or by any servant, employee, officer, director or sub-contractor of the applicant pursuant to the designation.

4.8 EVALUATION OF PROPOSALS

An evaluation committee will evaluate applications as per the evaluation criteria outlined in this document and Policy 901. Only complete applications will be eligible for a review by the evaluation committee.

4.9 ACCEPTANCE OF PROPOSALS

The Department will commence accepting applications on December 1, 2023.

Subsequent to the submission of proposals, there shall be no obligation to receive further information, whether written or verbal, from any applicant unless otherwise requested. The province shall not be obligated in any manner to any applicant whatsoever until an acceptance letter relating to an approved proposal has been duly executed.

4.10 ACCEPTANCE OF TERMS AND CONDITIONS

Unless otherwise stated by the applicant, all terms and conditions of this OCFP Guidelines are assumed to be accepted and incorporated in the applicant's submission.

4.11 PROPOSAL SELECTION

The Department will notify successful applicants once a decision has been made. The evaluation committee will treat all proposals with strict confidentiality and comparative information on proposals will not be divulged except where required under the *Right to Information and Protection of Privacy Act*.

4.12 EARLY LEARNING AND CHILD CARE INFRASTRUCTURE FUND

The Department will inform successful applicants in writing, of the amount of Early Learning and Child Care Infrastructure Fund to be issued.

4.13 NEWS RELEASES

Applicants shall not make news releases concerning the OCFP or the awarding of the same without the written consent of the Province of New Brunswick and then only in coordination with the Province of New Brunswick.

4.14 CONFIDENTIALITY AND SECURITY

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

The applicant must agree to maintain security standards consistent with security policies of the province. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

Information pertaining to any department obtained by the applicant as a result of participation in this project is confidential and must not be disclosed without written authorization from the Department.

The applicant must comply with the Protection of Privacy regulations as set out in Part 3 of the [Right to Information and Protection of Privacy Act](#).

The *Act* outlines the obligations of the Province of New Brunswick and its service providers when personal information is collected, used, or disclosed. Requirements include limiting collection, use, disclosure, and retention of any personal information.

4.15 REVOCATION OF APPLICATION

An application may be revoked for, but not limited to, the following reasons.

If the applicant's proposal:

- Is not complete,
- Does not demonstrate that criteria of Policy 901 are met,
- Does not meet the requirements of the *Early Learning and Childcare Services Act and Regulations*.

If the applicant withdraws their application, the applicant must provide the Department written notice, signed by the authorized signatory. The notification of withdrawal must be sent to the EECD Space Creation Team.

4.16 NO LOBBYING

Applicants shall not initiate any communication or contact with elected or appointed officials of the government or their staff, staff of the Province of New Brunswick, or any other persons connected in any way with this Open Call for Proposals process who have not been named as designated contacts, with the intent of influencing the OCFP process. The province reserves the right, in its absolute discretion, to disqualify any applicant that fails to comply with this procedure.

4.17 DEBRIEFING

Unsuccessful applicants may request a debriefing with the Department's Space Creation Team. Debriefings will be held following the applicant's evaluation and the allocation of designated spaces to the successful applicants.

Section 5 - Proposal Content and Requirements

All applicants must complete Step 1 of the application process:

- **STEP 1A - EXPRESSION OF INTEREST FOR DESIGNATED ELCC SPACES**
- **STEP 1B - APPLICATION FOR A DESIGNATED FACILITY OR INCREASE IN DESIGNATED SPACES**

STEP 1A - Expression of Interest for Designated ELCC Spaces will inform the Department of the applicants' intentions and needs.

STEP 1B - Application for a Designated Facility or Increase in Designated Spaces will be used to verify the eligibility of the application and to assess feasibility, relevance, and quality. Applicants must therefore complete each section of the form and attachments, that applies to their proposal, in detail. The application must be completed in its entirety including all supporting documentation and must be signed by the authorized signatory.

Applicants seeking approval for multiple licences must submit an Application for a Designated Facility or Increase in Designated Spaces **for each licence**.



Note: The maximum number of spaces that can be approved for a licence is 60 spaces ([Early Childhood Services Act](#)).

5.1 STEP 1

1A - EXPRESSION OF INTEREST FOR DESIGNATED ELCC SPACES

Expression of Interest must be submitted on the form provided by the Department. Applicants requiring assistance to complete Step 1B will indicate in the space provided. Applicants not requiring assistance may proceed to Step 1B.

1B - APPLICATION FOR A DESIGNATED FACILITY OR INCREASE IN DESIGNATED SPACES

Application for a Designated Facility or Increase in Designated Spaces must be submitted on the form provided by the Department. The application consists of two components:

The application consists of:

- Section A** (applicant information),
- Section B** (services to be provided), and
- Section C** (statement of understanding).

The appendices of the application form are the Viability Plan; the applicant must demonstrate on the forms and templates provided:

- » the viability of the proposed ELCC facility or the increase in the number of spaces for an existing facility based on Family Needs, Infant Spaces Plan, Community Growth and Needs, Recruitment and Retention, Childcare Fees, and Budget.
- » the ability of the applicant to implement the proposed plan and meet the financial demand and ongoing operational needs of the facility.

Additional information and records may be attached to support the applicant’s viability plan.



SECTION A: APPLICANT INFORMATION

The applicant must be at least 19 years of age and authorized to complete the application. The applicant must complete **all** fields necessary to achieve the project and evaluation of the proposal. If the applicant is an ELCC operator, provide name of current facility(s) and licence number(s).



SECTION B: INFORMATION ON SERVICES TO BE PROVIDED

Applicants must complete all fields for their application to be considered including, the number of spaces to be offered per age group (infant and/or preschool spaces, and after school), indicate the Curriculum framework that will be used in the facility (New Brunswick Early Learning and Child Care Curriculum ~ English OR Curriculum éducatif Services de garde francophones du Nouveau-Brunswick), operating hours, and extended operating hours (if applicable). Applicants are also required to state if services will include overnight services.



SECTION C: STATEMENT OF UNDERSTANDING

The applicant has the responsibility to read this section carefully and acknowledge that all information provided is true and accurate and confirm consent of the *Right to Information and Protection of Privacy Act* (RTIPPA).



SIGNATURE OF THE APPLICANT

The authorized signatory must print their name, date, and sign the application form before submission.



APPENDIX A: VIABILITY PLAN

Applicants must complete all applicable fields of the Viability Plan. Applicants are advised to refer to the Viability Plan template provided for additional information.

5.2 MANDATORY REQUIREMENTS

All applications must meet the following mandatory requirements to be considered for designation:

INFANT SPACES

- An application for a new licence must include infant spaces 0-23 months.
- Infant spaces may not be required for applicants who were allocated designated infant spaces in the first Call for Proposal (January 2023) and are seeking only preschool spaces.
- Applicants may not be required to apply for more infant spaces if they currently offer infant spaces on the same licence.

EARLY LEARNING AND CHILD CARE PRESCHOOL DESIGNATED SPACE ALLOCATION GRID

The Space Allocation Grid provides applicants with information on the number, location, and types of designated spaces available for allocation in New Brunswick. The Space Allocation Grid ensures a more equitable approach to creating new child care spaces in New Brunswick. Applicants may apply for designated spaces only in the catchment communities identified in the Space Allocation Grid.

(Appendix C)

5.3 GENERAL REQUIREMENTS

Applicants seeking approval for multiple licences must submit an OCFP application for each licence (the maximum number of spaces that can be approved for a licence is 60 spaces ([Early Childhood Services Act](#))). Each application will be evaluated and assigned a score for the services they are proposing to provide in order to meet community needs.

5.4 APPENDICES/ATTACHMENTS

All materials submitted as appendices/attachments with the proposal must be clearly indicated in the proposal application. Attachments listed should contain a brief description of the attached material, and the reason for the attachment. Attachments not documented by the applicant will be considered as extraneous information.

Section 6 – Submission of Proposals

6.1 NUMBER OF COPIES AND DELIVERY OF PROPOSALS

Each applicant **must** submit:

1. One electronic copy (PDF format) of the proposal, **with an electronic signature**, sent by email to the Department with a clear subject line, including the applicant's **name** and **proposal number: OCFP.2023-2024.EECD**.



Email: EECDPortal-PortailEDPE@gnb.ca

OR

2. If the electronic copy (PDF) **does not contain an electronic signature**, one signed original paper copy, in a sealed envelop, with the proposal number OCFP.2023-2024.EECD written on the envelop, must be sent by mail, or delivered to the Department. Hand deliveries can be made between 8:15 a.m. and 4:30 p.m., Monday to Friday inclusive.



Mailing address: Department of Education and Early Childhood Development
Early Learning and Child Care Preschool Designated Space Creation –
Open Call for Proposals 2023-2024
Place 2000, 250 King Street
P.O. Box 6000
Fredericton, N.B. E3B 5H1



Note:

- The original submissions will be retained by the Early Childhood Development Branch of EECD.
- Modifications to the application cannot be made after it has been submitted for evaluation.

Section 7 – Evaluation Process

7.1 EVALUATION COMMITTEE

All complete applications that demonstrate how mandatory requirements will be met, will be reviewed, and evaluated monthly by an Evaluation Committee. Successful applicants will be notified in writing by the Minister within 60 days after the evaluation process is completed.

The evaluation committee will consist of the following members as per Policy 901, Appendix B:

AREA OF EXPERTISE	DEPT	COMMITTEE ROLE
Early Childhood Services – Licensing (Central)	EECD	Evaluator
Financial Analyst	EECD	Evaluator
Business & Economic Development	ONB	Evaluator
Local Governance	ELG	Evaluator
Space Creation – Allocation & Access	EECD	Evaluator
Member of the District Education Council (DEC) – Anglophone sector or Francophone sector	Not Applicable	Evaluator
Regional School District Representative	EECD	Consultant
Early Childhood Services Licensing Representative	EECD	Consultant

7.2 EVALUATION CRITERIA

The evaluation of proposals will be conducted using a one-stage process, based on a technical evaluation. Applicants who meet the evaluation criteria and receive the highest score(s) may be eligible to receive designation status.

7.2.1 MANDATORY CRITERIA

INFANT SPACES

- An application for a new licence must include infant spaces 0-24 months.
- Infant spaces may not be required for applicants who were allocated designated infant spaces in the first Call for Proposal (January 2023) and are seeking only preschool spaces.
- Applicants may not be required to apply for more infant spaces if they currently offer infant spaces on the same licence.

EARLY LEARNING AND CHILD CARE PRESCHOOL DESIGNATED SPACE ALLOCATION GRID

The Space Allocation Grid provides applicants with information on the number, location, and types of designated spaces available for allocation in New Brunswick. The Space Allocation Grid ensures a more equitable approach to creating new child care spaces in New Brunswick. Applicants may apply for designated spaces only in the catchment communities identified in the Space Allocation Grid. **(Appendix C)**

7.2.2 OTHER CRITERIA

I. PRIORITY

The applicant will indicate if the service is one of the priority groups: a not-for-profit ELCC Centre or an ELCC Home.

As per the Canada-New Brunswick Canada-Wide Early Learning and Child Care Agreement and *Section 6.1 of the Licensing Regulation – Early Childhood Services Act*, the Department will designate not-for-profit facilities and early learning and child care homes before any other facility.

II. SECTION A: APPLICANT INFORMATION

INFRASTRUCTURE

Applicants will indicate what type of infrastructure is secured or being pursued. The applicant must provide a copy of the agreement that indicates confirmation of infrastructure or proof of purchase or lease of a location for an ELCC facility. (Copy of agreement only)

SECTION B: INFORMATION ON SERVICES TO BE PROVIDED

NUMBER OF INFANT SPACES TO BE CREATED

Applicants will indicate the number of infant spaces to be created. If the applicant is not applying for infant spaces, the applicant must indicate the number of infant spaces currently offered and the license number.

III. VIABILITY PLAN (EACH SECTION WILL BE EVALUATED ACCORDING TO THE INFORMATION PROVIDED)

1. FAMILY NEEDS

Demonstrate how the ELCC facility will increase access to spaces and meet the needs of families within the community. Demonstrate how the facility will meet the needs of families with children with additional and/or unique needs, and the most vulnerable families within the community catchment. Describe other services the ELCC facility will offer to meet the needs of families and support their socioeconomic participation in NB. Demonstrate the research completed to justify why the need for spaces is more than what is available on the Space Allocation Grid

2. INFANT SPACES PLAN

Parents in New-Brunswick need access to infant spaces (0 – 23 months), especially for infants under 15 months of age, to enable them to return to work and school after parental or maternity leave. Demonstrate how the facility will ensure that infant spaces will remain open and viable for at least the next 7 years. Explain how you will support ongoing quality to meet the specific needs of infants and the educators working with them. Explain how you will promote the availability of spaces.



Note: Priority will be given to applicants who demonstrate that they will offer more than three (3) infant spaces, demonstrate how the number of designated infant spaces are linked to the requested designated preschool spaces, and how they will use the ELC Waitlist to manage vacancies

3. MEETING COMMUNITY GROWTH & NEEDS

The ELCC facility will be established in a community within the catchment. Please explain why you have chosen this community for the ELCC facility or why it's been chosen to expand spaces within this community. Demonstrate how this location will support other communities within the catchment. Identify community partnerships that have been developed and can be built to support the project. Please explain how these partnerships will support community growth and needs i.e., financial, infrastructure, board members (include any documents that provide evidence these partnerships exist). Demonstrate how the ELCC facility will support the socio-economic needs and growth trends of the community; for example - the needs for childcare spaces for newcomer families e.g., immigration needs/forecasts, inclusive practices, how the service will meet needs of a community that does not have access to designated licensed ELCC and consideration of support for key economic or social infrastructure i.e., hospitals.

4. RECRUITMENT AND RETENTION

Demonstrate how you will recruit and retain a qualified workforce to sustain the designated spaces; also explain the long-term recruitment and retention plan for the ELCC facility. Consider, EECD programs for on-the-job training, WorkingNB, Opportunities NB, staff incentives, benefits, strategic plan to seek qualified educators, partnerships with post-secondary institutions, professional learning support, etc.

5. CHILDCARE FEES

All facilities applying for designation must demonstrate how they will adhere to the Market Fee Threshold. Designated Facilities may only charge parents the rates on the Standardized Parent Fee Grid. The difference between the [Standardized Parent Fee](#) and [Market Fee Threshold](#) will be paid to designated operators through GNB's Parent Fee Reduction Grant.

6. BUDGET

The budget demonstrates the viability of the ELCC facility with realistic projections and assumptions. Provide a detailed budget that demonstrates sources of revenue including any applicable government funding, projected revenue, and expenses, including infrastructure costs, staffing costs, costs for materials (replenishable items and larger equipment), insurance costs, anticipated or necessary renovations and/or construction (if applicable) etc.

7.2.3 SCORE

The Total Minimum Score of 50 (50/100 points) must be achieved for the proposal to be given further consideration. Successful applications will be recommended for allocation until the targeted number of infant and preschool spaces are allocated.

Section 8 - Questions and Inquiries

All inquiries related to this **Open Call for Proposals** are to be directed in writing to the EECD Space Creation Team responsible of this process, at the following address:

✉ Department of Education and Early Childhood Development
Space Creation Team
Place 2000, 250 King Street
Fredericton, N.B. E3B 5H1

☎ Tel: 1-833-221-9339

📧 Email: EECDPortal-PortailEDPE@gnb.ca

- Applicants should include a **contact name**, a **mailing address**, and an **email address** (if available) on all correspondence. When submitting an email, ensure that the subject line includes **“ELCC Call for Proposals Question”**.
- Information obtained from alternate sources **cannot be** considered official and/or accurate.



Appendix A

STEP 1A - EXPRESSION OF INTEREST FOR DESIGNATED ELCC SPACES

The application document is available in PDF (form-fillable) and Word format.



Applicants will be able to obtain the document by clicking [here](#).



You may also visit the website: www.gnb.ca/childcare.

Current ELCC operators can obtain the document through the Operator Portal.

Appendix B

STEP 1B – PROPOSALS FOR PRELIMINARY APPROVAL FOR DESIGNATED SPACES: APPLICATION FOR DESIGNATED FACILITY OR INCREASE IN DESIGNATED SPACES

The application document is available in PDF (form-fillable) and Word format.



Applicants will be able to obtain the document by clicking [here](#).



You may also visit the website: www.gnb.ca/childcare.

Current ELCC operators can obtain the document through the Operator Portal.

Appendix C

EARLY LEARNING AND CHILD CARE PRESCHOOL DESIGNATED SPACE ALLOCATION GRID – 2023 - 2024



Applicants will be able to obtain the document by clicking [here](#).



You may also visit the website:
www.gnb.ca/childcare.

Current ELCC operators can obtain the document through the Operator Portal.