



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 16-539

Board Meeting Date: 9/12/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director  
Theresa Rabe, Deputy Director, Human Resources

**Subject:** Agreement with Bright Horizons Family Solutions, LLC to Provide Childcare Services

**RECOMMENDATION:**

Adopt a Resolution waiving the request for proposals process and authorizing a three-year agreement with Bright Horizons Family Solutions, LLC to provide childcare services for County employees and to administer a scholarship tuition assistance program, for the term of October 1, 2017 through September 30, 2020, in the amount of \$330,000.

**BACKGROUND:**

Finding childcare services is frequently difficult and expensive for families, and the lack of such services often has a negative impact on the productivity and availability of County employees.

The County presently owns a building located on its Redwood City campus at 403 Winslow Street, Redwood City, that was built in 1993 for the sole purpose of providing child care services for County employees. The childcare center at this site is known as "Our Place". Bright Horizons Family Solutions LLC has provided childcare service for the County at Our Place since 2003 and is certified by the National Association of the Education of Young Children (NAEYC).

**DISCUSSION:**

Bright Horizons continues to offer high quality services at competitive prices for this region. Moreover, there is no alternate provider that could take over management of the facility without significant disruption to employee families and their children. For these reasons, we recommend that your board waive the RFP process.

The Human Resources Department requests your Board to authorize the Human Resources Director or the Director's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other agreement provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the Resolution and agreement as to form.

Approval of the agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing a partnership with a highly reputable child care center trusted with the children of employees and community members.

**PERFORMANCE MEASURE:**

Measure	FY 2016-17 Actual	FY 2017-18 Projected
% County Enrollment	68%	75%
% Community families	32%	25%

**FISCAL IMPACT:**

There is no Net County Cost associated with this agreement. Human Resources expects to spend approximately \$110,000 per year (\$330,000 over the term of the agreement) in tuition assistance for qualified employees. The source of this funding is lease income from County property currently occupied by Palcare in Burlingame.