



REQUEST FOR PROPOSAL:

RM of Ste. Anne Daycare Centre

Submission deadline: **November 27, 2026 at 4:00 pm.**

Submit any inquiries and the final proposals to:

R.M. of Ste. Anne

Attn : Shelley Jensen, CAO

cao@rmofsteanne.com

204-422-5929

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1. INTRODUCTION

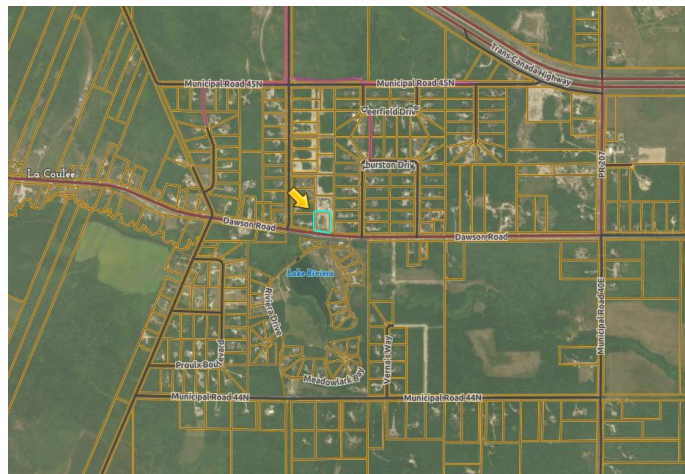
The Rural Municipality of Ste. Anne is located approximately 30 km south-east of Winnipeg, with the 2021 Canadian Census population count for the municipality being 5,584. The RM of Ste. Anne has been experiencing significant population growth in recent years, which has coincided with an increased demand for local childcare services.



Rural Municipality of Ste. Anne Boundaries

The Municipal Settlement Centre of *La Coulee* is centrally located on PR 207 (Dawson Road) between the Town of Ste. Anne and the Local Urban District of Richer. La Coulee is one of our fastest growing residential areas. Recent new subdivisions have seen young families move into the area, and with more development proposed in the near future, the need for local daycare spaces will only grow.

To help address this need, the RM of Ste. Anne has purchased land at 39019 Dawson Road, located in the La Coulee area, which has been identified as a potential site for a new licensed, non-profit public childcare centre, as outlined in the image below. The RM is now seeking to partner with an existing licensed childcare provider to bring this vision to fruition.



2. Preferred Proponent Characteristics

The RM of Ste. Anne invites proposals from qualified not-for-profit existing licensed childcare providers (“Proponents”) to partner in the development and operation of a new and/or expanded licensed public daycare within the community.

The RM of Ste. Anne recognizes that the region is home to a significant number of francophone families and that there is a community need for accessible licensed childcare services that support both English and French programming. Accordingly, preference may be given to proponents that demonstrate the ability to provide bilingual (English and French) childcare services.

3. Partnership Model

Council of the RM of Ste. Anne is proposing, subject to securing external funding and/or grant funding for a significant portion of the project costs, to fund the design and construction of the building and on-site infrastructure (well, septic, hydro, etc.). In exchange, the Proponent will be expected to lend their expertise in guiding the design of the structure, ensuring legislative and regulatory compliance.

The Municipality would retain ownership of the land and buildings onsite.

The Proponent and Municipality would enter into a 25-year lease (or as negotiated in the lease agreement) for the operation of the daycare on municipal property. The annual lease payments must be sufficient to cover the Municipality's annual debenture payment associated with the property and/or daycare facility.

The Proponent would be responsible for overseeing all staffing, furnishing, operations and maintenance once the construction is completed, and building occupancy is permitted.

3.1 Alternate Partnership Models Accepted

Although the above is Council’s preferred partnership model, we are open to considering other models for this partnership. Proponents are recommended to submit alternate detailed proposals for other partnership models to be considered.

The Municipality reserves the right to negotiate the final structure for this partnership with the chosen proponent.

4. Property Overview

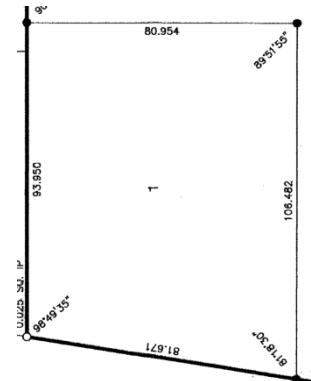
4.1 Property Description:

Civic Address: 39019 Dawson Road
 Legal Description: Lot 1 Plan 75085; NW 15-08-07E
 Property Size: 2.00 Acres

4.2 Property Dimensions

Odd Shaped Lot:

- 81.671 m frontage along Dawson Road (South side)
- 93.950 m deep on the West side
- 106.482 m deep on the East side
- 80.954 m wide on the North side



4.3 Easements:

- There is a 5-meter-wide utility easements along the entire south and east property lines.
- There is a drainage swale, and associated drainage easement, surrounding the east (8.30 m), west (13.50 m), and north (8.50 m) property lines.
- No structures can be located within these easements, nor can this land be altered in any way.

4.4 Zoning & Compliance:

- Property is zoned General Development Zone
- The RM of Ste. Anne requires a Development and Building Permit for the construction of the *Child Care Services* building.
- No other Municipal Permits are required.

5. Project Scope

The project intends to:

- Partner with an existing licensed non-profit childcare provider to provide public childcare services in the community. This includes everything from design, to build, to the ongoing operation of the daycare centre.

The Municipality is prepared to:

- Provide the land at 39019 Dawson Road
- Fund the capital asset investment and oversee the construction, according to municipal requirements, including the driveway, parking lot, septic, well, hydro, and daycare building. This would also include the tendering/request for proposals for the design, and the subsequent construction of the building.
- Address any future structural maintenance and repairs to the land and buildings.
- Enter into a long-term lease for the space to the partnering organization.

The Proponent must be prepared to:

- Lend expertise in the building design process.
- In partnership with the Department of Education and Early Childhood Learning to ensure site and floor plan meet Early Learning and Child Care licensing regulatory requirements.
 - Ensure design complies with all federal, provincial, and municipal requirements.
- Enter into a 25 year lease (or as negotiated in the lease agreement) for the space with the Municipality.
- Ensure compliance with all applicable provincial childcare regulations and licensing.
- Ensure compliance with all other applicable federal, provincial, and municipal requirements.
- Be fully responsible for:
 - the furnishing of the daycare building;
 - launching the daycare service, including staffing and programming among others;
 - full ongoing operation of the daycare centre;
 - full ongoing maintenance and minor repairs of the building and yard (including snow clearing, changing lightbulbs, small plumbing repairs, etc.);
 - full ongoing legislative compliance for the operation of the centre.
- Serve children typically aged 6 weeks to 12 years old.
 - Priority given to Infant and Preschool spaces, given the demand;
 - Preference to be given to local residents in the RM of Ste. Anne.

The Municipality and the Proponent will collaborate to facilitate funding applications that may be available during the term of the partnership.

6. Lease Structure

The Municipality is looking for a 25-year lease (or as negotiated in the lease agreement), with possibility of renewal.

The Lease Agreement will include details on independent and shared responsibilities regarding yard and building maintenance and repairs, utilities, restrictions, insurance, etc. to be negotiated once the project details are known to all parties.

7. PROPOSAL REQUIREMENTS

Proposals must include:

7.1 Organizational Information

- Overview of organization
- Relevant childcare experience
- Qualifications of key personnel
- Years of establishment and number, and type of childcare currently provided
- Wait list if applicable

7.2 Service Proposal

- Number of childcare spaces proposed and intended configuration of infant, preschool and school age spaces
- Hours of operation
- Staffing plan for new build
- Ability to secure ECE staffing
- Program philosophy and curriculum

7.3 Implementation Plan

- Timeline for startup or expansion
- Role in design/construction (if applicable)
- Licensing plan

7.4 Financial Proposal

- Fee structure (parent fees)
- Operating budget
 - Recommend using ELCC operating budget estimate template:
(https://www.gov.mb.ca/education/childcare/resources/building_fund.html)
- Funding sources or grants to support the proposed new site's operation and expenses

7.5 Quality & Safety

- Policies for health, safety, and inclusion
- Staff qualifications and ratios

7.6 Supporting Documents

- Three years of audited financial statements
- Proof of licensing
- References from other organizations or parents in support of the operator's service (minimum of 3 or more)

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications
- Quality of proposed program
- Financial viability and sustainability
- Ability to partner and collaborate
- Alignment with community needs

The Municipality may invite shortlisted proponents to interviews.

The RM of Ste. Anne reserves the right:

- a) To fairly evaluate all proposals received based on the criteria specified herein, and to add or delete criteria as we choose;
- b) Reject all or part of any proposal for any reason and without explanation;
- c) Accept a proposal that may not be the lowest cost;
- d) Require clarification, supporting information, or any other information from the Proponent that is considered necessary to make a decision;
- e) To extend the RFP deadline without explanation, and notify all Proponents in writing of the revised deadline;
- f) Allow a proponent to change or amend their Proposal with updated information or costs, either at their initiative or by our request, if we consider it in the RM of Ste. Anne's interest to do so; and
- g) To enter into negotiation with one or all Proponents after close.

By Submitting a Proposal the Proponent agrees:

- a) To enter into an agreement/contract for the services, according to the conditions of this document;
- b) To subsequently negotiate a Lease Agreement in good faith;
- c) To abide by the conditions of this RFP and that the RM of Ste. Anne has no liability of obligation to the Proponent in any way with respect their investment in preparing your Proposal, or in the selection process; and
- d) That the Proponent may withdraw their Proposal up to the date of the submission closing, provided that they make their request in writing.

9. PROJECT AND COUNCIL APPROVAL

The Municipality's participation in the project and construction of the proposed daycare facility is subject to Council approval, confirmation of project funding, receipt of any required approvals, and the negotiation and execution of a mutually acceptable agreement between the Municipality and the successful Proponent.

10. SUBMISSION INSTRUCTIONS:

1. Each Proposal must be clearly labeled "RM of Ste. Anne Daycare Centre" and submitted by email to cao@rmofsteanne.com.
2. Submissions must be received by 4:00 pm, on Friday, November 27, 2026.
3. The Proponent's Proposal shall remain open for acceptance and irrevocable for ninety (90) calendar days from the RFP closing date.
4. Late submissions will not be accepted.