

## D. Solicitation Timeline

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	August 18, 2021
Bidders' Conference and Application Training (attendance is highly recommended)  Location: Insert Registration link <a href="https://us02web.zoom.us/j/2101122739?pwd=cnlMSnJubDhFMXQybXVMaUJqd3orUT09">https://us02web.zoom.us/j/2101122739?pwd=cnlMSnJubDhFMXQybXVMaUJqd3orUT09</a>	August 20, 2021 9 AM to 10:30 AM – Bidders' Conference 11 AM to 12 PM – Application Training
Last day to submit written questions	August 23, 2021, 12PM E.T.
Final response to all written questions posted	August 24, 2021, 4pm E.T.
<b>Application Submission Deadline</b>	<b>August 25, 2021, 6 PM E.T.</b>
Application Review Period	August 26 – August 30, 2021
Funding recommendations released; end cone of silence	September 3, 2021
<b>The Children's Trust of Alachua County Board Meeting review funding recommendations</b>	<b>Monday, September 13, 2021</b>
Appeal review 5-day period if needed	September 14, 2021
Contract negotiations begin	September 15, 2021
Contracts begin	October 1, 2021

## SECTION 2: FUNDING OPPORTUNITY

### A. Overview of Solicitation

By approval of Resolution 2106-6 on September 13, 2021 The Children's Trust of Alachua County seeks qualified afterschool program providers to host rising kindergarteners (five years old on or before September 1st) through 12<sup>th</sup> grade from low-income families in safe and enriching afterschool programming for the 2021-2022 school calendar year. The CTAC intends to make multiple awards. The total overall amount is to be determined by the Board based on responses.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of funding announcements. Organizations submitting a proposal must be prepared to use the CTAC's standard contract form rather than its own contract form. A Model Contract for Services is attached to this RFP. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors.

### B. Term of Services

Successful applicants will be awarded afterschool program only contracts with anticipated service dates of October 1, 2021, through May 27th 2022. Contracts will be line item reimbursement based on a budget approved by the CTAC. Contract renewals are not anticipated.

### **C. Minimum Requirements to Bid**

Organizations can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicant must be currently qualified to conduct business in the State of Florida.
- c. Applicant must not be a charter school approved by any public-school system in the State of Florida.
- d. Applicant must have experience working with youth in out-of-school time
- e. Applicant must be a licensed or licensed exempt afterschool program, in accordance with § 402.26, Fla. Stat., § 402.319, Fla. Stat., § 120.60, Fla Stat
- f. Applicant must currently be a CTAC funded summer provider
- g. Applicant must offer services 4 days a week, 1.5 hours per day, at a minimum
- h. Applicant must offer in person afterschool services during the 21-22 school year
- i. Applicant must implement a youth ration of 1 to 20
- j. All applicants must be validated in the Community Foundation of North Central Florida's Philanthropy Hub.

### **D. Scope of Service**

The CTAC seeks to expand access to safe and enriching afterschool programming for children from low-income families living in Alachua County. The Children's Trust of Alachua County is therefore seeking proposals from organizations to support a continuum of quality and programs that have a positive impact on our children, youth, families, and communities of Alachua County. CTAC supports an evidenced-based, holistic approach that includes coordinated service delivery to ensure that residents are able to access relevant services.

#### **Target Population:**

The CTAC seeks to expand access to safe and enriching afterschool programming for children from low income families living in Alachua County. Under the scope of services, contractors will recruit, and enroll children into afterschool programming under the following guidelines:

- CTAC scholarships: children from families with no income or up to 400% of the 2020 federal poverty threshold, children with Individualized Educational Plan (IEP), and/or children from families receiving SNAP benefits, children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision

#### For reference: Poverty Thresholds for 2020 by Family Size

Persons in Household		48 Contiguous States and D.C. Poverty Guidelines (Annual)						
	100%	133%	138%	150%	200%	250%	300%	400%
1	\$12,760	\$16,971	\$17,609	\$19,140	\$25,520	\$31,900	\$38,280	\$51,040
2	\$17,240	\$22,929	\$23,791	\$25,860	\$34,480	\$43,100	\$51,720	\$68,960
3	\$21,720	\$28,888	\$29,974	\$32,580	\$43,440	\$54,300	\$65,160	\$86,880
4	\$26,200	\$34,846	\$36,156	\$39,300	\$52,400	\$65,500	\$78,600	\$104,800
5	\$30,680	\$40,804	\$42,338	\$46,020	\$61,360	\$76,700	\$92,040	\$122,720
6	\$35,160	\$46,763	\$48,521	\$52,740	\$70,320	\$87,900	\$105,480	\$140,640
7	\$39,640	\$52,721	\$54,703	\$59,460	\$79,280	\$99,100	\$118,920	\$158,560
8	\$44,120	\$58,680	\$60,886	\$66,180	\$88,240	\$110,300	\$132,360	\$176,480

Add \$4,480 for each person over 8

## **Quality for Afterschool Programs:**

The CTAC seeks to fund afterschool providers offering a range of programming activities. Applicants have the flexibility to implement creative, innovative programs that meet the needs and interests of children enrolled in their programming. The Florida Standards for Quality Afterschool Programs define the core principles and best practices that lead to the delivery of quality programming. Successful applicants should strive to meet the Florida Standards for Quality Afterschool Programs as outlined below.

1. **ADMINISTRATION AND ORGANIZATION** - Provide a solid framework for equitable afterschool programming; state a mission, philosophy, and goals, in accordance with local and state regulations.
2. **PROGRAM MANAGEMENT AND STAFF** - Employ qualified administrative and afterschool educators who are focused on the needs of children, families, and fellow staff.
3. **COMMUNICATION AND INTERACTION** - Provide ways to foster and enhance respectful communication, trauma-informed care, sense of belonging and safety, and positive interactions among children and youth, families and staff while recognizing that people often have many types of trauma in their lives.
4. **PROGRAM STRUCTURE AND ACTIVITIES** - Planning of safe, equitable, inclusive and developmentally appropriate social, recreational, and educational opportunities.
5. **HEALTH, SAFETY, AND NUTRITION** - Provide developmentally appropriate environments that protect and enhance the safety, physical and social emotional health of children, and meet local and state requirements.
6. **PROGRAM ENVIRONMENT** - Provide safe, developmentally appropriate, and inclusive indoor and outdoor environments, meeting local and state requirements.
7. **FAMILY AND COMMUNITY INVOLVEMENT** - Provide program/family engagement opportunities connected to schools, businesses and community partners.

[https://flafterschool.com/wpcontent/uploads/2021/02/FL\\_Standards\\_Quality\\_Afterschool\\_Final\\_Approved.pdf](https://flafterschool.com/wpcontent/uploads/2021/02/FL_Standards_Quality_Afterschool_Final_Approved.pdf)

## **Service Locations**

The CTAC expects to fund afterschool program sites throughout Alachua County. Applicants may propose to serve one or more program sites throughout Alachua County. Applicants may provide services in a variety of locations, including, but not limited to: schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality.

The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to adequately and safely accommodate all program activities. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be rearranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual /quiet work space and eating/socializing)
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play

- Alternative plan if an environment is inaccessible due to weather or other external factors

### **Scheduling, Frequency, and Duration:**

Successful applicants will offer afterschool services and programming for a minimum of 4 days per week, 1.5 hours per day. Afterschool program should be offered in person during school days as determined by Alachua County School District. Successful applicants will need to show how CTAC funds will help them expand their program. Research shows that long term engagement improves outcomes. Therefor the CTAC will not fund drop-in programs or programs that allow youth to have short term activities without an expectation for long term engagement. Providers must establish an attendance policy consistent with this requirement.

### **Documenting Student Attendance**

Attendance rosters of all afterschool programs must be organized, accurate and provided as part of the respective deliverable schedules.

### **Provision for Arrival and Departure of Youth**

All programs must also have a clear strategy for the safe transportation of youth to and from the school, the community-based site (if off-site), and their home. At a minimum, the CTAC expects that youth shall not be released to any person other than the person(s) authorized or in the manner authorized in writing by the custodial parent or legal guardians.

### **Site profile and Budget**

For each site applicant seeking funding, a site profile must be completed with the following information:

1. Site Information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary.
2. Site Staffing: Position name, number of positions and description of duties. See staffing section for specific requirements.
3. Overall # of expected children for each site
4. Site hours and operation, site description and executive summary
5. Site Budget Summary: Site budgets will be calculated based on the site level detail entered.

### **Staffing:**

Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their participants to increase collaboration and communication opportunities with youth's schools.

- **Positions:** All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the afterschool program. At the minimum, the program director will be responsible for managing and implementing the program as described in the afterschool Site Profile to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.

- **Ratios:** Ratios should be designed to meet the needs of the students targeted by the program. Contractors shall implement a ratio no greater than 1:20 ratio of staff/youth. Providers may recommend a smaller ratio and provide justification.
- **Background Screening:** All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years. **Note: In the event that a staff member is disqualified, due to an ineligible background screen, they may request an exemption from disqualification by completing an Intent to Apply for Exemption from Disqualification. [Intent to Apply for an Exemption from Disqualification | Florida Department of Children and Families \(myflfamilies.com\)](#)**
- **Infant and Child CPR/First Aid:** Each afterschool program must always have at least one staff member on-site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CPR training may be classroom or online instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

#### **Data Collection:**

All contractors funded will be required to collect the following data:

- Participant demographics
- Parental consent and image releases
- Participant attendance
- Satisfaction surveys

Contractors will be expected to attend all provider trainings to go overall data collection requirements and tools. Additionally, data is expected to be entered on a monthly basis throughout the school year

#### **E. Evaluation Criteria**

Each application will be evaluated against the following set of criteria.

<b>Evaluation Criteria</b>	<b>Review Guidelines</b>	<b>Points Awarded</b>
Organizational Eligibility	The applicant clearly meets all minimum qualifications to bid and completed certification responses satisfactorily	1
Organizational Capacity	The applicant clearly outlined experience and ability to provide safe and enriching afterschool services	1

Site Profile	The applicant completed site profile and site programming described is aligned with RFP scope of services	1
Budget Form	The applicant completed budget forms and all costs appear reasonable and aligned with RFP scope of services	1
		<b>4 points</b>

Application Score	Funding Recommendations
4	Green – Recommended for Funding
3	Yellow – Maybe Recommended for Funding
2 or less	Red – Not Recommended for Funding

## F. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposals (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at their email address on the RFP cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.
3. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
4. The CTAC's proposal evaluation team expects to take the following actions to determine the merits of the proposals that are submitted:
  - a. Review the proposals to determine whether they are responsive to the RFP and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
  - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly

on the contractor's integrity, for the last five years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.

- c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.
- d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.

- 5. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
- 6. **Interview/site visit.** At the CTAC's discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor's site or the CTAC's offices. Members of the public may attend interviews and/or site visits as observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. Reviewers come to consensus on interview/site visit observations using a standard rating tool and provide input to staff recommendations.
- 7. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
- 8. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
- 9. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.
  - a. **Posting.** The Trust shall publicly post the award on the Trust's website within three full business days after the Board's award decision has been made. All bidders or proposer will be sent an

email with the notice of award to the email address provided in the bid or proposal.

**b. Requirements to Protest.**

- i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
- ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.
- c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
- d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
- e. **Review of Executive Director's Decision.**
  - i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
  - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any other applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.
  - iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the CTAC Board meeting. The decision shall be final and conclusive.
- f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.

10. The CTAC reserves the right to:

- Reject any or all submittals
- Request clarification of any submitted information
- Waive any informalities or irregularities in any response
- Not enter into any contract

- Not select any firm
- Cancel this process at any time
- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.

## SECTION 3: SUBMISSION INSTRUCTIONS

### A. Submission Checklist

The response to this RFP shall consist of:

- Form 1 - Prospective Contractor Certification
- Form 2 – Budget and Narrative
- Form 3 – Organizational Information and Organizational Narrative
- Form 4 – Site Profiles for each site requested
- Attachment 1 - DCF License or Exemption per Site
- Attachment 2 – Staff Background Clearances and Exemptions
- Attachment 3 – Electronic Logo in Jpg format (used to promote program)
- Attachment 4 – Record of past experience operating an afterschool program. (example of proof could be a community reference, year-end report, survey results, past agenda or activity calendar.
- Attachment 5 – Proof of Legal Status from Sunbiz.org  
(<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)

All completed applications (including forms and attachments) shall be submitted via email [Procurement@childrenstrustofalachuacounty.us](mailto:Procurement@childrenstrustofalachuacounty.us) by deadline. Please clearly label all application materials with organization's name and form name.

- Subject Line: [Organization Name] – Afterschool Programming Application
- Attachments must be included in a single email to be considered completed

Please clearly label all application materials with form name and organization. For example, "Form 1 – Organization Name", "Form 2 - Organization Name".