

CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-08
Listening Project ITN 2022-05

WHEREAS, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

WHEREAS, the Trust seeks to identify a contractor to conduct a community listening project for children birth to age 18 years.; and

WHEREAS, The CTAC listening project will be used by CTAC to identify and characterize ways to support all of Alachua County's children and to determine how CTAC resources can be invested wisely to achieve collective community impact; and

WHEREAS, the Trust budgeted \$100,000.00 for the listening project,

NOW THEREFORE, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The scope of service, minimum qualifications, evaluation criteria, and review team attached hereto as Exhibit "A" is hereby adopted in its entirety as provided in Exhibit "A" and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from 6.13.2022 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 13th day of June 2022.

	AYE	NAY	ABSENT	NOT VOTING
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Hon. Denise Ferrero	_____	_____	_____	_____

Presiding Officer

Attest

Dr. Margarita Labarta, Chair
Children's Trust of Alachua County

Kristy Goldwire, Acting Secretary
Children's Trust of Alachua County

Exhibit A

Available Funding

This will be a fixed price contract, not to exceed \$100,000.

Term of Service

The anticipated contract period is 10 months, August 1, 2022 – September 30, 2022, and extended into FY 2023, October 1, 2022- June 30, 2023.

Solicitation Timeline

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	Friday, June 17, 2022
Bidders' Information Session Location: Zoom, TBD Participation is mandatory if provider intends to submit response to ITN	Thursday, June 23, 2022, 2 PM E.T.
Last day to submit written questions	Tuesday, July 5, 2022
Final response to all written questions posted	Friday, July 9, 2022
Application Submission Deadline	Friday, July 15, 2022, 3 PM E.T.
Bid Opening	Friday, July 15, 2022, 3 PM E.T.
Application Review Period	July 18-22, 2022
Applicant Interviews	July 26-27, 2022
Public Evaluation of Applications	July 28-29, 2022
Funding recommendations released	Monday, August 1, 2022
The Children's Trust of Alachua County Board Meeting review funding recommendations; end cone of silence	Monday, August 8, 2022
Appeal period begins if needed	August 9, 2022
Contract negotiations begin	August 9, 2022
Contract begins	August 15, 2022

Minimum Requirements to Bid

- All proposed services must take place within Alachua County.
- Applicants must be currently qualified to conduct business in the State of Florida.
- Applicants must not be a charter school approved by any public school system in the State of Florida.
- Experience working with Alachua County's population, partners, and stakeholders is preferred, not required.
- Applicants must have experience materially similar to the work described in the Scope of Services.

Scope of Services Listening Project

Purpose/Introduction

In accordance with 125.901 Florida Statute and Local Ordinance 18-08, the Children's Trust of Alachua County (CTAC) is seeking a contractor to conduct a community Listening Project. The CTAC Listening Project will be used by CTAC to identify and characterize ways to support all of Alachua County's children and to determine how CTAC resources can be invested wisely to achieve collective community impact.

To this end, the overall use of the CTAC Listening Project is to:

1. Identify and focus CTAC efforts on priority issues impacting all children birth to 18 in Alachua County.
2. Make recommendations for an overarching framework and key strategies to address priority issues.
3. Make recommendations for a strategic plan for the use of CTAC funds.
4. Develop materials and processes that can be used as part of ongoing efforts by the CTAC to gather stakeholder input to inform short- and long-term CTAC strategies and investments.

Goals and Objectives

The following goals and objectives are to be accomplished as a result of the CTAC Listening Project:

1. Ensure that CTAC's various stakeholders have meaningful input into CTAC's strategic planning.
2. Reveal findings that will allow the CTAC to develop priorities and strategies to address the identified needs and gaps while utilizing and mobilizing existing community strengths and resources.
3. Maximize the impact of CTAC resources in addressing the needs of Alachua County children.

Information Gathered from Targeted Populations

Below is a sample list of questions and topics that the CTAC would like to see addressed in the community listening process. Different questions and topics would be appropriate for different community listening participants.

Note: CTAC Members may want to consider additional specific questions they would like addressed as part of the Listening Project.

Sample Questions:

- When we envision a system of supports for our children and youth in Alachua County that works effectively, what do we see?
- What would we see or hear in our community that would let us know that we are adequately supporting children, families, and youth? (we refer to these as "indicators")
- Do you like the indicators the CTAC used? Add others? Take away any? Do some have higher priority?

- What formal (e.g., programs, services) and informal (e.g., other people in the community) supports have you found helpful for you and your children? Why, and how, were they helpful?
- What gaps exist in terms of available services and supports as well as populations served?
- A rank order of types of services and supports used or needed by children and families.
- Obstacles/barriers to accessing supports or services
- What supports do you not have that you or your child need? What would be different if you had these supports?
- How can we best include you in CTAC's decision-making?
- What helps? What hurts? What would work better? ... in education, health, safety, etc.
- What is happening in your neighborhood in terms of assets, service gaps, conditions, etc.?
- Do you know about CTAC? What do you know?
- Are you accessing CTAC services? If not, why not?
- What would improve the quality of life in your community?
- Who else should we talk to?
- What services do you wish you could provide? (for providers)
- What strategies are CTAC-funded providers using to build trust? (for providers)
- Are you partnering with CTAC? If not, why not? (for providers and partners)
- What strategies should CTAC be employing? (for providers and partners)
- What are the most important issues that families, children, and community stakeholders are concerned about?
- Are families familiar with the supports and services that are available?
- If they are familiar with available services, do they participate? Why/why not?
- What supports would make things better?
- What barriers could be removed that would make things better? How can we improve our organizational capacity and work together for collective impact in Alachua County?

Community Listening Participants

For the community listening process, the contractor should describe their strategy and recruitment and engagement plan to collect information from a representative sample of CTAC's various stakeholders and ensure high levels of participation. CTAC stakeholders include:

- Parents and caregivers
- Children
- Service Providers – current CTAC providers and potential – nonprofit, public, for-profit
- Partners – current CTAC partners and potential – nonprofit, public, for-profit
- Key Informants (e.g., community leaders, Gainesville for All, pediatricians, faith groups, funders, etc.)

In developing the plan to collect data from a broad and diverse sample of stakeholders the following should be considered:

- Ages: Birth – 5, early elementary, late elementary/MS, HS/adult
- CTAC involvement: those currently accessing CTAC programs as well as those not currently accessing
- Geography: Sample throughout Alachua County – urban and rural
- Vulnerable populations – immigrants, victims of domestic violence, housing insecure, juvenile justice involvement, pregnant women/new mothers, special needs

- At risk/at promise communities – those who have historically not had a voice or have not trusted institutions
- Those who ran the initial CTAC campaign and individuals with whom they spoke.

Data Collection

It is expected that the contractor will employ a number of data collection methods that could include interviews, focus groups, community meetings, and possibly surveys. Different methods will be appropriate for different participants. In describing the proposed detailed data collection plan and timeline the contractor should also take into consideration the following:

- Utilize strength-based, equity-informed approach
- Ensure appropriate sampling of key stakeholders: (1) parents, caregivers, and children and (2) service providers, partners, and other stakeholders from all Alachua County municipalities (i.e., Alachua, Archer, Gainesville, Hawthorne, High Springs, La Crosse, Micanopy, Newberry, and Waldo) relative to the child population
- How to recruit community listening participants through trusted partners in the community
- Partnering with community organizations and trusted individuals within the community
- Ensure considerations are given to provide accessibility and inclusion for all persons (i.e., arrangements for the care of children, transportation, language, and differently abled populations)
- Ensure proper documentation and records for all information collected (i.e., transcripts, materials used to conduct listening sessions, surveys, video recordings, etc.) are retained and submitted to the Trust.

Data Management and Analysis

The contractor should describe their plan for participant privacy and information/data management as well as describe their proposed analyses including disaggregation of results by relevant demographics and other factors.

- Results to be presented collectively for Alachua County as well as broken down by geographic region and feature key stakeholder groups (i.e., (1) parents, caregivers, and children and (2) service providers, partners, and other stakeholders).

Project Phases

1) **Planning**, develop and finalize of a project plan which includes but is not limited to instruments/tools/scripts/protocols, recruitment strategies and materials, ensuring processes are inclusive and representative, securing locations for in-person collection, staffing plan with work assignments and responsibilities, plan for coordination with community stakeholders, CTAC staff, and Board for approval and feedback on deliverables and to provide project updates.

2) **Data Collection**, develop and execute a structured or semi-structured process to ensure key questions will be answered with information provided by multiple stakeholder groups specified (i.e., parents, providers, and other community stakeholders) through appropriate and inclusive

approaches. Data collection is to be designed and executed to ensure coverage of all Alachua County municipalities. Maintain proper documentation and records of all information collected.

3) **Analysis**, compiling, organizing, coding of data, quality/reliability checks, analysis pertinent to each key question identified, outlining, synthesizing, and drafting the results, creating tables, narratives, and visualizations to articulate and express findings. Once an initial draft is produced contractor will allow for CTAC's feedback, and then incorporate suggestions.

4) **Sharing Results**, develop a comprehensive report to convey the results of the CTAC Listening Project, with detailed narrative, charts, data tables, maps, an executive summary, and recommendations to be presented to the CTAC Board. Beyond the main project report, develop an additional communication product(s), for instance, a project brief, infographics, dashboard, pamphlet, story map or short video or to share back to those who have participated in the CTAC Listening Project.

Timeline of Project Phases and Deliverables

Month	Project Work	Communication	Deliverables
August 2022	Planning	On-Going Project Updates	
September 2022	Planning, Data Collection		Project Plan Due (9/5/2022)
October 2022	Data Collection		
November 2022	Data Collection		
December 2022	Data Collection		
January 2023	Data Collection, Analysis		Data Due (1/20/2023)
February 2023	Analysis		
March 2023	Analysis		Report Due (March 20, 2023 – initial) (March 31, 2023 – final)
April 2023	Communication		Board Presentation (April 10, 2023)
May 2023	Communication		Communication Products Due (May 15, 2023 – initial) (May 29, 2023 – final)

Exhibit A

Evaluation Criteria

Proposals will be reviewed against the criteria below.

CRITERIA	WEIGHT
Record of Past Experience	
<input type="checkbox"/> <i>Based on the contractor's organizational history and background and demonstrated experience and success with similar projects</i>	15
<input type="checkbox"/> <i>Based on feedback from references</i>	10
Project Plan	
<input type="checkbox"/> <i>Based on the contractor's detailed plan, staffing, and timeline to accomplish the tasks in the scope of work</i>	50
Subcontracting (if no subcontracting, the contractor will receive maximum points)	
<input type="checkbox"/> <i>Based on subcontractor qualifications, experience, and role in the project</i>	5
Price Detailed Budget that is complete and appropriate	20
TOTAL	100

A. 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 ITN:

1. Invitation to Negotiate (ITN) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this ITN, 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 ITN for deadline date.) Persons or entities who intend to respond to such ITN 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 ITN. 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 e-mail address on the ITN cover page. Prospective contractors shall not contact any other CTAC officials to gather information regarding this ITN, 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 ITN. 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 ITN and that they were submitted by responsible entities. 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 ITN. 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 or specified deliverables 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 entities, or all the responsible entities 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 applicant’s capacity to effectively deliver what is proposed.

Subjectively rated criteria will be scored on a scale of 70-100 according to the scoring scheme below:

SCORING RANGE	SCORING DESCRIPTION
90-100	Meets and significantly exceeds all of CTAC’s requirements
80-89	Meets all and exceeds several of CTAC’s requirements
70-79	Meets minimum CTAC requirements
60-69	Does not meet CTAC requirements

- a. Scores for subjectively rated criterion will be weighted by the formula below:

$$\text{Criterion Weight} \times (\text{Actual Rating} / \text{Highest Subjective Rating}) = \text{Weighted Score}$$
- b. Scores for objectively rated criterion (such as Contract Price) will be scored by the values proposed by each contractor. The CTAC, however, reserves the right to adjust the proposed values for reasonableness or to calculate the life cycle costs in instances where it can be determined that a solution proposed by the contractor may result in additional costs for the CTAC to implement. Proposed (or adjusted) values will be weighted according to the formula below:

Criterion with low values favorable to CTAC, e.g., proposed price or life cycle costs: (Highest Proposed Value – (Proposed Value – Lowest Proposed Value)) / (Highest Proposed Value / Criterion Weight) = Weighted Score.

- c. The weighted scores for each criterion will be added to determine a Total Weighted Score (TWS) assigned to each proposal.
6. **Discussion.** Following each reviewer’s individual rating, the review team meets in a publicly noticed debriefing meeting to discuss each proposal and assigns a consensus team score, including explanatory comments. Applicants may attend the debriefing meeting as observers. The highest-ranking proposal score does not assure a funding recommendation.
7. **Interview/site visit.** At the CTAC’s discretion, publicly noticed interviews and/or site visits may be conducted at either the entity’s location 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. Interviews/Site Visits will be scored on a 70-100 scale exactly as described above for subjective criteria. When CTAC elects to conduct interviews/site visits, the scores for the interviews/site visits and the written proposals will be weighted as follows:

FEATURE	WEIGHT
Interview/Site Visit (ISV)	50
Total Weighted Score (TWS)	50
COMBINED WEIGHTED TOTAL	100

The grand total score will be calculated as follows:

(Interview/Site Visit x .5) + (Total Weighted Score x .5) = Grand Total Score

8. **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.
9. **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 would require further Board approval.

10. **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 e-mail with the notice of award to the e-mail 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 that 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.

11. 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