



CHILDREN'S TRUST
OF ALACHUA COUNTY

Summer Programming RFP 2021-3

March 8, 2021

Summer Programming RFP 2021-3

Overview of Solicitation

- Total award up to \$500,000.00
- Full and partial scholarships
- Kindergarten – 8th grade

Eligible Applicants

- For profit
- Not-for-profit
- Faith-based

Submission Timeline

- Release date
- Bidder's conference/application training
- Application deadline and review period
- Funding recommendations
- Contracts



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Summer Programming RFP 2021-3

Minimum Qualifications

- Qualified to conduct business in the State of Florida
- Public schools and charter schools do not qualify for Trust funding
- Services provided in Alachua County
- Out-of-school time experience
- In-person summer camp program

Terms of Service

- May 1st - August 31st
(last day of programming is August 6th)
- Fee for services for weekly attendance



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Scope of Services

Target Population

- Low-income families
- Kindergarteners - 8th grade
- Priority zip codes

Zip Code	% Under 18 Living in Poverty
32641	39%
32603	38%
32640	29%
32601	29%
32609	27%
32607	26%
32667	24%
32643	22%
32653	21%
32694	20%
32608	17%
32615	17%
32605	14%
32618	13%
32669	13%
32606	2%



Scope of Services

Scheduling, Frequency and Duration

- Attendance policy
- CTAC will not fund drop-in programs

Site Profile and Program Budget

- All locations
- Site and program description
- Number of children expected to serve
- Activities
- Program costs

Staffing

- Positions
- Ratios
- Background screens
- Training and certifications

Data Collection

- Demographics
- Attendance
- Parent satisfaction



Scope of Services

Evaluation Criteria

- Organizational Eligibility
- Organizational Capacity
- Site Profile
- Site Budget

Review and Selection Process

- Review
- Staff recommendations
- Board review
- Protests
- Contracts



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RFP Application and Submission

Form 1 – Prospective Contractor Certification Form

Form 2 – Organizational Information and Organizational Narrative

Form 3 – Site Profile



CHILDREN'S TRUST
OF ALACHUA COUNTY



Application for RFP # 2021-01

FORM 1 – Prospective Contractor Certification

By submitting this proposal, the prospective contractor certifies the following:

1. The contractor representative who signs below certifies that they have carefully read and understand the provisions of the solicitation and associated documents attached thereto, and hereby submits the attached proposal to perform the work specified therein, all in accordance with the true intent and meaning thereof.
2. The contractor representative further understands and agrees that by signing this certification all of the following information in the certification is true and accurate to the best of their knowledge. If this certification cannot be made unequivocally, a written description of all instances wherein the prospective contractor cannot unequivocally make this certification is provided with this proposal.
3. Prospective Contractor is:
 - Sole Proprietor
 - Partnership
 - Corporation* if yes, what state? _____
 - Joint Venture
 - Other (Specify)
4. Other entities or individuals shall not be allowed to perform work or take data outside the United States without express advance written authorization from the CTAC's Project Manager. All personnel provided for work under this contract, who are not United States citizens, will have executed a valid I-9 form, Employment Eligibility Form, and presented valid employment authorization documents.
5. This proposal is signed by a representative who is authorized to commit the prospective contractor.
6. The company identified below is the prime contractor.
7. The prospective contractor's insurance carrier(s) can provide insurance certificates as required within ten calendar days following notice of award.
8. The proposed prices have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor.
9. Unless otherwise required by law, the prices proposed have not been knowingly disclosed by the prospective contractor on a prior basis directly or indirectly to any other organization or to any competitor.
10. No attempt has been made, or will be made, by the prospective contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
11. The price and availability of all equipment, materials, and supplies associated with performing the services described, including associated indirect costs and profit, herein have been determined and included in the proposed price. All labor costs, direct and indirect, and profit have been determined and included in the proposed price. The incremental costs expected to be incurred by the CTAC, should it enter into this contract, have also been estimated to the best ability of the prospective contractor. It is understood that the life cycle cost includes the total of the contract price plus the estimated costs to be incurred by the CTAC should it enter into this contract.
12. The prospective contractor can and shall provide the specified performance bond or alternate performance guarantee (if applicable) at no added cost to the CTAC.

13. In submitting its proposal, the prospective contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or contracting CTAC, government or private, until after the award of the contract. Prospective contractors not in compliance with this provision may be disqualified, at the option of the CTAC, from contract award. Only discussions authorized in advance and in writing by the contracting CTAC are exempt from this provision.
14. The prospective contractor hereby certifies that it and all of its affiliates collect appropriate taxes and remits them as provided by law.
15. The prospective contractor certifies that all insurance policies required by this contract shall remain in full force and effect during the entire term of this contract. All insurance policies and any extensions or renewals thereof, shall not be cancelled or amended except with the advance written approval of the CTAC. The Contractor agrees to submit certificates of insurance, which indicate coverage and notice provisions as required by this contract, to the CTAC upon execution of this contract. The insurance certificates shall be subject to approval by the CTAC. The insurance certificates shall include a statement in the certificate that no cancellation of the insurance shall be made without at least thirty calendar days' prior written notice to the CTAC. Approval of the insurance certificates by the CTAC shall not relieve the contractor of any obligation under this contract.
16. The prospective contractor has read and understands the conditions set forth in this RFP, any posted question and answers, RFP addendums and agrees to them with no exceptions. (If exceptions are taken, attach a written description of each exception to this certification.)
 - ____ Exceptions are attached to this certification.
 - ____ Exceptions are not attached to this certification.
17. The prospective contractor warrants, represents, and certifies that no elected or appointed official or employee of the CTAC has, or will, personally or indirectly benefit financially or materially from this contract.
18. In the event any part of this Agreement or Work is to be funded by federal, state, or other local agency monies, the Contractor hereby agrees to cooperate with the CTAC in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Work and as specifically required by the federal or state granting agency, and receiving no payment until all required forms are completed and submitted.
19. Any contract and/or award arising from this RFP may be terminated for default by the CTAC if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees, or their close relatives or friends, from the prospective contractor, the prospective contractor's agent(s), representative(s) or employee(s). Any contract and/or award arising from the RFP may also be terminated for default if it is determined that the contract and/or award was obtained by fraud, collusion, conspiracy or other unlawful means, or if the contract and/or award conflicts with any statutory or Constitutional provision of the State of Florida or of the United States.
20. Prohibition Against Contingent Fees. The Contractor warrants that it has not employed or retained any company or person other than an employee working solely for the Contractor to solicit and secure this Agreement and that it has not paid or agreed to pay any person, entity, company or firm any fee, commission, gift or other consideration contingent upon or resulting from award or making of this Agreement.
21. Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, that if this proposal is accepted, to furnish the subject services for a Firm Fixed Contract Price of \$_____ (Total Funding Request Across Sites)



Application for RFP # 2021-01

FORM 2 – Organizational Information and Organizational Narrative

SECTION I – Organizational Information	
Organization Name (Legal Name)	
Primary Contact Name	
Primary Contact Phone	
Primary Contact Email	
<p>Organization is an eligible applicant <i>Eligible applicants may be governmental entities, for-profit or not-for-profit organizations, or faith-based organizations providing services within Alachua County. Applicants should be currently qualified to conduct business in the State of Florida, under the laws of Florida, and must be qualified to conduct business on or before the service and contract start date(s). Eligible applicants must remain qualified to conduct business in the State of Florida for the duration of their service award. All contractors will be required to have current general liability insurance before contracts can be executed. The CTAC is prohibited from contracting with programs that are under the exclusive jurisdiction of the public school system. Additionally, Alachua County Public Schools is not eligible for funding. Applicants that operate a charter school are also ineligible for funding.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Organizations meets minimum requirements to bid. <i>Organizations can apply for funding based on the following requirements:</i> 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 and focus on promoting positive youth development in a safe and enriching environment. e. Applicant must plan to offer in-person summer camp services in summer 2021</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Contract termination for default in last five years? <i>The cover letter shall indicate whether the contractor had any contract terminated for default in the past five years. If no such termination for default has been experienced by the prospective contractor in the past five years, this fact shall be stated in the cover letter.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I – Organizational Narrative
<p>1. Services: Provide a brief overview of how summer programming is consistent with your organization's mission and vision.</p>
<p>2. Experience: What experience does your organization have in delivering summer programming?</p>
<p>3. Staffing: Describe your organization's ability to hire and train qualified staff and comply with background screening requirement.</p>
<p>4. Safety Practices: Describe how your organization supports an environment of safety for children, staff, and parents.</p>
<p>5. Covid-19 interruption plans: What plans does your organization have in place if COVID-19 causes an interruption in summer programming?</p>

3. Program Activities		
Activity Type	Frequency Offered	Description of Activities
Academic	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	
Enrichment	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	
Exploratory	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	
Physical, Health, Play and Recreation	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	

4. Summer Schedule and Request from CTAC												
Summer Site Operations			Requested From CTAC									
Summer Week	Week Start Date	Overall Expected # children per week (include all site children)	Requested # of Child Enrollment fees [A]	Cost per Enrollment Fee [B]	Enrollment Fees Request Amount (A * B)	Requested # of Weekly Scholarships (Full) [C]	Cost per Weekly Scholarships (Full) [D]	Full Scholarships Request [C*D]	Requested # of Weekly Scholarships (Partial) [E]	Cost per Partial Scholarships [F]	Partial Scholarships Request [E*F]	Weekly Funding Request = (A*B) + (C*D) + (E*F)
Week 1					\$ 0			\$ 0			\$ 0	\$ 0
Week 2					\$ 0			\$ 0			\$ 0	\$ 0
Week 3					\$ 0			\$ 0			\$ 0	\$ 0
Week 4					\$ 0			\$ 0			\$ 0	\$ 0
Week 5					\$ 0			\$ 0			\$ 0	\$ 0
Week 6					\$ 0			\$ 0			\$ 0	\$ 0
Week 7					\$ 0			\$ 0			\$ 0	\$ 0
Week 8					\$ 0			\$ 0			\$ 0	\$ 0
Week 9					\$ 0			\$ 0			\$ 0	\$ 0
					Enrollment Total:			Full Total:			Partial Total:	Total:
					\$ 0			\$ 0			\$ 0	\$ 0

5. Site Budget Summary		
Budget Item	Requested Amount	Additional details to support request
Enrollment Fees -	\$ 0	add details
Scholarships (Full)	\$ 0	add details
Scholarships (Partial)	\$ 0	add details
Materials Reimbursement		add details
Fieldtrip Reimbursement		add details
Total	\$ 0	



Contract for Services

Attachment 3: Deliverables

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE
Date of Award – June 18th, 2021	1. Program Preparation	<input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Affidavit Letter outlining screening of all staff and volunteers <input type="checkbox"/> Registration for Philanthropy Hub	June 18th, 2021
Estimated May 2021	2. Attend CTAC Summer Provider training	<input type="checkbox"/> Training attendance	TDB
June 21st – June 30th, 2021	3. Implement the program in a safe and supportive environment # of days # of students	<input type="checkbox"/> Sign In/Sign Out Sheets <input type="checkbox"/> Monthly Invoice	July 15th, 2021
June 21-August 31 st , 2021	4. Submit enrollment and weekly program attendance	<input type="checkbox"/> Submission on CTAC data collection tools	Due Monday of every week for prior week attendance
July 1st – July 31st, 2021	5. Implement the program in a safe and supportive environment # of days # of students	<input type="checkbox"/> Sign In/Sign Out Sheets <input type="checkbox"/> Monthly Invoice	August 15th, 2021
August 1st – August 31st, 2021	6. Implement the program in a safe and supportive environment # of days # of students	<input type="checkbox"/> Sign In/Sign Out Sheets <input type="checkbox"/> Final Invoice In addition, submit the following <input type="checkbox"/> End-of-Program Narrative <input type="checkbox"/> Satisfaction Surveys	September 15th, 2021

Contracts

- CTAC Contracts
 - Scope of services
 - Deliverables
 - Performance measures
 - Monitoring visits
 - Data and reporting



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Recommendations

1. Approve the release of Summer Programming RFP 2021-3.
2. Authorize \$500,000.00 for summer programming during FY21.
3. Authorize the Executive Director to appoint a review team of members with subject matter expertise.



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