

D. Solicitation Timeline - Afterschool Programming

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	May 12, 2023
Bidders' Conference and Application Training (attendance is highly recommended) Virtual: Insert registration link	May 23, 2023 10 AM to 12:00 PM – Bidders' Conference & Application Training May 23, 2023 6:00 PM to 8:00 PM – Bidders' Conference & Application Training
Last day to submit written questions	June 2, 2023, 3:00 PM
Final response to all written questions posted	June 6, 2023, 3:00PM
Office hours for technical support	May 24, 2023 May 31, 2023 June 7, 2023
Application submission deadline	June 16, 2023, 3:00 PM
Public Opening of bids (Public Meeting) Virtual: Insert registration link	June 16, 2023, 4:00 PM
Application review period	June 19 – June 26, 2023
Review team – final score deliberation (Public Meeting) Virtual: Insert registration link	June 28, 2023, TBD
Funding recommendations released – (Trust Board Meeting Packet)	June 30, 2023, TBD
The Children's Trust of Alachua County Board Meeting Review funding recommendations Location: Children's Trust Office 802 NW 5th Ave, Gainesville, FL 32627	July 10, 2023, 4:00PM TBD
End cone of silence; Appeal process begins	July 11, 2023
Contract negotiations begin	July 17, 2023
Contracts begin	August 1, 2023

SECTION 2: FUNDING OPPORTUNITY

A. Overview of Solicitation

By approval of Resolution 2023 – 06 on May 8, 2023. The Children's Trust of Alachua County seeks qualified afterschool

program providers to host kindergarteners (five years old on or before September 1st) through 12th grade from low-income families in safe and enriching afterschool programming for the 2023-2024 school calendar year, that meets the standards and guidelines of the RFP. The CTAC intends to make multiple awards. The total overall amount awarded is \$1,000,000.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of funding announcement. 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 August 1, 2023, through June 30, 2024. Contracts will be line-item reimbursement based on a budget approved by the CTAC. The CTAC Board will make a final decision regarding contract renewals.

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 offer services to students in kindergarten through 8th grade for a minimum of 4 days a week, 1.5 hours per day and/or afterschool enrichment clubs for high school students, 9th – 12th grade.
- g. Applicant must offer in person afterschool services during the 23-24 school year.
- h. Applicant must implement a youth ratio of 1 to 20.

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 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 high quality programs which are directly linked to positive outcomes for children and youth. In addition, the CTAC intends to award afterschool funding to local organizations whose proposals include implementing literacy programming to enhance literacy skills for kindergarten through 5th grade students. Proposals that include afterschool programming to middle school students (6th through 8th grade) should ensure middle school students receive opportunities to engage in high school prep, healthy social emotional development, relationship boundaries, and internet and social media safety activities. The CTAC also intends to fund afterschool enrichment clubs for high school students. Clubs should offer opportunities for students to engage in activities that assist them with postgraduate decision making. **(See grade level programming sections below for specific requirements.)**

Elementary & Middle School Programming (Kindergarten - 8th Grade):

In addition to increasing access and ensuring children have safe places to go afterschool, The Afterschool RFP allows the CTAC to support organizations that have an interest in expanding programming that supports the enhancement of literacy and math skills for children in grades K-8th, who reside in Alachua County.

The CTAC strongly encourages Contractors to identify and implement programming that will enhance literacy and math skills. Contractors who offer programming for literacy and math should describe how they will measure the success of the literacy and math components and be willing to administer pre and post assessments to enrolled children. Literacy and math programming are not required, but are strongly encouraged, to receive maximum points in the project plan section of the evaluation criteria. **(Note: The CTAC defines literacy and math programming as a curriculum or best practices with specific implementation requirements to ensure maximum improvements are achieved. This does not include homework help)**

To assist applicants with implementing experiences that complement learning, the CTAC will host a Promising Literacy Practices in K-5 Out of School Program Training. The training will be facilitated by the Florida Grade Level Reading Campaign (FLGRC), an initiative of Florida Alliance of Children’s Councils and Trusts (FACCT).

In addition to the literacy and math programming mentioned above, the CTAC will fund proposals that include the following components in their daily programming for middle school students (6th – 8th grade).

- Opportunities for socialization via group activities throughout the course of programming
- Preparing for transition to high school or upcoming grade and career exploration
- Healthy relationship boundaries
- Internet and social media safety
- Healthy social and emotional development

High School – Afterschool Enrichment Clubs

By high school, youth are largely independent, making their own decisions about how to spend their time. Many are thinking about what will come next for them postgraduation, and many have developed interests in the fields they intend to pursue, whether it is career technical education, the workforce, or college. Research suggests that a large number of high school students normally participate in extracurricular activities, for example, in school clubs, athletics, or helping their parents with younger siblings. Best practices show that afterschool programming for high school students should not be measured by hours of attendance but by what happens when youth are present. The CTAC intends to fund applicants that propose afterschool enrichment clubs for high school students. The purpose of the clubs is to engage high school students, throughout the school year, in activities that cover the following components.

- Career Exploration
- College Prep
- Work force Development
- Leadership Development
- Life Management Skills
- Academic Support and Enrichment

Collaboration

It is expected that CTAC funded providers will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnerships by expanding its Youth Development Capacity Building Collaborative (YDCBC) and offering trainings and workshops to providers and the youth they serve. Contractors are expected to send staff to training opportunities offered by

the CTAC. The CTAC Board is also making final decisions regarding priority areas. Award recipients of this afterschool RFP must allow CTAC funded partners to address different enrichment topics with enrolled youth. Topics could include but are not limited to health, cultural arts, and safety, etc.

Target Population:

Contractors will recruit and enroll children, kindergartners through 8th grade, into afterschool programming, and high school students for afterschool enrichment clubs. All students recruited shall reside in Alachua County. All recruitment should follow the guidelines below:

- Children whose income is less than 400% of the 2023 federal poverty threshold guidelines.
- Children with Individualized Educational Plan (IEP) or 504 plans whose families also meet the income requirements.
- 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.

2023 Poverty Guidelines for 48 Contiguous States

Persons in Family/Household	200%	400%
2	\$39,440	\$78,880
3	\$49,720	\$99,440
4	\$60,000	\$120,000
5	\$70,280	\$140,560
6	\$80,560	\$161,120
7	\$90,840	\$181,680
8	\$101,120	\$202,240
For families/households with more than 8 persons, add \$5,140 for each additional person.		

Source: [HHS Poverty Guidelines for 2023](#)

Quality for Afterschool Programs:

The CTAC seeks to fund afterschool providers offering a range of programming activities. Applicants have the flexibility to implement creative and 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.

For access to the Florida Standards for Quality Afterschool Programs, visit the Florida Afterschool Network page at <https://flafterschool.com/resources/standards>

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 workspace 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 applications will offer afterschool services and programming for a minimum of 4 days per week, 1.5 hours per day. Afterschool programs 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 or create a new program where access to afterschool programming does not exist. 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 is seeking funding for, 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. Number of additional children expected to serve with CTAC funds.
5. Site hours and operation, site description and executive summary.
6. 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. In addition, the CTAC expects program staff be given sufficient time for program planning, professional development, supervision and collaboration with families, other organizations that play an important role in the lives of children, and youth they serve.

- **Out of School Time Experience:** To bid for CTAC afterschool RFP, Contractors must have experience working with youth in out-of-school time. Out-of-school time is defined as the time a child or youth spends in supervised programming when school is not in session.
- **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.** <https://www.myflfamilies.com/services/background-screening/apply-exemption-disqualification>

- **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 funded entities will be required to collect and report on the data specified throughout the school year. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust is in the process of transitioning to an online integrated data system, SAMIS, which the Contractor will input data on a weekly basis. With every new system challenges are expected. The CTAC is devoted to working with Contractors and allowing for extended due dates for entering data, if needed. Weekly entry is a best practice, but monthly data entry is required to receive payment for services. Contractors will report identifiable child information (e.g., name, date of birth) to facilitate receipt of on-going services, monitoring, and evaluation of outcomes overtime. All individuals who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with its [Data Collection and Management Policy](#). Contractors are expected to attend all trainings related to data collection, data system access, and appropriate system usage.

Demographics

Contractors will ensure completion of CTAC's *Child Enrollment Form* for each child receiving a scholarship to support submission of data to CTAC.

- Gender
- Date of Birth
- Race
- Ethnicity
- Language Spoken at Home
- School Name
- Grade (must be K – 12th)
- Residence City (must be Alachua County)
- Residence ZIP (must be Alachua County)
- Scholarship Eligibility Criteria (i.e., income below 400% FPL, IEP and/or 504 plans, in foster care, kinship care, under in-home case management, family receiving SNAP benefits)

Participation

Contractors are expected to collect and report the following on each child served individually.

- Days Attended
- Date of Enrollment

- Date of Discharge
- Reason for Discharge
- Participation in Specified Enrichment Program as Applicable.

Curriculum Implementation – As applicable

- Days of Programming
- Program Schedule
- Program Content Delivery

Survey and Assessments – As applicable

- Literacy & Math Assessments (K-8)
- Youth Development Survey (6-12)
- Family Satisfaction Survey (K-12)

Parent/Caregiver Consent

To inform parents/caregivers of demographic, eligibility, and attend information shared with CTAC.
 To permit/deny use of photography or media of their child(ren).

E. Evaluation Criteria

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

Evaluation Criteria	Review Guidelines	Points Awarded
Past Experience	1. Describe the experience your organization and staff have working with children in out-of-school time.	0-25
Project Plan	1. Please describe the service location, the community need, and how your program addresses the need. 2. Describe the target population(s) you intend to reach, including how you will recruit them. 3. Describe your proposed program and how services will be implemented for each age group (elementary, middle, high) you intend to offer services. If your proposal includes literacy and math programming, please detail the following: (1) Identify the literacy and math programming/curriculum and how it will be implemented and sustained. (2) How will you measure progress in children’s literacy and math skills? (3) How will you ensure pre and post assessments are completed? Be sure to include specifics, as it relates to required components for elementary, middle school, and high school. 4. Describe how CTAC funds will be used to expand your current program or create a new program where access to afterschool programming does not exist. 5. Describe your organization’s collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve.	0-25
Agency Stability & Capability	1. Describe your organization’s mission and services. 2. Describe your organizational capacity to carry out the proposed	0-25

	project plan. 3. Describe how your organization will sustain your proposed program beyond the term of the contract.	
Budget	1. Detail the financial support (from whom and amount) you receive for your proposed program. Including in-kind services your organization leverages. (Detail Tab 2 of the budget) 2. Describe your organization’s fundraising activities. 3. Submit complete and accurate budget and budget narrative forms. 4. Attach all CTAC required fiscal documents forms. (1) Copy of current 990 form or current Organizational Annual Audit.	0-25
		Max points =100

Application Score	Funding Recommendations
80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding
Ten bonus points will be applied for each of the following areas	<ol style="list-style-type: none"> Organizations whose proposals include sites that are in municipalities outside the Gainesville area and rural unincorporated communities. Examples include, but are not limited to Fairbanks, Windsor, and Montechoa. Organizations whose proposals offer afterschool 5 days a week.

Funding Restrictions

The following is a general list of restrictions. If there are items not on the list that you want to inquire about, please submit the scenario and/or question in writing to Procurement@childrenstrustofalachuacounty.us during the question and answer period.

- **Improvements to buildings and/or land**
Are not allowed.
- **Building maintenance and janitorial service**
General building maintenance, including pest control, is not allowed for non-program areas.
- **Lawn maintenance**
Not allowed.
- **Rent or mortgage payments**
Rent and mortgage payments are authorized only if the location is where direct services are provided to program participants. Only the percentage of CTAC funds will be authorized for reimbursement.
- **Utilities**
Authorized only if used by program participants. If the building houses non-program participants (such as staff) the amount/percentage of utilities used for the program participants must be calculated and only that amount/percentage will be authorized for reimbursement.
- **Vehicles**
The purchase of vehicles is not allowed.
- **Vehicle Fuel**
Fuel is allowed only for program related transportation.
- **Vehicle Rental**

Rental of a vehicle is allowed for transporting program participant(s) to a program-related event(s). Insurance and accessory coverage on rental vehicles are not billable.

- **General Transportation**

Vehicle-related expenses are not allowed for the transportation of non- program participants.

- **Fundraising**

Expenses for fundraising are not allowed.

- **Membership Fees or Dues**

Membership fees or dues are not allowed.

- **Staff/Volunteer Gifts/Awards/Recognition**

Gifts, awards or other expenses related to employee or volunteer celebration, recruitment, recognition events or activities are not allowed.

- **Communications**

General office internet for employees is not an allowable expenditure; however, if the internet access is required for the program, then this would be allowed. Office phones and cell phones are allowed if they are used for the purpose of the program. Only the percentage of CTAC funds will be authorized for reimbursement.

- **Office Equipment/Furniture**

Maintenance, purchase or rental of office equipment is not allowed.

- **Salaries/Benefits**

Salaries/benefits for staff not assigned to directly deliver program services are only allowed in you indirect cost, which is 10% of your program budget.

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 should 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 Program Department will take the following actions to determine the merits of the proposals and ensure the Contractor meets the mandatory qualifications to bid:
 - 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. **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.
 7. **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.
 8. **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 proposers 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 another 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.
9. 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 – Must be completed for each site requested
- Attachment 1 – Current 990 form or Organization Annual Audit
- Attachment 2 - DCF License or Exemption per Site
- Attachment 3 – Electronic Logo in JPG format (used to promote program)
- Attachment 4 – Proof of active 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 by deadline. Please clearly label all application materials with the 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”.

Proposal Preparation and Submittal Instructions for Prospective Contractors

1. EXCEPTIONS: The CTAC intends to award a contract substantially in the form of and including the provisions of the attached MODEL CONTRACT FOR SERVICES. Contractors that take exception to the terms and conditions do so at the risk that their proposal may be declared to be non-responsive and not considered for contract award. By signing the PROSPECTIVE CONTRACTOR CERTIFICATION included in this RFP, the representative of the prospective contractor certifies that no exceptions are taken to the form of the Model Contract for Services or to the provisions therein, unless such exceptions are fully disclosed in a document attached to the PROSPECTIVE CONTRACTOR CERTIFICATION.
2. ORAL EXPLANATIONS: The CTAC shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
3. REFERENCE TO OTHER DATA: Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond those necessary to present a complete and effective proposal are not desired. Proposals that do not conform to the page limitations or format prescribed in this RFP may be rejected by the CTAC as non-responsive. It is desirable that all responses meet the following requirements:
 - *All copies are printed double-sided.*
 - *Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are preferred.*

- *Materials should be submitted in a format which allows for easy removal and recycling of paper materials.*
5. COST FOR PROPOSAL PREPARATION: Any costs incurred by prospective contractors in preparing or submitting proposals as well as costs associated with any resultant presentations or negotiations are the prospective contractors' sole responsibility; the CTAC will not reimburse any prospective contractor for any costs incurred prior to contract award.
 6. TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days. Although the contract is expected to be awarded prior to that time, the longer validity period is requested to allow for unforeseen delays.
 7. RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective contractors shall become the property of CTAC when received.
 8. PROSPECTIVE CONTRACTOR'S REPRESENTATIVE: Each prospective contractor shall submit with its proposal the name, mailing address, email address and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
 9. SUBCONTRACTING: Prospective contractors may propose to subcontract portions, but not all, of the work performed. However, prospective contractors shall clearly indicate in their proposals all the work they plan to subcontract and to whom it will be subcontracted. Prospective contractors shall also provide identifying information for each proposed subcontractor similar to the identifying information provided for the contractor submitting the proposal.
 10. TRADE SECRET INFORMATION: Trade secrets or similar proprietary data which the prospective contractor does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows: Each page shall be identified by the prospective contractor in boldface text at the top and bottom as "TRADE SECRET". Any section of the proposal which is to remain confidential shall also be so marked in boldface text on the title page of that section. Price information may not be deemed proprietary. In spite of what is labeled as confidential, proprietary or trade secret, the determination as to whether or not certain material is confidential, proprietary or a trade secret shall be determined by law. If a prospective contractor designates any information in its proposal as proprietary pursuant to this provision, the prospective contractor must also submit one copy of the proposal from which proprietary information has been excised. The proprietary material shall be exercised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.
 11. ACCOMMODATIONS: Reasonable accommodation will be provided by the CTAC for prospective contractor personnel who need assistance due to a physical disability. However, the CTAC must have reasonable advance written notice prior to the bidders' conference (if any) or any other visit to the CTAC's facilities. The prospective contractor shall request accommodations at time of registration.