

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-21
TeensWork Alachua County RFP 2022-02**

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

WHEREAS, the Trust seeks a Contractor or Contractors to manage the TeensWork Alachua Summer Youth Employment Program; and

WHEREAS, the Trust is required to approve the minimum qualifications, scope of service, evaluation criteria, and the review team, and

WHEREAS, the Trust budgeted \$500,000 for a Summer Youth Employment Program in the FY21-22 Budget,

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 December 13, 2021 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 December 2021.

	AYE	NAY	ABSENT	NOT VOTING
Lee Pinkoson	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Susanne Wilson Bullard	_____	_____	_____	_____

Presiding Officer

Lee Pinkoson, Chairman
Children’s Trust of Alachua County

Attest

Tina Certain, Treasurer
Children’s Trust of Alachua County

Exhibit A

Available Funding

1. A total of \$500,000 has been budgeted by the CTAC for this program. The largest portion of that funding will be provided to the Alachua County Board of County Commissioners to employ the participants in the program as summer interns. This solicitation is to select a Contractor to manage the marketing, outreach, worksite recruitment, summer intern recruitment, work readiness training, and job coaching for the program participants. **Costs to perform those services are expected to range between \$700 - \$1000 / youth. Proposals in excess of \$1000 per youth will be considered Non-Responsive.**

Term of Services

- Initial Term: March 1, 2022 – September 30, 2022
- Renewal 1: January 1, 2023 – September 30, 2023 □ Renewal 2: January 1, 2024 – September 30, 2024
- Renewals are at the sole discretion of the CTAC Board of Directors.

EVENT	DATE/DUE DATE
Release of the competitive solicitation and the beginning of the Cone of Silence	Friday, December 17, 2021
Optional Bidder’s Conference Attendance is highly recommended Zoom Registration Link:	Wednesday, January 5, 2022
Last day to submit written questions	Friday, January 7, 2022
Final response to all written questions posted	Monday January 10, 2022
Response Submission Deadline	Friday, January 14, 2022 @ 3:00PM
Application Review Period	January 17, 2022 - January 21, 2022
Interviews/Oral Presentations (upon discretion of the (CTAC)	January 24, 2022 - January 26, 2022
Public Discussion of Responses/Determine Interviews Zoom Registration Link: TBD	Friday, January 28, 2022 @ 2:00PM
Funding recommendations released; end of the cone of silence	Monday, February 7, 2022
The Children’s Trust of Alachua County Board Meeting - Review of Award Recommendation	Monday, February 14, 2022
Appeal review Starts (if needed)	Tuesday February 15, 2022
Contract Negotiations begin	Wednesday, February 16, 2022
Contract begins	March 1, 2022

Minimum Requirements to Bid

1. 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. All applicants that are 501c3 organizations must be validated in the Community Foundation of North Central Florida's Philanthropy Hub.

Scope of Services

Target Population

1. Eligible participants are youth in Alachua County 14 -18 years who are enrolled in an Alachua County high school, general education development (GED) program, or high school equivalency program. Participants will be recruited directly by the Contractor and selected in a competitive process designed by the Contractor. Youth must meet the age eligibility requirements on the start date of the program and throughout the period the youth is participating in the program. Preference should be given to bids minus the Summer.
2. Contractor(s) are expected to recruit participants throughout the County and will be expected to demonstrate how youth in both the urban center and rural areas will be served by the program.

Participant Selection and Assessment

1. Contractor is responsible for the recruitment and assessment of program participants. Contractor should propose the number of Summer mentors to be recruited. Contractors shall assess participants' career interests, past work experiences, developmental needs, and future goals, which would inform summer work-based experiences.
2. Contractor shall use an assessment to identify areas where participants may need additional services or support and help identify next steps for youth participants after the program has ended.
3. At the end of the program, participants will be given information and resources for next steps. For youth who complete high school and are not continuing to post-secondary education or training or youth aging out of the program, Contractor shall refer them to other workforce development resources.

Work-Readiness Training

1. Contractor must develop paid pre-employment workshops and work-readiness trainings.

2. Trainings should take place before participants begin job interviews. At the end of the work readiness training, each participant must have a professional resume, which will be referred to hiring employers and be prepared to interview for available positions.
3. Contractors are encouraged to propose soft skills trainings that include instruction for youth to learn how to self-regulate their emotions, communicate effectively, and foster positive relationships with peers, supervisors, family, and other community members.
4. Contractors should address the following topics with youth: getting the job (resume writing, interviewing skills, mock interviews), workplace culture (communication, conflict resolution and team building, etiquette and attire), financial literacy (opening bank accounts, budgeting, handling credit and debt, investment and savings), and career and higher education exploration (interest assessment, career pathways, college choice, college applications and financial aid). Contractor shall cover the topics in the curriculum but may adapt the content to the specific needs and interests of the population served.

Site Recruitment and Selection

1. Contractor is responsible for recruiting worksites. Contractor should propose the number of workshops to be recruited. The Contractor shall develop a worksite application process and a worksite agreement. Proposed worksites shall be reviewed and approved by the CTAC.
2. Contractor must provide an orientation for worksite supervisors or staff to work with summer interns. Contractor must vet sites for appropriateness and professionalism of the job opportunity and safety issues. CTAC reserves the right to monitor placements.
3. In all cases, participants shall be considered employees of the Alachua County BoCC, and Contractor must work with the County and comply with all applicable employment laws and regulations, including, but not limited to laws governing the hours that minors may work. See the State Florida Department of Labor, Standards for Hours of Work for Minors at: http://www.myfloridalicense.com/dbpr/reg/childlabor/documents/ChildLaborBrochureEnglish_000.pdf
4. Contractor shall be responsible for ensuring worksites comply with all applicable employment laws and regulations. Contractor shall provide a worksite monitoring process to ensure adequate training sessions are provided by the supervisor and/or coach.

Hiring, Onboarding, and Payroll

1. Contractor shall coordinate the application and interview process between the worksite and the youth.
2. Youth shall be paid at least a minimum wage of \$10.00/hour. Contractors may propose a higher wage, but must describe the reasons the higher wage is necessary and how a higher wage will benefit the program.
3. Final hiring and placement decisions will be at the worksite's discretion.

4. Contractor shall ensure that the participant is properly onboarded as an Alachua County Board of County Commissioner summer intern in the BoCC payroll system and receiving timely and accurate payments for hours worked.

Service Times

1. Summer work-based experiences shall include up to 25 hours of paid work per week at the minimum wage or higher for six to eight continuous weeks in June and July.
2. Program hours and respective services may take place any day of the week, including weekends. Contractor shall choose a schedule that accommodates the needs of participants and the worksite. This flexibility enables Contractors to enroll participants who must attend summer school.

Staffing

1. The Contractor shall employ the minimum staffing below with the minimum qualifications in order to support the program.

A. Program Director (full-time or part-time): Must have a bachelor's degree or higher, and one year of previous related experience, including experience supervising or managing youth employment programs.

B. Job Coaches (full-time or part-time): Must have some college or higher, and some prior related work experience which may include, but need not limited to, developing worksites, providing career coaching and counseling, and working in the field of youth workforce development, or other similar experience. Job coaches shall be responsible for managing the matching process which entails working closely with both the program and job development teams to evaluate participant interests, needs, areas of study, experience and qualification and available opportunities with partnering employers. Job coaches must be willing to travel to worksites.

2. The Contractor may propose other positions to support the program, and must be explain the necessity of these positions in their response. Contractor must propose a ratio for job coaches to participate that meet the needs of the worksites. Contractor must state the ratio and explain how the ratio will be efficient.

3. Background Screening. Contact **Florida Department of Children and Families (DCF)** for information regarding Background Screening at 1-888-352-2842, www.dcfbackgroundscreening.com. Contractor must screen all staff working in the program in compliance with Level 2 background screening and fingerprinting requirements in accordance with Sections 943.0542, 984.02, Chapter 435, 402, 39.001, and 1012.465 Florida Statutes, as applicable. The Contractor must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment.

Outreach and Communication

1. Contractor is responsible for developing marketing and promoting the TeensWork Alachua throughout the County to youth, parents, and potential worksite employers.

Data Collection Requirements

1. All contractors funded will be required to collect the following data:
 - Youth application inclusive of demographics
 - Youth and parental consent and image releases
 - Youth attendance
 - Youth and Supervisor satisfaction surveys
 - Contractors will be expected to attend all Contractor trainings to go over all data collection requirements and tools. Additionally, data is expected to be entered on a weekly basis throughout the summer.

Deliverables and Data Collection

Data to be collected and submitted to the Children’s Trust			
Deliverable	Activity	Data Element	Data Source
1. Job site	Contractor will provide finalized data on all job sites inclusive of: Name of Work Site, Description of Work Performed, Address, Site Supervisor, Phone, Email, Website, and Teens Contracted. Due: May 1, 2022	Completed and finalized job site template.	Template provided by CTAC.
2. Youth application	Youth will complete an online application for the summer youth employment program, Teens Work Alachua. Due: June 15, 2022	Access to export data input.	Web-based application
3. Youth activities & attendance	Contractor will provide data on time worked and attendance at work readiness trainings and on the work site. Data should distinguish hours of training, working, and receiving supervision. Due: July 15, 2022	Data collection tool approved by CTAC.	TBD
4. Training assessments	Contractor will provide data on pre-post assessments of knowledge gains from work readiness training, and specifically address gains in financial literacy. Due: August 15, 2022	Data collection tool approved by CTAC.	TBD
5. Youth satisfaction	Contractor will encourage, incentivize, and provide access to a youth satisfaction survey at the end of the program. Due: September 15, 2022	Survey of program participants.	TBD (an online survey platform)
6. Site Monitoring	Contractor will provide data on work site quality inclusive of: hours of supervision and training provided to the supervisors, number of teens supervised by each supervisor and hours of supervision received by youth. Due: October 15, 2022	Data collection tool approved by CTAC.	TBD

Evaluation Criteria

Proposals will be reviewed against the criteria below:

CRITERIA	Subjective (S) or Objective (O)	WEIGHT
Record of Past Experience		10
<input type="checkbox"/> <i>Based on experience with similar projects</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on feedback from references</i>	<i>S</i>	<i>5</i>
Risk		10
<input type="checkbox"/> <i>Based on identification of risk to the CTAC</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on contractor's approach to reducing, mitigating, or eliminating risk</i>	<i>S</i>	<i>5</i>
Financial Stability		10
<input type="checkbox"/> <i>Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor</i>	<i>S</i>	<i>10</i>
Project Plan		45
<input type="checkbox"/> <i>Based on the contractor's plan to reach the target population</i>	<i>S</i>	<i>8</i>
<input type="checkbox"/> <i>Based on the contractor's participant selection and assessment process</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's work readiness training plan</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's site selection plan</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's description of service times (work hours) for youth</i>	<i>S</i>	<i>2</i>
<input type="checkbox"/> <i>Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's outreach and communication strategies</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's ability to manage and collect the required data</i>	<i>S</i>	<i>5</i>
Subcontracting (if no subcontracting, the contractor will receive maximum points)		5
<input type="checkbox"/> <i>Based on risk associated with subcontracting outside the United States</i>	<i>S</i>	<i>2</i>
<input type="checkbox"/> <i>Based on subcontractor qualifications</i>	<i>S</i>	<i>1</i>
<input type="checkbox"/> <i>Based on over reliance on subcontracting</i>	<i>S</i>	<i>1</i>
Price		20
<input type="checkbox"/> <i>Based the per participant recruitment costs</i>	<i>O</i>	<i>10</i>
<input type="checkbox"/> <i>Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the per participant hourly pay rate</i>	<i>O</i>	<i>5</i>
TOTAL		100

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 the 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. Proposals shall be submitted via email to the email address on the cover of this solicitation. Each original proposal shall be signed and dated by an official authorized to bind the Contractor. Unsigned original proposals may be rejected. Prospective contractors shall make no other distribution of their proposal to other CTAC officials or consultants. Each proposal page shall be numbered for ease of reference.
4. 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.
5. 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 (5) years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three (3) 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.
6. **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. 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 or 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:

$$\text{Criterion with low values favorable to CTAC, e.g. proposed price or life cycle costs:} \\ (\text{Highest Proposed Value} - (\text{Proposed Value} - \text{Lowest Proposed Value})) / (\text{Highest Proposed Value} / \text{Criterion Weight}) = \text{Weighted Score}$$
 - c. The weighted scores for each criterion will be added to determine a Total Weighted Score (TWS) assigned to each proposal.
7. **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.
8. **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. CTAC may limit the number of interviews based on the scoring of the written responses as described above in #6. 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 60-100 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:

$$(Interview/Site\ Visit \times .5) + (Total\ Weighted\ Score \times .5) = Grand\ Total\ Score$$

9. **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 costs for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
10. **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.
11. **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 (3) full business days after the Board’s award decision has been made. All bidders or proposers 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 EST, 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.

- b. **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.
- c. **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 EST on the fifth business day after the filing of the protest.
- d. **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 EST 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 (3) 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 (3) business days of the CTAC Board meeting. The decision shall be final and conclusive.
- e. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.

12. 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