



Item:

Recommendation for Award – RFP 2022-02 TeensWork Alachua (Deon Carruthers)

Requested Action:

The Board is asked to:

- 1) Approve the recommendation to award the contract for RFP 2022-02, TeensWork Alachua in the amount of \$150,000 to Goodwill Industries of North Florida; and
- 2) Authorize the Executive Director to negotiate and execute an agreement with the Goodwill Industries of North Florida.

Background:

In making this recommendation, the process described below was used in accordance with Board Policy 6.50 C – Competitive Sealed Proposals.

Description of Process

- 1) The RFP was reviewed and approved for release by the Board on December 13, 2021 through Resolution 2021-21.
- 2) A notice of Request for Proposals was advertised 6 days prior to proposal opening in The Gainesville Sun (***See Public Notice***).
- 3) On Friday, December 17, 2021, a copy of the Request for Proposals (RFP) was provided to each of the firms known to be in a position to provide services (***See “List of Potential Contractors”***).
- 4) The RFP, which can be found below contains provisions the provisions approved by the Board. <https://www.childrenstrustofalachuacounty.us/programs/page/teenswork-alachua-rfp-2022-02> . **Pages 6-14 and 33-40 of the RFP are attached to this memo.**
 - a) The minimum qualifications to bid on page 6 of the RFP.
 - b) The RFP Scope of Services on page 33.
 - c) The evaluation criteria are defined on page 7 of the RFP.
- 5) During the 25-day proposal preparation period questions were submitted concerning the project. Responses to these questions were approved by CTAC and posted on the agency

website in the form of Addendums. The following addenda were reviewed and approved by CTAC staff and posted on the following dates:

a) Addendum No. 01 – Thursday, January 6, 2022

- 6) As of January 28, 2022, 3:00 PM, 3 responses were submitted. (*See “Bid Opening”*).
- 7) No proposals were found non-responsive for this RFP.
- 8) An evaluation scoring sheet was developed, utilizing the criteria specified in the RFP. The process utilized to evaluate and score the proposals is as follows:
 - a) The evaluation scoring sheets were filled out independently by the Review Team, composed of Cindy Regen (Exactech, Inc.), Mary Crown (CareerSource Northcentral Florida), Shannon Ritter (Alachua County Public Schools)
 - b) All proposals were examined for proper form and cost elements by the RFP Project Manager. The project manager also calculated the scores for any criteria that was “objective”. The objective criteria for this RFP were the per participant recruitment costs and the per participant hourly rate.
 - c) Interviews/site visits were not conducted.
 - d) A public meeting to discuss the scoring was held on January 28, 2022. As a result of that meeting, a consensus score was developed.
 - e) The results of the evaluation team were presented in written form to the Executive Director.
- 9) Attached are the summary sheets of all proposers, costs from all proposers (including non-responsive and not-selected proposals) and their scores resulting from the evaluation.

Award Recommendation

Taking into consideration the review process described below, Board Policy 6.50,C,9 tasks the Executive Director with making a recommendation. The Executive Director recommends the selection of ***Goodwill Industries of North Florida for \$150,000*** to provide the required services as specified below:

“The Contractor will be responsible for marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching.”

This recommendation was based on the scoring per the evaluation criteria.

The selection of the Contractor shall be announced as provided in the RFP and all other proposers shall be officially notified once the Board approves the award recommendation. (Copy of the draft intent to award notification is enclosed.)

Attachments:

Public Notice

List of Potential Contractors
RFP Pages 6-14,33-40
Addendum No. 1
Bid Opening
Scoring Summary

Programmatic Impact:

Goal 2-All children can learn with they need to be successful
Strategy 2.5-Support Career Exploration and Preparation

Fiscal Impact:

\$150,000 from 001.15.1500.569.82.00

Recommendation:

Staff recommends approval