



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

**Item:**

Recommendation for Award – YDCBC Capacity Building Funds for Enrichment Providers  
ITN 2022-04

**Requested Action:**

The Board is asked to:

- 1) Authorize the Executive Director to negotiate and execute contracts with following agencies:

<b>Motiv8u</b>	<b>\$9,473</b>
<b>New Technology Made Simple</b>	<b>\$14,736</b>

**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 ITN was reviewed and approved for release by the Board on February 14, 2022 through Resolution 2022-05.
- 2) A notice of Invitation to Negotiate was advertised on 10 days prior to the invitation opening February 8, 2022 (**See Public Notice**). The ITN was released on February 18, 2022.
- 3) On Friday, February 18, 2022, a copy of the Invitation to Negotiate (ITN) was provided to each of the providers known to be able to provide services (**See “List of Potential Contractors”**).
- 4) The ITN, which can be found below, contains the provisions approved by the Board. <https://www.childrenstrustofalachuacounty.us/programs/page/ydcbc-capacity-building-funds-enrichment-providers-itn-2022-04> **Pages 6-12 of the ITN are attached to this memo**
  - a) The minimum qualifications to bid on page 6 of the ITN.
  - b) The evaluation criteria are defined on page 8 of the ITN.
- 5) During the 28-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 – Wednesday, February 2, 2022**

**b) Addendum No. 02 – Wednesday, February 9, 2022**

**c) Addendum No. 03 – Wednesday, February 9, 2022**

- 6) As of March 18, 2022, 3:00 PM, three (3) enrichment providers responses were submitted. (See “**Bid Opening**”).
- 7) No proposals were found non-responsive for this ITN.
- 8) An evaluation scoring sheet was developed, utilizing the criteria specified in the ITN. 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 Deon Carruthers (Contract Manager, Children’s Trust of Alachua County), Mia Jones (Early Childhood Coordinator & Pritzker Fellow, Children’s Trust of Alachua County), Bonnie Wagner (Research, Planning and Evaluation Coordinator, Children’s Trust of Alachua County)
  - b) All applications were examined to assess requirements and proper form
  - c) Interviews/site visits were not conducted.
  - d) A public meeting to discuss the scoring was held on March 31, 2022. As a result of that meeting, a consensus score was developed.
- 9) Attached are the summary sheets of all proposers (including the notes), 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 has made the recommendation to negotiate contracts with the following agencies who have scored a 2 and have been deemed responsive.

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

**Attachments:**

- Attachment A: Public Notice
- Attachment B: List of Potential Contractors
- Attachment C: RFP Pages 6-12
- Attachment D: Addendum No. 1, No. 2 and No. 3.
- Attachment E: Bid Opening
- Attachment F: Scoring Summary

**Programmatic Impact:**

- Goal 2-All children can learn what they need to be successful
- Strategy 2.1-Support professional development and capacity-building

**Fiscal Impact:**

\$24,609 from 001.15.1500.569.82.00

**Recommendation:**

Staff recommends approval

**Notice of Intent to Release an Invitation to Negotiation (ITN) for  
YDCBC Capacity Building Funds for Enrichment Providers**

The Children's Trust of Alachua County is intending to release an Invitation to Negotiate (ITN) on February 18, 2022 for Capacity Building funds for Enrichment Providers in Alachua County. The information below includes a proposed scope of services, estimated funding allocation, and a proposed timeline.

**Proposed Scope of Services:**

FAN Standards & Assessment  
Capacity Building Plan  
Budget

**Estimated Funding Allocation for Youth Development Capacity**

**Building:**

\$120,000.00

**Proposed Timeline:**

The dates below are only estimates and are provided to illustrate the current expectations for timing of actions related to the ITN.

**Key actions - Estimated dates:**

Release of the ITN - Cone of Silence Begins - Friday, February 18, 2022

Optional Bidders' Conference (Attendance is highly recommended) -  
Wednesday, March 2nd at 10AM

**Submission Deadline - Friday, March 18, 2022 at 3PM**

Bid Opening - Friday, March 18, 2022 at 3PM

Application Review Period - March 19, 2022 – March 25, 2022

Public Evaluation of Applications - Thursday, March 31, 2022 at 3PM

Funding Recommendations Released - Monday, April 4, 2022

**The Children's Trust of Alachua County Board Meeting - Monday,  
Monday April 11, 2022**

Contract Negotiations begin - Tuesday, April 12, 2022

**Contract begins - Tuesday, March 1, 2022**

Please note that CTAC will not entertain questions regarding this ITN until it is approved by the Board. To learn more about this funding opportunity, all interested providers should plan to attend or call into the Children's Trust Board meeting scheduled for February 14, 2022 and attend the Bidders' Conference on March 2, 2022.

Feb. 8, 2022

#6882304

## Attachment B



### LIST OF POTENTIAL CONTRACTORS

Children's Trust of Alachua County

YDCBC Capacity Building Funds for Enrichment Providers ITN 2022-04

The organizations listed below were informed of the release of ITN 2022-04

Alachua County Sheriff's Office  
Big Brothers Big Sisters of Tampa Bay, Inc.  
Black on Black Crime Task Force  
Boys & Girls Clubs of Northeast Florida  
Career Source of North Central Florida  
CDS Family & Behavioral Health Services, Inc.  
Children Beyond our Borders  
City of Alachua  
City of Gainesville - Gainesville Police Department  
Cultural Arts Coalition  
ELC of Alachua County  
FL Institute for Workforce Innovation, Inc. d/b/a Project Youth Build  
Gainesville Area Community Tennis Association (DBA) Aces in Motion)  
Girls on the Run of Alachua County  
Girls Place, Inc.  
Goodwill Industries of North Florida, Inc.  
Greenhouse Church  
Kids Count in Alachua County, Inc.  
Manhood Youth Development Foundation, Inc.  
Minority Business Listing, Inc.  
National Alliance on Mental Illness (NAMI) - Gainesville  
New Technology Made Simple Now Inc  
North Central Florida YMCA Youth & Teen Center  
PACE Center for Girls Inc.





Peaceful Paths, Inc.  
Planned Parenthood of South, East and North Florida  
RENAISSANCE JAX INC, D.B.A. SWAMPBOTS FTC 10497  
River Phoenix Center for Peacebuilding  
SHANDS Teaching Hospital Partners in Adolescent Li  
Star Center Children's Theatre  
United Church of Gainesville  
United Church of Gainesville  
United Way of North Central Florida  
University of Florida Board of Trustees  
University of Florida Board of Trustees Equal Acc  
University of Florida College of Dentistry  
Vineyard Christian Fellowship of Gainesville, FL

**Youth Development Collaborative Participants**

Alachua County Board of County Commissioners  
A-Team Consulting Training, Inc  
Black Girls Club  
Cade Museum  
City of Gainesville  
City of Waldo  
Dayspring Missionary Baptist Church  
Deeper Purpose  
Distinguished Gentlemen Gainesville  
Education Equalizers  
Florida Museum  
Friends of Cuscowilla  
Gainesville Circus Center  
Gainesville Sports Camp  
Good News Arts  
Greater Bethel AME Church  
Greater Duval Neighborhood Association  
I AM STEM  
Just For Us Education  
Cares Counseling  
Legacy Prep Mentoring  
Made For More Inspire  
Motiv8u  
Santa Fe College Foundation  
Scholars Academy  
Soar Mentoring Services  
Traveling Art Camp  
Underground Kitchen  
Willie Mae Stokes Community Center

An email was also sent to the entire CTAC email listserv.



## Attachment C

<b>Funding recommendations released; end of the cone of silence</b>	<b>Monday, April 4, 2022</b>
<b>The Children's Trust of Alachua County Board Meeting - Review of Award Recommendation</b>	Monday, April 11, 2022
Appeal review starts (if needed)	Tuesday, April 12, 2022
<b>Contract Negotiations begin</b>	Tuesday, April 12, 2022
<b>Contracts Start</b>	May 1, 2022

### SECTION 2: GENERAL TERMS OF THE SOLICITATION

#### A. Overview of Solicitation

The purpose of this ITN is to support Enrichment Providers in the development and implementation of a capacity building plan that focuses on increasing: 1) Program access, 2) Program quality, and/or 3) Organizational readiness for future CTAC funding.

Eligible applicants will be awarded grants to implement approved capacity building plans in FY 2022. The total funding available is \$120,000 for approved direct and indirect costs incurred while implementing the capacity building plan between May 1, 2022 and September 30, 2022.

#### B. Term of Services

Successful applicants will be awarded grants to implement approved capacity building plans in FY 2022. The total funding available is \$120,000 for approved direct and indirect costs incurred while implementing the capacity building plan between May 1, 2022 and September 30, 2022. Submission of a capacity building plan does not guarantee funding. Successful applicants will be fee-for-service contracts based on deliverables established in their capacity building plans.

#### C. Minimum Requirements to Bid

Eligible organizations can apply for funding based on the following requirements:

1. Provider must be currently qualified to conduct business in the State of Florida.
2. Provider must not be an Alachua County Public school or charter school approved by any public school system in the State of Florida.
3. Must be a provider that offers push-in/add-on services to OST programs in Alachua County

#### D. Scope of Service and Budget

Utilizing the standards provided by the Florida Afterschool Network, providers will complete a capacity building plan. The standards provide a framework for the development of a caring, dynamic, stimulating and safe environment for children and youth. The intent of the capacity building plan is to support organizations' ability to implement programming that serves children with creative and enriching activities.

The capacity building plan includes the following categories:

1. Administration and Organization
2. Program Management and Staff
3. Communication and Interaction

4. Program Structure and Activities
5. Health, Safety and Nutrition
6. Program Environment
7. Family and Community Involvement
8. System Building

Providers will complete a self-assessment of their current organizational capacity and identify and prioritize a minimum of 4 standards to focus their capacity building goals and deliverables. Each selected element will include a program goal that will follow a SMART goal format:

**Specific** (simple, sensible, significant)

**Measurable** (meaningful, motivating)

**Achievable** (agreed, attainable)

**Relevant** (reasonable, realistic and resourced, results-based)

**Time-bound** (time-based, time limited, time/cost limited, timely, time-sensitive)

### Program Timeline and Deliverables

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE
Date of Award – May 1, 2022	1. Approved Capacity Building Plan and self-assessments	Approved Capacity Building Plan	May 1, 2022
June 2022 -- September 2022	3. Monthly Progress Reports and invoices	Monthly Progress Reports	Due the 15 <sup>th</sup> of every month
September 30, 2022	4. End-of-Program Narrative and Post self-assessments	End-of-Program Narrative Self-assessments	October 15, 2022

### Budget:

Providers will be awarded capacity building funding to support the successful completion of their plans.

Program budget will include the following categories:

- A. **Indirect Planning:** Programs will be awarded capacity building funds based on program revenue from the previous year. If the program’s revenue is over \$75,000, indirect planning funding will be capped at \$10,000. If revenue is under \$75,000, indirect planning funding will be \$5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

**Direct Costs:** Programs will be awarded direct costs to support the implementation of specific activities associated with their direct costs requests. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager. Examples of direct costs include costs to obtain background checks, membership fees, trainings, classes, etc. Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation.



Providers can receive an initial advance of 25% of direct costs, but reimbursements must be trued up before additional payments are made. Payments in excess of the trued-up value will need to be returned to the CTAC at the conclusion of the contract.

**Eligible Funding Uses**

Funding can be used for eligible expenses, as defined below.

- Expenses must be incurred during between May 1, 2022 - September 30, 2022.  
 Direct costs for tasks and activities related to background checks, membership fees, trainings, classes, etc.  
 To purchase supplies and materials needed to improve safety and wellness or program activities.  
 To account for staff time spent planning, developing and completing strategies.  
 Software and technology items that do not individually cost over \$1,000 (see funding restrictions).

**Funding Restrictions**

Grant funding cannot be used for the following purposes:

- The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of \$1,000 or more with a life expectancy of more than one year.
- Revenue replacement or revenue losses experienced during the contract period.
- Duplicative expenses already covered in the known grants or contracts.
- Real property.

**E. Evaluation Criteria**

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

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Eligibility	The applicant clearly meets all minimum Requirements to bid.	1
Capacity Building Plan	The applicant submitted all forms and completed a satisfactory capacity building plan and budget.	1
	Total	2 points

Applicants that meet the criteria will be recommended for funding.

Application Score	Funding Recommendations
2	Green – Recommended for Funding
1 or less	Red – Not Recommended for Funding

## 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 ITN:

1. Invitation to Negotiate (ITN) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this ITN, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established (See the cover sheet of this ITN for deadline date). Persons or entities who intend to respond to such ITN by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification, or for an interpretation regarding terms, provisions, or requirements of the ITN. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally, with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at the e-mail address on the ITN cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this ITN, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.
3. Proposals shall be submitted via email to the email address on the cover of this solicitation. Prospective contractors shall make no other distribution of their proposal to other CTAC officials or consultants
4. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this ITN. Late proposals will not be accepted and will not be reviewed.
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 ITN 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 ITN. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work 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 0-2 according to the scoring scheme below:

SCORING RANGE	SCORING DESCRIPTION
2	Meets all and exceeds several of CTAC’s requirements
0-1	Does not meet minimum CTAC requirements

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. 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. The purpose of the interview/site visit is to confirm the applicant meets all minimum requirements to bid and to negotiate terms of the proposed capacity building plan, including funding amounts.
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.
  - 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 EST 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 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.
  - f. **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

## SECTION 3: SUBMISSION INSTRUCTIONS

### A. Submission Checklist

The response to this ITN shall consist of:

A completed **FORM 1 - Prospective Contractor Certification** (included in this solicitation).

A completed **FORM 2 - Organizational Information** (included in this solicitation).

A completed **FORM 3 - Capacity Building Self-Assessment Tool** (included in this solicitation).

A completed **FORM 4 - Capacity Building Plan and Budget** (included in this solicitation).

Additional Documents Required for Submission

- Proof of Corporate Status and Legal Address (note: from SunBiz)
- Proof of enrichment program revenue from most recent fiscal year (such as tax documents IRS 990, audited financial statements, balance sheets, Philanthropy hub profiles etc.)
- Copy of IRS 501(c)(3) Determination Letter (if applicable)

All completed application shall be submitted via email [Procurement@childrenstrustofalachuacounty.us](mailto:Procurement@childrenstrustofalachuacounty.us) by deadline. Emails should include the following details:

Subject Line: [Organization Name] – Youth Development Capacity Building Collaborative

PDF forms listed above must be included in a single email to be considered completed. Please clearly label all application materials with form name and organization.



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

**INVITATION TO NEGOTIATE (ITN) ADDENDUM**

**3/2/2022**

**Addendum No.:** 1

**Request for Proposal #:** ITN 2022-04

**Project Title:** YDCBC Capacity Building Funds for Enrichment Providers

**Date of Addendum:** 3/2/2022

**RFP Due date (Original):** March 18, 2022 AT 3PM

This Addendum No. 1 contains the following: Questions and Answers

- 1. I want to get a general idea of what the fund can be used for and what I need to get such as project contracts or/etc to get the ball rolling. What can I used this funding for? What is required? Where do I complete the application? If I need help completing the application who can I call?**

For applicable funding request please refer to Scope of Service and Budget information on pages 6 and 7 of ITN.

Please use the following link to apply: <https://www.childrenstrustofalachuacounty.us/rfps>

We are currently in a cone of silence and are unable to assist with completing the application. However technical assistance appointments may be schedule during the week of March 7<sup>th</sup>.

To schedule an appointment email: [Procurement@childrenstrustofalachuacounty.us](mailto:Procurement@childrenstrustofalachuacounty.us) Please note that these appointments are to answer questions regarding application materials not provider content.

This addendum will become part of the Invitation to Negotiate and acknowledgement of its receipt should be submitted with the Invitation to Negotiate Response. A signature on this addendum does not substitute for a signature on the original Invitation to Negotiate document. The original Invitation to Negotiate document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## INVITATION TO NEGOTIATE (ITN) ADDENDUM

**3/8/2022**

**Addendum No.:** 2

**Request for Proposal #:** ITN 2022-04

**Project Title:** YDCBC Capacity Building Funds for Enrichment Providers

**Date of Addendum:** 3/8/2022

**RFP Due date (Original):** March 18, 2022 AT 3PM

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This Addendum No. 2 contains notification of updated Form 4 Capacity Building Plan and Budget.

The updated form can be located at: <https://www.childrenstrustofalachuacounty.us/rfps>

This addendum will become part of the Invitation to Negotiate and acknowledgement of its receipt should be submitted with the Invitation to Negotiate Response. A signature on this addendum does not substitute for a signature on the original Invitation to Negotiate document. The original Invitation to Negotiate document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## INVITATION TO NEGOTIATE (ITN) ADDENDUM

3/9/2022

Addendum No.: 3

Request for Proposal #: ITN 2022-04

Project Title: YDCBC Capacity Building Funds for Enrichment Providers

Date of Addendum: 3/9/2022

RFP Due date (Original): March 18, 2022 AT 3PM

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This Addendum No. 3 contains YDCBC ITN 2022-04 Bidders' Conference Questions and Answers

**1. Who is considered an enrichment provider?**

Providers that offer push-in/add-in services to another program are considered enrichment providers.

**2. What is an example of usage for funding?**

The funding cannot be used to create a program. Funds can be used within the guidelines.

**Eligible Funding Uses**

Funding can be used for eligible expenses, as defined below.

- Expenses must be incurred during between May 1, 2022 - September 30, 2022.
- Direct costs for tasks and activities related to background checks, membership fees, trainings, classes, etc.
- To purchase supplies and materials needed to improve safety and wellness or program activities.
- To account for staff time spent planning, developing and completing strategies.
- Software and technology items that do not individually cost over \$1,000 (see funding restrictions).

**Funding Restrictions**

Grant funding cannot be used for the following purposes:

- The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of \$1,000 or more with a life expectancy of more than one year.
- Revenue replacement or revenue losses experienced during the contract period.
- Duplicative expenses already covered in the known grants or contracts.
- Real property.



**3. Is this the second half of the capacity building funds?**

This is the second release of capacity building funds. The initial YDCBC ITN was for sites where children attend afterschool and summer camp. The current YDCBC INT is for enrichment providers only.

**4. Is there a list of eligible sites or how can we determine if a site is eligible?**

This funding is not connected to enrichment providers selecting eligible sites to work with, it is strictly to provide capacity building within your organization.

**5. Is the indirect planning payment for planning the program?**

Yes, indirect planning can be used to execute the plan developed from providers' capacity building plan.

**Indirect Planning:** Programs will be awarded capacity building funds based on program revenue from the previous year. If the program's revenue is over \$75,000, indirect planning funding will be capped at \$10,000. If revenue is under \$75,000, indirect planning funding will be \$5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

**6. Can we hire staff to with these funds?**

Please refer to Question 2

**7. Where do we add technology in the budget?**

Direct cost

**8. Can we apply for funding for an additional license for QuickBooks?**

Yes

**9. Though funds cannot be used for program funding, can it be used to build ability to implement afterschool and camps program more efficiently?**

These funds can be used to increase program capacity and professional development.

**10. Is there an overall maximum budget of \$10,000.00?**

No, the maximum amount of indirect planning cannot exceed \$10,000

**11. Can we apply for insurance through this ITN?**

Yes

**12. Will CTAC set limits on how much can be spent on staff training?**

Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

**13. Can we use the funding for volunteer background screening?**

Yes

**14. What plans are there to sustain the providers beyond September?**

Providers who will be funded through the Summer Camp and Enrichment RFP 2022-03, contracts will be, renewable up to two years for the following terms: - April 1st 2023 to September 30th, 2023 - April 1st 2024 to September 30th, 2024

**15. If the agencies missed the Summer Camp and Enrichment RFP 2022 will there be another opportunity?**

The current Summer Camp and Enrichment RFP 2022-03 is as followed: Initial contract terms: April 1st – September 30th, 2022, renewable up to two years for the following terms: - April 1st 2023 to September 30th, 2023 - April 1st 2024 to September 30th, 2024

**16. Are providers required to have attended the YDCBC meeting?**

Enrichment providers are not required to attend the collaborative sessions; however, the sessions are open for all providers serving youth to attend. Use the following link to view CTAC calendar for training session dates:

<https://www.childrenstrustofalachuacounty.us/calendar>.

**17. Can funds be used to provide trainings to organizations who provide services to youth?**

Funds cannot be used to provide trainings to other organizations.

**18. Will this Bidders' Conference be posted on the website?**

Yes

**19. Will the enrichment proof of revenue become public records like the contract? I have an LLC and will be providing IRS form 1040 Schedule C for business proof of revenue.**

If the information that is being submitted does not qualify as a trade secret, it would be considered a public record.

This addendum will become part of the Invitation to Negotiate and acknowledgement of its receipt should be submitted with the Invitation to Negotiate Response. A signature on this addendum does not substitute for a signature on the original Invitation to Negotiate document. The original Invitation to Negotiate document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Attachment E**



**CHILDREN'S TRUST**  
**OF ALACHUA COUNTY**

**RFP 2022 – 04**  
**YDCBC Capacity Building Funds for**  
**Enrichment Providers**

**BID OPENING**  
**March 18, 2022**  
**3:00 pm**

Motiv8u of North Central Florida  
New Technology Made Simple  
T. Mushell Cares

## Attachment F

Reviewer	Name of organization being reviewed	MET REQUIREMENTS	SUBMITTED ALL FORMS AND COMPLETED A SATISFACTORY CAPACITY BUILDING PLAN AND BUDGET	RECOMMENDED FOR FUNDING (Green-Recommended for Funding, Pink-not recommended)	Additional information/questions you would like to discuss during the public meeting or interviews	Additional information/questions you would like to discuss during the public meeting or interviews	Maxium Indirect Planning	Direct Cost	Total Request form CTAC
Deon Carruthers	Motive8u	1	1	2	Yes	CPR training provided by CTAC.	\$5,000	\$4,473	\$9,473
Mia Jones	Motive8u	1	1	2	Only states they provide enrichment services on form 2. Does not state what type of enrichment services.				
Bonnie Wagner	Motive8u	1	1	2	Would like to have more detail on the type of enrichment services.	CPR and First Aid training will be provided by CTAC, so the request for this expense is not needed, as provider can sign up for the CTAC sponsored CPR and First Aid training for free (-\$750).			
<b>Average</b>				2					
Deon Carruthers	New Technology Made Simple	1	1	2	Yes	CPR training is offered by CTAC for two staff members.	\$10,000	\$4,736	\$10,736
Mia Jones	New Technology Made Simple	1	1	2	What is the plan to eliminate the waitlist? Without eliminating the waitlist, they will not be able to build capacity. Thus the recruitment plan only serves to market the brand.				
Bonnie Wagner	New Technology Made Simple	1	1	2	Yes	I like their plan and I see how implementing these actions will improve their business and more effectively serve children. My question for this applicant and for each applicant who already has a CTAC contract for enrichment is that several costs seem like they should be a part of their regular operational/administrative budget (i.e., insurance policies, background checks, software, Non-Profits First, etc).			
<b>Average</b>				2					
Deon Carruthers	T. Mushell Cares	1	0	1	Proof of revenue?	Provider identified background fees in two areas of budget, and did not identify the number of staff. I did not see the addendums that were required for	\$5,000.00	\$5400	\$10,400

Mia Jones	T. Mushell Cares	1	0	1	Form 2 states they included proof of revenue, and copy of IRS determination letter. None provided and no explanation as to why. Applicant provided a prospective contractor certification but no cover letter.				
Bonnie Wagner	T. Mushell Cares	1	0	1	Yes	2,800 for background screening, how many staff? Would they be able to attend CTAC CPR and first aid?			
<b>Average</b>				1					