

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-20
Youth Development Capacity Building Collaborative ITN 2021-09**

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

WHEREAS, the Trust seeks to improve overall out of school time programming, by helping providers enhance their organizational capacity; and

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

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 November 8, 2021 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 8th day of November 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

Attest

Lee Pinkoson, Chairman
Children’s Trust of Alachua County

Tina Certain, Treasurer
Children’s Trust of Alachua County

Exhibit A

Solicitation Timeline

EVENT	DATE/DUE DATE
Release of the competitive solicitation and the beginning of the Cone of Silence	Tuesday, November 9, 2021
Optional Information Session Attendance is highly recommended Zoom Registration Link: (TBD)	Wednesday, November 10, 2021, 10AM EST
Last day to submit written questions	Tuesday, November 16, 2021 @ 2:00 PM EST
Final response to all written questions posted	Thursday, November 18, 2021,
Submission Deadline	Friday, November 19th, 2021 @ 6:00PM
Application Review Period	November 22 nd – November 30 th 2021
Applicant interviews (upon discretion of the CTAC)	December 1 st -3 rd 2021
Public Evaluation of Applications Zoom registration link: (TBD)	Friday, December 3 rd , 2021, 4PM
Funding recommendations released; end of the cone of silence	Monday, December 6 th , 2021
The Children’s Trust of Alachua County Board Meeting - Review of Award Recommendation	Monday, December 13th, 2021
Appeal review starts (if needed)	Tuesday, December 14th, 2021
Contract Negotiations begin	Wednesday, December 15th, 2021
Contract begins	Monday, January 10, 2022

A. 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. Provider must have applied and been accepted in the Youth Development Capacity Building Collaborative in October 2021
4. Provider must have completed baseline survey included in welcome email
5. Provider must have completed training requirements

Exhibit A

- a. October 13th - Youth Development Collaborative Overview and Doing Business with the Trust (Not required but recommended)
- b. October 18th - Florida Afterschool Network Training (Required for all)
- c. October 20th - Early Learning Coalition School Readiness (only required for providers serving elementary-age children)
- d. October 27th - DCF Licensing (only required for providers serving elementary-age children in afterschool and do not currently have DCF license or exemption)
- e. November 4th - Florida Afterschool Network Training Part 2 (Required for all)

As of this ITN release, the following providers met the training requirement for this ITN:

(LIST TO BE INSERTED)

6. Provider must have offered a summer program in 2019, 2020, or 2021 and/or Provider must have offered an afterschool program in 2019-20, 2020-21 or current afterschool program in 2021-21.
7. Provider must meet the following definition for OST programs:
 - a. Implement creative, innovative, programming that meet the needs and interests of children enrolled in their programming, including academic programs (e.g. reading or math focused programs), specialty programs (e.g. sports teams, STEM, arts enrichment) and multipurpose programs that provide an array of activities.
 - b. Operate in a physical environment that adequately and safely accommodates all program activities
 - c. Offer OST ongoing **in person** services and programming for afterschool and/or summer
 - d. Employ highly qualified staff members capable of developing strong, positive relationships with youth participants and are committed to professional development
 - e. Serve children between the grades of kindergarten through 12th grade
 - f. Serve the same children on an ongoing basis (typically multiple days per week)
 - g. Provider is responsible for supervision of children while providing services
 - h. Not primarily serve children on a one-on-one basis
 - i. Not be an enhancement provider that providers primarily provides push-in/add-in services to another program

B. Scope of Service and Budget

Utilizing the standards for quality OST programs provided by the Florida Afterschool Network, providers will complete a capacity building plan. The Florida Standards for Quality Afterschool Programs define the core principles and best practices that lead to the delivery of quality programming for children and youth in OST settings. The standards provide a framework for the development of a caring, dynamic, stimulating, and safe OST environment for children and youth. The intent of the capacity building plan is to support organizations ability to meet or exceed the following CTAC existing requirements for OST programming:

Afterschool program minimum requirements:

- Implement programming that serves children with creative and enriching programming
- Programming is offered 4 days week, with at least 1.5 hours of programming per day throughout schoolyear

Exhibit A

- Programs employ highly qualified staff members capable of developing strong, positive relationships with youth participants.
- Sites are safe and enriching environments and have an active and/or exempt DCF license
- Each program has at least one staff member available onsite trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Minimum staff ratios are 1:20 and all staff have Level 2 background screenings.
- Programs have an assigned program director responsible to managing and implementing programs and coordinating with CTAC staff
- Serve children that reside in Alachua County

Summer program minimum requirements:

- Implement programming that serves children with creative and enriching programming
- Programming is offered to meet the needs of child and parents during summer months
- Programs employ highly qualified staff members capable of developing strong, positive relationships with youth participants.
- Sites are safe and enriching environments
- Each program has at least one staff member available onsite trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Minimum staff ratios are 1:20 and all staff have Level 2 background screenings
- Serve children that reside in Alachua County

Organizations are expected to build their organizational capacity to meet or exceed the above minimum programming requirements.

The capacity building plan includes the following categories:

- Administration and Organization
- Program Management and Staff
- Communication and Interaction
- Program Structure and Activities
- Health, Safety and Nutrition
- Program Environment
- Family and Community Involvement
- System Building

Providers will complete a self-assessment of their current organizational capacity and identify between 5 to 10 elements 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)

Exhibit A

Program Timeline and Deliverables

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE
Date of Award – January 10 th , 2022	1. Approved Capacity Building Plan and self-assessments	<input type="checkbox"/> Approved Capacity Building Plan	January 10 th , 2022
January 2022 – August 2022	2. Attend monthly provider meetings	<input type="checkbox"/> Training attendance	TBD
February 2022-August 2022	3. Monthly Progress Reports and invoices	<input type="checkbox"/> Monthly Progress Reports	Due of the 1 st Monday of every month
August 31 st , 2022	4. End-of-Program Narrative and Post self-assessments	<input type="checkbox"/> End-of-Program Narrative <input type="checkbox"/> Self-assessments	August 31 st , 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 20% of their verified OST program revenues in the previous year to support capacity building program planning. If the program OST budget is over \$250,000, indirect planning funding will be capped at \$30,000. If the program OST budget is under \$25,000, 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.

Exhibit A

B) Direct Costs: Programs will be awarded direct costs to support the implementation of specific activities associated with obtaining DCF Licensing and/or ELC School Readiness contracts. 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 staff training costs to obtain DCF licensing, application fees, inspection fees, safety and environment improvements, improvement to correct any compliance issues with DCF 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. Additionally, as advance paid for direct costs that are not completed during the contract terms must be paid back to CTAC for lack of progress and/or documentation.

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 qualifications to bid	1
Completed Application	The applicant submitted all forms and satisfactory capacity building plan and budget	1
		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