REQUEST FOR PROPOSALS (RFP)  
LEVEL (3) LEADING GRANT  
SUMMER SERVICES  

RFP Designation Number: PRO 2020 – 08  

Release Date: January 22, 2020  

Addendum (#1) Release Date: February 11, 2020  
Changes are highlighted in YELLOW  

Amount per Proposal: Service Level up to (50) can request up to $25,000 
Service Level of at least (60) or more can request up to $35,000  

Total Grant Allocation: $500,000  

Contract Term if Awarded: May 18, 2020 – August 7, 2020  
Program Period: June 1, 2020 – August 7, 2020  

DATES TO REMEMBER:  

Mandatory Funding Workshop: February 4, 2020 at 2:00p.m.  
Deadline for Written Proposer Questions: February 14, 2020 by 11:59p.m.  
Deadline for Proposal Submission: February 28, 2020 by 4:00p.m.  

SPECIAL NOTE:  

Funding will not be re-released, this will be the only opportunity to apply for 2020 summer funding.  

Kelley Parris, Executive Director  
Megan Proulx Dempsey, Board Chair  

For further information, use RFP designation number in subject line and e-mail:  

Juli Day, Procurement Specialist  
CBHCFundingRelease@ChildrensBoard.org
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ABOUT THE CHILDREN’S BOARD

BACKGROUND

In 1988, Hillsborough County residents agreed that improving supports and services to our county’s children and families was a major priority for our community’s future. Thus, the Children’s Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per $1,000 of the assessed property tax.

Strategic investments in the community include developing local prevention and early intervention services; convening community partners to work on outcomes improving the lives of children and their families; and providing venues for community engagement and advocacy efforts. The Children’s Board is committed to funding opportunities through strategic grant making principles and leveraging strategies; developing innovative services and supports; and, catalyzing the research and community perspective to promote wellness, learning, professional training, and enhance service delivery systems.

VISION

Hillsborough County will be recognized as one of the top places in the nation to raise children.

MISSION

The Children’s Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

CORE VALUES

Integrity - Excellence - Team Work - Respect

FUNDING PLATFORMS

The Children’s Board of Hillsborough County has adopted funding platforms that establish levels of funding to support strategic focus areas. The four main funding platforms are:

- Level (1) - Investment Grants;
- Level (2) - Uniting Grants;
- Level (3) - Leading Grants; and
- Level (4) - Technical Assistance Grants.

Additional information may be accessed on the website at www.childrensboard.org.
FOCUS AREAS

Children are Healthy and Safe: Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners including healthcare systems and primary care providers.

Children are Developmentally on Track: Early Identification of developmental needs for children birth to age five is essential for optimizing a child’s potential and serves as an opportunity for caregivers to learn more about their child’s current developmental functioning.

Children are Ready to Learn and Succeed: School readiness services for young children should be designed in a way that foster a nurturing, safe and healthy environment for children and respects a families’ cultural values. In addition, quality early learning must also promote early caregiver involvement and professional development for early care educators.

School success for elementary school age children works best in collaboration with teachers, administrators and parents to provide support consistent with school benchmarks. Successful youth services (through middle school age) support leadership development, provides positive role modeling, and motivates students to learn in safe environments.

Family Support: Support for the whole family is essential for developing informal supports, stability and overall well-being. Family Support plays an important role in a young child’s brain development because early experiences develop through positive relationships which establishes the foundation for secure attachments and future physical, cognitive and social-emotional health.

COMMUNITY IMPACT

In 2018, the Children’s Board and our partner agencies served more than 184,000 children and their family members residing in Hillsborough County. A total of $29 million was awarded to 102 programs to ensure the well-being of our community.

To ensure that our community receives high-quality services, the Children’s Board promotes the use of best practices and evidence-based programming to achieve maximum benefit. The Children’s Board works in partnership with our funded programs to evaluate the impact of the services provided to children and families. We assess the overall effectiveness of our investments within a Results-Based Accountability framework by measuring:

- How much did we do?
- How well did we do it?
- Is anyone better off?
The following are select results of performance evaluation efforts from 2019:

1. Funded programs served a total of (769) Hillsborough County youth.
2. STEM - The summer programs provided a total of (235) hours of STEM programming which included at least (68) hours of computer coding and game design.
3. Safety - The summer programs placed great emphasis in providing safety education and resources to all enrolled youth in an effort to reduce unintentional injuries and promote overall well-being. As a result, 93% of (444) youth showed increased knowledge of safety practices.
4. Character Development - Youth engaged in activities that promote kindness, cultural awareness and continued development of positive social skills to ensure a brighter and promising future. As a result of these activities, 87% of 329 youth demonstrated increased knowledge of positive social skills by the end of the summer.
5. Fitness - Youth participated in 653 hours of physical activities.
6. Literacy - Children and youth logged 355 hours read, 2,276 books read and 119 journaling hours.
7. Art - At the end of the program, 94% of 673 youth, demonstrated their newly learned skills by completing art projects and performing at end-of-summer celebrations.
SECTION ONE – BACKGROUND INFORMATION

1. ABOUT HILLSBOROUGH COUNTY

Hillsborough County is the fourth most populous county in the state of Florida with approximately 1,436,888 residents, of which approximately 6.2% are children under five (5) years, and 12.7% are children between the ages of five (5) years and fourteen (14) years according to the American Community Survey. Approximately 14.8% are living 100% below the Federal Poverty rate, and approximately 11.2% of the residents twenty-five (25) years and above have less than a high school education. The population of Hillsborough County has grown 16.49% since 2010.

1.1 GENERAL REQUIREMENTS

- Proposers must have an established summer program that operated in 2019.
- CBHC accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of such Proposal. Such expenses shall be borne exclusively by the Proposer.
- Services and resources funded by the CBHC are available to all families and children who are eligible for services and resources, as determined by the funded agency’s program eligibility and admission criteria.
- If Proposer held a previous CBHC Summer Services contract, the organization must be in good standing to be recommended for 2020 funding.
- There is an expectation that all Proposers will ensure they are informed and comply with federal, state, and local requirements for background screening. Please refer to http://www.myflfamilies.com.
  - CBHC Grantees must submit a payment invoice as proof of the most recent background screening for all personnel who have contributed their time to a CBHC-funded program, including volunteers, contracted personnel providing direct service to clients and any employee whose pay has been funded, wholly or in part, by CBHC.

1.2 RELATIVE GOVERNING BOARD POLICIES

1.2.1 FUNDING ELIGIBILITY

Proposers eligible for funding include not-for-profit corporations and governmental organizations legally operating in the state of Florida.

By statute Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the CBHC Board will not provide funding to programs or agencies that are under the exclusive jurisdiction of the School District of Hillsborough County. However, the Board may fund services through other organizations which are coordinated with and complement the services provided by the
School District of Hillsborough County, and such services may be provided on sites owned or administered by the School District of Hillsborough County.

Funding may be provided for programs through faith-based or religious organizations if the program serves a secular purpose and if the principal or primary effect of the program is one that neither advances nor inhibits religion. Additionally, the program must not require worship or religious instruction activities as a condition of participation. All agencies funded by the Children's Board will be required to meet the same high level of professional standards and quality assurance measures.

1.2.2 SPECIAL FUNDING PARAMETERS

CBHC funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support, except in the following instances:

- The Board will consider funding of health services (and other services of a preventive nature) provided that a determination is made by the CBHC Executive Director that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.

- The Board will not fund academic and recreational activities unless a determination is made that these services cannot be funded through other agencies. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.

- The Board will not provide programmatic funding for real property acquisition or building construction.

- Agencies applying for funding or currently funded by the Children's Board may not reduce or redirect funding from another source either in anticipation of, or as a consequence of, receiving funding from the Children's Board without the prior approval of the Board. However, the Children's Board encourages funded programs to develop other sources of funding from both public and private entities, including corporate support and individual contributions.

1.2.3 STAFF AFFILIATION WITH OTHER AGENCIES

No member of the Children's Board staff will serve as a Board member of any agency funded by the Children's Board. Staff may serve as non-voting consultants to such agencies for the purpose of providing technical assistance with the approval of the Executive Director of the Children's Board. CBHC staff already serving on governing bodies of agencies which make a proposal for funding to the Children's Board will take a leave of absence until a decision is made regarding the proposal. If funding is approved, the CBHC staff member concerned must resign membership on the governing authority. No CBHC staff member will accept any compensation from an organization funded by the Children's Board.
1.2.4 UNIVERSAL ACCESS TO CHILDREN’S BOARD FUNDED SERVICES AND RESOURCES

Services and resources funded by the Children’s Board are available to all eligible families, as determined by the funded agency’s admission criteria.

1.3 STANDARD CONDITIONS FOR PROCUREMENT

1.3.1 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The CBHC encourages the participation of minority, faith-based, and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children's Board procurement on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or marital status.

The Grantee shall not discriminate in providing services on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or marital status.

1.3.2 NO ORAL INTERPRETATIONS

Responses, interpretations, explanations, corrections, and changes in this Request for Proposals will only be made by written answers to Proposers’ questions submitted prior to the deadline for such questions and/or by addendum. Interpretations, explanations, corrections, and changes of the Request for Proposals made in any other manner, or communicated orally by Children's Board staff will not be binding on the Children's Board and Proposers shall not rely upon them.

1.3.3 QUESTIONS FROM PROPOSIERS AND CHILDREN'S BOARD'S RESPONSE

All responses to Proposers’ questions about the Request for Proposals will be in writing. Questions and answers will be posted on the CBHC Website. Should any questions or responses require revisions to the Request for Proposals, such revisions will be by addendum only, and posted on CBHC Website.

1.3.4 ADDENDUM AND INCOMPLETE PROPOSALS

Proposers are responsible for complying with any addendum issued. FAILURE TO RESPOND TO ANY ITEM, INCLUDING ANY REQUESTED INFORMATION, OR FAILURE TO FOLLOW THIS PROCUREMENT DOCUMENT MAY RESULT IN THE SUBMISSION OF AN INCOMPLETE PROPOSAL AND MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL FROM FURTHER CONSIDERATION.

1.3.5 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The Children's Board may seek clarifying information regarding any Proposal. Such clarifying information shall be provided by the Proposer in writing.
1.3.6 REJECTION OF PROPOSALS OR PROPOSERS

The Children’s Board reserves the right to reject any Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interests of the Children’s Board as described in this procurement document.

Any Proposal determined to be non-responsive to any specification or requirement of this RFP document, including instructions governing submissions of Proposals, may be disqualified without evaluation.

Proposers who violate the provisions of this procurement document may be rejected from the selection process.

1.3.7 COST REIMBURSEMENT PAYMENTS

Grantees will be paid on a cost reimbursement basis. This will require applying organizations to have the financial resources with evidence of two (2) months of available reserves to pay operating expenses of the program prior to receiving payment from CBHC.

1.3.8 CHILDREN’S BOARD’S CONTRACT

By submitting a Proposal, the Proposer agrees if an award is offered, the agency will perform the Services to contract specifications. The Proposer will, upon such selection, execute a standard CBHC contract for program Services. Execution of the contract will be contingent on availability of funds and Board approval.

1.3.9 AWARD OF CONTRACT

The contract for Services will be awarded to the organization submitting a Proposal that is determined to be best aligned with the desired outcomes of the Children’s Board. No contract shall exist between the Children’s Board and the selected organization until the written contract is signed by the Children’s Board and the selected organization. The Children’s Board reserves the right to negotiate the revision of the Scope of Services with the successful Proposer(s) as deemed necessary to meet the desired outcomes. The Children’s Board reserves the right to award different elements or components to different Proposers as determined to meet the intent of the RFP. Awards are not based solely on scores from the Community Review Team. The Children’s Board also considers its priority populations, available funds, and/or local data driven community needs for families and their young children.

1.3.10 PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS

For a period of two (2) years from the date a Children’s Board employee or Board member ceases his/her employment or Board member duties with CBHC, the CBHC will not award a consulting or services contract to that individual.
1.3.11  RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Proposals, from January 22, 2020 through April 23, 2020, may result in rejection of such Proposer.

1.4  STATEMENT OF PURPOSE

The Children’s Board of Hillsborough County (CBHC) approved the release of this competitive Level (3) Leading Grant Request for Proposals (RFP) on November 14, 2019. The purpose of this RFP is for CBHC funding to support accessibility and high quality Summer Services for underserved children and youth not traditionally enrolled in summer programs throughout Hillsborough County.

Proposed 2020 summer programs may operate any time between June 1, 2020 and August 7, 2020 (up to 10 weeks). However, the Contract Term if awarded will be May 18, 2020 to August 7, 2020 for one-time funding, not subject to renewal.

The Children’s Board is working with the Board of County Commissioners in an effort to leverage funding and maximize opportunities for youth enrolled in summer programs to support quality content experts in six service areas:

1. Safety (to include swim lessons or education);
2. Literacy (reading, language arts and writing only);
3. Science, Technology, Engineering and Math (STEM);
4. Character Development (may include financial literacy);
5. Fitness/Nutrition; and
6. Arts (visual or performing).

Failure to include all six service areas above will result in disqualification of the proposal from further consideration.

The Children's Board requires community partnerships through the use of contracted vendors or staff with content expertise in each service area. Proposers must identify a qualified person or company with content expertise to contract with or employ to perform services in each of the six primary service areas. Proposers should always communicate with potential vendors before including them in Proposals. The same Vendor may be used in multiple areas if they are content experts.

CBHC Priority Populations:

- Families with children and/or youth (ages six (6) to fourteen (14) years old).
Geographic Focus:

- **Geographic Focus** – Ability to locate services in one or more specific region(s) or neighborhood(s) in the county to address the Statement of Purpose.

Grantee Service Locations:

- Must comply with American Disabilities Act, please refer to: [https://adata.org/factsheet/ADA-overview](https://adata.org/factsheet/ADA-overview).

The Children’s Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval. At this time the CBHC is **not** seeking to fund the following services, organizations, locations or target populations:

- Camp administrators or staff that are not content experts and who are not hired specifically to provide services in one or more of the six primary service areas;
- Occupancy costs;
- Grant Writers;
- Stipends for volunteers;
- Computers or technology updates;
- Scholarships or slots for children/youth;
- Prepaid “gift” cards;
- Transportation to and from program sites (except for field trips);
- Costs which will already be paid by other sources to operate or support the program (including registration fees);
- Program sites that currently have a Class One Violation from Child Care Licensing;
- **Breakfast and lunch**; or
- **Organizations approved for the 2020 Summer Passport Grants.**

SPECIAL NOTES:

- Funding will not be re-released, this will be the only opportunity to apply for 2020 Summer Services.
- Proposers may submit more than one proposal if services will be provided in distinct geographic regions.
### 1.5 MEASURABLE OUTCOMES

The Children’s Board is committed to demonstrating the impact of strategic investments by measuring the results of funded best-practice services provided to children and families. Through the use of a Results-Based Accountability™ (RBA; Friedman, 2005) approach, Grantee providers and Children’s Board staff work together to ensure performance accountability in order to meet each of our Missions.

All awarded Grantees will work together with Children’s Board staff in this evaluative effort, to prepare a Matrix / Work Plan that will be included in the contract and guide the assessment of program performance for the following outcomes:

1. Demographic composition of youth enrolled in the summer program.
2. 80% of children / youth will remain engaged in summer programming.
3. 80% of children / youth served will increase their knowledge of safety practices.
4. 80% of children / youth will increase their skills, knowledge in science, technology, engineering, or math.
5. 80% of children / youth will demonstrate increased knowledge or behavior in positive social skills.
6. 80% of children / youth will actively participate in physical activity.
7. 80% of a minimum of children / youth will engage in reading and writing activities.
8. 80% of children / youth will demonstrate increased knowledge in the Arts.
9. 80% of parents / caregivers will express high levels of satisfaction with summer programming.

### 1.6 DEMOGRAPHIC DATA COLLECTION

If awarded, Grantees will be required to collect and submit demographic data located in Appendix (#3) for all participants served.

### 1.7 BUDGET

Proposers should request necessary funds to operate the program according to their service delivery model and include expenses that are necessary to operate the program effectively to meet outcomes. Only expenses that are directly related to producing outcomes should be included in the budget. Please refer to the Budget Instructions for Summer Funding (Appendix #5) to develop the budget summary, salary detail, and budget narrative.

**SPECIAL NOTE:** Organizations that apply and are recommended for funding that do not have a current financial audit may have additional contract requirements with regard to compliance with required financial conditions. The Children’s Board reserves the right to reject any
recommendation for funding for a contract award with any organization that is unable to demonstrate minimum fiscal standards as part of the proposal process.

1.8 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

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<th>ACTIVITY</th>
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<tr>
<td>Mandatory Funding Workshop</td>
<td>February 4, 2020 at 2:00p.m.</td>
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<td>Location: Children’s Board of Hillsborough County</td>
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<td>1002 E. Palm Ave. Tampa, FL 33605</td>
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<tr>
<td>No pre-registration required.</td>
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<tr>
<td>Written Proposer Questions</td>
<td>February 14, 2020 by 11:59p.m.</td>
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<tr>
<td>CBHC Final Answers to Questions posted on website</td>
<td>February 18, 2020</td>
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<tr>
<td>Proposal Submission</td>
<td>February 28, 2020 by 4:00p.m.</td>
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<tr>
<td>Community Review Team Session(s)</td>
<td>Week of March 9, 2020</td>
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<td>Questions for Recommended Proposer(s)</td>
<td>Week of March 23, 2020</td>
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<td><strong>If awarded:</strong> Contract Start Date</td>
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SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

2. COVER SHEET (3 POINTS)

Please submit a completed Cover Sheet, Attachment (#1), with your submission. The organization’s Authorized Official and Board Chair must date, print, and sign (in blue ink) an original copy of the Cover Sheet. Refer to the Cover Sheet Instructions Appendix (#1).

Failure to comply with providing a signed original copy may result in disqualification of the Proposal from further consideration.

2.1 PROPOSAL NARRATIVE GUIDELINES

The Proposal Narrative must include the following information and cannot exceed six (6) pages (excluding the Cover Sheet and required and/or other applicable attachments).

2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- Include the organization’s Mission Statement, years of operation, and programs currently offered in Hillsborough County;
- Briefly describe the qualifications and background of the management staff, summer personnel and volunteers (if applicable);
- Describe how the organization ensures equal opportunity to enroll clients/participants, employ staff, and recruit volunteers and Board members;
- If your organization has never received a major grant from the Children’s Board (more than $5,000), provide the name of a most recent or past funder and telephone contact;
- Describe any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s);
- Describe software or resources and staff procedures followed to collect, track, and report both demographic information and measureable performance outcomes; and
- Describe organization’s internal quality assurance procedures for managing grant funding by describing resources available in the following areas:
  o Contract compliance;
  o Meeting reporting deadlines; and
  o Fiscal accountability.

2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- Describe personnel positions (include staff, volunteers, or contracted services) responsible for the financial management of the organization;
- List current revenue sources, such as earned revenue, fees, development efforts, fundraising, other grants or fees that solely support the 2020 summer program;
• Provide a brief statement indicating if the organization has cash reserves (for up to 2 months of the proposed budget) to pay for and invoice CBHC using a cost reimbursement model;
• Indicate if the organization has written financial policies and procedures and briefly provide an example of how one is used in daily operations for managing grants; and
• If the organization has not received an audit of the financial statements within the last year please indicate why.

2.1.3 STATEMENT OF NEED AND POPULATION TO BE SERVED (10 POINTS)

• Provide a clear description of the population you propose to serve, including age focus; and
• Describe with data and why Proposer has selected to serve the proposed geographic region.

2.1.4 EXISTING SUMMER PROGRAM (15 POINTS)

• Describe organization’s experience in providing summer programming;
• Describe how linguistic and culturally competent work will be initiated and sustained;
• Include strategies to both engage and retain children/youth in services;
• Indicate location(s) of the summer program (include how children are expected to arrive);
• Specify camp schedule to include weeks, days and hours (include early care or extended hours if available);
• Describe how a typical week is organized;
• Describe how the program will provide a safe and healthy environment for children;
• Describe if the program is able and if so, how it will accommodate children with special needs;
• Describe the meal plan you will implement for summer services; and
• If there is a participant fee, indicate out of pocket cost to family per child / per week (or simply indicate “summer program provided at no cost”).

SPECIAL NOTE: Out of pocket cost to families will be taken into consideration for funding recommendations.

2.1.5 PROPOSED ENHANCEMENTS TO PROGRAM DESIGN (15 POINTS)

• Explain how the requested funding will enhance your existing program and/or increase access through the six primary services;
• Provide detail relevant to the content expertise of Staff or Vendors to be used to provide services in each of the primary services;
• Specify how you will engage parents or caregivers; and
• If applicable, only list anticipated educational field trips for which you are requesting CBHC to pay for (include transportation plan).
2.1.6 SUMMER FUNDING BUDGET SUMMARY, SALARY DETAIL AND BUDGET NARRATIVE – ATTACHMENT (#2) (20 POINTS)

Proposals for one-time, time-limited grants will be considered up to a maximum award of up to $25,000 if 50 children/youth served or up to $35,000 if 60 or more children/youth are served.

The budget should only request what is needed to meet the measurable outcomes. Appropriate expenditures may include, but are not limited to, grade-specific activity books, educational materials, activity supplies, educational field trip costs, snacks for participants only or food for parent engagement events, t-shirts (only if branded with the Children’s Board and Board of County Commissioners name or logo), and/or contracting with specialized instructors, vendors or staff to address the six primary services. For additional information please refer to Appendix (#5).

Complete and submit the required budget for the period of May 18, 2020 to August 7, 2020, using the excel file posted with the release which includes three (3) tabs:

- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail
- Tab (3) – First Year Budget Narrative

SPECIAL NOTES:

- Do not change or alter the excel form.
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.

2.1.7 ACTIVITY AND VENDOR SUMMARY – ATTACHMENT (#3) (10 POINTS)

The Activity and Vendor Summary should not exceed two pages. For each service area, indicate content expert(s) as Vendor or staff.

SPECIAL NOTE: Proposers can provide one or more service themselves, but not in all six areas.

2.1.8 BOARD OF DIRECTORS – ATTACHMENT (#4) (3 POINTS)

Use the provided template to list the names of the organization’s current Board Members, including:

- Board Titles; and
- Professional affiliations.

SPECIAL NOTE: This list will not be shared or used to solicit donations.
2.1.9 PARENT / CAREGIVER SURVEY – ATTACHMENT (#5) (4 POINTS)

The utilization of a parent/caregiver satisfaction survey is required for all children enrolled in summer programming and the draft survey you are proposing to use should be included with the submission.

2.1.10 AUDITED FINANCIAL STATEMENTS - ATTACHMENT (#6)

Please submit one (1) copy of the organization’s most recent audited financial statements.

An organization that has never been formally audited must submit the most recent, complete set of Annual Financial Statements that have been reviewed and approved by the organization’s Board of Directors. In this case, please have the Annual Financial Statements signed by the Board Chair and notarized.

2.1.11 COMMUNITY PARTNERSHIP – ATTACHMENT (#7)

The Children's Board encourages partnership and collaboration when an organization deems it necessary to deliver efficient and improved services for children and their families. Proposers should always communicate with potential partners before including them in Proposals to ensure clear deliverables.

Up to three (3) letters per proposal may be applicable, if services proposed include:
- Use of space in community based locations to successfully operate the summer program.

Letter(s) must be:
- On official letterhead indicating type of support for 2020 program; and
- Signed and dated by an Authorized Official.

SPECIAL NOTES:
- Proposals that include working in Charter or Hillsborough County Public Schools (HCPS) if recommended for funding may need to be negotiated at a later date subject to the confirmation of schools that will be open for summer programming.
- An awarded Grantee wishing to associate with the school district for summer programming must meet all background screening requirements at the Proposer’s expense. Procedures to operate within a school will follow once a Grantee has been approved for funding.
- If applicable, costs for use of facilities must be associated with proposed services and should be included in the budget forms.
- There is an expectation that all Proposers will ensure they are informed and comply with federal, state, and local requirements for childcare. Please refer to http://www.myffifamilies.com.
2.2 Submission Instructions

The submission must include:

1. **One (1) original** application and **six (6) black and white copies**, including attachments.
   - DO NOT bind original or copies, however staples and paper clips may be used.
2. **One (1) electronic copy** of the proposal in its entirety on a USB drive in .pdf format.

**Formatting:**

- Proposal Narrative must be **single space** in a Microsoft Word document format;
- Use consistent font, no smaller than **12pt**;
- **One (1) inch margins** on all page sides;
- All pages must be **one (1) sided** on (8 1/2 x 11) paper;
- All pages must be **numbered**, including required or applicable attachments; and
- Avoid using title pages, separators, or similar in the submission.

Proposals **will not** be accepted by e-mail. Please mail, hand deliver, or courier proposals before **4:00 p.m.** (Children's Board Lobby Clock) on February 28, 2020 to:

*Children's Board of Hillsborough County*

*1002 E. Palm Ave., Tampa FL 33605*

*Attention: Juli Day*

Failure to comply with the submission instructions above may result in disqualification of the proposal from further consideration.

2.3 Attachments

The following are required and must be submitted with Proposal:

1. Cover Sheet (template provided);
2. Summer Funding Budget Summary, Salary Detail and Budget Narrative (template provided)
   - Tab (1) Budget Summary,
   - Tab (2) Salary Detail, and
   - Tab (3) Budget Narrative;
3. **Activity and Vendor Summary** (template provided);
4. Board of Directors (template provided);
5. Parent/Caregiver Survey (no template provided); and
6. **One (1) copy of most recent** Audited Financial Statements (no template provided).

**Only if applicable:**
7. Community Partnership – maximum of three (3) letters per proposal (no template provided).

SPECIAL NOTES:

- Attachments that are included with the submission but not requested in this RFP will not be submitted to the Community Review Team for consideration.

Failure to submit required attachments may result in disqualification of the proposal from further consideration.

2.4 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

1. Cover Sheet Instructions
2. Glossary
3. Required Demographic Data
4. General Terms and Conditions (Note: the following sections will be waived for FY2020 Summer Services Grantees - 14 b; 14 d; and 14 g)
5. FY2020 Summer Funding Budget Instructions
6. Community Review Team (CRT) Scoring Criteria