



**REQUEST FOR PROPOSALS (RFP)
LEVEL (2) UNITING GRANT
PALM RIVER – CLAIR MEL IN HILLSBOROUGH COUNTY, FL**

RFP Designation Number: PRO 2021 – 02

Release Date: August 27, 2020

Amount per Proposal: up to \$300, 000

Total Grant Allocation: \$300,000

Contract Term if Awarded: January 04, 2021 – September 30, 2021

DATES TO REMEMBER:

Mandatory Information Session: September 18, 2020 at 11:00 a.m.

Deadline for Written Proposer Questions: October 07, 2020 by 11:59 p.m.

Deadline for Proposal Submission: October 16, 2020 by 4:00 p.m.

Kelley Parris, Executive Director
Edwin Narain, Board Chair

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

Juli Day, Procurement Specialist
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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.

LEVEL (2) - UNITING GRANT GENERAL DESCRIPTION

A contract awarded to an organization that primarily serves a geographic area or offers accessible services countywide with a collaborative approach to service delivery that supports one or more strategic focus areas. Level (2) Uniting Grants are contractually obligated to meet at least four (4) agreed upon measurable outcomes annually. Funding parameters may range from \$75,000 to \$600,000.

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 2019, the Children's Board and our partner agencies served more than 183,000 children and their family members residing in Hillsborough County. Over \$32 million was invested in 113 programs to address the needs 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; and; is anyone better off?*

The following are select results of performance evaluation efforts:

- 96% of more than 400 women received early prenatal care by at least 20 weeks gestation and 92% of 1,131 women maintained adequate or better attendance at prenatal visits prescribed by their medical provider.
- More than 15,000 children have received a developmental screening from 2017-2019.
- More than 3,200 children measured by six of our funded partners, demonstrated increased school readiness skills during the last three years.
- For the last six years, our programs exceeded the performance benchmark for providing families with concrete supports and resources.

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.

Palm River-Clair Mel has approximately 23,627 residents, of which approximately 7.9% are children under five (5) years, and 5.6% are children between the ages of five (5) years and eighteen (18) years according to the American Community Survey. Approximately 20.6% are living 100% below the Federal Poverty Rate and approximately 21.1% of the residents have less than a high school education.

1.1 GENERAL REQUIREMENTS

- CBHC funding or resources shall not be used to supplant funding for activities which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support.
- A Grantee may be required to participate in capacity building training and planning, funded by the CBHC.
- 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.
- Any CBHC Grantee deemed out of compliance with contractual obligations may be ineligible for CBHC 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.

- A Grantee will be responsible to register with and use an E-Verify system, to ensure compliance with E-Verify requirements, and verify the work authorization status of all employees and contractors paid for with Children's Board of Hillsborough County funding as referenced in Florida SB664. **(New requirement for FY2021)**
- If awarded, the contract term may be renewed annually, through September 30, 2022, based on funding availability, Board approval, and annual satisfactory contract evaluation.

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 PROPOSERS 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 **August 27, 2020** through **November 19, 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 (2) Uniting Grant Request for Proposals (RFP) on August 18, 2020. The purpose of this RFP is for CBHC funding to provide supports for socio-economic factors, access to quality services and developmental or educational guidance.

CBHC Priority Populations:

- Families with children birth to age ten (10) residing in Palm River – Clair Mel communities (zip code 33619) and surrounding areas.

Focus Areas:

- Children are Healthy and Safe;
- Children are Developmentally on Track;
- Children are Ready to Learn and Succeed; and/or
- Family Support.

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:

- Services located in Private, Public or Charter Schools or Early Care Education settings (Centers or Family Child Care Homes);
- Families with an open dependency case; or
- Mentoring Programs.

Grantee Service Locations:

- Must comply with American Disabilities Act, please refer to <https://adata.org/factsheet/ADA-overview>

1.5 DEMOGRAPHIC DATA COLLECTION

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

1.6 BUDGET

The Children's Board is seeking to invest in programs that demonstrate high quality services for children and families in Hillsborough County. Proposers should request necessary funds to operate the program according to the service delivery model and include expenses that are necessary to operate effectively to meet outcomes. Two (2) years of proposed budgets are required indicating startup costs vs. a full year of service. Please refer to the New Program Funding Budget Instructions, **Appendix (#6)** to develop the budget summary, salary detail, and budget narrative for First Year and Second Year Operating Budget.

1.6.1 ADMINISTRATIVE SERVICES ORGANIZATION (ASO) FOR USE OF FLEXIBLE FUNDS

The Administrative Services Organization (ASO) is operated by CBHC to manage flexible funds with families. Created in 2003, the ASO supports a wraparound approach in which families identify their strengths, needs, goals, and service providers through an individualized family support planning process. As payment of last resort, flexible funds managed by the ASO may be used for concrete supports and services from approved community providers.

Upon award if a Grantee is eligible for ASO funding, the allocation will be determined in collaboration with the Children's Board Director of the ASO based on identified program needs. Please refer to **Appendix (#7)** for additional information.

1.7

PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

ACTIVITY	DEADLINE / DUE DATE
*Mandatory Information Session *Mandatory means at least one (1) representative from the Applicant Agency must attend. No pre-registration required.	September 18, 2020 at 11:00 a.m. Log-in / Arrival open at 10:45 a.m.
Written Proposer Questions	October 07, 2020 by 11:59 p.m.
CBHC Final Answers to Questions posted on website	October 09, 2020
Proposal Submission	October 16, 2020 by 4:00 p.m.
Community Review Team Session(s)	Week of October 26, 2020
Questions for Recommended Proposer(s)	Week of November 02, 2020
Board Review for Approval of Funding Recommendation(s)	November 19, 2020
If awarded: Contract Start Date	January 04, 2021

1.7.1 MANDATORY FUNDING WORKSHOP

Virtual attendance via GoTo Meeting:

- To join from your computer, tablet or smartphone - <https://global.gotomeeting.com/join/395385557>
- To dial in using your phone –
 United States (Toll Free): 1 877 309 2073
 United States: +1 (571) 317-3129
 Access Code: 395-385-557

In-person attendance at 1002 E. Palm Avenue, Tampa, FL 33605: Attendees will be required to complete and sign a COVID-19 screening form prior to entering the building, wear face coverings and be seated in compliance with the most current social distancing practices.

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 or Designee 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 ten (10) pages (excluding the Cover Sheet and required and/or other applicable attachments).

2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- 1) Include the organization's Mission Statement, years of operation, and programs currently offered in Hillsborough County;
- 2) Briefly describe the qualifications and background of the management staff;
- 3) Briefly name formal designations, licensures or accreditations for your organization;
- 4) Describe how the organization ensures equal opportunity to enroll clients/participants, employ staff, and recruit volunteers and Board members;
- 5) 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;
- 6) Describe any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s);
- 7) Describe software or resources and staff procedures followed to collect, track, and report both demographic information and measurable performance outcomes;
- 8) Describe an example of how a non-financial partnership was developed and sustained to improve access or quality of service to families; and
- 9) Describe organization's internal quality assurance procedures for managing grant funding by describing resources available in the following areas:
 - Contract compliance;
 - Meeting reporting deadlines; and
 - Fiscal accountability.

2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- 1) Describe personnel positions (include staff, volunteers, or contracted services) responsible for the financial management of the organization;
- 2) List current revenue sources, such as earned revenue, fees, development efforts, fundraising, endowment, other grants, membership fees, or social enterprise ventures;
- 3) Summarize the organization's sustainability planning efforts;
- 4) 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;
- 5) Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules and regulations applicable to your organization; and
- 6) 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.

SPECIAL NOTE: Organizations recommended for funding that do not have a current financial audit may have additional contract requirements with regard to compliance with the required financial conditions. Such organizations will be required to complete an audit as a condition of accepting funding within the first contract term. 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 application process.

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

- 1) Provide a clear description of the population you propose to serve, including age focus;
- 2) What is the main approach to address a need in the geographic region and where services will be provided;
- 3) What evidence from families, local community partners, assessments, or research is there to support the **local need** for the proposed prevention or intervention model?

2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (25 POINTS)

- 1) Specify type of proposed program model: Evidence-Based, Promising Practice, Evidence-Informed, and/or curriculum(s) to be used and describe how model fidelity will be sustained;
- 2) Describe staff training requirements for the model to be used;
- 3) Briefly detail the primary method(s) of service delivery;
- 4) Describe how participants will access services;
- 5) Describe how linguistic and culturally competent work will be initiated and sustained;
- 6) Include strategies to both engage and retain participants in services; and

- 7) Specify how you will engage program participants to assist you with program improvement or in an ongoing advisory capacity.

2.1.5 PARTNERSHIP AND COLLABORATION

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.

Informal partnerships, such as in-kind services, are often necessary for agencies to deliver quality services, however, those partnerships do not require Subcontract agreements for the purposes of this RFP.

Formal partnerships refers to subcontracted organizations needed for content expertise to deliver services contributing to an outcome in the Matrix/Work Plan. They require an agreement for the exchange of services or resources, and funding with the Proposer organization (also known as the Lead Agency) upon award. Refer to instructions in **Appendix (#6)**.

SPECIAL NOTES:

- Sub-contract organizations must meet the same qualifications as a Lead Agent. For additional information, please refer to Roles and Responsibilities of Lead Agent and Sub-contract Organizations (**Appendix #8**).
- The Lead Agent and Subcontractor(s) must comply with audit requirements by providing the most recent Audited Financial Statements.

If your organization is proposing to serve as a Lead Agent, and proposes to use one or more subcontracted organizations to deliver services please explain the role of each organization, their area of expertise, and service(s) to be provided.

Letter(s) of Support, Attachment (#7):

- Up to three (3) current Letter(s) of Support.
- **Required only if Proposer intends to:**
 - Use space in community based locations that they do not own or rent.
 - Receive in kind goods or services that complement the proposed program.
 - Serve populations that require referrals from specific sources.
 - Subcontracted organization for services.

2.1.6 BUDGET – ATTACHMENT (#2) (20 POINTS)

The budget includes expenses that are directly related to the model proposed and services for producing outcomes. Refer to New Program Funding Budget Instructions in **Appendix (#6)**.

First Year Operating Budget is the amount deemed necessary to start up or fully operate the program between **January 04, 2021 and September 30, 2021**.

- First Year Operating Budget amount may not exceed **\$300,000**.

Second Year Operating Budget is the amount deemed necessary to fully operate the program between **October 01, 2021 and September 30, 2022**.

- Second Year Operating Budget amount may not exceed **\$300,000**.

Complete and submit the required budget for both First and Second Year funding using the excel file posted with the release which includes four (4) tabs:

- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail
- Tab (3) – First Year Budget Narrative
- Tab (4) – Second Year Budget Narrative

SPECIAL NOTES:

- **Do not change or alter the excel form.**
- First Year amount may include one-time expenses that may not be necessary in Second Year.
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.
- If the Proposer is applying as a Lead Agent and proposing to sub-contract with other agencies, the Proposal must include the budget forms for the Lead Agent and each Sub-contract. The sub-contract total budget amounts should then be included in the Lead Agent budget forms in the "Sub-contract partners" line item. For additional information, please refer to New Program Funding Budget Instructions (**Appendix #6**) and Roles and Responsibilities of Lead Agent and Sub-contract Organizations (**Appendix #8**).

2.1.7 MATRIX/WORK PLAN – ATTACHMENT (#3) (10 POINTS)

The Matrix/Work Plan is a simple way for the Proposer to tell their story by describing the activities and responsible parties needed to meet the outcomes described in the Proposal.

Proposers must choose four (4) outcomes (limit one page per outcome) from the Recommended Measures/Indicators in **Appendix (#4)** that align with their program model and age category. **This document will assist you in completing the Matrix/Work Plan.**

Activities should clearly specify the title for type of service, frequency, duration and how they are delivered to families in an effort to meet each outcome. The activities are not for program administrative tasks such as entering data.

Measurement instruments are used to assess performance on outcomes. Proposers are encouraged to select validated measurement tools that have been proven to be effective in quantifying the intended outcomes. The Outcomes and Recommended Measures/Indicators contains a list of researched measurement instruments for every outcome. Curriculum based means the program is able to also propose a measurement tool that is not listed.

Outcome indicators set specific expectations to be achieved as evidence that the outcome was achieved by the program participant. Indicators must correspond to the measurement instrument selected or proposed for each outcome in the Matrix/Work Plan.

SPECIAL NOTES:

- Proposers may leave the indicator column blank in the Matrix/ Work Plan proposal submission as it will be subject to negotiation with selected Grantee.

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 ORGANIZATIONAL CHART – ATTACHMENT (#5) (3 POINTS)

Submit a current organizational chart with lines of authority that highlight the positions for the proposed program.

SPECIAL NOTE: This attachment is also required for proposed sub-contract organization(s).

2.1.10 IMPLEMENTATION PLAN – ATTACHMENT (#6) (6 POINTS)

Include a one (1) page Implementation Plan for the **First Year Operating Budget** which includes benchmark dates for all activities, the responsible party and the projected start date for services.

2.1.11 AUDITED FINANCIAL STATEMENTS - ATTACHMENT (#8)

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.

SPECIAL NOTE: This attachment is also required for proposed sub-contract organization(s).

2.2 SUBMISSION INSTRUCTIONS

The submission must include:

- 1) **One (1) original** application and **six (6) black and white copies**, including attachments.
 - Exception: Submit only one (1) copy of Audited Financial Statements, Attachment (#8); and
 - 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 **October 16, 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) Budget: New Program Funding Budget Summary (template provided):
 - Tab (1) for First Year and Second Year (1 and 2),
 - Tab (2) Salary Detail,
 - Tab (3) First Year (1) Budget Narrative, and
 - Tab (4) Second Year (2) Budget Narrative;
- 3) Matrix/Work Plan (template provided);
- 4) Board of Directors (template provided);
- 5) Organizational Chart (no template provided);
- 6) Implementation Plan (no template provided);
- 7) Current Letter(s) of Support - maximum of four (4) letters per proposal (no template provided); and
 - Only required if applicable.
- 8) One (1) copy of most recent Audited Financial Statements (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.
- If Proposer includes subcontracted organization(s) you must submit their applicable attachments.

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) Outcomes and Recommended Measures
- 5) General Terms and Conditions
- 6) New Program Funding Budget Instructions
- 7) Administrative Services Organization (ASO)
- 8) Roles and Responsibilities of Lead Agent and Sub-contract Organizations
- 9) Community Review Team (CRT) Scoring Criteria