



CHILDREN'S TRUST
OF ALACHUA COUNTY

RFP 2022-03 Summer Camp & Enrichment Services

Bidders' Conference and Application Training

January 19, 2022

Meeting Technical Details



- This webinar is being recorded; the recording and PowerPoint will be available afterward.
- Your microphone has been muted and will remain so for the duration of this webinar.
- Have a question? Enter your questions in the chat and we will address them throughout the presentation

Bidders' Conference Agenda, 9am to 10:30am



1. Meeting Technical Details
2. The Children's Trust of Alachua County Overview
3. Funding Overview
 - o Solicitation Timeline
 - o Minimum Requirements to Bid
 - o Terms of Service
4. Scope of Services
5. Evaluation Criteria
6. Review Process
7. Application Training

Welcome and The Children's Trust of Alachua County Overview



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



CHILDREN'S TRUST
OF ALACHUA COUNTY

- About the Trust ▾
- Our Community ▾
- Our Priorities ▾
- Doing Business ▾

Children's Trust Seeks Input on Strategic Funding Plan

Children's Trust Seeks Input on Strategic Funding Plan - Advisory Committees and Needs Assessment to Inform Choices - The Children's Trust of Alachua County created advisory committees on two of the...





EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	Friday, 1/14/2022
January 19, 2022 - Bidders' Conference and Application Training https://us02web.zoom.us/j/9876543210	Wednesday, 1/19/2022 9 AM to 10:30 AM Bidders' and Application Training
February 2, 2022 - Bidders' Conference and Application Training https://us02web.zoom.us/j/1234567890 Note both trainings will cover the same content but offered twice for ease of participation (attendance is highly recommended)	Wednesday, 2/02/2022 6PM to 7:30 PM Bidders' and Application Training
Technical Assistance Office Hours One-on-one appointments can be scheduled to answer any technical questions regarding application materials. (Send email to Procurement@childrenstrustofalachuacounty.us to schedule an appointment)	Week of February 7th
Last day to submit written questions	Wednesday, 2/09/2022 6 PM E.T.
Final response to all written questions posted	Thursday, 2/10/2022
Application Submission Deadline	Friday, 2/18/2022 3PM E.T.
Application Review Period	2/19/2022 - 2/25/2022
Public Evaluation of Applications Zoom registration link: https://us02web.zoom.us/j/1234567890	Tuesday, March 1st, 2022 @ 2pm
Funding recommendations released; end cone of silence	Monday, 3/07/2022
The Children's Trust of Alachua County Board Meeting review funding recommendations	Monday, 3/14/2022
Appeal review meetings if needed	Tuesday, 3/15/2022
Contract negotiations begin	Wednesday, 3/16/2022
Contracts begin	April 1st, 2022

Solicitation Timeline

Cone of Silence

- CTAC's procurement process and funding opportunities are governed by county ordinances that help ensure fairness and transparency.
- The intent of the Cone of Silence is to ensure that no one inappropriately influences anyone responsible for reviewing proposals or making funding decisions (e.g. board members, staff)
- The "Cone" goes into effect when a competitive solicitation is released and remains in effect until the CEO announces the funding recommendations.

Funding Opportunity Overview

By approval of Resolution 2022-03 on January 10th, 2022, The Children's Trust of Alachua County seeks to expand access to safe and enriching Out of School Time (OST) programming for children from low-income families living in Alachua County by funding organizations that have a positive impact on children, youth, and families to support a continuum of quality programming.

Through this solicitation, the CTAC intends to award up to \$1,100,000 for the following services:

1. Summer Camp
2. Enrichment Services

Summer Camp Services

- Offer ongoing in person summer camp services and programming that serves children and families
- Serve low-income children who reside in Alachua County entering grades K to 12th grade
- Recruit eligible children for full and/or partial summer camp scholarships
- Implement creative, innovative programming that meets the needs and interests of children enrolled
- Employ highly qualified staff members capable of developing strong, positive relationships with youth participants.
- Host summer camp services at sites that are safe and enriching environments
- Employ least one staff member that is available onsite trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Ensure minimum staff ratios are 1:20 and all staff have Level 2 background screenings

Enrichment Services

- Partner with eligible sites to offer enrichment activities to OST programs across Alachua County.
- Facilitate enrichment activities that offer youth the opportunity to learn and explore specialty activities (such as STEM, Fitness, Arts, etc.) that would not otherwise be available through their OST programming.
- Ensure all staff working with youth have Level 2 background screenings
- Serve low-income children who reside in Alachua County entering grades K to 12th

Summer Camp and Enrichment Services RFP

Minimum Qualifications

Organizations can apply for funding based on the following requirements:

1. All proposed services must take place within Alachua County.
2. Applicant must be currently qualified to conduct business in the State of Florida.
3. Applicant must not be a charter school approved by any public school system in the State of Florida.
4. Applicant must have experience working with youth in out-of-school time and focus on promoting positive youth development in a safe and enriching environment.
5. Applicant must plan to offer in-person youth development services in 2022

Terms of Service

Summer Camp Providers

- April 2022 – September 2022
- Fee for services for enrollment & weekly attendance
- Contract renewal options

Enrichment Providers

- April 2022 – September 2022
- Fee for service for number of sessions delivered
- Contract renewal options

Scope of Services

- Target Population
- Programming Activities
- Service Locations
- Scheduling, Frequency, and Duration
- Site Profile and Site Budget
- Staffing
- Data Collection

Target Population - Summer Camp

The target population for this RFP is children from low-income families living in Alachua County who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders

Full Scholarship

- 200% 2021 federal poverty threshold
- IEP or 504 plan
- SNAP benefits
- Children in foster care
- Children in voluntary and formal kinship care, and
- Children under in-home case management supervision

Partial Scholarships

- Children from families between 200% - 400% 2021 federal poverty threshold

Target Population- Enrichment Services

The target population for this RFP is children from low-income families living in Alachua County who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders

Enrichment providers will partner with eligible sites across Alachua County to offer enrichment services. Eligible sites for enrichment services must meet the following criteria and sign a site agreement with each awarded provider:

- Site must be located in Alachua County
- Site must service a high percentage of children that meet one or more of the eligibility criteria
- Site must service children in grades K to 12th with OST programming
- Enrichment services must not duplicate any existing services offered by the site

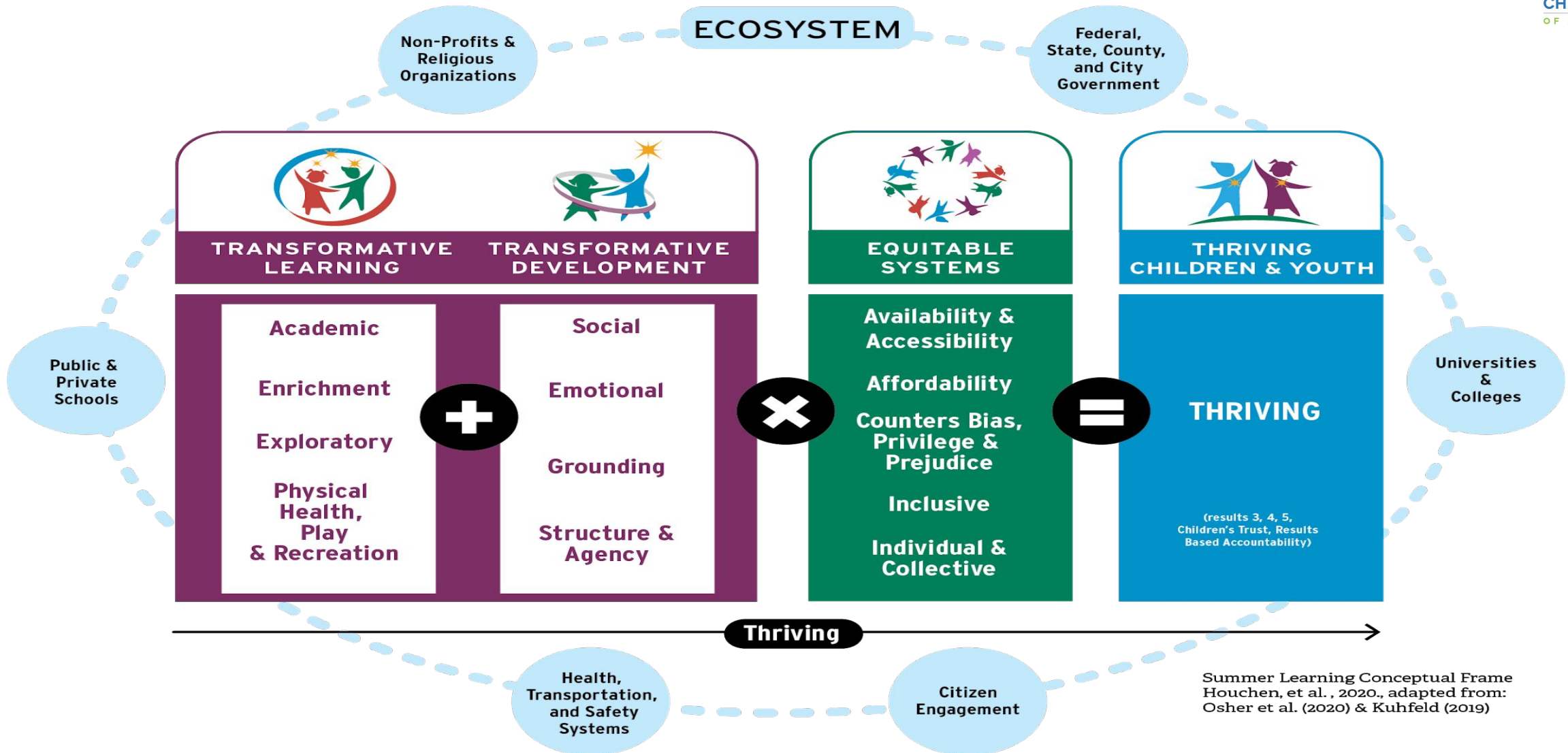
Programming Activities

Applicants have the flexibility to implement creative, innovative programs that meet the needs and interests of children enrolled in their programming. The first priority in building the foundation of a thriving summer ecosystem is to offer activities under the transformative learning section of the conceptual framework including activities that focus on academic, enrichment, exploratory, and physical, health, play and recreation. Applicants will describe how they will implement at ***least one type of activity*** under this RFP but are not required to offer more than one type of activity programming.

- **Academic:** activities that are designed to improve success in school. Typically, these activities are led by highly trained staff such as certified teachers and/or tutors.
- **Enrichment:** activities that broaden knowledge and/or culture. Enrichment can cover various topics, including but not limited to STEM/STEAM, arts, music, and environmentalism.
- **Exploratory:** activities that engage in active inquiry, decision making, and problem solving.
- **Physical, Health, Play and Recreation:** activities that allow for fun, physical activity, and health.

SUMMER LEARNING CONCEPTUAL FRAME

Opportunity for Lifelong Impact



Summer Learning Conceptual Frame
Houchen, et al., 2020., adapted from:
Osher et al. (2020) & Kuhfeld (2019)

<https://www.childrenstrustofalachuacounty.us/about/page/reports>

Service Locations

The CTAC expects to fund sites throughout Alachua County, with a concentration in high poverty communities. CTAC hopes to fund service sites that are geographically representative of Alachua County including rural areas of the county.

Indoor and outdoor spaces should be able to accommodate all program activities adequately and safely. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be rearranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual/quiet work, and eating/socializing)
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play
- Alternative plan if an environment is inaccessible due to weather or other external factors

Summer Camp

Summer providers are required to host and supervise program participants at their site.

For each site applicant is seeking funding, a site profile must be completed with the following information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary, and site staffing.

Enrichment Services

Enrichment providers are expected to partner with providers with sites in low-income areas and serving low income children and youth in Alachua County. Enrichment providers are not expected to have their own site(s) but rather to offer services at existing OST provider locations.

Scheduling, Frequency, and Duration

Programs have wide latitude in this RFP concerning the schedule, frequency, and duration of their programming. However, research shows that long-term engagement improves outcomes. Providers must establish an attendance policy consistent with this requirement.

Performance Based Incentives (Summer Camps Only)

- Extended hours of operations - 8 hours or more per day **\$100 per child (Max \$5000 per provider)**
- Family engagement activity – one family engagement activity **\$500 per site**
- Extended summer duration - offer camp for the duration of summer **\$1000 per site**
- High participation rates – participant attendance is 4 or more days **\$10 per week per child (Max \$10,000 per provider)**

Staffing



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Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service.

Summer Camp and Enrichment Service Providers:

- **Positions:** All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the summer program. At the minimum, the program director will be responsible for managing and implementing the program to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Background Screening:** All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements.
 - The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment.
 - An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children.
 - Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

Staffing

Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service.

Summer Camp Only

- **Ratios:** Contractors shall implement a ratio no greater than 1:20 ratio of staff /youth.
- **Infant and Child CPR/First Aid:** Each summer program must have always at least one staff member onsite and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures.
- **Enrollment Forms:** Provider should develop, collect, and maintain child enrollment forms to support the collection of de-identified data to be submitted to CTAC (see Data Collection requirements).
- **Program Consent:** Provider should develop, collect, and maintain a programmatic consent to services signifying voluntary agreement to services and expectations and policies related to the receipt of services, and acknowledgement of CTAC as a funder.
- **Image Release:** Provider should develop, collect, and maintain image release for all children who participate in the program to indicate whether or not the parent authorizes photos to be shared and used for publicity purposes to promote the program and its funders. Photos provided to CTAC must have parental authorization for all children who can be identified in the photo.

Program Budget - Summer Camp

All applicants must complete a site budget and summary budget including the following areas to determine the CTAC funding request:

- Enrollment/Registration Fees: CTAC will cover a one-time enrollment and/or registration fee per child receiving a CTAC scholarship
- Scholarships (Full): CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals, etc.)
- Scholarships (Partial): CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals etc.)

The following line items are eligible for reimbursement

- Materials: CTAC will cover the costs of materials for full/partial scholarship children to participate in summer camp activities.
- Field Trips: CTAC will cover the costs for full/partial scholarship children to participate in field trips including admission costs. All field trip expenses will include copies of field trip attendance for verification.
- Transportation: CTAC will cover the cost of transportation for full/partial scholarship children to participate in camp activities including field trips. These expenses are for buses, vehicle rentals, gas etc.
- Background Checks: CTAC will cover the costs for all staff to receive Level 2 background checks.

Program Budget - Summer Camp

Summer Camp Provider Compensation

Summer providers awarded contracts will be compensated as follows:

- Advance Payment – Contractor may invoice the CTAC for an advance payment of 25% of the scholarship amount total awarded (full and partial). The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered. Subsequent payments will be made monthly based on each site's monthly enrollment and attendance. To be considered enrolled, proper demographic information and at least one day of attendance in the week the child is enrolled is required.
- Enrollment Fees, Materials, Field Trips, and Background Checks will be reimbursed on a cost-reimbursement basis.

Program Budget - Enrichment Providers

CTAC will cover a reasonable cost per session for enrichment services delivered to eligible sites in OST programs. The cost per session should include all expenses necessary to offer a full session (staffing, materials, etc.).

Compensation: Enrichment providers awarded contracts will be compensated as follows:

- Advance Payment - Contractor may invoice the CTAC for an advance payment of 25% of the sessions amount total awarded. The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered. Subsequent payments will be made monthly based on number of sessions delivered.
- •Background: CTAC will cover the costs for all staff to receive Level 2 background checks

Data Collection

All data collected will only be shared with CTAC staff and their contractors. Data will be collected for the sole purpose of program evaluation and continuous improvement. Any data analysis of data collected will only be shared in aggregate and any personally identifiable information will not be reported to The Children's Trust or the public.

Summer Camp

- Demographics (Non personally Identifiable)
- Parental consent & image releases
- Attendance
- Satisfaction surveys

Enrichment Provider

- Site partner information
- Session attendance
- Site satisfaction surveys

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 and completed certification responses satisfactorily	1
Organizational Capacity	The applicant clearly outlined experience and ability to provide services and is aligned with RFP scope of services	1
Services	The applicant completed the full application for either Summer Camp Services or Enrichment Services. Proposed services are aligned with the RFP scope of services	1
Program Budget	The applicant completed budget sections, and all costs appear reasonable and aligned with RFP scope of services	1
		4 points

Applicants that meet the criteria will be recommended for funding, with priority given high poverty zip codes. In the case of limited funding, full scholarships will be funded first before partial scholarships.

Application Score	Funding Recommendations
4	Green – Recommended for Funding
3	Yellow – Maybe Recommended for Funding
2 or less	Red – Not Recommended for Funding

Reviews and Awards

- CTAC will recruit and train internal and external reviewer to independently review and score applications based on predetermined criteria.
- Reviewers assess the soundness and completeness of each proposal as well as the vendors capacity to effectively deliver what is being proposed.
- At CTAC's discretion, publicly noticed interviews and/or site visits may be conducted.
- The Executive Director of CTAC develops a recommendation that is reviewed and considered by the CTAC Board.
- The Board approves the recommendation and contracts are awarded to successful applicants.



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BREAK TIME

Application Training Agenda



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- Submission Checklist
- Demo of Application Forms
- Question and Answer Process
- Technical Assistance Office Hours

Submitting an Application

- CTAC will host a Bidders Conference and Application Training for all interested applicants to provide an overview of the funding opportunity and clarify requirements
- Applicants have the opportunity to submit clarifying questions prior to the application deadline
- If an applicant meets the minimum requirements to bid, they must respond to all application questions and provide all required documentation before the application deadline
- All applications must be submitted in the correct format and utilizing forms provided

Submission Checklist



The response to this RFP shall consist of:

- Form 1A (Summer Services) or 1B (Enrichment Services) – Provider Application
- Electronic Logo in jpg format
- Proof of Legal Status from Sunbiz.com

If you are interested in funding for both summer and enrichment services, you will need to submit both applications separately.

All completed applications shall be submitted via email to Procurement@childrenstrustofalachuacounty.us by deadline.

Emails should include the following details:

- Subject Line: [Organization Name] – Summer Programming Application
- PDF attachments for all forms must be included in a single email to be considered completed.
- Please clearly label all application materials with form name and organization.

Form 1A - Summer Camp Services

- Section 1: Organizational Information
- Section 2: Organizational Narrative
- Section 3: Site Profile
- Section 4: Site Budget and Summary
- Section 5: Prospective Contractor Certification

DEMO

Form 1A - Enrichment Services

- Section 1: Organizational Information
- Section 2: Organizational Narrative
- Section 3: Services
- Section 4: Budget Summary
- Section 5: Prospective Contractor Certification

DEMO

Question and Answer Process

All questions must be submitted online via this link:

<https://www.childrenstrustofalachuacounty.us/bc-procurement/webform/qa-webform-summer-camp-enrichment-services-rfp-2022-03>

Answers will be posted on the website under the RFP opportunity

Technical Assistance Office Hours

When?

Week of February 7th

What?

CTAC Staff will host one-on-one appointments to answer any questions about completing the application materials. CTAC cannot answer questions pertaining to or advise on the content of the application

How?

Email procurement@thechildrenstrustofalachuacounty.us to schedule an appointment.

Next Steps

- Review the full RFP and application forms
- Apply by the deadline

CTAC Staff Contacts



Kristy Goldwire, MSW
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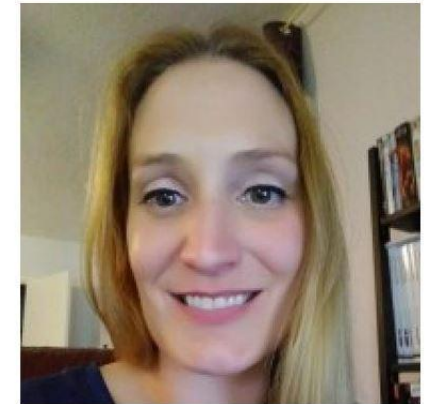
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