



INDIAN RIVER COUNTY
PURCHASING DIVISION
1800 27TH STREET
VERO BEACH FL 32960-3365
(772) 226-1416

REQUEST FOR PROPOSAL

PROJECT NAME: Children's Services Advisory Committee Grant Funds for
Children's Programs

RFP NUMBER: 2017044

REFER ALL QUESTIONS TO:

PURCHASING MANAGER

TELEPHONE: (772) 226-1416 FAX:

E-MAIL: purchasing@ircgov.com

BID OPENING DATE: MAY 2, 2017

BID OPENING TIME: 2:00 P.M.

All proposals must be fully completed and submitted online via BidExpress.com prior to the bid opening date and time shown above.

The Mandatory Sworn Statement Under Section 105.08 Indian River County Code on Disclosure of Relationships **must be submitted by hard copy (signed and notarized)** to Purchasing Division, 1800 27th Street, Vero Beach, FL 32960 in a sealed envelope with "RFP 2017044" and applying agency's name clearly marked on the outside.

**2017-18
CHILDREN'S SERVICES ADVISORY COMMITTEE**

**REQUEST FOR PROPOSAL (RFP)
#2017044**

RFP is to allow Not-for-Profit, For-Profit, Government Agencies and Individuals to apply for funding to provide programs for Indian River County children.

Application forms are available on "disk" (Microsoft Word & Excel), and online at BidExpress.com.

**Mandatory Applicants Orientation Conference
April 7, 2017, 1:00 p.m.
Indian River County Administration Complex
1800 27th Street, Vero Beach, Florida
Building B; Room B1-501**

**DEADLINE FOR SUBMITTING RFP 2017044
Tuesday, May 2, 2017, 2:00 p.m.**

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**INDIAN RIVER COUNTY, FLORIDA
REQUEST FOR PROPOSAL**

To allow Not for Profit, For Profit, Government Agencies and Individuals to apply for funding, to provide programs for Indian River County Children.

RFP NUMBER: 2017044

DEADLINE TO SUBMIT: **2:00 p.m. May 2, 2017**

ADDRESS TO SUBMIT ONE COPY OF THE MANATORY SWORN STATEMENT UNDER CHAPTER 105.08 INDIAN RIVER COUNTY CODE ON DISCLOSURE OF RELATIONSHIPS FORM PRIOR TO DEADLINE ABOVE:

Indian River County Purchasing Division
1800 27th Street Bldg. B
Vero Beach, Florida 32960
Phone: 772-226-1416

PROPOSALS MUST BE SUBMITTED PRIOR TO ABOVE DEADLINE THROUGH WWW.BIDEXPRESS.COM

MANDATORY ORIENTATION MEETING:

April 7, 2017, 1:00 p.m.

Indian River County Administration Complex
1800 27th Street, Vero Beach, Florida
Building B; Room B1-501

REQUESTS FOR INFORMATION:

Requests for information regarding this RFP should be directed to:

Brad Bernauer, Human Services Director
Indian River County Human Services
1800 27th Street
Vero Beach, FL 32960

Phone (772) 226-1422

Fax (772) 770-5100

Email addresses: Bradley.Bernauer@flhealth.gov

INTRODUCTION & BACKGROUND

The Children's Services Advisory Committee of Indian River County was formed by Indian River County Ordinance 99.01, Chapter 103, as an advisory board to the Indian River County Board of Commissioners.

Section 103.20. Purpose.

The purpose of the Children's Services Advisory Committee is to promote healthy children in a healthy community. The term "healthy" encompasses socioeconomic, physical, environmental, educational and behavioral health.

Section 103.21. Objective.

- 1) The objective of the Children's Services Advisory Committee is to provide a unified system of planning and delivery, within which children's needs can be identified, targeted, evaluated and addressed by the Children's Services Advisory Committee.
- 2) Definition of a child. Any person who has not attained the age of eighteen (18) years, also minor.

The Children's Services Advisory Committee recommends funding for programs to the Board of County Commissioners. The final decision for funding will be made by the Indian River County Board of County Commissioners.

The Children's Services Advisory Committee is seeking programs that provide services to the children and families of Indian River County; and are documented as needed in the 2014/15 Indian River County Community Needs Assessment. Applications are accepted from: governmental agencies, for-profit, and not-for-profit organizations; and from individuals.

MISSION STATEMENT

The mission of the Children's Services Advisory Committee is to facilitate and coordinate the planning and development of an effective and collaborative health and human services delivery system to meet the needs of the children and families of Indian River County.

The Children's Services Advisory Committee strongly supports cultural diversity and encourages its funded programs to demonstrate the inclusion of all children and families in program development and implementation.

VISION STATEMENT

The efforts of the Children's Services Advisory Committee will insure the development of a shared vision for the health and human services delivery system in Indian River County enabling funding sources and providers to define and perform their roles in a dynamically changing environment.

OVER-ARCHING OUTCOMES

Improve the capacity of children in Indian River County to succeed to adulthood in a safe, healthy and productive manner.

Support caregivers – a child's most important resource – to be and do what is needed to shepherd children to adulthood in a safe, healthy and productive manner.

FUNDING FOCUS AREAS OF NEED 2017-18

Introduction:

The 2014 IRC Children's Needs Assessment has provided valuable information to help guide the Child Services Advisory Committee (CSAC). The following outlines what will be considered for all grant requests.

Larger Picture

The community must start taking a long-term view focusing 15-25 years out. We have a cycle of poverty in IRC that has been increasing and needs to be broken.

Interventions should start as early as possible in a child's life in order to have the greatest impact.

IRC agencies should use best practices.

- a. Evidence based with measurable outcomes over time
- b. Cost effective/efficient
- c. Skilled executive, program, and board leadership
- d. Strong fiscal management
- e. Opportunity for broad impact (replicable, scalable, lever gable)

Focus should be on the pockets of poverty. Given that IRC poverty is in geographically disbursed pockets and that we have unique transportation problems, we must always keep in mind that services need to be available where and when people need and can access them. We must utilize the best mediums to clearly communicate what, when and where these services are available.

Collaboration in the community is essential and can help optimize human and financial resources, expose and eliminate overlap.

The considerations highlighted above have precedence over the actual CSAC Focus Areas listed below.

2017-18 CSAC Focus Areas (ranked in order by the Advisory Team at the completion of the Needs Assessment process and updated for clarity.)

1. Early Childhood Development

This encompasses birth to age 5. For the younger children this would mean improving the interactions they have beginning at birth with their caregivers and with focus on physical, mental and cognitive development. It would include improving the quality at childcare, PreK and Voluntary PreK providers as well as improving financial accessibility by leveraging available federal and state funds.

Why: Research shows that the period 0-5 is the most important time for brain development. Cognitive, verbal and emotional skills can be significantly impacted during this time.

2. Build Parent Capacity

This encompasses improving parenting skills at every age of a child's life and providing support mechanisms for parents. A priority would be new parents in particular first time and single parents and those in the poverty pockets.

Why: A parent is a child's first and most important teacher. We need to equip parents to be the good parents that they all want to be.

3. After school and summer recreational activities and academic enrichment programs

They need to be free/affordable and accessible (transportation) to parents and children. They should include a literacy/tutoring component. Mentoring programs are included. There is a large gap of programs for children 12+.

Why: Children need to develop positive out of school outlets that keep them engaged in school, promote their health and provide connections (to sports/hobbies, a person or group, etc). There is a wealth of data supporting extended day and extended year.

4. Middle and High School programs that address risky behavior

Programs that help adolescents and teens develop the tools to become productive, healthy and law abiding citizens and address risky behavior (alcohol, tobacco, drugs, delinquency, teen pregnancy, STDs, bullying, etc.)

Why: There is a lot of at risk behavior and we need to ensure that it is addressed early and repeatedly.

TIMETABLE

1. RFP applications will be emailed to all interested parties. It is imperative that all interested parties provide the Executive Director with current and accurate email addresses. Bradley.Bernauer@flhealth.gov
2. Applicants Orientation Conference. **April 7, 2017, 1:00 p.m.** The Orientation Conference will be held in the Indian River County Administration Complex, 1800 27th Street, Vero Beach, FL., Building B, Room B1-501. All prospective applicants are required to attend.
3. Proposals Due on **May 2, 2017, 2:00 p.m. ONLINE VIA BidExpress.com**, with one original signed and notarized copy of the Sworn Statement Under Section 105.08 Indian River County Code on Disclosure of Relationships form provided in hardcopy to the Indian River County Purchasing Division, 1800 27th Street, Bldg. B, Vero Beach, FL 32960 (Phone: 226-1416)
4. An official authorized to bind the applicant to the proposed activity must sign the proposals. Applicant's audit should be included in the RFP (if available).
5. Copies Required. One electronic submittal through www.BidExpress.com is required per program. One original copy of the Sworn Statement Under Section 105.08 Indian River County Code on Disclosure of Relationships must be submitted by hard copy (signed and notarized) to Purchasing Division, 1800 27th Street, Vero Beach, FL 32960 in a sealed envelope with "RFP 2017044" and applying agency's name clearly marked on the outside.
6. Grant Review Sub-Committee's Recommendations for Funding are approved, or disapproved, by the Children's Services Advisory Committee in June 2017; and presented to the Board of County Commissioners at the Budget Hearings, June 2017.
7. Contract Dates are from October 1, 2017 through September 30, 2018

DISQUALIFICATION

Any one, or combination of, the three items listed below, will disqualify an applicant from further consideration as a qualified applicant.

1. Failure to include proof of ability to obtain all required liability insurance having Indian River County as an additional insured, contained in the contract attached to the proposal
2. Failure to submit proposal by stated deadline.

PROCEDURES AND REQUIREMENTS

- All applicants are required to attend the Applicants' Orientation Conference on **April 7, 2017, 1:00 p.m.**, Indian River County Administration Complex, 1800 27th Street, Vero Beach, Florida; Building B, Room B1-501. The purpose of the meeting is to go over the application, general requirements, and for staff to respond to any questions. After this meeting all questions and answers shall be reduced to writing, and mailed to all attendees.

- All agencies, or individuals, receiving a grant will be required to mention the Children's Services Advisory Committee and Indian River County as a funder, or partial funder of the program, in all printed material and press releases.
- All agencies, or individuals, receiving a \$100,000 grant or more, will be required to provide Indian River County with a financial audit within 120 days after the end of the agency's fiscal year.

The following items will NOT be reimbursed by the Indian River County Board of County Commissioners, or by the Children's Services Advisory Committee:

- Any expense not outlined in the agency's funding application.
- Capital expenses of any amount.
- Cell phone charges.
- Costs incurred by applicants in responding to the RFP.
- Expenses other than those related to the curriculum or staffing of the program.
- Expenses incurred prior to the first date of the grant.
- Travel expenses not related to the delivery of the program.
- Travel outside of Indian River County
- Sick or vacation day payments for employees.
- Salary payments to relatives working for agencies receiving grant funds, per the Indian River County's policy on nepotism.

All materials and supporting documentation submitted in response to the RFP become public documents and the property of the Indian River Board of County Commissioners.

EVALUATION CRITERIA

The proposals will be reviewed and evaluated by the Grant Review Sub-Committee, which consists of members of the Children's Services Advisory Committee and other citizens of Indian River County.

STANDARDS FOR EVALUATION

1. The program addresses, directly or indirectly, one or more of the Children's Services Advisory Committee's Focus Areas.
2. The program incorporates a system to bring the target population in need of services to the program.
3. The program has a substantial impact, directly or indirectly, on the achievement of one or more of the Children's Services Advisory Committee's Focus Areas, and incorporates measurable outcomes to demonstrate such impact.
4. The focus of the program is early intervention; the prevention of a problem before it occurs, rather than the treatment and rehabilitation of an individual after the problem occurs.
5. The amount of funding requested is a wise investment of community funds. The amount spent is reasonable relative to the number of persons served and the results achieved.
6. The agency offering the program has the organizational capacity to deliver the program successfully (management, financial stability, board effectiveness, community support, etc.)
7. This program is part of a coordinated collaborative approach designed to achieve one of the Children's Services Advisory Committee's Focus Areas.

Upon the Indian River County Board of Commissioners decision, contracts with applicant will be finalized as soon as possible. Program monitoring, written quarterly reports, and mid-year presentations to the Grant Review Sub-Committee will be developed with grant recipients after contract finalization.

THE CHILDREN'S SERVICES ADVISORY COMMITTEE AND THE BOARD OF COUNTY COMMISSIONERS RESERVE THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE ANY NON-SUBSTANTIVE DEFICIENCY OR IRREGULARITY, AND TO AWARD A CONTRACT IN WHAT THE CHILDREN'S SERVICES ADVISORY COMMITTEE AND BOARD OF COUNTY COMMISSIONERS BELIEVE TO BE IN THE BEST INTEREST OF INDIAN RIVER COUNTY CHILDREN.

SPECIAL CONTRACT TERMS AND CONDITIONS

Contract Procedures

- For Profit Applicants must provide a copy of most recent Federal Tax Return with application.
- All successful applicants are expected to enter into a contract with Indian River County Commissioners substantially in the form set forth in Exhibit #1.

Period of Performance

- Grant contract will run from October 1, 2017 through September 30, 2018.

Invoicing and Payment

- All payments are based on reimbursement.
- All requests for payment should be submitted to Indian River County Human Services Department, Attention: Brad Bernauer, 1800 27th Street, Vero Beach, Florida 32960.
- Request for payment must be submitted in a timely manner (monthly, whenever possible).
- Reimbursements will be limited to 25% of the contracted dollar amount during each calendar quarter, (Oct-Dec, Jan-March, Apr-June, July –Sept) .
- Each reimbursement request must have a Cover Sheet detailing all expenses. For each expense listed, a backup invoice and any other pertinent data must be attached. If the agency requests reimbursement for salaries, other related documentation (i.e., copies of payroll checks, payroll tax checks, invoices, checks for benefits) must be included.
- Travel inside the county will be reimbursed according to Florida Statute 112.061.
- Payment may be delayed for three reasons;
 - Improper filing of request.
 - Not filing quarterly reports with the Department of Human Services within 30 days after the end of each quarter.
 - Not filing the agency's audit, as required by IRC, in a timely manner.

Nepotism Policy and Disclosure Requirements.

Agencies will not be reimbursed for salary payments to relatives working for agencies receiving grant funds, per the Indian River County's policy on nepotism.

Agencies receiving grant funds must list on a sworn (notarized) statement, all employees who are related to each other, or to Directors and Principals of the agency.

Such relationships should be listed specifically as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

If the agency does not have any related parties working for that entity, a sworn (notarized) statement asserting this fact should be attached to the RFP.

If the agencies have an existing Nepotism Policy, that policy shall be attached to this RFP.

**SWORN STATEMENT UNDER SECTION 105.08,
INDIAN RIVER COUNTY CODE, ON DISCLOSURE OF RELATIONSHIPS**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP No. 2017044 for

_____.

2. This sworn statement is submitted by: _____

_____.

(Name of entity submitting Statement)

whose business address is:

_____ and

(if applicable)

3. My name is _____

(Please print name of individual signing)

and my relationship to the entity named above is _____.

4. I understand that an "affiliate" as defined in Section 105.08, Indian River County Code, means:

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a County Commissioner or County employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in section

105.08, Indian River County Code, with any County Commissioner or County employee.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity have the following relationships with a County Commissioner or County employee:

<u>Name of Affiliate or entity</u>	<u>Name of County Commissioner or employee</u>	<u>Relationship</u>
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(Signature)

(Date)

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC
SIGN: _____
PRINT: _____
State of Florida at Large
My Commission Expires:

(Seal)

SUPPORTING DOCUMENTS CHECKLIST

RFP 2017044

- _____ Cover Page
- _____ Application
- _____ List of Current Officers & Directors
- _____ Latest Financial Audit Report & Management Letter that conforms with the AICPA Audit Guide
- _____ Most recent IRS Form 990, (Including all schedules.)
- _____ Most recent Internal Financial Statement (i.e.: Balance Sheet and Operating Budget)
- _____ Staff Organizational Chart
- _____ Most Recent Annual Report (if available)
- _____ 501(C)(3) IRS Exemption Letter
- _____ Articles of Incorporation
- _____ Agency's Bylaws
- _____ Agency's written policy regarding Affirmative Action
- _____ Nepotism Statement for Agency
- _____ Taxonomy Definition for each program