



REQUEST FOR PROPOSALS & RENEWAL INFORMATION

Financially Assisted Agencies
FY 2016

**Palm Beach County
Department of Community Services
810 Datura Street, Suite 200
West Palm Beach, Florida 33401
(561) 355-4700**

TABLE OF CONTENTS

I. GENERAL INFORMATION.....3

II. OFFICIAL NOTICE OF REQUEST FOR PROPOSALS.....3

III. TIMELINE.....5

IV. CRITERIA FOR SERVICE CATEGORIES6

V. CONE OF SILENCE.....6

VI. PROPOSAL GUIDELINES7

VII. TERMS AND CONDITIONS9

Attachment 1: Recommendations for Services: Domestic Violence/Sheltering11

Attachment 2: Recommendations for Services: Homelessness12

Attachment 3: Instructions for Contract Extensions13

READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

I. GENERAL INFORMATION

The purpose of this Request for Proposals (RFP) is for the Department of Community Services (DCS) to receive proposals from qualifying non-profit organizations to provide services related to the approved Service Categories. Further information can be found in the Palm Beach County Administrative Code Section 305.07 "Payment to Delegate Agencies." The Health and Human Services (HHS) Element of the *Comprehensive Plan of Palm Beach County* delineates goals and objectives that address the availability of health and human services necessary to protect the health, safety and welfare of its residents. In conjunction with the HHS Element, the Board of County Commissioners adopted Resolution R-2001-0913 which created the Citizens Advisory Committee on Health & Human Services (CAC/HHS). The CAC/HHS through, Section 3. Roles & Responsibilities, D. of Resolution R-2001-0913 makes recommendations on an annual basis during the Financially Assisted Agency funding process regarding the service and funding priorities, outcomes and contract requirements.

Organizations will clearly identify how their service/program(s) address the Service Categories and system of care as approved by the Board of County Commissioners. All applicants seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months. **All applicant agencies must hold current and valid 501(c) (3) status as determined by the Internal Revenue Service or be public entities.**

II. OFFICIAL NOTICE OF REQUEST FOR PROPOSALS

**PALM BEACH COUNTY
DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2016
NOTICE OF REQUEST FOR PROPOSALS**

Palm Beach County, Department of Community Services (DCS), will be accepting proposals for the Financially Assisted Agencies program for Fiscal Year 2016 (October 1, 2015 – September 30, 2016). Contracts issued will be for one (1) year with two (2) one-year extensions at the option of the County. Guidelines for proposals will be available on April 13, 2015.

FINANCIALLY ASSISTED AGENCIES FY 2016

Eligible Applicants: Not-for-Profit agencies holding current and valid 501(c) (3) status as determined by the Internal Revenue Service or public entities serving Palm Beach County, or other currently funded entities.

Service Categories:

- Homelessness
- Domestic Violence/Sheltering

For a complete description of Service Category eligible activities, please refer to the Proposal Attachments.

For current contracts which will be extended this year, please refer to Attachment 3 at the end of this document.

Proposals and Amount of Funds Requested: All proposals must be category-specific in service categories that are accepting RFPs. Applicants are not limited in the number of proposals submitted. The funding available for this RFP will be determined by the Board of County Commissioners.

Mandatory Bidder's Conference: There will be a mandatory bidder's conference held on April 22, 2015 for all agencies submitting proposals. Confirmation of attendance must be received no later than April 17th at 5:00 p.m. Please confirm your reservation and Service Category (ies), for which you will be submitting proposals, to *Apryl Jones* at ajones1@pbcgov.org. Verification of attendance will be sent via email. Please let our staff know if you do not receive a timely confirmation. Agencies are asked to limit their reservations to three (3) attendees due to space limitations.

**Wednesday, April 22, 2015
9:30 a.m.
Clayton Hutcheson Agricultural Center
559 North Military Trail
West Palm Beach**

Proposal Guidelines: RFP guidelines are available in paper copy. All proposals will have to be submitted through the Community *Services Financially Assisted Agencies (FAA) website* which is located at the following link:

<http://www.cybergrants.com/pbc/proposal>

Submission through the website must be completed by May 15, 2015 at 5:00 p.m. in order for a proposal to be considered. Additional resources and information will be available at:

<http://www.pbcgov.com/communityservices/programs/financiallyassisted/>

<http://www.pbcgov.com/communityservices/citizenadvisory.htm>

Paper Copy Version of Guidelines can be picked up at Department of Community Services' main reception desk at 810 Datura Street, West Palm Beach, FL 33401, Monday through Friday, 8:00 a.m. to 5:00 p.m. This will be for reference purposes only as the proposal must be submitted through the *Palm Beach County Financially Assisted Agencies (FAA) website*.

DEADLINE DATE: Completed proposals, submitted through the online application website must be completed and received by DCS's close of business day, 5:00 p.m., on May 15, 2015. Proposals submitted after 5:00 p.m. to the website will not be accepted or reviewed.

Technical Assistance: Will be provided by staff via email requests. All questions and answers will be made available for the public to review at <http://www.pbcgov.com/communityservices/programs/financiallyassisted/>.

Staff will not be available to answer questions after May 14, 2015 which is one day before the submission deadline.

Presentations: Proposers may be asked to make an oral presentation before a review panel in advance of contract awards.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS AD AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE DAYS NOTICE (CONTACT DCS AT (561) 355-4703 or ajones1@pbcgov.org).

PUBLISH: April 12, 2015

III. TIMELINE

FINANCIALLY ASSISTED AGENCIES FY 2016 PROPOSED FUNDING TIMELINE

2015

- February:** Conduct public forums in each of the service categories
- March 12:** Citizens Advisory Committee (CAC) information update on RFP process
- March 27:** Memo to Board of County Commissioners (BCC) updating on RFP process for FY 2016
- April 12:** RFP advertised
- April 13:** RFP available for public; reapplication for contract extensions open
- April 22:** Mandatory Bidder's Conference
- May 13:** Reviewer Training
- May 15:** RFPs submission deadline and applications for contract extensions due back to DCS no later than 5:00 p.m.
- May 27 – 29:** Domestic Abuse/Sheltering Review Panel meets to finalize reviews and proposal scoring.
DCS Administration, 810 Datura Street, Basement Conference Room, West Palm Beach
- Homelessness Review Panel meets to finalize reviews and proposal scoring.
DCS Administration, 810 Datura Street, Basement Conference Room, West Palm Beach
- June 1:** Proposals Review Complete
- June 1 – 9:** Staff reconciles committee rankings, funding availability and develops recommended allocations
- June 15:** County Administration reviews FAA recommendations
- July:** Presentation of FY 2016 FAA recommendations to BCC

IV. CRITERIA FOR SERVICE CATEGORIES

Financially Assisted Agencies RFP FY 2016 Criteria for Service Categories

3-Year Funding Cycle:

The following service categories that will be up for competitive proposals will be issued a one (1) year contract with two (2) possible renewals, depending on BCC approval each year.

1. Homelessness
2. Domestic Violence/Sheltering

V. CONE OF SILENCE

CONE OF SILENCE FINANCIALLY ASSISTED AGENCIES FY 2016

This RFP includes a Cone of Silence. The Cone of Silence will apply from the date the RFP is due back to the department which is May 15, 2015 until the final FAA allocations are approved by the Board of County Commissioners.

All parties interested in submitting a proposal will be advised of the following:

Lobbying - "Cone of Silence"

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: <http://www.pbcgov.com/legislativeaffairs/lobbying.htm>, is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff.** A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

VI. PROPOSAL GUIDELINES

FY 2016 Financially Assisted Agencies Proposal Guidelines

****START A NEW APPLICATION – DO NOT USE AN OLD ONE****

General Information – complete the “Cover Page” which is in the Addendum section of the Community Services Financially Assisted Agency (FFA) website:

1. Name of Applicant Agency
2. Service Category - identify the service category in which the proposal is being submitted
3. Program Title
4. Specific Target Population
5. Geographic Area Served
6. Commission Districts Served
7. Program Status (existing or new program)
8. Program Start Date (if a new program)
9. Total Program Budget (program’s total budget during the time period for which you are requesting funding)
10. Amount of Funding Request (how much you are requesting in the proposal)
11. Identify if agency is currently certified by Nonprofits First (3 pts. for agencies currently certified)
12. Overview (**3 sentence overview of the program** – this must be short and concise and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications)

Summary:

Please submit a proposal:

- Addressing all components of the Community Services FAA website <http://www.cybergrants.com/psc/proposal> . All applicants attending the mandatory bidder’s conference will be approved through to the full proposal. The full proposal can be revised prior to final submission which is due no later than *May 15, 2015 at 5:00 p.m.*
- Written in plain language; a narrative that fully addresses all questions in the Guidelines.
- That is understandable to people unfamiliar with your organization or your area of expertise.
- That specifically addresses the funding priorities set out in this Request for Proposal.
- That specifically addresses the questions in the addendum which is part of the proposal and will be found on the Community Services FAA website.
- Please refer to the guidance provided throughout the website for further description or definition of any of the required areas. You can reach that assistance through clicking on any of the titles as they appear on the website itself or through the link below.
http://www.cybergrants.com/fca/fca_application_guide.html#approach_design

Guidelines for Proposals include:

1. Need for Assistance (15 pts)

- What is the need (or problem) in Palm Beach County that you are proposing to address (or solve)?
- Who does this need (or problem) impact in Palm Beach County? This specifically references the population that you serve; who walks in your door for services?
- What local Palm Beach County data or evidence exists to document the need (or problem)?

2. Approach and Design (25 pts)

- What will your program do to meet this need (or solve this problem)?
- What specific activities will your program complete?
- What services will your program provide?
- How many people in Palm Beach County will your program provide services to?
- What will your program accomplish during the funding period?
- How will your program accomplish it?
- How responsive to the FAA RFP service category criteria is this proposal?

3. Evaluation Approach (25 pts)

- Completion of the FY 2016 Financially Assisted Agencies (FAA) Evaluation Plan/Logic Model.
- Outcomes and activities are clearly descriptive of the program being proposed.
- Evaluation methods and tools are generally accepted for demonstrating the outcomes proposed.

To be answered in the Addendum:

- Prior outcomes/data that demonstrate success of the services in this proposal.
- Use of indicators that have current state or national data documentation available is highly recommended. Please utilize “A Report of Health & Human Services in Palm Beach County – Based on Key Community Indicators 2010”. You can find this document at: <http://www.pbcgov.com/communityservices/pdf/Health-Human-Services-Report.pdf>.

4. Available Resources and Sustainability (15 pts)

- What other funding is available to support your organization in addressing this need (or solving this problem)?
- Are there any partners who will assist your organization in addressing this need (or solving this problem)? If so, please provide concrete Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) which explain how you will address the need.
- What other funding has your organization received to address this need (or solve this problem)?
- How will your organization continue to address this need (or solve this problem) if current funding ends?

To be answered in the Addendum:

- Please describe your use of volunteers in support of program and other agency activities.
- Please describe how awarded funds will allow you to leverage additional dollars.

5. Budget (20 pts)

- A completed proposed program budget.
- Budget Justification - (This would be additional description of budget items that might be considered unusual. If there are no such items, please put N/A). If there is an indirect cost percentage requested in the proposal then there should not be any indirect costs in the budget lines.
- Agency Budget – to be attached to the proposal. The Budget forms that are part of the proposal do not need to be utilized for this budget.

To be answered in the Addendum:

- Unit Cost service description (is this an industry standard and if so please state source)
- Unit Cost of service (is this an industry standard and if so please state source)
- What percentage of the agency’s overall budget does this request represent?

Additional Scoring Components

The following areas will be reviewed and evaluated by the Review Panels after the proposal itself has been read and scored. Proposers are not to write additional information relevant to these areas. This is for informational purposes only.

1. Underserved Population(s) Served (5 pts)

Clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population compared to their percentage of the overall population by greater than 10% deviation.

2. Underserved Area(s) Served (5 pts)

A clearly defined zip code or census tract area that has a high service problem/population and no provider that is located with the identified area or in close proximity to the area. This zip/census tract should also be underrepresented amongst the service population.

3. Performance History (10 pts) To be provided to the Review Panel by staff. If the program has no history with the County, points will be given based on the Review Panel's knowledge of the program/agency.

4. Nonprofits First Certification (3 pts)

5. Priority Area Score (Range of points based on number of proposals in each Service Category. The Review Panel will rank all proposals. If there are 10 proposals, the top-ranked proposal will be awarded 10 points and so on.)

VII. TERMS AND CONDITIONS

1. Proposal Guarantee:

Proposer guarantees their commitment, compliance and adherence to all requirements of the RFP by submission of their proposal.

2. Modified Proposals:

Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the Deadline for receipt of proposals. The County will only consider the latest proposal submitted.

3. Late Proposals, Late Modified Proposals:

Proposals and/or modifications to proposals submitted after the deadline (5:00 p.m. on May 15, 2015) for receipt of proposals specified in the RFP Timetable on page 5 are late and shall not be considered.

4. Costs Incurred by Proposers:

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the proposer. No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

5. Public Record Disclosure:

Contracted providers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

6. Proprietary/Confidential Information:

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

7. Palm Beach County Office of the Inspector General Audit Requirements:

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

8. Commencement of Work:

The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee and upon written notice to the proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.

9. HUD Supportive Housing/ HIPAA Privacy Rules:

Services that provide transitional housing and support services to individuals and/or families whose goal is to gain or regain economic independence will be required to comply with and report according to HUD Supportive Housing Program Regulation 24 CFR Part 583.

Contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA). If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in your RFP information. Provide this information in the Cover Sheet.

Recommendations for Services: Domestic Violence/Sheltering Palm Beach County

Programs and services in this category should address outcomes and performance measures that demonstrate positive change toward the goal of assisting the victims of domestic violence. This could include: Community-based domestic violence and runaway services; identifying and improving service quality and performance; promoting public awareness and education which lead to prevention; and providing information to the public regarding domestic violence and runaways and available services.

DEFINITIONS:

Domestic violence – means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Family or household member – means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Sources: Online Sunshine – Statutes and Constitution – Title XLII, Domestic Relations
Report of Health & Human Services in Palm Beach County – Based on Key Community Indicators Page 57

Domestic Abuse/Sheltering Goals

Goal #1: Develop a county-wide protocol for law enforcement to standardize the response to domestic violence investigations to ensure the victims countywide receive the same level of service.

Goal #2: To continue to identify new avenues for education and public awareness campaigns.

Goal #3: Continue to collect, analyze and report statistical data on domestic violence that would assist in current and future responses to domestic violence.

Goal #4: Collaborate with the PBC Domestic Fatality Review Team and provide funding so that accurate data collection tools could be used county-wide to assist in the review of domestic homicides and the prevention of future homicides.

Goal #5: Collaborate with the two certified domestic violence shelters in Palm Beach County to maintain the number of beds and services needed and to include the potential of increasing the number of beds available if needed.

Goal #6: Support a county-wide protocol for response to youth domestic violence to ensure youth countywide receive the same level of diversion opportunities and wraparound services.

Recommendations for Services: Homelessness Palm Beach County

In anticipation of the FY 2016 Financially Assisted Agencies (FAA) Request for Proposals (RFP) process, Palm Beach County Community Services staff collaborated with service providers and community partners to gather information about Homelessness needs for the community. The providers and collaborating partners came together and met on February 27, 2015. The community service providers represented a broad scope of services and actively participated in the information-gathering process.

*Programs and services in this category should address outcomes and performance measures that demonstrate positive change toward the County's goal of ending homelessness. All efforts should be in support of the **Ten-Year Plan to End Homelessness in Palm Beach County and the Five Year In: An update on the Palm Beach County Ten Year Plan to End Homelessness.***

Funding priorities for the FY 2016 RFP include **Emergency Housing, Prevention Services, Employment and Permanent Supportive Housing/Rapid Re-Housing.**

Preference will be given to services that are in collaboration with the Homeless Resource Center. Any agency receiving FAA funding will be expected to adhere to the Standards of Care for their component as adopted by the **Palm Beach County Homeless and Housing Alliance**. Funded agencies should be/become a member in good standing of the Homeless and Housing Alliance.

DEFINITIONS:

Emergency Housing - Any facility whose primary purpose is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless. Supportive services may or may not be provided in addition to the provision of shelter. Emergency Shelter is available for no more than 90 days and Transitional Housing no more than 24 months.

Employment Services-Encompasses services geared toward empowering clients to learn skills necessary for gaining and maintaining successful employment in the community as competitive employees. Services may include interview skills, how to respond to challenging interview questions, resume development, mock interviews, job placement assistance and post placement follow-up and support services.

Homelessness Prevention – Services under this component provide assistance for individuals and families at risk of homelessness. The services may include housing relocation and stabilization services as well as short- and medium-term rental assistance to prevent an individual or family from becoming homeless. Proposed services may help individuals and families at-risk of homelessness to maintain their existing housing or transition to new permanent housing.

Permanent supportive housing – No time limit, participant has a lease, services are optional, applicant must meet HUD's definition of homeless and member of household must have a disabling condition.

INSTRUCTIONS FOR FY 2016 CONTRACT EXTENSIONS

The following five (5) service categories are not required to participate in the competitive RFP process for FY 2016.

Contract Extension until FY 2016:

Seniors
Economic Stability/Poverty
New and/or Continuing Initiatives and Innovative Programs

Contract Extension until FY 2017:

Behavioral Health
Special Needs/ Developmental Disabilities

- ✓ Agencies requesting contracts extensions for programs approved in the FY 2013 and FY 2014 service categories above will need to resubmit information through the Community Services FAA website at the following link: <http://www.cybergrants.com/pbc/proposal>. Community Services staff will clone your proposal from last year and send to you so that you do not have to re-enter all of last year's information.
- ✓ Please indicate if there have been any changes in the program as it was proposed.
- ✓ Complete the FY 2016 Financially Assisted Agencies Evaluation Plan/Logic Model, which is attached to the website application.
- ✓ Submit a new program budget in the website format. Upload a new total agency budget. The agency budget does not need to be completed in the website format.
- ✓ When the *Community Services FAA* website is re-opened the required documents will be part of the application. Please be clear regarding the charges you will be incorporating into your program budget(s). If you are charging an indirect/administrative percentage fee then you must remove any other line items related to indirect/administrative expenses. Please only include those positions and charges that are directly linked to the program being funded under the FAA. We require an overall agency budget which will provide information regarding other programs being operated. Also, for any "miscellaneous" or "other" budget requests, please clearly identify what is covered in the request.
- ✓ The *Community Services FAA* website is scheduled to be available on April 13, 2015 and all information must be completed and submitted by 5:00 p.m., May 15, 2015. You will not need to provide a hard copy to our office of the information submitted.
- ✓ Until the BCC meets and approves the final FAA budget staff will not know what the final funding amount will be.
- ✓ **There is no guarantee of funding awards for any contracts until the BCC's final decision.**