

FY2019



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Community Based Agencies FY2019 Request for Proposals (RFP) Pre-Proposal Conference

Friday, April 13, 2018 @ 1:00pm

Clayton E. Hutchinson Agricultural Center



AGENDA



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Welcome, Introductions, Overview of FY2019 CBA RFP Process and Guidance

Tammy K. Fields, Director, Youth Services Department (YSD)

Cone of Silence

Helene Hvizd, Senior Assistant County Attorney

Logic Model and Scope of Work

Alexina Jeannite, Grants Compliance Specialist II

Contract Preparation & Process

Barbara Wheeler, Contract Manager

Fiscal Overview for RFP Budgets

Michelle Liska, Director, FCA Division

RFP Website Page Overview

Rebeca Krogman, Communications Specialist

Questions & Answers



WELCOME, INTRODUCTIONS, AND OVERVIEW



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Tammy K. Fields, *Director*
Palm Beach County Youth Services Department



SIGN IN



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Mandatory Pre-Proposal Conference

The RFP requires a proposer's attendance at today's ***mandatory Pre-Proposal Conference*** for all Proposers submitting proposals.

Confirmation of attendance was required to be received no later than April 12, 2018, at noon to have a proposer's name on the confirmed list. Walk-in registrations are being accepted.

YOU MUST SIGN IN TO BE ELIGIBLE TO SUBMIT A PROPOSAL IN RESPONSE TO THIS RFP FOR COMMUNITY BASED AGENCIES!



CBA RFP PROCESS IS NOT THE SAME AS THE FAA RFP PROCESS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

This is **NOT** the Financially Assisted Agency (FAA) Process.

Please read the RFP requirements carefully!



REQUEST FOR PROPOSALS
INFORMATION
GUIDANCE

Financially Assisted Agencies
FY 2018

October 1, 2017 - September 30, 2018

Released: February 27, 2017
Due Date: March 31, 2017 12:00 p.m. (Noon) EST

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



REQUEST FOR PROPOSALS
for
Community Based Agencies
FY 2019

RFP available to the public: April 9, 2018
Mandatory Pre-Proposal Conference: April 13, 2018
Submission Due Date: May 4, 2018, 5:00 p.m. EST

Palm Beach County Board of County Commissioners
Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, Florida 33415
(561) 242-5700



YOUTH MASTER PLAN



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Strengthening the Steps to Success



Youth Master Plan
for Palm Beach County



CBA FUNDING CYCLE



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

3-Year Funding Cycle:

The following Action Areas will be issued a one (1) year contract with two (2) possible renewals, depending on BCC approval each year.

FY 2019 RFP Categories:

- 1. Health and Wellness Supports:** Ensure access to healthy foods and exercise options; address youth physical and mental health risks/issues.
- 2. Educational Supports:** Increase parent, community and business involvement in education.



CBA RFP PROCESS



www.pbcgov.com/youthservices



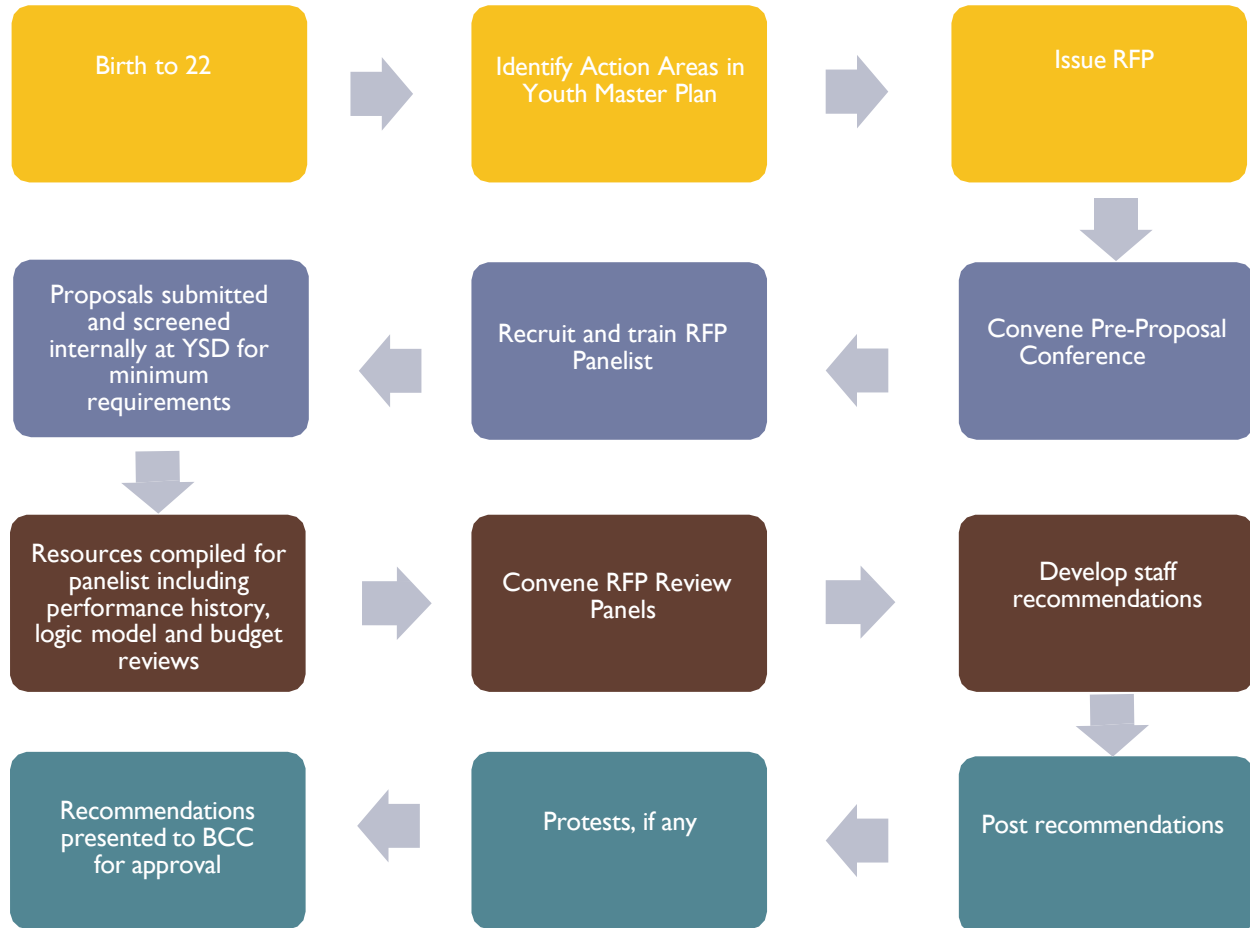
[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)



RFP TIMELINE

SUBMISSION DEADLINE IS MAY 4, 2018 @ 5:00 PM!



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

DATE

ACTIVITY

April 8

RFP advertised

April 9

RFP available for public

April 13

Mandatory Pre-Proposal Conference

April 27

Reviewer Training

May 4

Submission Deadline

May 7-18

Staff compiles proposals/ distributes to reviewers

May 21-25

Review panels meet to finalize reviews and proposal scoring

May 29-June 8

YSD staff reconciles review panel rankings, funding availability and develops recommended allocations

June 11

YSD staff posts recommended contract awards at www.pbcgov.com/youthservices

June 18

Final date to submit written protest



PROPOSAL HIGHLIGHTS



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

All applicants attending the mandatory Pre-Proposal conference are approved to submit a full proposal.

The full written proposal is due no later than ***May 4, 2018 at 5:00 p.m. The file must be uploaded by midnight.***



PROPOSAL HIGHLIGHTS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Proposals should:

- Address all components of the Youth Services CBA RFP found on: <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>
- Be written in plain language, AND include a narrative that fully addresses all questions in the CBA RFP Guidelines
- Specifically address the Action Area(s) set out in this RFP; one (1) proposal per Action Area
- Be typed, in Times New Roman; 12-point font, double-spaced and submitted on 8 ½ x 11” size paper
- Include one (1) clipped original verified to include all attachments
- Include one (1) electronic PDF format file, verified to include all attachments, uploaded to YSD’s file transfer protocol (FTP) site at <https://pbc.sharefile.com/r-r4175e1eaf3a4fc39>. The file shall be named as follows: *YSD_FY2019_Proposer’s name*.



PROPOSAL COMPONENTS



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Cover Page: Complete all fields in Attachment 4.

Need: Part A- Description of Need (up to 10 points)

Part B- Local Data (up to 10 points)

Approach and Design: (up to 25 points)

Evaluation Approach (up to 20 points)

Part A- Evaluation Methods (up to 15 points)

Part B- Performance History (up to 5 points)

Available Resources and Sustainability (up to 15 points)

Budget (up to 20 points)



PRIORITY AREA SCORE



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

The Review Panel will rank all proposals based on service's critical need, and on ensuring service availability and access to youth in need in Palm Beach County (e.g. If there are ten proposals, the top-ranked proposal will be awarded 10 points and so on).

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. It is not based on the score for the rest of the proposal.



HEALTH & WELLNESS SUPPORTS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Outcomes

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

- (1) Increased knowledge on healthy eating, meal preparation, gardening and access to fresh foods;
- (2) Access to three (3) healthy meals a day;
- (3) Increased knowledge of exercise regimen and the benefit of exercise;
- (4) Increased recreational opportunities for youth;
- (5) Increased awareness of health risks resulting from substance abuse (to include opioid), obesity, teen pregnancy and Sexually Transmitted Diseases;
- (6) Access to mental health services to address youth development, bullying, suicide, and trauma;
- (7) Access to vision and dental screenings and services via mobile systems;
- (8) Reduction of stress through mindfulness/ mediation techniques;
- (9) Effective and efficient referral system/ navigation to access mental health service, proper nutrition and medical services.



HEALTH & WELLNESS SUPPORTS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Suggested Uses of Available Funds:

- Business investment in food banks and other access programs.
- Community garden initiative.
- Availability of physical check-up to include vision, hearing, cholesterol, blood pressure and diabetes.
- Family healthy eating education.
- Community exercise.
- Demonstrate good nutrition-learning healthy swaps i.e. water vs. soda, salad vs. fries.
- Making healthy foods available - green markets, food banks, vending machines.
- Education - teen pregnancy, self-love, and sexually transmitted diseases.
- Role models - mentors.
- Referral system for navigation of services.
- Available substance abuse and mental health services.
- Access to screening for Adverse Childhood Experiences (ACEs) and appropriate follow-up care.
- Increase training and professional learning opportunities for all frontline professionals working with parents, mentors and youth to promote equitable practices in cultural competency, racial and gender equity, special needs, and trauma informed care.



EDUCATIONAL SUPPORTS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Outcomes:

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

- (1) Increased business participation and contributions to education and programs for youth;
- (2) Expanded student supports, including tutoring, out-of-school time programs and mentoring;
- (3) Stronger parent engagement and support of their children's education;
- (4) Support for parents of special need students;
- (5) Career exposure through business involvement/ internships;
- (6) Business mentoring- pipeline to work program;
- (7) Certification programs;
- (8) Increased scholarships, non-financial resources and support services for students engaged in post-secondary education;
- (9) Provide digital and blended learning opportunities utilizing current technology;
- (10) Access to services for students who have received school disciplinary actions, including suspensions and expulsions.



EDUCATIONAL SUPPORTS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Suggested Uses of Available Funds:

- Provide accessible personal guidance and mentoring support to parents to encourage engagement and navigation of the school system, including but not limited to certificate programs and trade apprenticeships and career development.
- Improve education and training to parents through provision of free books, parenting classes with cultural inclusivity, and use of social media to provide parenting tips.
- Provide experiential learning opportunities for students with local businesses to train, coach, mentor and educate on practical job skills.
- Engage businesses to provide learning opportunities in a nontraditional school setting.
- Linking School District Initiative with Post-Secondary initiatives (1st year GPA, 2nd year persistence and emergency scholarship support).
- Provide educational support, mental health support and other wrap-around services for youth who have been suspended or expelled from school.
- Increase training and professional learning opportunities for all frontline professionals working with disconnected youth to promote equitable practices in cultural competency, racial and gender equity, special needs, and trauma informed care.



RESOURCE DOCUMENTS



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Please review the Birth to 22 Appendix,
Section 3, subsection 3.3.2
(<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>),
for an additional list of Evidence-Based and
emerging programs.



Birth to 22 Data Deck



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

<http://pbcbirthto22.com/pdf/B-22-2017-Final-Combined-Slides-March-22-2018.pdf>



CONE OF SILENCE



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Helene Hvizd, *Senior Assistant County Attorney*



CONE OF SILENCE



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

This RFP includes a Cone of Silence. The Cone of Silence will apply from the date the RFP proposal is due, which is May 4, 2018, until the final CBA contracts are approved by the Board of County Commissioners.

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf is in effect. The Proposer 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 Proposer or Proposer's representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract. A Proposer's representative shall include but not be limited to the Proposer's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.



CONE OF SILENCE



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

When Does the Cone of Silence End?

The Cone of Silence is in effect as of the Submission Deadline Date. 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.

When Oral Communications are Allowed

The provisions of this Ordinance shall not apply to oral communications at any public meeting, including but not limited to pre-proposal conferences, and selection committee meetings.

Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission.

<http://www.palmbeachcountyethics.com/>



LOGIC MODEL & SCOPE OF WORK



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Alexina Jeannite

Grant Compliance Specialist II

Outreach & Community Programming



WHO? WHY? WHAT? WHEN? HOW?



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

The Logic Model is an outcome-oriented framework for program planning and evaluation. Your Logic Model should clearly and concisely indicate the following:

- Who are you helping?
- Why are you running this program? Does the need exist?
- What activities, interventions, services will be provided? What **change** (outcome) is expected from participation in the program?
- When are clients expected to accomplish in order to meet the program outcome?
- How is the program outcome measured?



KEYS TO CREATING A GOOD LOGIC MODEL



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)



Read the Description For Each Section



Use Specific & Concise Bullet Points



Answer Only What Is Asked For In Each Section



NEED



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

The identified Problem, Need, Situation of the Target Population to Serve.

Example:

Families have limited financial literacy skills.



SERVICE OR ACTIVITY



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

The activities or services provided to the target population in order to achieve the outcome.

Example:

Administer financial literacy classes.



OUTCOME INDICATOR



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

The quantitative measure of the **projected** number of participants to achieve the outcome in the expected timeframe during the contract period, written in the following format:

Example:

25 out of 50 participants, or 50%, will increase their financial literacy skills within 90 days.



ACTUAL RESULTS



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

The quantitative measure of the **Actual** number of participants who achieved the outcome in the expected timeframe during the contract period, written in the following format:

Example:

25 out of 50 participants, or 50%,
increased their financial literacy skills
within 90 days.



MEASUREMENT TOOL



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Describe the process for collecting the evidence to prove the outcome was achieved: Enter name of the tool (scale, survey, instrument, etc.) used to measure achievement of outcome.

Example:

Pre-tests, Post-tests.



FREQUENCY OF DATA COLLECTION OR REPORTING



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Indicate the frequency of data collection (when, how and any requirement and/or exception)

Example:

Within 90 days.





SCOPE OF WORK



www.pbcgov.com/youthservices



The Scope of Work should paint a thorough picture of what is expected, when, and in what form, while noting special requirements. It should be based on the information presented in the RFP.



SCOPE OF WORK



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

The Scope of Work (SOW) is the section in the proposal specifying the work that will be performed. The SOW is comprised of the following sections:

Agency Name:

Program Name:

Target Population:

Geographic area(s) served:

Commission District(s)

Overview:

Observed Need/Risk Factor(s) that will be addressed:

Services:

Outcomes:

Report Submission:

Number of Clients Served:



Scope of work



OVERVIEW



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

The Overview section gives essential information about the content of the services to be provided. The overview only summarizes the provisions of the services. It is not intended to cover every aspect of the services to be provided.

In the overview, explain the area of need or the problem that you are trying to solve and how the problem is connected to the designated Action Area. Then, explain how your Agency can fill that need or provides a solution.



OVERVIEW EXAMPLE



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

According to the 2016 Annual Report done by the Council on Homelessness, Palm Beach County is the 9th largest county in Florida facing the problem of Homelessness. Many of those homeless are unemployed or do not have the education needed to obtain a job that would help them avoid becoming homeless.

The ABC Stabilization Program was designed to help families living in Palm Beach County who, because of their employment, education and other barriers, are a paycheck away from becoming homeless. The program provides a variety of services such as case management, financial literacy classes, emergency rental and utility assistance and transportation to social services or medical appointments, as well as assistance to grants and education program to help each family reach their full potential.



SERVICES



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

As the Agency entering into the contract, you are responsible for a particular type of activity or for providing a particular service that the client needs.

Identifying the service enables both the funding source and the service provider to know what to expect with regards to number of clients, service design, timeframe, and the number of units of service offered.



SERVICES EXAMPLE



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

The Agency will hire a Case Manager, through the ABC Stabilization Program, who will provide coordination of the following services:

- Interpretation and translation Services
- Navigational Services for Entitlement Benefits
- Transportation Monthly support groups
- Transportation Social Services Appointments
- Adult Education Programs (ESOL, Literacy and Computer)
- Children Education Programs (Pre-K, After School Tutoring and Art Classes)
- Micro Loans for individuals opening their own small business
- Scholarships



NUMBER OF CLIENTS SERVED



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Provide only the total number of participants that will receive the proposed service under this proposal.

Example:

Number of Clients Served: 60



SHAREFILE: REGISTRATION



Growing Brighter Futures

www.pbcgov.com/youthservices



pbcyouthservices

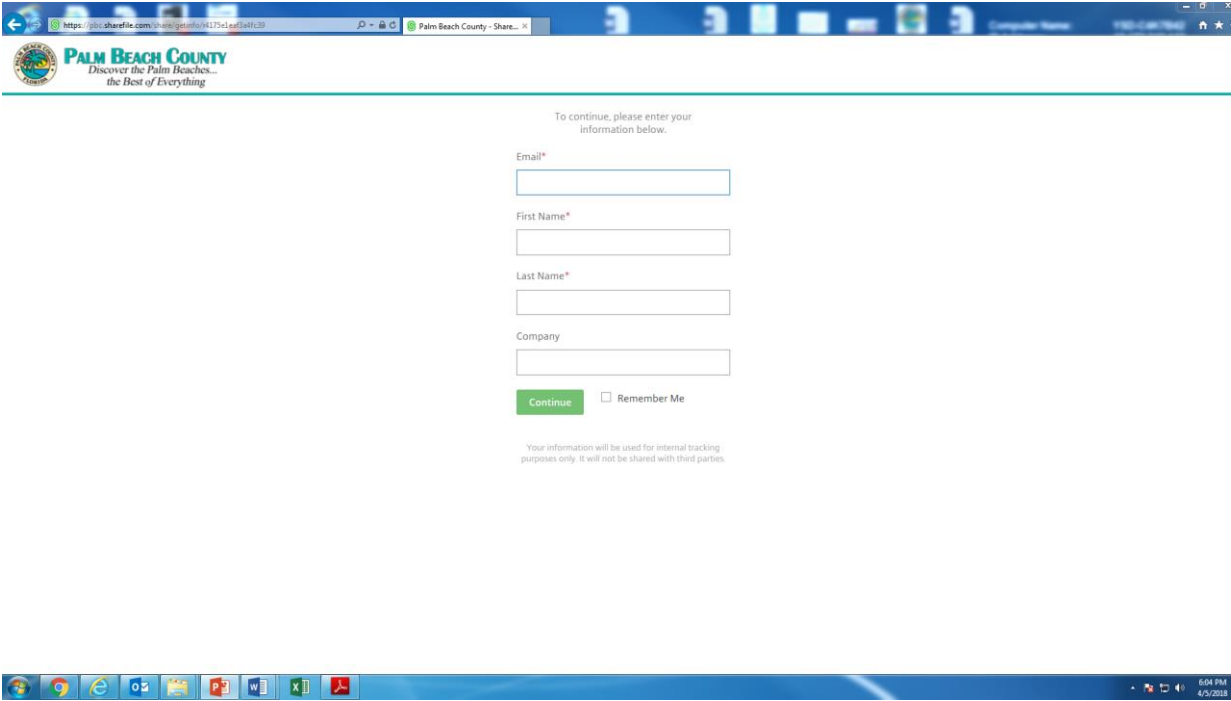


PBCYSD



PBCYSD

Use the link provided in the RFP to upload proposal:
<https://pbc.sharefile.com/r-r4175e1eaf3a4fc39>. ALL information is required: Email, First Name, Last Name, Company



SHAREFILE: UPLOAD



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Upload files and click the green Upload button
Found at the bottom of page.

Upload

File Request from YSD-RFP YSD-RFP at Palm Beach County

Item	Clear All	+ Add more
× doc YSD_FY2019_Best Wishes Foundation, Inc..docx		11.26 KB

File shall be named as follows:
YSD_FY2019_Proposer's name

Upload



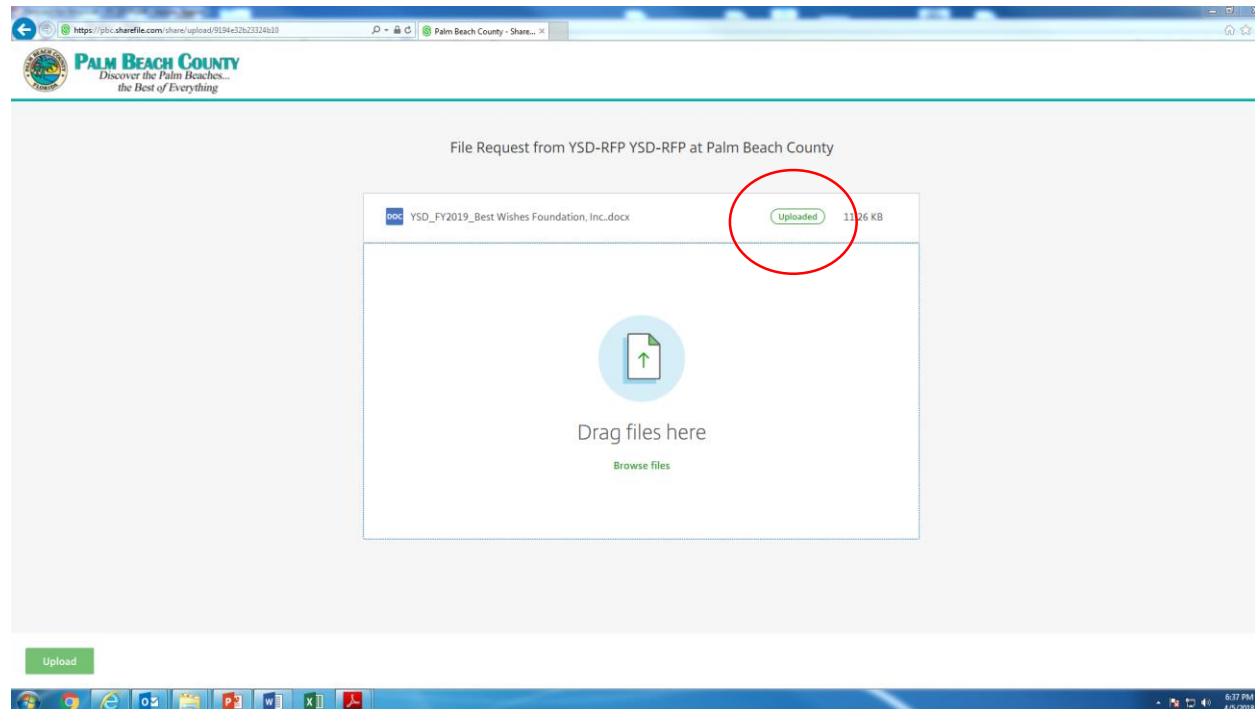
SHAREFILE: UPLOAD



www.pbcgov.com/youthservices



Once file is uploaded, exit browser.



SHAREFILE: EMAIL CONFIRMATION



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD



PALM BEACH COUNTY
*Discover the Palm Beaches...
the Best of Everything*

Alexina,

This message is confirmation that you have uploaded the following file at 4/5/18 6:36P:

YSD-rfp@pbcgov.org > RFP2019 Proposals Received

Name: YSD_FY2019_Best Wishes Foundation, Inc..docx

Size: 11.26 KB • **Date:** 4/5/18 6:36p

User: Alexina Jeannite [ajeannite@pbcgov.org] (YSD)

Dates are displayed in UTC -5

[Click here to change how often ShareFile sends emails](#)

Powered By Citrix ShareFile 2018



CONTRACT PREPARATION



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Barbara Wheeler, *Contract Manager*



CONTRACT FOR COMMUNITY BASED AGENCIES



www.pbcgov.com/youthservices



pbcyouthservices



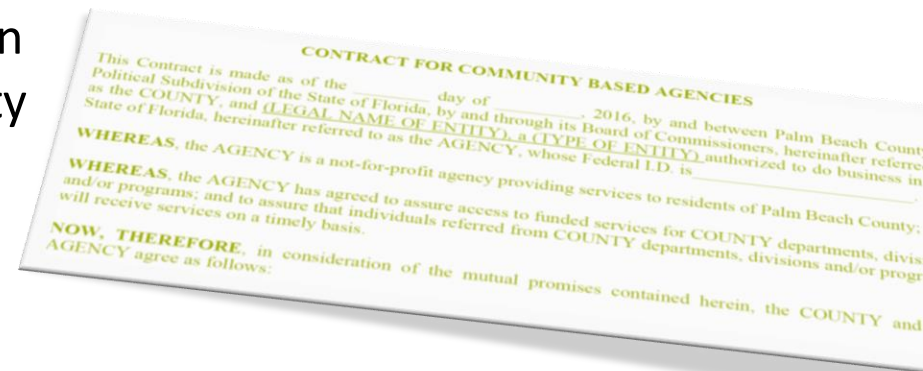
PBCYSD



PBCYSD

The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- SCOPE OF WORK
- REPORTING REQUIREMENTS
- SCHEDULE OF PAYMENTS / PAYMENT TERMS
- UNIT OF COST AND DESCRIPTION
- STANDARD COUNTY CONTRACT PROVISIONS, including:
 - Certificates of Insurance (COI)
 - Non-Discrimination
 - Signature Authority
 - Inspector General



CONTRACT PROCESS



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

RFP
Received/Reviewed



Review Panels Meet
to finalize Proposal
Review & Scoring



Recommendations
for Contract Awards
on YSD webpage



Contract
Negotiations



Funding
Recommendations
to BCC for approval



Protests,
If any



Contracts Sent to
Agencies for Review
& Approval



Signed Contracts
Received from
Agencies



Contracts Sent
to BCC for Final
Approval



FISCAL OVERVIEW FOR RFP BUDGETS



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Michelle Liska, *Director FCA Division*





RFP SUBMISSION REQUIREMENTS

Cover Sheet – Budget Items

- **Total Program Budget** (program’s total budget during the time period for which you are requesting funding, but not more than one (1) year)
- **Amount of Funding Requested** (how much you are requesting in the proposal)
- **Unit Cost Service Description**
- **Unit Cost of Service**
- **Overview** (three (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)



RFP SCORING

Budget (up to 20 points)



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Complete proposed program budget using the template/worksheet provided - **Attachment 7.**

Review the 'sample' and 'guidelines' tabs provided before completing the template.

Ensure the requested fund justifications are complete.

Ensure administrative expenses *are limited to no more than 15%*.

Provide a *Budget Justification* by describing in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program. If you are charging an indirect/administrative percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included.



RFP SCORING

Budget (up to 20 points)



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Attach a *Total Agency Budget* to the proposal. The budget forms that are part of the proposal do not need to be utilized for this budget. Ensure ***CBA portion of the budget (amount of funding requested from Palm Beach County) is not more than***

Submit most recent audit report. If there were findings, describe corrective actions.

Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.

Submit Unit Cost service description (Is this an industry standard? If so, please state source).

Submit Unit Cost of service (Is this an industry standard? If so, please state source).

Ensure both the unit cost service description and cost are clear and accurately calculated.

Formulas used to arrive at the cost should be included.



BUDGET TEMPLATE

Attachment 7 to the RFP

Simplified and easy to use

Formulas will sum program expense categories & admin percentage

Must be completed with all FY19 submissions

Includes clearly defined sections for programmatic and admin expenses

Ensure expense narrative is clearly defined

Will allow for better transparency and understanding of each program



CBA Budget Item	CBA Program Name	Palm Beach County CBA				Program Funder #3	Program Funder #4	TOTAL PROGRAM FUNDING (All Sources)
		Proposed	Confirmed	Pending	Pending			
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,845.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00		\$ 182,045.00	
Program Expenses								
	Narrative	Amount	Amount	Amount	Amount	Amount		
Personnel	Program manager position for community support service. Salary expense is 50% funded by PBC CBA award and includes fringe benefits.	\$ 72,845.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,845.00		
	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 30,000.00			\$ 55,000.00		
	Fringe benefits expense for Program Assistant. Fringe benefits for this position total \$1,500.00, with 50% allocated to Palm Beach County CBA in the amount of \$750.00.	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00		
	Community Educator position is the primary interface with local schools, churches and support groups. Total salary (including fringe benefits) billed to Palm Beach County CBA = \$39,045	\$ 800.00				\$ 92,500.00		
	*Note: Rent for areas that House Admin staff should be listed separately under admin section. Rent expense for Lake Worth facility. Total rental expense for FY18 = \$95,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$75,000 will be paid by other operations & income.	\$ 27,050.00	\$ -	\$ 10,000.00		\$ 49,045.00		
	Commercial, General, Liability Insurance	\$ 20,000.00				\$ 20,000.00		
	Electric Utility Service expense for location x	\$ 3,850.00				\$ 3,850.00		
	Water Utility Service for location x	\$ 3,250.00				\$ 3,250.00		
	Telephone expense for location x	\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00		
	Telephone expense for location x	\$ 1,200.00	\$ -	\$ 1,000.00	\$ -	\$ 2,200.00		
	Telephone expense for location x	\$ 850.00	\$ -	\$ 500.00	\$ -	\$ 1,350.00		
	Telephone expense for location x	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00		
	TOTAL PROGRAM EXPENSES =	\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00		
	Administrative Expenses							
	Narrative	Amount	Amount	Amount	Amount	Amount		
	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm Beach County CBA = \$4,250	\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00		
	Accounting and audit expenses for CBA program. Annual accounting fee = \$900. Annual audit fee = \$2,000. Total expense = \$2,900	\$ 2,900.00	\$ -	\$ -	\$ -	\$ 2,900.00		
	Consultants	\$ 2,850.00	\$ -	\$ -	\$ -	\$ 2,850.00		
	TOTAL ADMINISTRATIVE EXPENSES =	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00		

BUDGET TEMPLATE



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2018		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<u>Program Expenses</u>	<u>Narrative</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<u>Administrative Expenses</u>	<u>Narrative</u>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County CBA = % \$4,250	\$ 4,250.00				\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for CBA program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00				\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award			6%			

Sheet will tally your **program** and **administrative expenses** and calculate the % of administrative cost.

Remember to ensure CBA portion of the budget is not more than 25% of the Total Agency Budget.



ADMINISTRATIVE COSTS



www.pbcgov.com/youthservices



CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2018		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount	Amount
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
Administrative Expenses	Narrative					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%				

- Must be approved in your submitted budget
- Must be tracked separately on your General Ledger
- 15% cap on administrative costs
- Cost allocation plan or activity logs needed for split funded/dual responsibility staff members
- If submitting an indirect cost rate for admin costs, you must also include the approved cost plan from a cognizant agency



DEVELOPMENT OF UNIT RATES



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD



Agency should determine all costs that will be incurred to run the program (including administrative costs) and how much of those will be charged to the CBA program.



Agency should review historical outputs (if available) to determine the total amount of units they expect to produce.



The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.



Units claimed will require the agency to submit activity logs, proof of expense or other supporting documentation to be determined at the time of contract negotiations.

SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

SAMIS is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as those proposed under this RFP will create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways:

- quickens the reimbursement process
- fiscal workflow accountability and tracking
- provides an audit trail from creation through approval
- paperless



FISCAL BACKUP DOCUMENTATION



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)



- General ledgers should be kept for each program, split by administrative and program costs.
- Costs in the general ledger should align to the costs in the submitted budget and any changes to the budget should be submitted to the County for review before they are incurred.
- General ledgers should not include excess costs above the revenue being earned for the program year. If it is not being paid for with CBA funds it should not be in the general ledger.
- Submitted units must have backup documentation readily available for review upon request or at time of annual monitoring. Units being submitted should be for services and employees that are paid for by the CBA funding when at all possible.



RFP WEBSITE PAGE OVERVIEW



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

Rebeca Krogman

Communications Specialist



WHERE DO I GO TO ACCESS THE RFP DOCUMENTS & POSTED INFORMATION?



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

Request for Proposals for Community Based Agencies

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies program for Fiscal Year (FY) 2019 (October 1, 2018 - September 30, 2019). Contracts issued will be for one (1) year, with two (2) one-year extensions at the option of the County. Proposers must clearly identify how their service/program(s) address the below Action Areas identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

NOTE: Only two of the Action Areas identified in the YMP will be eligible for funding under the RFP (Educational Supports and Health and Wellness Supports).

The Request for Proposals (RFP) will be available on April 9, 2018 at:
<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



Click here to visit VSS

Archive FY 18 RFP

Community Based
Agencies

Youth Master Plan



VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

This RFP will be posted under the applicable solicitation on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

All required documents will be found at the VSS site for viewing and printing.

The VSS system allows registered users and public access to view, print and download the solicitations but you will not be able to "apply" to the Request for Proposals or submit your proposals through VSS.

Start by visiting the site at:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.



VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

CGI Advantage

[PBC Purchasing](#)

[PBC OSBA](#)



Welcome to Palm Beach County Vendor Self Service

The Palm Beach County (PBC) Vendor Self Service System (VSS) allows you, as a payee/vendor to manage your own account information and view your financial transactions, including payments. If this is your first time, you may need to left to activate your account or to register as a vendor for the first time. Please visit website at www.pbcgov.com/Purchasing for a Vendor's Guide to "Doing Business with Palm Beach County".

User ID

Password

Login

[Password Reset](#)

Click the Register button to register a new or existing account.

Register

Public Access

Announcements

08/07/2017

CERTIFIED BROWSERS ---- Please do NOT use Google Chrome to activate or register your account. The following browsers are certified for VSS: Internet Explorer (IE 8, 9, 10 or 11) and Mozilla Firefox 3.5 or 3.6 for Windows (ESR 24)

Apple iPad with iOS 6.1 and 7.1, Apple iPhone 4 or higher with iOS 6.1 or iOS 7.1, and any Android phone device with Android 2.3.4+ Gingerbread or later

08/07/2017

PLEASE BE ADVISED AS OF JANUARY 25, 2016 The Purchasing Department has implemented an on-line Vendor Self Service System (VSS) that provides email notification of IFBs, RFPs, RFQs, and RPQs to registered vendors who: (1) provide a valid email address in their vendor registration account; (2) designated a commodity or commodities in their vendor registration account; and (3) where the good or service being solicited matches a commodity or commodities selected by the vendor.

IF NOT A REGISTERED VENDOR, YOU MAY SELECT THE PUBLIC ACCESS BUTTON ON THE BOTTOM LEFT TO VIEW ALL SOLICITATIONS FOR PALM BEACH COUNTY PURCHASING.

08/07/2017

VENDOR NOTICE - email pre-populated Vendor Registration Summary & W-9 form from VSS system to Purchasing at PBCVendor@pbcgov.org once new registration is completed. Purchasing staff are available to answer questions Monday - Friday from 8:00 AM to 5:00pm (EST)

System searches for Maintenance: Monday - Friday 7PM- 7:30PM and 8:45PM to 9:15PM

Contacts

Contact PBC Purchasing at PBCVendor@pbcgov.org if you need help

Forms

Click on a form below to either save it to your desktop or open it in Adobe Reader



[VSS Quick Reference Guide for Solicitations](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-8BEN](#)

[W-8IMY](#)

[W-8EXP](#)

[W-8ECI](#)

[W-8BEN-E](#)

[Commodity Service Code Book_25th Edition](#)

[Access forms](#)

VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



www.pbcgov.com/youthservices



ge PBC Purchasing PBC OSBA

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Logout](#)

Business Opportunities | Vendor Registration | Grant Opportunities

Solicitations | Purchase History

Search for Solicitations

Show Me ... [All Solicitations](#) | [Open Solicitations](#) | [Closing Soon](#) | [Recently Published](#) | [Recent Amendments](#) | [Recent Intents](#) | [Recent Awards](#)

Keyword Search : [Go](#) [Close Advanced Search](#)

Category : Human Services Status :

Type : Request for Proposals

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates
Emergency Solutions Grant (ESG) Application for FY2019 RFP - 140 - ESG2019 Summary Details	Community Services Taruna Malhotra Human Services Request for Proposals(RFP)	Published On : 3/19/18 Amended On : Closing On : 4/13/18 12:00 PM EDT Time Left: 10 Days, 22:04:58 Intent Posted On:



- Ensure you are on the SOLICITATIONS tab
- Browse Solicitations
- Advanced Search (by Category)
- View Summary
- View Details

VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

[NEW SEARCH](#)

Solicitation: ESG2019 Emergency Solutions Grant (ESG) Application for FY2019

Issued: 3/19/18 Last Amended:

Current Status: Open

Closing Date: 4/13/18 12:00 PM EDT
 Application Close Date: 4/13/18 12:00 PM EDT
 Time Left: **10 Days, 22:01:41**

Doc Dept: Community Services
 Buyer Name: Taruna Malhotra
 Coordinator Name: Human Services
 Category: Request for Proposals(RFP)
 Type:

Response Options

Buyer Information: [Taruna Malhotra\(TMalhotr@pbcgov.org\)](mailto:Taruna.Malhotra@pbcgov.org)
 Coordinator Information: Phone:561-355-4716 Fax:
 Additional Dates: Federal Public Bid Opening Date: Award Date:
 Application Open Date: Intent Posted Date: More... [see Events tab](#)

[Print Solicitation Details](#)
[Print Grant Opportunity](#)

- Lots/Lines
Groups/Components
- Attachments
- Additional Information
- Terms
- Criteria
- Events
- Amendment History

Description	Requested	More Information
Lot 1: Default 1. HOMELESS SERVICES FOR FAMILIES THROUGH HUD'S EMERGENCY SOLUTIONS GRANT (ESG)	Specifications : Service Start : 10/1/2018 Service End : 9/30/2019	View Purchase History Expand All <input type="checkbox"/> Product Specs <input type="checkbox"/> Shipping Specs <input type="checkbox"/> Line Item Preference

0 to 0 Total: 0 [First](#) [Prev](#) [Next](#) [Last](#)



- Print Details
- Attachments tab (save or print attachments)
- Additional Information Tab
- Events Tab
- HELP GUIDE! Available at the VSS site

WHERE DO I GO TO ACCESS ADDITIONAL INFORMATION?



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD

<http://www.pbcgov.org/youthservices/pages/RFP.aspx>

FY 2018 RFP

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies program for Fiscal Year (FY) 2018 (October 1, 2017 – September 30, 2018). Contracts issued will be for one (1) year, with two (2) one-year extensions at the option of the County. Proposers must clearly identify how their service/program(s) address the below Action Areas identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

NOTE: Not all Action Areas identified in the YMP will be eligible for funding under this RFP.

The Request for Proposals (RFP) submission deadline was April 28, 2017.

RFP Information

- [Questions and Answers - CBA RFP 2018](#) (Rev. 4-25-2017)
- [CBA FY 2018 RFP Pre-Proposal Conference Presentation](#) – April 7, 2017
- [Audio - CBA Pre-Proposal Conference](#) - April 7, 2017
- [Review Panel and Meeting Dates](#) – CBA RFP 2018 (Rev. 5-10-2017)
- [Panel Review Score Form - Area 1 2017-05-19](#)
- [Panel Review Score Form - Area 2 2017-05-19](#)
- [Panel Review Score Form - Area 3 2017-05-19](#)
- [Panel Review Score Form - Area 4 2017-05-19](#)
- [Review Panel Meeting - Area 1 2017-05-09](#)
- [Review Panel Meeting - Area 2 2017-05-11 Part 1](#)
- [Review Panel Meeting - Area 2 2017-05-11 Part 2](#)
- [Review Panel Meeting - Area 3 2017-05-12 Part 1](#)
- [Review Panel Meeting - Area 3 2017-05-12 Part 2](#)
- [Review Panel Meeting - Area 4 2017-05-12](#)
- [Recommended Funding – RFP for CBA's FY2018](#)



DON'T FORGET TO FOLLOW US ON SOCIAL MEDIA!



www.pbcgov.com/youthservices



Connect with us!



pbcyouthservices



PBCYSD

www.pbcgov.com/youthservices



YSD Scoop!



To sign up for the Department Newsletter, please send an email to:

Rebeca Krogman,
Communications
Specialist
rkrogman@pbcgov.org

DID YOU SIGN IN?



www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

**YOU MUST SIGN IN TO BE
ELIGIBLE TO SUBMIT A PROPOSAL
IN RESPONSE TO THIS RFP FOR
COMMUNITY BASED AGENCIES!**



EVALUATIONS



www.pbcgov.com/youthservices



QUESTIONS & ANSWERS

www.pbcgov.com/youthservices



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

