Community Based Agencies
FY2020
Request for Proposals (RFP)
Pre-Proposal Conference

Tuesday, March 19, 2019 @ 9:00am
Clayton E. Hutchinson Agricultural Center
Welcome and Introductions
Tammy K. Fields, Director, Youth Services Department (YSD)

Cone of Silence
Helene Hvizd, Senior Assistant County Attorney

Overview of FY2020 CBA RFP Process and Guidance
Geeta Loach-Jacobson, Director, Outreach and Community Programming (OCP)

Logic Model and Scope of Work
Alexina Jeannite, Grants Compliance Specialist II

Contract Preparation & Process
Barbara Wheeler, Contract Manager

Fiscal Overview for RFP Budgets
Aaron Maharaj, Financial Analyst III

RFP Website Page Overview
Michelle Liska, Director of Finance, Contracting & Administrative Services

Questions & Answers
WELCOME, INTRODUCTIONS, AND OVERVIEW

Tammy K. Fields, Director
Palm Beach County Youth Services Department
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 March 18, 2019, 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

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

Please read the RFP requirements carefully!
WHAT’S NEW

- Funds from Youth Violence Prevention - FAA
- Three (3) year contracts
- Community Based Agency Database
CONE OF SILENCE

Helene Hvizd, Senior Assistant County Attorney
This RFP includes a Cone of Silence. The Cone of Silence will apply from the Electronic Submission Deadline Date and terminate at the time the awards 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 www.pbcgov.com/legislativeaffairs/Pages/Lobbying_Regulations.aspx, 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. 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

When Does the Cone of Silence End?

The Cone of Silence is in effect as of the Electronic 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/
PROCESS AND GUIDELINE OVERVIEW

Geeta Loach-Jacobson, Director
Palm Beach County Youth Services Department
Outreach and Community Programming
CBA FUNDING CYCLE

3-Year Funding Cycle:
The following Action Area will be issued a three (3) year contract which will be dependent on annual budget allocation from the BCC.

FY 2020 RFP Category:

1. Ensure Safety and Justice: A) Providing intervention and alternatives to crime, and, B) Strengthen prevention efforts to deter entry into the delinquency system.
CBA RFP PROCESS

1. **Birth to 22**
2. **Identify Action Areas in Youth Master Plan**
3. **Issue RFP**
   - **Convene Pre-Proposal Conference**
     - **Develop staff recommendations**
     - **Post recommendations**
   - **Recruit and train RFP Panelist**
   - **Convene RFP Review Panels**
   - **Protests, if any**
   - **Recommendations presented to BCC for approval**

   **Proposals submitted and screened internally at YSD for minimum requirements**

   **Resources compiled and available electronically for panelist including performance history, logic model and budget reviews**
# RFP Timeline

**Submission Deadline is April 9, 2019 @ 5:00 PM!**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 10, 2019</td>
<td>RFP advertised</td>
</tr>
<tr>
<td>March 11, 2019</td>
<td>RFP available to public</td>
</tr>
<tr>
<td>March 19, 2019</td>
<td><strong>Mandatory</strong> Pre-Proposal Conference</td>
</tr>
<tr>
<td>March 28, 2019</td>
<td>Final day to submit written questions</td>
</tr>
<tr>
<td>March 29, 2019</td>
<td>All questions to be answered, and posted on YSD website</td>
</tr>
<tr>
<td>April 3, 2019</td>
<td>Reviewer Training</td>
</tr>
<tr>
<td>April 9, 2019</td>
<td>Electronic Submission Deadline Date</td>
</tr>
<tr>
<td>April 29, 2019</td>
<td>Review Panel meets to finalize reviews and proposal scoring</td>
</tr>
<tr>
<td>May 20, 2019</td>
<td>Final date to submit written Protest</td>
</tr>
</tbody>
</table>

3/28/2019
All applicants attending the mandatory Pre-Proposal conference are approved to submit a full proposal.

The full written proposal is due no later than April 9, 2019. The file must be uploaded at https://pbc.sharefile.com/r-r826a2df2e384649a by 5PM.
Proposals should:
- Address all components of the YSD CBA RFP found on: https://pbcvsssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService
- Be written in plain language, AND include a narrative that fully addresses all questions in the YSD RFP Guidelines
- Specifically address the 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) electronic PDF format file, verified to include all attachments, uploaded to YSD’s file transfer protocol (FTP) site at https://pbc.sharefile.com/r-r826a2df2e384649a.
- The file shall be named as follows: YSD_FY2020_Proposer’s agency name.
**PROPOSAL COMPONENTS**

**Cover Page:** Complete all fields in Attachment 2.

**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)
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.
ENSURE SAFETY AND JUSTICE

Outcomes and Performance Measures that result in:

(1) Increase in the number of youth who receive the opportunity for juvenile first offender programs; decrease number of youth who fail to appear.
(2) Increase number of youth receiving prevention and intervention services as part of diversion.
(3) Increase prevention services targeting youth with enhanced risk for juvenile justice involvement.
(4) Decrease number of new arrest and/or recidivism.
(5) Decrease in Disproportionate Minority Contact (Birth to 22 Equity Agenda)*
Evidence-based or promising practice programs and services in this category should address the following goals and objectives:

1. Providing safe environments through prevention of youth violence and/or delinquent behaviors by targeting youth who are at enhanced risk for violence/delinquent behaviors;

2. Changing the life-trajectory for those youth who have already demonstrated violent or serious delinquent behaviors by addressing a set of risk factors and providing comprehensive, multi-component intensive support and interventions aimed at reducing the impact of their current status;

3. Providing safe, accessible and engaging place to go during out-of-school time to prevent risky behaviors and promote health and wellness;

4. Development of youth leadership groups and linkage to Birth to 22-Future Leaders United for Change, focused on promoting equity, inclusion, violence prevention, anti-bullying and social justice efforts;

5. Positive family support to foster a sense of belonging and trust; and

6. Compliance with Court orders; Reduction of recidivism through program alignment with Department of Juvenile Justice (DJJ) Supervised Release Continuum of Care**.
ENSURE SAFETY AND JUSTICE

Suggested Uses of Available Funds:

- Programs proposing to provide services aligned to DJJ’s Supervised Release Continuum of Care** for Alternative to Secure Detention Programming aka supervised release. Program must maintain minimum contact requirement and supervision as determined by Detention Risk assessment Instrument (DRAI) score/ supervised release requirement from DJJ or per court-order.

- Address family violence issues, including domestic violence, as well as gang education/awareness training and community intervention.

- Provide highly structured out of school pro-social activities for middle and high school students with a strong focus on crime prevention, youth violence prevention and intervention with youth involved or with an enhanced risk of being involved in the juvenile justice system.
ENSURE SAFETY AND JUSTICE

Suggested Uses of Available Funds Continued:

- Increase quality mentoring programs, including peer mentoring and promote opportunities for mentors and coaches to support social emotional learning for court involved youth (delinquency and dependency), and enable mentors and coaches to support and build relationships with law enforcement.

- Provide opportunities for young people to get involved in their community and assume leadership roles. Development of youth leadership groups and linkage to Birth to 22- Future Leaders United for Change, focused on promoting youth voice, equity, inclusion, violence prevention, anti-bullying and social justice efforts.

- Deploy prevention programs, which provide early identification and prevention activities that educate parents and youth and provide alternatives to violent behaviors such as pro-social activities, tutoring, community service and other healthy options.
ENSURE SAFETY AND JUSTICE

Suggested Uses of Available Funds Continued:

- Provide support and services to meet the mental health and behavioral health needs of youth and families for court-involved youth or youth at risk of becoming court-involved.
- Navigation services/ community liaison connecting youth and families to all justice/DJJ resources; utilizing a system of care model.
- Job training and internships for court-involved youth or youth at risk of court involvement.
- Programs that incorporate innovative opportunities to access transportation.
- Community-wide initiatives addressing crime and gang prevention.
ENSURE SAFETY AND JUSTICE

Suggested Uses of Available Funds Continued:

- Increase training and professional learning opportunities for all frontline professionals working with youth to promote equitable practices, including:
  - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  - Racial and gender equity training
  - Special needs awareness and inclusivity training
  - DJJ Circuit Training and communication plan for any program working with juvenile justice population
  - Training on Trauma Informed approaches to population served
Birth to 22 Appendix, Section 3, subsection 3.3.2 (http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf) for a list of Evidence-Based and emerging programs.


*Research has demonstrated that minority youth are disproportionately involved with the Juvenile Justice System. To learn more about the disproportionate involvement of minority youth with the juvenile justice system, visit http://www.djj.state.fl.us/research/reports/reports-and-data/interactive-data-reports/disproportionate-minority-contact-reports.

**Supervised Release Continuum of Care (http://www.djj.state.fl.us/research/latest-initiatives/detention-risk-assessment-instrument); (http://www.djj.state.fl.us).
Birth to 22 Data Deck

LOGIC MODEL & SCOPE OF WORK

Alexina Jeannite
Grant Compliance Specialist II
Outreach & Community Programming
THE LOGIC MODEL

Your Logic Model should clearly and concisely indicate the following:

• Why are you running this program? Does the need exist? Is there a **PROBLEM** you seek to solve or **NEED** you seek to address?; including who are you helping?

• What **SERVICES, ACTIVITIES**, interventions will be provided?

• What change (**OUTCOME**) is expected from participation in the program? And how is this change interpreted (**INDICATOR**)? What was the actual impact (**RESULTS**)?

• How are the program outcomes measured, collected (**TOOL & DATA SOURCE**)?

• When are clients expected to accomplish in order to meet the program outcome (**FREQUENCY**)?
State the identified Problem, Need, Situation of the target population to be serve.

Example:
Families have limited financial literacy skills.
Describe the activities or services that will be provided to the target population in order to meet the need.

Example:
Administer financial literacy classes.
State the expected result, such as change in knowledge, attitudes, skills, behaviors, conditions.

**Example:**
Participants will increase their financial literacy skills (within 90 days).
OUTCOME INDICATOR

State the quantitative measure of the outcome, expressed as the projected number of participants to achieve.

Example:
25 out of 50 participants (50%) will increase their financial literacy skills within 90 days.
MEASUREMENT TOOL

Describe the tools used as evidence that outcome was achieved. Enter actual name of tool.

Example:
FinFit Financial Literacy pre and post assessment.
Describe the data collection process and personnel responsible.

**Example:**
Program Coordinator administers pre and post assessments and tracks progress in the online FinFit system.
Indicate the time and frequency of Evaluation and Outcome Measurement.

**Example:**
Pre assessment conducted at program start.
Post assessment conducted at program completion of 90 days.
RESULTS

The **actual** number of participants who achieved the outcome in the expected timeframe.

**Example:**

30 out of 50 participants (60%) increased their financial literacy skills within 90 days.
KEYS TO CREATING A GOOD LOGIC MODEL

1. Read the Description For Each Section of the provided Template
2. Use Specific & Concise Bullet Points
3. Answer Only What Is Asked For In Each Section
The Scope of Work specifies the work that will be performed. It is based on the information presented in the RFP and paint a thorough picture of what is expected.
The **Target Population** should highlight the demographics and characteristics of the individuals you seek to serve.

The **Geographic Area** should tell us what communities or neighborhoods you will serve.
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 provide a solution.
Simply cite the evidence based model or promising practice your agency will use to implement program with fidelity.
SERVICES

As the Agency entering into the contract, you are responsible for a particular type of activity and for providing a particular service to meet client/participant needs.

List the services your program will provide.
NUMBER OF CLIENTS SERVED

Provide only the total number of participants that will receive the proposed service/activity under this proposal. If population is mixed, clearly indicate so, as in the below example.

Projected Number of Clients Served:
30 adults/parents
20 youth
Use the link provided in the RFP to upload your proposal for submission: [https://pbc.sharefile.com/r-r826a2df2e384649a](https://pbc.sharefile.com/r-r826a2df2e384649a). ALL information is required: Email, First Name, Last Name, Company.
SHAREFILE:
UPLOAD

Drag file or Browse to Upload

File shall be named as follows:

**YSD_FY2020_AGENCY NAME**
SHAREFILE: UPLOAD

Once file is uploaded exit browser.
Alexina,

This message is confirmation that you have uploaded the following file at 3/13/19 9:14A:

YSD-rfp@pbcgov.org > RFP2020 Proposals Received - Safety & Justice

**Name:** YSD_FY2020_XYZ Agency, Inc. (2).pdf

**Size:** 83.00 KB  **Date:** 3/13/19 9:14a
**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 2019
Barbara Wheeler, Contract Manager
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 COST OF SERVICE RATE AND DEFINITION**
- **STANDARD COUNTY CONTRACT PROVISIONS**, including:
  - Certificates of Insurance (COI)
  - Non-Discrimination
  - Signature Authority
  - Inspector General
CONTRACT PROCESS

RFP Received/Reviewed

Review Panel 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

Aaron Maharaj, Financial Analyst III
• **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)

• **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)
Complete proposed program budget using the template/worksheet provided - Attachment 6.

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 must be included.
RFP SCORING

Budget (up to 20 points)

- 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 25% of the Total Agency Budget**.

- Submit most recent completed 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 of service rate definition.

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

- Ensure both the unit cost of service definition and rate are clear and accurately calculated.

- Formulas used to arrive at the unit cost of service rate should be included.
BUDGET TEMPLATE
Attachment 6 to the RFP

- Formulas will sum program expense categories & admin percentage
- Must be completed with all FY20 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
# BUDGET TEMPLATE

<table>
<thead>
<tr>
<th>CBA Budget Items</th>
<th>CBA Program Name</th>
<th>Palm Beach County CBA</th>
<th>Program Funder #2</th>
<th>Program Funder #3</th>
<th>Program Funder #4</th>
<th>Total Program Funding (All Sources)</th>
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<tbody>
<tr>
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<td>Proposed</td>
<td>Confirmed</td>
<td>Pending</td>
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<td>$ 1,500.00</td>
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<td>$ -</td>
<td>$ 3,900.00</td>
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<td>-</td>
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<td>-</td>
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<tr>
<td>Professional Fees</td>
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<td>2,950.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>Executive Position #1 (JL)</td>
<td>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 = % $4,250</td>
<td>$</td>
<td>4,250.00</td>
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<td>XYZ Consultants</td>
<td>Accounting and audit expenses for CBA program. Annual Accounting fee = $950, Annual Audit fee = $2,000. Total expense = $2,950</td>
<td>$</td>
<td>2,950.00</td>
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<td>Administrative % of PBC Award</td>
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</table>

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**

- 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
DEVELOPMENT OF UNIT COST OF SERVICE RATE

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.
UNIT COST OF SERVICE RATE & DEFINITION TEMPLATE

Attachment 7 to the RFP

State Program and Agency Name

Enter Contract Period

Provide Unit Cost of Service Rate Definition – clearly stated and include proposed number of units

Provide Unit Cost of Service Rate – Is this an industry standard? – accurately calculated and formulas included

Provide Total Contract Amount

Describe Deliverables that will be used to support your monthly claims (ie, payroll reports, activity logs)

<table>
<thead>
<tr>
<th>Program:</th>
<th>Community Based Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Period:</td>
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<table>
<thead>
<tr>
<th>Unit Cost of Service Rate Definition</th>
<th>Unit Cost of Service Rate</th>
<th>Total Cost of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$ annually</td>
</tr>
</tbody>
</table>

TOTAL CONTRACT $
SERVICES AND ACTIVITIES
MANAGEMENT INFORMATION SYSTEM (SAMIS)

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

- General ledgers should be kept for each program, split by administrative and program costs.
- Expenditures in the general ledger should align to the costs included 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.
Michelle Liska,
Director of Finance, Contracting & Administrative Services
WHERE DO I GO TO ACCESS THE RFP DOCUMENTS & POSTED INFO?

http://www.pbcgov.org/youthservices

Click here

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

Request for Proposals for Community Based Agencies

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agency program for Fiscal Years 2020-2022 (October 1, 2019 – September 30, 2022). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the below Action Area 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 was made available on March 11, 2019, at: https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService.

For assistance searching for this RFP, Click here

FY 2020 RFP Information

Coming soon...

Click here for guidance

Click here to visit VSS
Beginning March 11th, the 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, printing and downloading.

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.
From the list of solicitations and opportunities, you may use the ADVANCED SEARCH option to find the RFP for Youth Services.
VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS

You may refine your search by any of the following:

- **KEYWORD:** Enter *YOUTH SERVICES*
- **CATEGORY:** Comm Based Agncy
- **TYPE:** Request for Proposals

The advanced search criteria is not required but may be helpful to more easily located this RFP.
VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations

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

Once you have located the RFP, you may click on any of the following tabs:

- LOTS / LINES
- ATTACHMENTS – this is where you can view, print or download the RFP document and related templates
- ADDITIONAL INFORMATION – for links to additional resources / information
- EVENTS – for list of events related to this RFP

Reminder: Mandatory Pre-Proposal meeting attendance is required to be eligible to submit a proposal under this solicitation. See RFP for more details.
WHERE DO I GO TO ACCESS ADDITIONAL INFORMATION?

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

FY 2019 RFP

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) submission deadline was May 4, 2018.

Funding recommendations will be submitted to the Palm Beach County Board of County Commissioners on July 10, 2018.

For assistance in searching for this RFP, click here

FY 2019 RFP Information

- Questions and Answers – CBA RFP 2019 (Rev. 4-27-2018)
- CBA FY 2019 RFP Pre-Proposal Conference Presentation – April 13, 2018
- CDA Pre-Proposal Conference – April 13, 2018
- Review Panel Meeting – Action Area 1 – May 24, 2018
- Review Panel Meeting – Action Area 2 – May 25, 2018
- Panel Review Score Form – Action Area 1 – May 24, 2018
- Panel Review Score Form – Action Area 2 – May 25, 2018
- Recommended Funding – RFP for CBA's FY2019
DON’T FORGET TO FOLLOW US ON SOCIAL MEDIA!

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

Erin Baker,
Communications Specialist
ebaker@pbcgov.org

www.pbcgov.com/youthservices
YOU MUST SIGN IN TO BE ELIGIBLE TO SUBMIT A PROPOSAL IN RESPONSE TO THIS RFP FOR COMMUNITY BASED AGENCIES!
QUESTIONS & ANSWERS