

# FY2020



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

Tuesday, March 19, 2019 @ 9:00am

Clayton E. Hutchinson Agricultural Center



# AGENDA



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## **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



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



# SIGN IN



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## 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



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

Please read the RFP requirements carefully!



REQUEST FOR PROPOSALS  
for  
Community Based Agency  
FY 2020

RFP available to the public: March 11, 2019  
**MANDATORY** Pre-Proposal Conference: March 19, 2019  
Electronic Submission Deadline Date: April 9, 2019, 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



# WHAT'S NEW



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



# YOUTH MASTER PLAN



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## Strengthening the Steps to Success



Youth Master Plan  
for Palm Beach County



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**Helene Hvizd, *Senior Assistant County Attorney***



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**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](http://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.



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## **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



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



# CBA FUNDING CYCLE



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## 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:

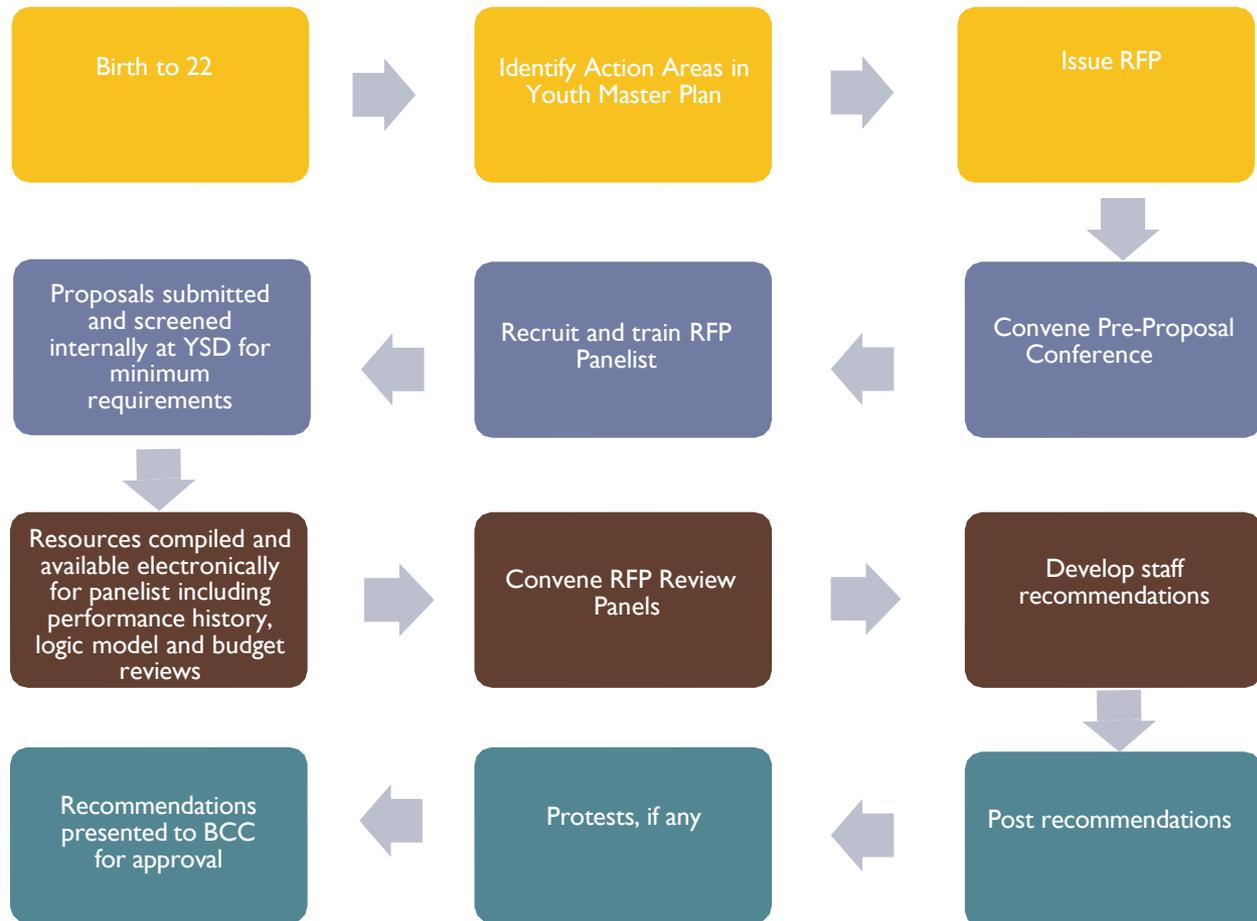
1. **Ensure Safety and Justice:** A) Providing intervention and alternatives to crime, and, B) Strengthen prevention efforts to deter entry into the delinquency system.



# CBA RFP PROCESS



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# RFP TIMELINE



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**SUBMISSION DEADLINE IS APRIL 9, 2019 @ 5:00 PM!**



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<u>DATE</u>	<u>ACTIVITY</u>
March 10, 2019	RFP advertised
March 11, 2019	RFP available to public
March 19, 2019	<b><i>Mandatory</i></b> Pre-Proposal Conference
March 28, 2019	Final day to submit written questions
March 29, 2019	All questions to be answered, and posted on YSD website
April 3, 2019	Reviewer Training
April 9, 2019	Electronic Submission Deadline Date
April 29, 2019	Review Panel meets to finalize reviews and proposal scoring
May 13, 2019	YSD staff posts Recommended Contract Awards on YSD website at <a href="http://www.pbcgov.com/youthservices">www.pbcgov.com/youthservices</a> .
May 20, 2019	Final date to submit written Protest



# PROPOSAL HIGHLIGHTS



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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.**



# PROPOSAL HIGHLIGHTS



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## Proposals should:

- Address all components of the YSD 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 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



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**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)



# PRIORITY AREA SCORE



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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.



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## 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)\*



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**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\*\*.



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## 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.



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## 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.



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## 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



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## 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



# RESOURCE DOCUMENTS



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Birth to 22 Appendix, Section 3, subsection 3.3.2  
(<http://pbcirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>), for a list of Evidence-Based and emerging programs.

Annie E. Casey Foundation Transforming Juvenile Probation: A Vision For Getting it Right, ( <https://www.aecf.org/m/resourcedoc/aecf-transformingjuvenileprobation-2018.pdf> ) for programmatic framework on juvenile justice reform practices

\*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



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[http://pbcbirthto22.com/pdf/B-22\\_2017\\_Final\\_Combined\\_Slides\\_March\\_22\\_2018.pdf](http://pbcbirthto22.com/pdf/B-22_2017_Final_Combined_Slides_March_22_2018.pdf)



# LOGIC MODEL & SCOPE OF WORK



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**Alexina Jeannite**

*Grant Compliance Specialist II  
Outreach & Community Programming*



# THE LOGIC MODEL



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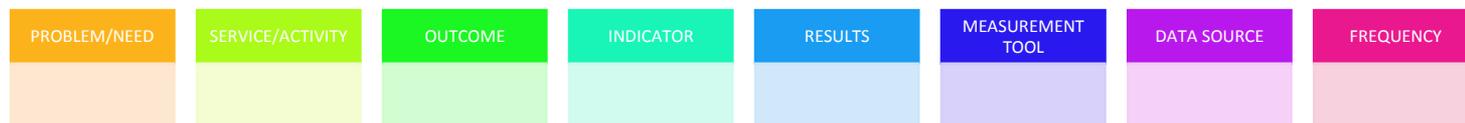
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Your Logic Model should clearly and concisely indicate the following:

- 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**)?



# PROBLEM/NEED



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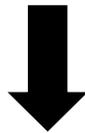


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State the identified Problem, Need, Situation of the target population to be serve.

Example:

Families have limited financial literacy skills.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# SERVICE OR ACTIVITY



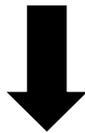
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Describe the activities or services that will be provided to the target population in order to meet the need.

Example:

Administer financial literacy classes.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# OUTCOME



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State the expected result, such as change in knowledge, attitudes, skills, behaviors, conditions.

Example:

Participants will increase their financial literacy skills (within 90 days).



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# OUTCOME INDICATOR



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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.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# MEASUREMENT TOOL



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

Example:

FinFit Financial Literacy pre and post assessment.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# DATA SOURCE



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Describe the data collection process and personnel responsible.

## Example:

Program Coordinator administers pre and post assessments and tracks progress in the online FinFit system.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# FREQUENCY



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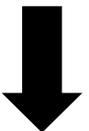
Indicate the time and frequency of Evaluation and Outcome Measurement.

## Example:

Pre assessment conducted at program start.  
Post assessment conducted at program completion of 90 days.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY



# RESULTS



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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.



PROBLEM/NEED	SERVICE/ACTIVITY	OUTCOME	INDICATOR	RESULTS	MEASUREMENT TOOL	DATA SOURCE	FREQUENCY

# KEYS TO CREATING A GOOD LOGIC MODEL



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Read the Description For Each Section of the provided Template



Use Specific & Concise Bullet Points



Answer Only What Is Asked For In Each Section



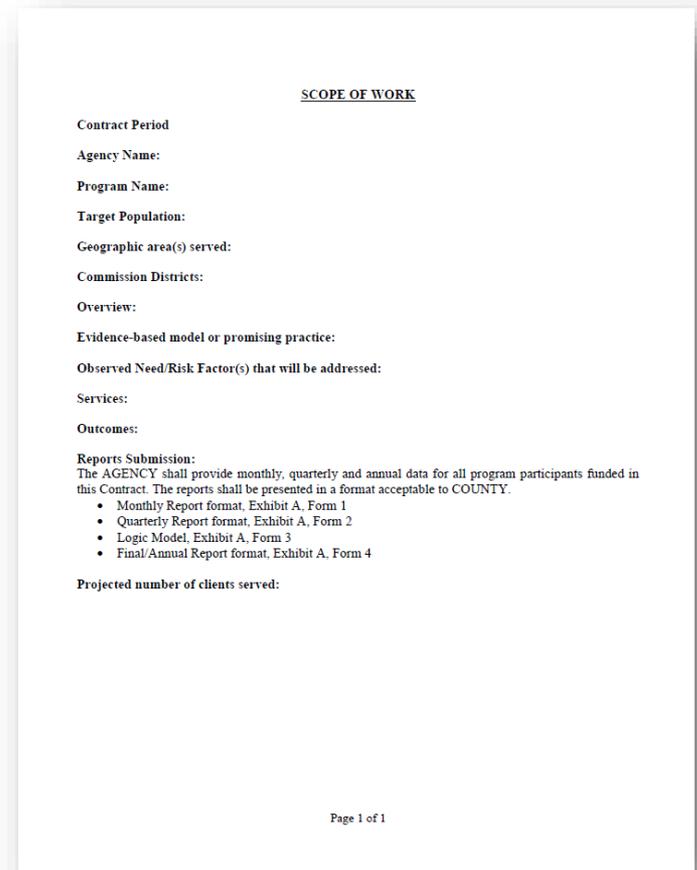
# SCOPE OF WORK



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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.



# TARGET POPULATION VS. GEOGRAPHIC AREA



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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.



# OVERVIEW



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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.



# EVIDENCED BASED MODEL OR PROMISING PRACTICE



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Simply cite the evidence based model or promising practice your agency will use to implement program with fidelity.



# SERVICES



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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



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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



# SHAREFILE: REGISTRATION



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Use the link provided in the RFP to upload your proposal for submission: <https://pbc.sharefile.com/r-r826a2df2e384649a>.

ALL information is required: Email, First Name, Last Name, Company

https://pbc.sharefile.com/submit/getinfo/4127541.pdf/411c39 Palm Beach County - Share...

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

To continue, please enter your information below.

Email\*

ajeannite@pbcgov.org

First Name\*

Alexina

Last Name\*

Jeannite

Company

YSD

Remember Me



# SHAREFILE: UPLOAD



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Drag file or Browse to Upload

Upload

1 item Clear All + Add more

✕	YSD_FY2020_XYZ Agency, Inc..pdf	83 KB
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File shall be named as follows:  
**YSD\_FY2020\_AGENCY NAME**

Upload



# SHAREFILE: UPLOAD



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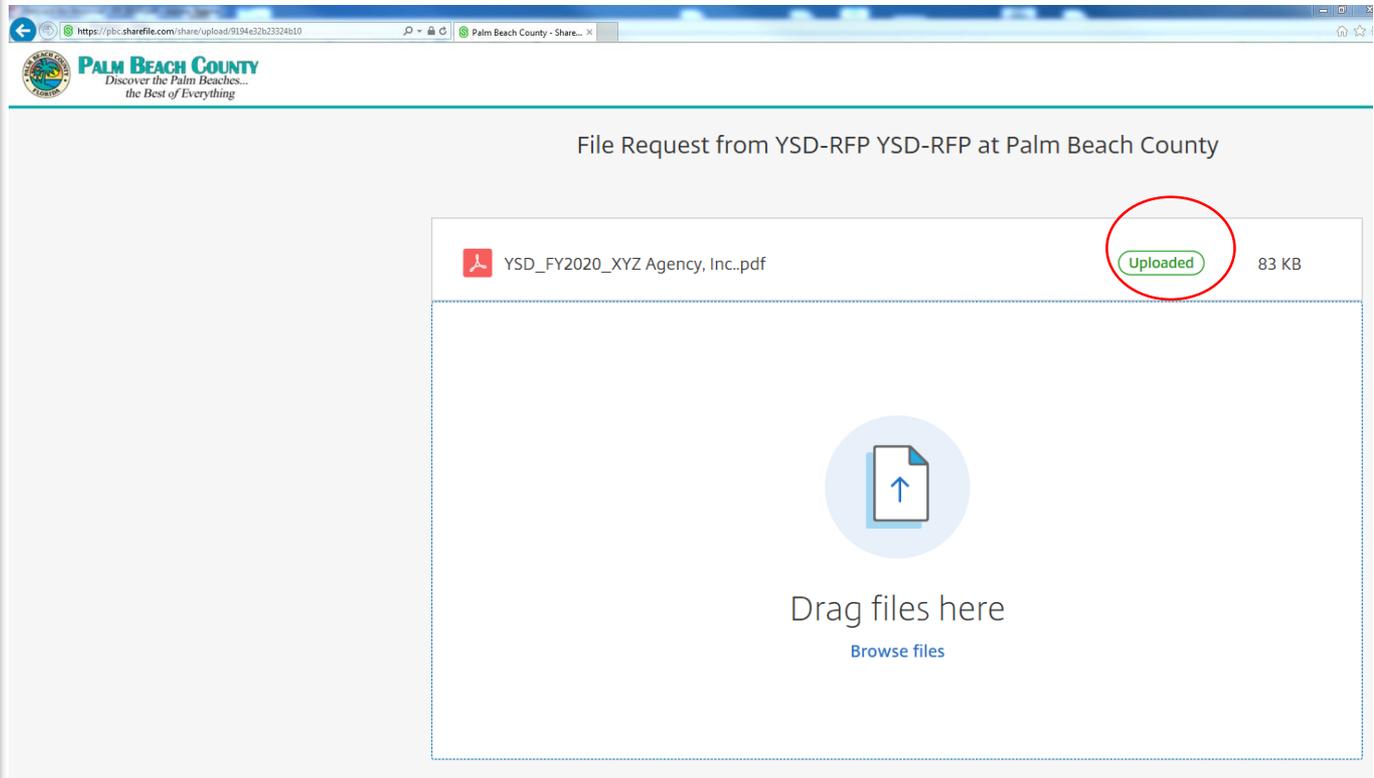


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Once file is uploaded **Uploaded** exit browser.



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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

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# CONTRACT PREPARATION



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**Barbara Wheeler, *Contract Manager***



# CONTRACT FOR COMMUNITY BASED AGENCIES



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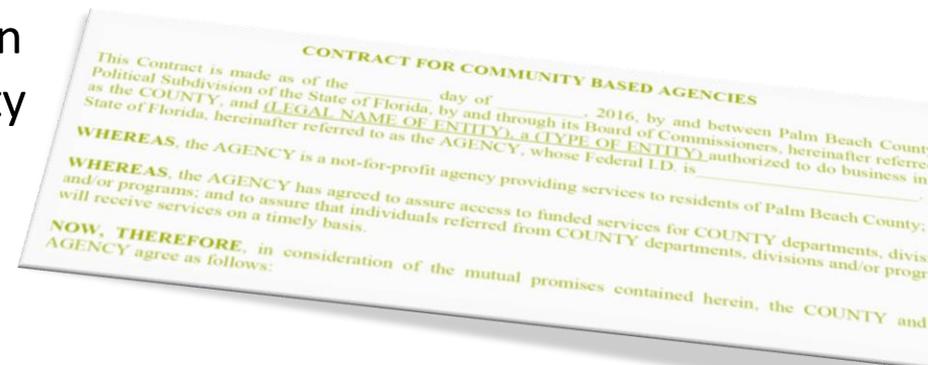
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The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- 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



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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



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**Aaron Maharaj, Financial Analyst III**





# 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)
- **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)



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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)



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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

CBA Budget Item	CBA Program Name	Palm Beach County CBA				TOTAL PROGRAM FUNDING AMOUNT
		Proposed	Confirmed	Pending	Pending	
TOTAL PROGRAM FUNDING AMOUNT		\$ 112,845.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<b>Program Expenses</b>						
	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Personnel	Program manager position for community support service. Salary expense is 50% funded by PBC CBA award and includes fringe benefits.	\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
	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 \$5,500, with 50% allocated to Palm Beach County CBA in the amount of \$2,750.	\$ 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 FY20 = \$55,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$35,000 will be paid by other operations & income.	\$ 39,045.00		\$ 10,000.00		\$ 49,045.00
	Commercial, General, Liability Insurance	\$ 20,000.00				\$ 20,000.00
	Electric Utility	\$ 3,800.00				\$ 3,800.00
	Water Utility	\$ 3,350.00				\$ 3,350.00
	Telephone expense for location x	\$ 2,400.00		\$ 1,500.00		\$ 3,900.00
	Telephone expense for location y	\$ 1,200.00		\$ 1,000.00		\$ 2,200.00
	Telephone expense for location z	\$ 850.00		\$ 500.00		\$ 1,350.00
	Professional Fees	\$ 350.00				\$ 350.00
	Professional development program fee					\$ 2,200.00
	Staff training expense for program/medical intervention training for client support					\$ 1,350.00
	Program staff mileage reimbursement for client and training related meetings					\$ 350.00
TOTAL PROGRAM EXPENSES		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
	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.	\$ 4,250.00				\$ 4,250.00
	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



# BUDGET TEMPLATE



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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 2020		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



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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
<b>Program Expenses</b>	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
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
<b>Administrative Expenses</b>	<b>Narrative</b>					
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



# DEVELOPMENT OF UNIT COST OF SERVICE RATE



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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



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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)

### ATTACHMENT 7

#### UNIT COST OF SERVICE RATE AND DEFINITION

Program:	Community Based Agency:	
Contract Period:		
Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Total Cost of Service
	\$	\$ annually
<b>TOTAL CONTRACT</b>		\$
Deliverables Description:		



# SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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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



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- 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.



# RFP WEBSITE PAGE OVERVIEW



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**Michelle Liska,**  
Director of Finance, Contracting &  
Administrative Services



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



www.pbcgov.com/youthservices



<http://www.pbcgov.org/youthservices>

**Youth Services**

Home Outreach & Community Programming Residential & Family Counseling Contact Us

**Mission Statement**

Administer programs and initiatives of the Board of County Commissioners to ensure the healthy growth, development, education, and transition of children and youth to young adulthood and the workforce.

**RFP for Community Based Agencies now available!**  
[Click Here](#)

**Contact Us**

**Tammy Fields**  
Youth Services Director

*"Every child dreams of success - it's our job to provide the tools and resources to make those dreams come true."*

50 S Military Trail  
Suite 203  
West Palm Beach, FL 33415  
[561-242-5700](tel:561-242-5700)

Connect With Us:

Home  
RFP  
Annual Report  
Birth to 22

or here



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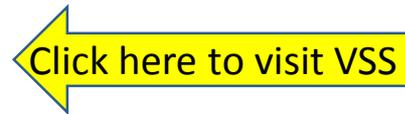
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## Request for Proposals for Community Based Agencies

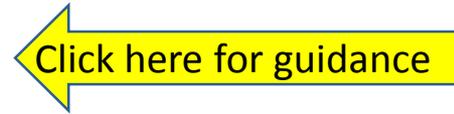
Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agency program for Fiscal Years 2020-2022 (October 1, 2019 – September 30, 2022). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) 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...



# VENDOR SELF SERVICE (VSS)

## Business Opportunities/Solicitations



www.pbcgov.com/youthservices



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Beginning March 11<sup>th</sup>, 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>.



# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations

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



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CGI Advantage

PBC Purchasing

PBC OEBO

PBC Vendor Directory



## 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 visit to the website, please click the "Register" button to the left to activate your account or to register as a vendor for the first time. Please visit website at [www.pbcgov.com/Purchasing](http://www.pbcgov.com/Purchasing) for a Vendor's Guide to "Doing Business with Palm Beach County".

### Announcements

12/07/2018

\*\*\*CERTIFIED BROWSERS\*\*\* ---The following browsers are certified for VSS: Chrome - Desktop 6.3 and Android 7.1x tablets, Safari - iPad - iOS 11.2.2, Edge - 4.1 Windows 10 tablets, Safari - MacOS 10.13, Firefox ESR - 52.x ESR, Firefox Standard - 58. Mobile devices - iOS 11.2.2 and Android 8.1 \*\*\*Please contact PBC Purchasing at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) if you need help with a browser\*\*\*

The Purchasing Department has implemented an on-line vendor Self Service System (VSS) that provides email notification of IFB, RFP, RFQ, RFS and RPQ to registered vendors who: (1) provided an email address in their vendor registration account, (2) designated a commodity or commodities in their vendor registration account, (3) where the good or service being solicited matches a commodity or commodities selected in their account. A REGISTERED VENDOR, YOU MAY SELECT THE PUBLIC ACCESS BUTTON ON THE VIEW ALL SOLICITATIONS FOR PALM BEACH COUNTY.

02/17/2018

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

VSS will be available with limited access to Financial searches for Maintenance: Monday - Friday 7PM- 7:30PM and 8:00AM - 8:30AM

Registered Vendors

HELP!

Public Access

### Contacts

Contact PBC Purchasing at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) if you need help registering or activating your Vendor account.

### Forms

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

 [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](#)

User ID

Password

Login

[Password Reset](#)

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

Register

Public Access

# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



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CGI Advantage PBC Purchasing PBC OEBO PBC Vendor Directory

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Keyword Search :   [Advanced Search](#)

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Date
Legal Counsel Services relating to PIP Insurance Claims RFP - 280 - CA2019-01 <a href="#">Summary</a> <a href="#">Details</a>	County Attorney Elizabeth Requeny Prof Services Request for Proposals(RFP)	Published On : 2/20/19 Amended On : 2/28/19 Closing On : 3/6/19 4:00 PM EST Time Left: 23:27:57 Intent Posted On:
Daggerwing Nature Center - Boardwalk Repairs - REBID IFB - 410 - 18526A. <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Invitation for Bids(IFB)	Published On : 1/28/19 Amended On : Closing On : 3/7/19 2:00 PM EST Time Left: 1 Day, 21:27:57 Intent Posted On:
Clayton Hutcheson Agriculture Center-Asphalt Repairs Re-bid IFB - 410 - 16505B <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Invitation for Bids(IFB)	Published On : 12/17/18 Amended On : 2/28/19 Closing On : 3/7/19 2:00 PM EST Time Left: 1 Day, 21:27:57 Intent Posted On:
MJC PUBLIC DEFENDER - Interior Renovations (EXTENDED) IFB - 410 - 18321. EXTENDED <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Invitation for Bids(IFB)	Published On : 2/4/19 Amended On : Closing On : 3/7/19 2:00 PM EST Time Left: 1 Day, 21:27:57 Intent Posted On:

ADVANCED SEARCH



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



www.pbcgov.com/youthservices



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Business Opportunities | Vendor Registration

Solicitations | Purchase History

Welcome, New

Search for Solicitations

Show Me ... All Solicitations | Open Solicitations | Closing Soon | Recently Published | Recent Amendments | Recent Intents | Recent Awards

KEYWORD: \*YOUTH SERVICES\*

Keyword Search : \*YOUTH SERVICES\*

Category : Comm Base Agency

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

You may refine your search by any of the following:

KEYWORD: Enter \*YOUTH SERVICES\*

CATEGORY: Comm Based Agency

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>



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Business Opportunities Vendor Registration

Solicitations Purchase History

Welcome, New

Solicitation: CBA2020 Request For Proposals for Community Agencies FY 2020

Issued: 3/11/19 Last Amended: 3/12/19 Current Status

Closing Date: 4/9/19 5:00 PM EDT Doc Dept: Department

Application Close Date: 25 Days, 08:47:29 Buyer Name: Jeannite

Time Left: 25 Days, 08:47:29 Buyer Coordinator: Request for Proposals(RFP)

Buyer Information: Alexina Jeannite(YSD-rfp@pbcgov.com) Phone:561-242-5713 Fax: Additional Dates Federal Public Bid Opening Date: Award Date:

Coordinator Information: Intent Posted Date: Application Open Date: More... [see Events tab](#)

Response Options: Respond Online Print for Mailing

Print Solicitation Details PRINT VIEW

Attachments Additional Information Terms Criteria Events Amendments History

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?



www.pbcgov.com/youthservices



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PBCYSD



PBCYSD

<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
- [CBA 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](#)

Sample  
Information

FY2019



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## YSD Scoop!



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

Erin Baker,  
Communications  
Specialist  
[ebaker@pbcgov.org](mailto:ebaker@pbcgov.org)



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



# EVALUATIONS



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# QUESTIONS & ANSWERS



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