

Children's Literacy Community Outreach RFP **Questions & Responses**

Question 1:

How many awards do you expect to make and at what amounts?

Answer:

The number of awards made will be based upon the number of Proposals received, the strength of the Proposals, and the amount requested in the top ranked Proposals. There could be one or more awards made. Total funding is anticipated to be approximately \$206,000.

Question 2:

Are these grants that have been awarded previously and if so what was the average grant?

Answer:

This grant has not been awarded previously. There is no average amount.

Question 3:

In Section 3.2 [Narrative Response] of the Children's Literacy Community Outreach RFP you write: "Please restate each question and make sure each question is answered separately even if questions appear repetitious." Do you prefer that each question be restated in its entirety?

Answer:

Yes.

Question 4:

On Form 1 -- Proposal Signature Form: Does D/B/A indicate "Doing Business As"?

Answer:

Yes.

Question 5:

On Form 1 -- Proposal Signature Form: At the bottom of the form, we are requested to indicate Community Name, Community Service Area, and Area of Pinellas County Served. Can you clarify the difference between the three using examples of each?

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Answer:

Community Name is the name of the community. Community Service Area are the zip codes of the service area. Area of Pinellas County Served is where you select one or more of the following choices North, Mid, South, or Countywide - based upon which area of the County you are serving as defined in the map in Attachment 1 of the RFP. An example is:

Community Name:	South St. Petersburg
Community Service Area:	33705 & 33712
Area of Pinellas County Served:	South

Question 6:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." Can you clarify the benefit JWB believes will accrue to a smaller organization by working with an ASO?

Answer:

The benefit to a smaller organization by utilizing an Administrative Services Organization is that there will be an added level of financial controls on the funding, provided by an external party.

Question 7:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." Can you clarify the benefit JWB believe will accrue to JWB by having the smaller organization work with an ASO?

Answer:

The benefit to JWB by requiring that a smaller organization utilize a third-party Administrative Services Organization is that there will be an added level of financial controls on the funding.

Question 8:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." What criteria, beyond budget level, must be in place for those benefits to be achieved -- e.g. complexity as defined by the number of permanent employees, financial line items, etc.?

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Answer:

The singular criteria for application of this provision is the \$500,000 annual organizational operating budget.

Question 9:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." How does an ASO differ from a "Collaborative" in meeting the criteria identified above?

Answer:

An Administrative Services Organization refers to a contracted third-party (such as an accounting firm) that provides accounting / bookkeeping services to the organization. A collaborative refers to any type of multi-party agreement that provides for shared accounting / bookkeeping services being jointly funded by the several organizations.

Question 10:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." In the case of a Collaborative, would JWB, mandate a segregation of reporting to enable the smaller organization to build credibility and hopefully operate directly with JWB in the future? How might JWB protect the smaller organization from discrepancies occurring within the collaborative?

Answer:

In a collaborative funding arrangement JWB will contract with a primary / lead organization. The primary organization will then distribute funds to any collaborating agencies pursuant to a subcontract agreement.

All reporting requirements will be borne by the primary organization, pursuant to that agency's contract with JWB.

Operational and financial oversight of JWB funded programs is designed to ensure that any collaborative or subcontracted services are being operated and funded appropriately. This includes accurate and timely reporting of data to JWB. Any reporting discrepancies are the responsibility of the primary organization. However, in the event of any reporting discrepancies, JWB may provide technical support to the primary and / or subcontracted agency.

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Question 11:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." If an organization has X years of experience managing a budget of \$xxxxxxx (well below \$500k) with three years of clean audits without an ASO will it be required to use an ASO or collaborative to avoid being disqualified from the competition?

Answer:

A proposal received from an agency with an annual operating budget below \$500,000 and that does not currently contract with or operate under a qualified ASO or collaborative will not be excluded / disqualified from consideration. However, in the event of a funding award, the agency may be required to utilize the services of an ASO or collaborative.

Question 12:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." My underlying concern is that in this scenario, especially if an organization has no permanent employees and no ongoing building or infrastructure costs, an ASO may represent a significant expense that does not bring commensurate value. Given this, would JWB be willing to cover any incremental costs associated with the use of an ASO or Collaborative?

Answer:

JWB program funding is intended to cover an appropriate and proportional share of administrative costs. As such, JWB will fund any proportional and incremental costs associated with the services of an ASO or collaborative.

Question 13:

In Section 2.3, [Qualifications] of the Children's Literacy Community Outreach RFP you write: "The provider must have an annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative." Can you provide a list of JWB qualified ASO organizations?

Answer:

JWB does not maintain a list of "qualified" Administrative Service Organizations. JWB reserves the right to evaluate the credentials and qualifications of any third-party provider chosen by a Proposer.

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Question 14:

Can you please share an example of a properly completed Attachment 2 [Performance Measurement FY 2019-2020] for ease in reference?

Answer:

The Performance Measure, Attachment 2 of the Contract, is not part of the response of the RFP. This document will be completed by the awarded organization and JWB during contract negotiations.

Question 15:

May an organization submit an application to provide services and also be named as a collaborative partner in another organization's application?

Answer:

Yes; however, should both the organizations and the collaborating partner be awarded, the organization must fulfill its responsibilities for both awards.

Question 16:

I'd like to schedule time with you on 5/20 for technical assistance review. Can we do this via videoconference? I am traveling but I would like to avail myself of the opportunity. I would use Zoom conference.

Answer:

JWB does not currently utilize video teleconferencing. A conference call may be scheduled, with the requirement that any documents to be reviewed have been sent via email to JWB.

Question 17:

Is a cover letter permitted and is it outside of the 10 page limit. This could be a logical place to express a request for a waiver or exception.

Answer:

Cover letters are not considered an approved attachment. Waivers or exceptions should be requested in the appropriate document, either in the proposal narrative in response to a specific question or in the appropriate form (i.e. any contract exception could be notated on Form 4)

Question 18:

Do you prefer a distribution of funds at multiple sites or is concentration at one site also a goal of the grant?

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Answer:

There is no preference for this RFP. Concentration in one site is not the goal.

Question 19:

On page 13, in section 2.5, can you explain "literacy referrals made" in more detail?

Answer:

As you are doing outreach with children and families, you may identify children who are in need of greater literacy services. Those children should be referred to appropriate literacy programming. Referrals must be tracked.

Question 20:

Will the funding be recurring?

Answer:

It is anticipated that the funding will be recurring; however it is subject to Board approval annually.

Question 21:

What will be the start and end date?

Answer:

The contract dates are Oct 1, 2019 – Sept. 30, 2020, with an expected program start date no later than Jan. 1, 2020.

Question 22:

Is the budget amount for one year or two years?

Answer:

One year. JWB is asking for two separate budgets: Year 1 and Year 2. Each year's budget must be under \$206,400.

Question 23:

Will preference be given to serving more than one community within Pinellas County?

Answer:

There are no preference points that affect scoring based on geography. However, we hope to have programs that serve multiple areas in Pinellas County. Therefore, geographic distribution will be considered during recommendations for award.

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Question 24:

Can "Collaborations" include For-Profit Organizations or businesses?

Answer:

Yes.

Question 25:

What if the organization does not have financials audited by the time the proposal is submitted?

Answer:

If no audited financials are available, please include an explanation in the corresponding question, and attached unaudited financials.

Question 26:

What if outreach program extends beyond community outreach to family literacy and instruction workshops?

Answer:

That is acceptable, however, the family literacy and instruction workshops should focus on skill building for the child.

Question 27:

Does the Board have the option to award more than \$206K?

Answer:

Yes, the Board has the authority to award more than \$206,000. However, \$206K is the amount that has been budgeted and approved already by the Board.

Question 28:

Will program salaries be limited to this particular program? Ex-Will funds cover the program director (partial pay to operate program) is the director also oversees another project?

Answer:

Funds may cover salaries where the position is partially dedicated to the program and another program. However, it is required that JWB only reimburse for the applicable percentage that the position is dedicated to the JWB program.

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Question 29:

Is the funding, \$206,400, per year or for both year?

Answer:

The funding amount of \$206,400 is for each fiscal year.

Question 30:

GLR Goals bullet #3 addresses Level 1 reading, not Level 2, would these be the children the RFP would address or Level 2 as well since they are below grade level as well?

Answer:

Both Level 1 and Level 2 will be addressed in the program. The Early Readers Future Leaders Campaign Highlights handout that was available during the Pre-Proposal Conference has been updated and can be found on our website <https://www.jwbpinellas.org/about/funding-opportunities/> under the Children's Literacy Community Outreach RFP.

Question 31:

Is award of the outreach grant preclude an award on the instructional RFP?

Answer:

No, organizations can propose and be awarded on each of the separate RFPs.

Question 32:

Which agencies have been awarded grants in Zone 5 and for what topics over the past 3 fiscal years? FY16-17, FY17-18, FY18-19?

Answer:

FY 16/17

Topic: New Programming/Service Expansion or Enhancement

Zone 5 awardees:

- Boley Centers – Youth Employment Programming
- Seniors in Service – Foster Grandparent Program
- USF- Prep for Middle School Success
- USF- Infant Family Center

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- YMCA of Greater St. Petersburg – Y Reads!

Countywide awardees:

- Gulf Coast Legal Services – Family Legal Support
- Prevent Blindness Florida- Seeing Our Bright Future
- The Children's Network Inc. – Pinellas Support Team

Topic: Capital/Non-operating Purchases

Zone 5:

- Alpha House of Pinellas County
- James B. Sanderlin
- Mount Zion Human Services, Inc.
- Operation PAR- COSA South location
- Suncoast Center, Inc.
- YMCA of Greater St. Petersburg – Harbordale location

Topic: Facilitation and Award of Faith-Based Mini-Grant RFA (contract extends over FY 16/17 and 17/18)

- Pinellas County Urban League, Inc.

FY 17/18

Topic: Capital/Non-Operating Purchases

Zone 5:

- Boley Centers, Inc.
- Boys and Girls Clubs of the Suncoast
- Suncoast Center, Inc.
- Worknet Pinellas, Inc.
- YMCA of Greater St. Petersburg

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FY 18/19

Topic: Capital/Non-Operating Purchases

Zone 5:

- Boley Centers Inc.
- Boys and Girls Club of the Suncoast
- Suncoast Center, Inc.

Topic: Faith-Based Mini-Grants

Zone 5:

- New Hope Missionary Baptist Church
- St. Petersburg Pregnancy Center INC. DBA as the Next STEPP Center
- Cross and Anvil Human Services, Inc.
- Bethel Metropolitan Baptist Church
- Harvest is Ripe Outreach Center, Inc.

Question 33:

Will scoring sheets be available post-award?

Answer:

Yes, as this is a public record request, you can direct the request to Lorraine Hayes at lhayes@jwbpinellas.org.

Question 34:

Will you please address how the evaluation will be rated for programs that serve specific age range for which it would not be appropriate to make referrals to literacy support programs (e.g. children ages birth to 3 years)? Although there may be older siblings who get referred that would not be a focus of the program.

Answer:

The RFP is seeking outreach to a broad population throughout Pinellas County. There is no preference on age.

Question 35:

Are you prioritizing programs that serve the entire age range?

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Answer:

There is no preference on age, however, effective programming is the priority.

Question 36:

Provide list of available literacy programs for referrals (current).

Answer:

JWB currently funds the following literacy programs: HIPPY provided by R'Club Child Care, Inc. and YReads provided by the YMCA of Greater St. Petersburg. We do not maintain a list of literacy programs beyond what JWB funds.

Question 37:

Grade level reading goal highlights students at Level 1. Since "below grade designation" includes both Level 1 and Level 2, can you clarify what below grade actually means?

Answer:

Level 1 or Level 2.

Question 38:

List of grade level reading materials to integrate into the proposal.

Answer:

The community solutions action plan which was the plan that was submitted to the national campaign for grade level reading in order for the Pinellas campaign to receive the national designation is available on the JWB website. Key marking materials will be available on the website by 5:00 PM EST at <https://www.jwbpinellas.org/focus-impact/school-success/grade-level-reading/> under "Grade-Level Reading Resources."

Question 39:

Will you send the list of organizations and individuals that attended the pre-proposal meeting to facilitate collaborations among them?

Answer:

Yes, as this is a public record request, you can direct the request to Lorraine Hayes at lhayes@jwbpinellas.org.