



Juvenile Welfare Board

Investing in children. Strengthening our community.

CHILDREN'S LITERACY INSTRUCTION AND MAINTENANCE

Agenda

- Objective of Children's Literacy RFP
- Vendor Qualifications
- Scope of Work
- Performance Measures
- Contract Terms and Conditions
- RFP Timeline
- Proposal Format, Budget and Evaluation Criteria
- Questions

Background

- JWB Strategic Focus: *Area of School Success.*
- November 2018-JWB Board of Directors approved \$1,376,000 toward high-quality literacy programming that would be available throughout Pinellas County:
 - Children's Literacy Instruction and Maintenance RFP (\$1,169,600)
 - Literacy Community Outreach RFP (\$206,400)

Objective

- To deliver new, expanded, or enhanced quality year-round literacy instruction and maintenance programming to children in Pinellas County.
- Up to \$1,169,600 in funding
 - Each agency may submit one Proposal for one or more sites in Pinellas County.
 - Multiple awards may be made to ensure participants have access to programming throughout Pinellas County.

Objective

Children's Literacy is broken down into two components:

1. Literacy Instruction which represents approximately 83% of JWB Budget allocation
2. Literacy Maintenance which represents approximately 17% of JWB Budget allocation

Objective

Literacy Instruction:

- To provide intensive programming to support and develop literacy skills through an array of interventions that may include:
 - phonics instruction,
 - grammar, and
 - word decoding.
- For children in Kindergarten through 8th grade

Objective

Literacy Maintenance:

- To provide maintenance programming to support children's achievement in attaining literacy skills for children in Kindergarten through high school graduation.
- Should target skills necessary to improve or maintain the participant's current reading level.

Target Population

1) Literacy Instruction:

- Struggling readers in grades K-8 scoring a 2 or below on their Florida Standards Assessment English Language Arts (ELA) Assessment or be in or below the 40th percentile on the Measure of Academic Progress (MAP) testing.

2) Literacy Maintenance:

- Kindergarten through high school graduation, who have previously struggled with literacy to provide a level of support that improves or maintains a child's literacy level.

Qualifications

The Provider must have:

- An IRS 501(c)(3) designation at the time of submission, be a government entity, or nonprofit public or private institutions of higher learning.
- The financial and administrative capacity to support the commitment set forth in response to the RFP.
- An annual operating budget over \$500,000 or contract with/operate under a qualified Administrative Services Organization (ASO) or collaborative.

Qualifications

The Provider must have experience:

- working with children and caregivers in the delivery of literacy programming;
- in delivering evidenced-informed or evidenced-based programming;
- to ensure an internal and/or external evaluation;
- in delivering culturally competent programming.

Scope of Work

Minimum service requirements of both the literacy instruction and the literacy maintenance programming:

- **Collaborations:** The program must collaborate with the Pinellas Grade-Level Reading Campaign, *Early Readers Future Leaders*.
- **Family Engagement:** The program must engage families/caregivers.
- **Recruitment and Retention of Participants:** The provider must have a recruitment and retention plan that includes how to engage, motivate, and retain participants.

Scope of Work cont.

- **Participant Assessment:**

- Perform a diagnostic assessment at program entry to determine which program component (i.e. instruction or maintenance) is most appropriate for the participant.
- Regularly (minimally once a month) assess the participant for improvement.

- **Individually-Tailored Interventions:**

- All interventions, dosage, and duration of services must be tailored to the individual learner.
- The provider must develop, respond to, and monitor individual learning plans.

Scope of Work cont.

- **Staffing and Professional Development:**

- Engage, motivate, and retain staff. The provider must provide or ensure ongoing professional development.
- Services must be delivered by staff skilled in the proposed intervention.
- Provide for adequate protection of youth and must comply with all applicable laws and implementing regulations.

- **Evaluation:** The provider must include an internal and/or external evaluation component.

Scope of Work cont.

- **Facilities:** If applicable, the facility/facilities must be licensed or maintain substantial compliance through the Pinellas County Licensing Board.
- **Program Fees:** Fees may be charged on a sliding scale based on income and family size. Any fees collected through the operation of a funded program must be used exclusively for that program.
- **Program Start Date:** The program must start serving participants by January 2020.

Scope of Work cont.

For the specific program components the following are minimum service requirements:

1. Literacy Instruction:

a. Intervention:

- At a minimum, the intervention must be designed around the principles of evidence-informed practice. The provider is permitted to utilize technology to enhance literacy programming, but technology should not be the primary delivery method.
- Use of a structured curriculum that aligns with Florida Standards is required.
- Disguised learning practices are permitted as a strategic intervention.
- Student to staff ratio must be tailored to the specific intervention.

Scope of Work cont.

- b. **Program Delivery:** The program must be delivered year round, with a minimum of four service days per week.

2. Literacy Maintenance:

- a. **Program Delivery:** The program must be offered year round, with a minimum of two service days per week.

Scope of Work cont.

The following is a desired service requirement of both the literacy instruction and the literacy maintenance programming:

- The provider should partner with the schools attended by participants in order to align individual learning plans with school based learning.

Performance Measures

1) Literacy Instruction:

- 75% of participants will show growth on the intervention's designated diagnostic.
- 75% of participants will show growth in literacy skills between each MAP testing as defined by Pinellas County Schools (Grades K-2 Only).
- 75% of participants will show growth on the FSA ELA as defined by Pinellas County Schools (Grades 3-8).

Performance Measures

- 70% of participants will attend 70% of program days or more.
- 85% of students will have less than 10% unexcused absences from school.

Performance Measures

2) Literacy Maintenance:

- 75% of participants will maintain or improve their reading level every 6 months.
- 85% of students will have less than 10% unexcused absences from school.
- 75% of participants will remain in the program for at least one year.

Contract Terms and Conditions

- Contractual terms and conditions are provided in Attachment 2.
- Exceptions to any of the terms contained in Attachment 2 must be identified in its response to the RFP.

Form 4-Contract Terms and Conditions

FORM 4 – CONTRACT TERMS & CONDITIONS COMPLIANCE CHECKLIST

Proposers are to mark the Comply, Exception, or Not Comply column for each Minimal Contract Term and Condition in Attachment 2. *Comply* indicates the Proposer understands and agrees to comply fully. Exceptions must be fully explained below.

#	Title	Comply	Exception	Not Comply
I	Purpose			
II	Staff			
III	Services			
IV	Funds			
V	Method of Payment			
VI	Termination			
VII	Commencement of Payment			
1	Agreement Revisions			
2	Fiscal Responsibility			
3	Audit and Management Letter			
4	Other Financial Support			
5	Program Monitoring			
6	Board Members, Training, and Financial Review			
7	Nondiscrimination			
8	Publicizing of JWB Support-Endorsements			
9	Publications			
10	Assignments and Subcontracts			
11	Confidential Information			
12	Public Records			
13	Return of Funds			
14	Special Situations and Incidents			
15	Provider Staff Membership on Board			
16	Waiver			
17	Provider & Program Data Maintained in 2-1-1 Database			
18	Provider Staff Background Checks			
19	Attendance			
20	Link to JWB's Websites			
21	Drug-Free Workplace			
22	Public Entity Crimes			
23	JWB Policies and Procedures			
24	Conflict of Interest			
25	Insurance Requirements-Basic Provisions			
26	Insurance Requirements-Additional Coverages			
27	Indemnification			
28	Certification that Provider is legally able to contract with JWB			
Attachment 1	Special Conditions of the Agreement			

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Insurance

- Insurance requirements can be found in Attachment 2.
- Certificate of Insurance must be provided within 10 days of formal contract.

RFP Timeline

- 04/15/19: RFP Released
- 05/08/19: Optional Pre-Proposal Conference
- 05/14/19: Deadline for Receipt of Questions by Noon
- 05/21/19: Written Responses to Questions Released
- 06/06/19: Optional Technical Assistance Review by Appointment
- 06/14/19: Proposal Submission Due Date **by Noon**
- 07/30/19: Evaluation Committee Meeting
- 07/31/19: Evaluation Committee Meeting
- 08/07, 08/08 & 08/09: Interview Top Proposers
- 08/14/19: Evaluation Committee Meeting
- 08/19/19: Present Recommendations to the JWB Executive Team
- 08/29/19: Present Recommendations to the JWB Finance Committee
- 09/12/19: Board Action to Award
- 09/16/19: Announce Intent to Award
- 10/01/19 or After: **Execute Agreements**

Award and Agreement

- JWB's intent is to award up to \$1,169,600 for this RFP.
- It is anticipated that multiple awards may be made.
- Award amounts may differ from what was requested based upon the dollars available and type of support being requested.

Proposal Submission

Proposals must:

- Be signed by the appropriate principal of the firm;
- Use the required format
- must be sent by email at rfp@jwbpinellas.org which must include “Children’s Literacy Instruction and Maintenance RFP – [Proposer’s Name]” in the subject line, where [Proposer’s Name] represents the Proposer’s organization’s name.
- Received on or before **Noon on June 14th, 2019**. Late submissions will not be considered.

Proposal Submission

Other Important Submission Information:

- The maximum email size JWB can receive is 10MB.
- If the submission email, including any attachments, is greater than 10MB, please send multiple separate emails which are less than the 10MB maximum.
- It is the responsibility of the Proposer to ensure that the Proposal is received by JWB on time at the right location. JWB will reply to confirm receipt of all Proposals.
- JWB is not responsible if technical difficulties are encountered during the submission process on submission due date.

Proposal Format

The following documents must be emailed to JWB as attachments with the naming and electronic file formats shown below:

1. Children's Literacy Instruction and Maintenance RFP-Proposal [Proposer's Name].pdf

Format

Signed Addenda, if issued

Form 1 - Proposal Signature Form (signed)

Form 2 - Narrative Response-must not exceed 30 pages (not including attachments)

- Attach Audited Financial Statements from the last two fiscal years (Agencies not currently funded by JWB). The statements must be complete and include the management letter.
- Attach Job Descriptions and/or Resumes of Key Personnel
- Attach Current Fiscal Year Operating Budget

Form 3 - Non-Collusion Affidavit (signed and notarized)

Form 4 - Contract Terms & Conditions Compliance Checklist

Form 5 - IRS W-9

501(c)(3) Designation Letter, if applicable

Proposal Format cont.

2. Children's Literacy Instruction and Maintenance RFP – Form 2- Year 1 Proposed Program Budget [Proposer's Name].xlsx

Format

Form 2- Year 1 Proposed Program Budget

3. Children's Literacy Instruction and Maintenance RFP – Form 2- Year 2 Proposed Program Budget [Proposer's Name].xlsx

Format

Form 2- Year 2 Proposed Program Budget

Proposed Program Budget

Submit two Excel Proposed Program Budgets: Year 1 and Year 2 which must contain the following:

1. Year 1 Proposed Program Budget must include any start-up costs and reflect a program start date of January 2020.
2. Year 2 Proposed Program Budget must reflect a complete fiscal year of programming.
3. Expenses for Instruction and Maintenance must be separated and reflected in the appropriate columns within the Budget worksheets. Ensure that the Program Budgets reflect the approximate split of 83% for Instruction and 17% for Maintenance of the JWB Budget.

Proposed Program Budget cont.

4. Ensure that all tabs are completed within the workbooks.
5. Both Program Budgets must include all expenses for the project, regardless of the funding source.
6. All Budgets must be developed in accordance with JWB's Financial Policies and Procedures for Funded Programs at <https://www.jwbpinellas.org/wp-content/uploads/2018/06/JWB-Financial-Policies-and-Procedures-for-Funded-Programs-Effective-10.1.18.pdf> and must not include any ineligible expenses listed in section 2.7 of this RPF.

Round 1: Minimum Criteria

- The Proposal is received by the due date and time of **by NOON on 6/14/2019;**
- The Proposal Signature Form is signed by an authorized company officer;
- The Proposer must be a 501(c)(3) **at the time of submission**, be a government entity, or a nonprofit public or private institutions of higher learning, such as a university or college;

Round 1: Minimum Criteria

- Proposer must not be on the convicted vendor list found at:

https://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list

- Proposer must not be on the scrutinized companies list found at:

<https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx>

Round 2: Evaluation

<u>Evaluation Criteria</u>	<u>Weight</u>
Instruction Component	30%
Maintenance Component	20%
Qualifications and Experience	15%
Evaluation (Programmatic and Participant)	15%
Collaborations	10%
<u>Budget and Cost Effectiveness</u>	<u>10%</u>
Total Potential Points	100%

Round 3: Evaluation

The Top Proposers in the Round 2 Evaluation may proceed to an additional level of due diligence that will include:

- Follow-up questions and answers with the Proposers;
- An interview of staff proposed to be assigned to these services.

Interviews are mandatory, keep August 7, 8, and 9 available should your agency be selected for the Interview.

Round 3: Evaluation

<u>Evaluation Criteria</u>	<u>Weight</u>
Instruction Component	30%
Maintenance Component	20%
Qualifications and Experience	15%
Evaluation (Programmatic and Participant)	15%
Collaborations	10%
<u>Budget and Cost Effectiveness</u>	<u>10%</u>
Total Potential Points	100%

Round 3: Evaluation

- Proposals must have an average score of 65 or above to be considered for further evaluation.
- A high evaluation score does not guarantee that a Proposal will be funded. The geographic distribution of funding across north, south, and mid-Pinellas County will be considered during the ranking. (See Attachment 1 and Form 1)

Round 4: Evaluation

- The Evaluation Committee presents the scores for each Proposal and the Committee's recommendations to the JWB Executive Team for consideration in developing the final recommendation.
- The Executive Team's recommendation will be presented to the Finance Committee and the Board for approval and award.

Important Points

- All communication must be through Lorrayne Hayes.
- Ensure that you read and respond to all questions and requirements of the RFP.
- Be thorough and make sure that all expenses are accounted for in your budget. Even if it will be paid for by another funding source.
- Don't forget to consider implementation costs for the project when developing your budget.
- Attachment 3-Proposal Checklist provided in RFP to assist Proposers.

Important Points continued

- Attachments such as photos, drawings and maps showing the proposed area and site in the context of its surroundings, as well as Letters of Support, MOUs or cooperation agreements documenting collaboration, are encouraged to be included.
- Previous evaluation reports and curriculum of evidence-based or evidence-informed programming are also encouraged as attachments.
- Do not exceed the **30** page limit for the Narrative.
- Reimbursement for expenses are based on cost-reimbursement.

Information can be found on
our website

www.jwbpinellas.org

Any changes in meeting
date/time and written
responses to questions will be
posted on the website

Please direct all communication
concerning this solicitation to:

Lorrayne Hayes

lhayes@jwbpinellas.org

727-453-5654

Questions?