



**Date:** January 31, 2020

**To:** All Potential Proposers

**Subject:** ADDENDUM #1 Middle School Academy Request for Proposals

The Juvenile Welfare Board's RFP for Middle School Academy is modified as follows. Note that the old language is struck through and new language is indicated by **red bold font**.

**1. Section 1.11, PROPOSAL SUBMISSION**

Modify section as follows:

Proposals must be assembled as listed below:

1. Signed Addenda, if issued
2. Form 1 – Proposal Signature Form (signed)
3. Narrative Response (maximum of 25 pages, not including attachments)
  - a. Organizational chart for proposed program
  - b. 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.
  - c. Attach Job Descriptions and/or Resumes of Key Personnel
  - d. Attach previous evaluation reports (encouraged, not required)
  - e. Attach your agency's current fiscal year adopted operating budget
  - f. Attach any letters of support from individual schools or from Pinellas County Schools, if available.
  - g. Attach Staff Training Plan**
  - h. Attach curriculum of evidence-based or evidence-informed programming for Academic Program Component (encouraged, not required)
  - i. Attach curriculum of evidence-based or evidence-informed programming for Enrichment Program Component (encouraged, not required)
4. Form 3 - Non-Collusion Affidavit (signed and notarized)
5. Form 4 - Contract Terms & Conditions Compliance Checklist
6. Form 5 - IRS W-9
7. 501(c)(3) Designation Letter, if applicable

A Proposal Checklist, Attachment 2, has been provided to assist Proposers only and is not

to be submitted with the Proposal.

## 2. Section 1.13, EVALUATION, Round 1 Minimum Criteria:

Modify section as follows:

**Round 1 Minimum Criteria:** The following minimum criteria must be met for a proposal to be considered for further evaluation. Failure to meet all of these criteria will automatically disqualify the Proposer's response from further consideration:

1. The Proposal is received by the due date and time;
2. The Proposal Signature Form is signed by an authorized company officer;
3. The Proposer must be a 501(c)(3), government agency, or a Not-for-Profit Institution of Higher Learning, such as a University or College at the time of submission;
4. **Proposer is not on a JWB Corrective Action Plan or Performance Improvement Plan at the time of submission**

## 3. Section 2.6 SCOPE OF WORK

### e. Staffing and Professional Development:

- i. The provider must engage, motivate and retain staff skilled in working with middle school students.
- ii. The provider must hire certified teachers holding a valid Florida Professional Educator's Certificate to provide all academic instruction (i.e. project-based learning, tutoring, homework assistance).
- iii. The provider must deliver culturally appropriate services recognizing the needs of a diverse population.
- iv. The provider must ensure that staff training aligns with the training requirements of the Pinellas County Licensing Board.
- v. **The time dedicated to professional development that disrupts normal program delivery must not to exceed 1 day per semester.**
- vi. The provider must provide a training plan for the professional development of staff.
- vii. The provider must provide for adequate protection of youth and must comply with applicable laws and implementing regulations, including, but not limited to, F.S. 425. All program staff and agency staff (including employees, independent contractors and staff of subcontractors) volunteers and those who have any access to youth participants supported through JWB funding are required to undergo and pass a national Level 2 background screening that complies with Level 2 standards set forth in F.S. 435.04.

e. **Program Start Date** – The program must start serving participants by the start of the 2020/2021 school year.

f. **Program Delivery** – ~~The program must be offered 5 days a week for each student during the school year and the summer. During the school year, the program must~~

~~be offered daily before and after school to meet the needs of caregivers/families and in alignment with the school calendar and the school day. Program start and end times must be established to ensure no gaps in care for the participants and the caregivers/families before and after the school day.~~ **The program must be offered 5 days a week for 12 months for each student.**

**During the school year, the program must be offered Monday-Friday, 5 days per week. Before school programming must be offered from 7:00-9:40am. After school programming must be offered from 4:10-6:00pm. Full day programming (7:00am – 6:00pm) must be offered during school out days and school breaks as indicated in the Pinellas County School calendar.**

**During the summer, the program must be offered, at minimum, Monday-Friday, 5 days per week. Programming must be offered from 7:00am – 6:00pm.**

#### **4. Section 2.7, PERFORMANCE MEASURES**

Modify section as follows:

The program will be measured on the following outcomes:

- 70% of participants will attend 70% or more of program days.
- 75% of eligible participants will take the Out-of-School Time Survey (See Attachment 3).
- 60% of participants will show growth on the Florida Standard Assessment ELA exam.
- 60% of participants will show growth on the Florida Standard Assessment Math exam.
- 90% of eligible participants will have a parent/family member attend the designated family engagement activity (i.e. parent/teacher conference, family engagement event, etc.).
- 85% of participants will miss less than 10% of school days due to unexcused absences.
- 75% of participants with no more than one (1) school suspension.

*Minimum service requirement:*

- The program must be able to serve at least 7% of the prior year's total school enrollment. For example, if the school had 100 students enrolled in the 19-20 school year, the program must be able to serve at least 7 students during the 20-21 school year.

JWB reserves the right to add, remove, or change any performance measure after the grant is awarded. ~~A performance measure regarding the social emotional aspects of the program must be suggested.~~

## **5. Section 3.2, NARRATIVE RESPONSE-**

Modify section as follows:

Answer the questions below following the provided format, using 8 1/2" x 11" white paper, typed single-spaced 12-point font, 1/2-inch margins, within a **maximum of 25 pages** (not including attachments). Please restate each question and make sure each question is answered separately even if questions appear repetitious. All pages should be appropriately numbered and identified by the complete company name in the header and/or footer.

### **EXECUTIVE SUMMARY**

The Executive Summary must be limited to a brief narrative, not to exceed one (1) page, describing the Agency creating the Middle School Academy program at Azalea Middle School, proposed model, and proposed services.

### **QUALIFICATIONS AND EXPERIENCE:**

1. Briefly describe your agency's mission, history (including number of years in business providing out- of-school time instruction to youth and family/caregivers), location(s) of business operations, current organizational structure, board composition, and major accomplishments that are pertinent to the qualifications for implementing this scope of work. Attach the organizational chart for the proposed program.
2. Describe how this initiative fits into your agency's mission and values.
3. Describe your agency's financial and administrative capacity to support the commitment set forth in response to the RFP. 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.
4. Describe the qualifications and experience of key personnel that will be hired or assigned to carry out this project. (Attach job descriptions and/or resumes of key personnel).
5. Describe your agency's experience and/or ability to provide or ensure ongoing professional development.
6. Describe your experience in conducting an internal program evaluation and/or working with an external evaluator. Previous evaluation reports are encouraged as attachments.
7. Describe your experience implementing an evidence-informed or evidence-based program. Include in your description major adaptations to the model, achievement and maintenance of program fidelity, and any challenges to implementation.

8. Describe your experience in providing culturally competent programming.
9. If applicable, describe your licensing status or capacity to become licensed or substantially compliant with the Pinellas County Licensing Board at the site location(s) where services will be provided.
10. Attach your agency's current fiscal year adopted operating budget. If the budget is under \$500,000, does your agency utilize a qualified Administrative Services Organization (ASO) or collaborative to provide administrative services? If yes, please provide the name of the ASO or collaborative.
11. Describe your experience working with and contracting with Pinellas County Schools. Attach any letters of support from individual schools or from Pinellas County Schools, if available.

**OVERALL PROGRAMMING:**

12. Describe the intended recipients and how they will be identified for the services provided (i.e. academic; enrichment).
13. Describe how the program will be accessible to the intended program participants.
14. Describe the outreach, recruitment, **attendance**, and retention plan for program participants. Include how you intend to continually engage and motivate participants.
- 15. Describe how your program will capture and incorporate youth voice to inform programming. Describe how this process will promote high rates of attendance, engagement, and retention of program participants.**

16. Participant Evaluation:
  - a. Describe the ongoing performance monitoring process.
  - b. Describe how you will establish, respond to, and monitor individual learning plans.
  - c. Describe how this program will access participants' FSA ELA and Math scores.
  - d. Describe how this program will access, monitor, and utilize participants' school report cards.
17. Program Evaluation:
  - a. Describe how you will evaluate adherence to program fidelity.
  - b. Describe how you will evaluate school attendance.
  - c. Describe how you will evaluate program attendance and retention.
  - d. Describe your plan to ensure a strong evaluation of the program.
18. Describe your data collection and management process.
19. Describe your implementation plan with a specific timeline for achieving key

benchmarks through the first program year.

**20. Attach your training plan for the staff assigned to this program. (One page maximum)**

21. List and describe how the program will collaborate with other organizations.
22. Describe the criteria for participants to achieve and remain in good standing within the program. Include any conditions, if any, which can result in participant dismissal from the program.

**ACADEMIC PROGRAM COMPONENT:**

23. Describe the outreach, recruitment, and retention plan for program teachers. Include how you intend to continually engage and motivate program teachers.
24. Describe the evidence-based or evidence-informed program model that will be utilized. Include why this model was selected, how you will achieve and maintain fidelity, and any existing or anticipated challenges to implementation. If evidence-informed, explain a rationale for selection of specific components and how they will be implemented. Citations are required. Curriculum of evidence-based or evidence-informed programming is encouraged as attachments.
- a. Describe the curriculum that will be used if not already addressed above.
  - b. Describe the service modality if not already addressed above.
  - c. What is the anticipated frequency of program service and length of service?
  - d. What is your intended staff to student ratio? Include how many participants you expect to serve?

**ENRICHMENT PROGRAM COMPONENT:**

25. Describe the outreach, recruitment, and retention plan for program staff. Include how you intend to continually engage and motivate program staff.
26. Describe the evidence-based or evidence-informed program model that will be utilized. Include why this model was selected, how you will achieve and maintain fidelity, and any existing or anticipated challenges to implementation. If evidence-informed, explain a rationale for selection of specific components and how they will be implemented. Citations are required. Curriculum of evidence-based or evidence-informed programming is encouraged as attachments.
- a. Describe the curriculum that will be used if not already addressed above.
  - b. Describe the service modality if not already addressed above.
  - c. What is the anticipated frequency of program service and length of service?
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**FAMILY ENGAGEMENT:**

27. Describe your approach to outreach and engagement of participants'

families/caregivers and how it will broaden their network of social support and improve access to multiple resources.

28. Describe how program staff will encourage reciprocal communication with families/caregivers and collectively identify/develop family engagement events.
29. Describe two (2) family engagement opportunities that will be offered and how they will help children and families develop strong connections with the school and community.

**BUDGET AND COST EFFECTIVENESS:**

30. Describe any ways in which cost efficiencies were achieved in the development of your budget, including leveraging of other sources of revenue.

**6. ATTACHMENT 2-PROPOSAL CHECKLIST is hereby replaced by the attached updated ATTACHMENT 2-PROPOSAL CHECKLIST**

All other requirements, terms and conditions of the RFP remain unchanged. Questions regarding this RFP shall be directed to [rfp@jwbpinellas.org](mailto:rfp@jwbpinellas.org).

Receipt and acceptance of an RFP addendum is to be acknowledged by signing and returning this document with the proposal. Failure to do so may subject your proposal to rejection.

I certify receipt of the addendum.

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Company Name

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Authorized Signature

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Date

## ATTACHMENT 2 – PROPOSAL CHECKLIST

<b>RFP Title:</b> Middle School Academy RFP		<b>Proposal due date and time:</b> 02/10/2020 by Noon EST		
<b>Proposal to be submitted to:</b> Written proposals must be submitted via email to <a href="mailto:RFP@jwbpinellas.org">RFP@jwbpinellas.org</a>				
#	<b>Proposal submission to include</b> ( <i>Checklist is for Proposers use only, not to be submitted with Proposal</i> )	Yes	No	NA
<b>Middle School Academy RFP – Proposal [Proposer’s Name].pdf</b>				
1	Signed Addenda, if issued			
2	Form 1 – Proposal Signature Form (signed)			
3	Narrative Response (maximum of 25 pages, not including attachments)			
4	Organizational chart for proposed program			
5	If Applicable, 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.			
6	Attach Job Descriptions and/or Resumes of Key Personnel			
7	Attach previous evaluation reports (encouraged, not required)			
8	Attach your agency’s current fiscal year adopted operating budget			
9	Attach any letters of support from individual schools or from Pinellas County Schools, if available.			
10	<b>Attach Staff Training Plan</b>			
11	Attach curriculum of evidence-based or evidence-informed programming for Academic Program Component (encouraged, not required)			
12	Attach curriculum of evidence-based or evidence-informed programming for Enrichment Program Component (encouraged, not required)			
13	Form 3 - Non-Collusion Affidavit (signed)			
14	Form 4 - Contract Terms & Conditions Compliance Checklist			
15	Form 5 - IRS W-9 (signed)			



16	501(c)(3) Designation Letter, if Applicable			
<b>Middle School Academy RFP – Form 2- Proposed Program Budget: Start-Up (06/01/2020-09/30/2020) [Proposer’s Name].xlsx</b>				
<b>Middle School Academy RFP – Form 2- Proposed Program Budgets: Annual (10/1-9/30) [Proposer’s Name].xlsx</b>				

