Juvenile Welfare Board
Investing in children. Strengthening our community.

MIDDLE SCHOOL ACADEMY REQUEST FOR PROPOSALS PRE-PROPOSAL CONFERENCE
Agenda

• Welcome and Introductions
• Objective
• Background
• Target Population
• Qualifications
• Scope of Work
• Performance Measures
• Contract Terms and Conditions
• RFP Timeline
• Proposal Format, Budget and Evaluation Criteria
• Questions
Objective

• To create a Middle School Academy at Azalea Middle School.

• Middle School Academies are a blend of academic and multipurpose out-of-school time (OST) models.
Objective

• The model is designed to help middle school students:
  1) improve their academic success,
  2) promote their social and emotional growth,
  3) increase family involvement, and
  4) improve a student’s behavior in, attachment to, and engagement with school.
Objective

• The model includes:
  1) academic project based learning,
  2) personal enrichment activities,
  3) small group targeting tutoring, and
  4) family engagement activities.
Background

• JWB Strategic Focus Area: School Success

• The goal of the School Success focus area is for children to show improvement or maintain performance in grades, attendance, behavior, and promotion to the next grade.

• Approximately ten years ago, JWB began contributing funding towards 21st Century Community Learning Center programs that were funded in part by the Department of Education.

• In August, 2017, as the federal funding for these programs became at-risk, JWB began to fund a Middle School Academy as a pilot program at one site.
Background

• In August 2018, the Middle School Academies expanded to a total of five sites.

• Two additional sites were added in October, 2019 and two more sites are anticipated to transition into Middle School Academies in August, 2020 at sites that have an existing out-of-school time program.

• With the addition of Azalea Middle School, the total number of Middle School Academies will increase to ten total sites.
Background

• JWB set criteria to identify the selected school by components:
  1) the Middle School must have been designated a C, D or F school in one or more of the three previous school years as identified by the Florida Accountability Report and
  2) there is no current year-round out-of-school time programming with a primary focus of academics on campus.

The positive relationship between the school and the provider is critical to identifying and recruiting the youth in need of out-of-school time programming and the success of the youth enrolled.
Target Population

• The target population is grades 6 through 8 who attend Azalea Middle School.

• An emphasis should be placed on the recruitment of struggling students – students performing below grade level on standardized testing.
Qualifications

The Provider must be:

• an IRS 501 (c)(3) designated organization at the time of submission

• a government entity or

• a higher learning institute.
Qualifications

Provider must have:

• the financial and administrative capacity to support the commitment set forth in response to the RFP.

• have experience working with youth and their caregivers in the delivery of out-of-school time programming.

• have experience in delivering evidence-based or evidence-informed programming.

• have experience with internal or external evaluation.

• have experience in delivering culturally competent programming.

• have an annual operating budget of over $500,000 or contract with/operate under a qualified Administrative Service Organization (ASO) or collaborative
Scope of Work

1) Minimum service requirements:

a) Program Elements:
   • Academic
   • Balanced Approach
   • Enrichment
   • Youth Voice
   • Nutrition
   • Fees
   • Staff to student ratio
Scope of Work

b) Family Engagement
c) Recruitment and Retention of Participants
d) Data Entry
e) Staffing and Professional Development
f) Program Start Date
g) Program Delivery
h) Program Site
Scope of Work cont.

2) Desired service requirements:
   a) Enrichment
   b) Physical Activity and Healthy Living
   c) Leadership Development
Performance Measures

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.
Performance Measures

Minimum service requirement:

• The program must be able to serve at least 7% of the prior year’s total school enrollment.
Contract Terms and Conditions

• Contractual terms and conditions are provided in Attachment 1.

• Exceptions to any of the terms contained in Attachment 1 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 columns for each Minimal Contract Term and Condition in Attachment A. Comply indicates the Proposer understands and agrees to comply fully. Exceptions must be fully explained below.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Comply</th>
<th>Exception</th>
<th>Not Comply</th>
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<td>1</td>
<td>Purpose</td>
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<td>2</td>
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<td>3</td>
<td>Terms</td>
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<td>Termination</td>
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<td>7</td>
<td>Consent to Settled Dispute</td>
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<td>8</td>
<td>Agreement</td>
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<td>9</td>
<td>Fiscal Responsibility</td>
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<td>10</td>
<td>Audit and Management Letter</td>
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<td>Other Financial Support</td>
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<td>12</td>
<td>Preset Monitoring</td>
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<td>13</td>
<td>Board Members, Training, and Financial Review</td>
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<td>14</td>
<td>Non-discrimination</td>
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<td>15</td>
<td>Policy of PWS Support Employees</td>
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<tr>
<td>16</td>
<td>Publications</td>
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<td>Assignments and Subcontracts</td>
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<td>Confidential Information</td>
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<td>Return of Funds</td>
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<td>Special Situations and Incidents</td>
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<td>Provider Staff Membership on Board</td>
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<td>Inspector</td>
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<td>Provider &amp; Program Data Maintained as 2-1-1 Database</td>
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<td>25</td>
<td>Provider Staff Background Checks</td>
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<td>Attendance</td>
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<td>Link to PWS Website</td>
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<td>Drug-Free Workplace</td>
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<td>Public Liability Coverage</td>
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<td>30</td>
<td>PWS Policies and Procedures</td>
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<td>31</td>
<td>Conflict of Interest</td>
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<td>32</td>
<td>Insurance Requirements Basic Provisions</td>
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<td>Insurance Requirements Additional Coverages</td>
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<td>34</td>
<td>Indemnification</td>
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<td>35</td>
<td>Certification that Provider is legally able to contract with PWS</td>
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<td>Spoken Language of the Agreement</td>
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<td>37</td>
<td>Performance Management</td>
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<td>38</td>
<td>Geographical Service Area</td>
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<td>Accounts Payable Schedule</td>
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<td>40</td>
<td>Document Submitted With</td>
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For all items marked as "Exception", Proposers must list the Exception by number and title and fully explain the exceptions below.
Insurance

• Insurance requirements can be found in Attachment 1.

• Certificate of Insurance must be provided within 10 days of formal contract.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>01/10/20</td>
<td>RFP Released</td>
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<tr>
<td>01/23/20</td>
<td>Optional Pre-Proposal Conference</td>
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<td>01/28/20</td>
<td>Deadline for Receipt of Questions by Noon</td>
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<td>01/31/20</td>
<td>Written Responses to Questions Released</td>
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<td>02/05/20</td>
<td>Optional Technical Assistance Review by Appointment</td>
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<td>02/10/20</td>
<td>Proposal Submission Due Date by Noon</td>
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<td>03/05/20</td>
<td>Evaluation Committee Meeting</td>
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<td>03/24 &amp; 03/25/20</td>
<td>Interview Top Proposers</td>
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<td>03/30/20</td>
<td>Evaluation Committee Meeting</td>
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<tr>
<td>04/10/20</td>
<td>Present Recommendations to the JWB Executive Team</td>
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<tr>
<td>04/27/20</td>
<td>Present Recommendations to the JWB Finance Committee</td>
</tr>
<tr>
<td>05/14/20</td>
<td>Board Action to Award</td>
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<tr>
<td>05/18/20</td>
<td>Announce Intent to Award</td>
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<tr>
<td>06/01/20 or After</td>
<td>Execute Agreement</td>
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</table>
▪ It is anticipated that the agreement will remain valid for a period of three years from date of issuance
Proposal Submission

Proposals must:

• Be signed by the appropriate principal of the firm;
• Use the required format

• must be sent by email to rfp@jwbpinellas.org which must include “Middle School Academy 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 February 10, 2020. 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. Middle School Academy RFP - Proposal [Proposer’s Name].pdf

   Format
   Signed Addenda, if issued
   Form 1 - Proposal Signature Form (signed)
   Narrative Response (maximum of 25 pages, not including attachments)
   a. Attach Agency’s Organizational Chart
   b. Attach Audited Financial Statements from the last two fiscal years, if 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, but not required)
   e. Attach Agency Current Fiscal Year Adopted Budget
   f. Attach any letters of support from individual schools or from Pinellas County Schools, if available.
   g. Attach curriculum of evidence-based or evidence-informed programming for Academic Program Component (encouraged, not required)
   h. Attach curriculum of evidence-based or evidence-informed programming for Enrichment Program Component (encouraged, not required)
   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. Middle School Academy RFP – Form 2- Proposed Program Budget: Start-Up (06/01/2020-09/30/2020) [Proposer’s Name].xlsx

3. Middle School Academy RFP – Form 2- Proposed Program Budgets: Annual (10/1-9/30) [Proposer’s Name].xlsx
Proposed Program Budget

Submit two Excel Proposed Program Budgets: Start-Up (06/01/2020- 09/30/2020) and Annualized (10/1-9/30), which must contain the following:

1. Start-Up Budget must include any start-up costs and reflect a program start date no later than the start of the 2020/2021 school year.

2. Annualized Budget must reflect a complete fiscal year of programming.

3. It is anticipated that Pinellas County Schools will charge for the use of space within Azalea Middle School at an estimated cost of $27,500 annually. The budgets must include this annual cost.

4. Ensure that all tabs are completed within the workbooks.
5. Both budgets must include all expenses for the project, regardless of the funding source.

Round 1: Minimum Criteria

- The Proposal is received by the due date and time of **by NOON on 2/10/2020**;
- The Proposal Signature Form is signed by an authorized company officer;
- 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.
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

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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
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<td>Academic Programming</td>
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<td>Family Engagement</td>
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<td>Qualifications and Experience</td>
<td>15%</td>
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<tr>
<td>Budget and Cost Effectiveness</td>
<td>10%</td>
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<tr>
<td>Total Potential Points</td>
<td>100%</td>
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</table>
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 March 24 and 25 available should your agency be selected for the Interview.
## Round 3: Evaluation

<table>
<thead>
<tr>
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<td>10%</td>
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<td><strong>Total Potential Points</strong></td>
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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 2-Proposal Checklist provided in RFP to assist Proposers.
Important Points continued

- Do not exceed the **25** 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:

Llorayne Hayes

lhayes@jwbpinellas.org

727-453-5654
Questions?