



Juvenile Welfare Board

Investing in children. Strengthening our community.

**NON-OPERATING &
CAPITAL PROJECTS RFA**

Agenda

- Objective of RFA
- History
- RFA Timeline
- Scope and Requirements of RFA
- Application Format
- Evaluation Criteria and Process
- IT Best Practices
- Questions

Objective

To make one-time-only investments in capacity building projects that increase the ability of 501(c)(3) organizations that currently receive program funding from JWB to operate effectively and efficiently over the long-term.

History

In FY 20:

- Requested: \$1.4 million for 27 projects
- Awarded: \$948,909 for 22 projects

History

- Percentage breakdown for type of projects awarded:
 - ❖Facility 45%
 - ❖Technology 18%
 - ❖Transportation 18%
 - ❖Facility/Security 4.5 %
 - ❖Technology/Disaster 4.5 %
 - ❖Technology/Facility 4.5 %
 - ❖Security 4.5%

RFA Timeline

- 09/16/20: RFA Released
- 09/28/20: Optional Funding Workshop
- 09/30/20 : Deadline for Receipt of Questions by Noon
- 10/05/20: Written Responses to Questions Released
- 10/26/20 : Optional Technical Assistance Review by Appointment
- 10/30/20: Application Submission Due Date **by Noon**
- 12/01/20: Evaluation Committee Meeting
- 12/02/20 : Evaluation Committee Meeting
- 12/07/20 : Present Recommendations to the JWB Executive Team
- 12/17/20: Present Recommendations to the JWB Finance Committee
- 01/14/21: Board Action to Award
- 01/18/21: Announce Intent to Award
- 02/01/21 or Before: Execute Agreements

Funding Amounts

- Only one application for up to two projects may be submitted by each agency
- Minimum project request amount is \$10,000
- Maximum total application amount is \$125,000
- Available Funding: \$1.25 million

Who is Eligible?

- Must currently receive program funding from JWB
- 501(c)(3) organizations at time of application
- Not currently on a JWB Corrective Action Plan or Performance Improvement Plan

What is a Project?

Eligible capital projects include items that are purchased to acquire or improve a long-term asset such as equipment or buildings, are non-recurring, and have a useful life greater than one (1) year.

The capital projects must be for the benefit of a JWB-funded program.

Examples of capital projects include, but are not limited to:

- *Technology Asset Replacement or Enhancement*
- *Facility Repair or Enhancement*

What is not Eligible?

- Expenses exclusively for non-JWB funded programs
- Expenses incurred as a result of carrying out an organization's core day-to-day activities (operational expenses)
- Staff development, office and classroom supplies, training not associated with capital purchase, equipment lease or rental, space rental
- Expenses for items that are unrelated to one another
- See JWB's Board Policy (III-4. In-Eligible Expenses) at <https://www.jwbpinellas.org/wp-content/uploads/2019/01/JWB-Board-Policies-Presented-to-FC12-18-2018.pdf> for a listing of additional ineligible expenses.

Purchasing Guidelines

- In Form 4-Vendor Quote Summary, include the quote amounts for all items requested from JWB.
- Only items with a total cost of over \$5,000 require current (after 9/16/20) written quotes or sole source justification to be attached.
- Sole source may be used for purchases when there is only one practicable and reasonable source with the ability to meet the requirements of the solicitation.



Vendor Quote Summary Sample

FORM 4 – VENDOR QUOTE SUMMARY

Instructions: The cost of each item requested must be based upon three current (quoted after 09/25/19) quotations. Quotations for items with a total cost over \$5,000 must be in writing. All quotations must be summarized in this form and the box checked next to the quotation that the Agency has selected. All written quotations for items with a total cost over \$5,000 must be attached to this form. If there is only one source for the requested item or service, a written justification must be attached to this form explaining the reason it is a sole source.

Agency Name: Sample Company

Project Item(s)	Quote 1 Vendor Name/Cost	Quote 2 Vendor Name/Cost	Quote 3 Vendor Name/Cost	Comments
8 HP Laptop Computers	<input type="checkbox"/> ABC Company/\$6,392	<input type="checkbox"/> DEF Company/\$5,800	<input checked="" type="checkbox"/> GHI Company/\$6,232	Quotes attached
8 HP OfficeJet Pro Color Printers	<input type="checkbox"/> JKL Company/\$1600	<input checked="" type="checkbox"/> MNO Company/\$880	<input type="checkbox"/> PDR Company/\$960	
8 licenses for "Uniquely Ours Software"	<input checked="" type="checkbox"/> Uniquely Ours Software LLC/\$6,000	<input type="checkbox"/>	<input type="checkbox"/>	Sole source, justification attached
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Application Format

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

1. Capital RFA – Application [Applicant Name].pdf

Format

Signed Addenda, if issued

Form 1- Application Signature Form (signed)

Form 2-Project Narrative for each Project-must not exceed 5 pages (not including attachments)

- Attachments such as photos, drawings, and maps that support the project request
- Lease vs. Buy Analysis, if completed and request includes purchasing equipment and/or a vehicle that is currently leased, if applicable

Form 4- Vendor Quote Summary for each Project

- Written Quotations and/or Sole Source Justification, if applicable

Form 5 – Contract Amendment Terms & Conditions Compliance Checklist

Application Format

2. Capital RFA – Form 3: Non-Operating and Capital RFA Budget
[Applicant Name].xlsx

Round 1 Minimum Criteria

- The Application is received by the due date and time **by Noon on October 30, 2020;**
- Applicant currently receives program funding from JWB and the Application is for the benefit of a JWB-funded program;
- Applicant not currently on a JWB Corrective Action Plan or Performance Improvement Plan;
- Applicant only submitted one application for up to two capital project per agency;

Round 1 Minimum Criteria

- Agency is a 501(c)(3) at time of submission;
- Application Signature Form signed by an authorized company officer;
- Application request is a minimum of \$10,000 and does not exceed \$125,000.

Round 2 Evaluation

For those Applicants who applications pass the minimum criteria, the following criteria, with the points shown for each, will be used to further evaluate and score the applications:

<u>Evaluation Criteria</u>	<u>Points</u>
Statement of Need	30
Project Description	25
Return on Investment	25
<u>Cost Effectiveness</u>	<u>20</u>
TOTAL	100

Round 2 Evaluation

- Applications must have an average score of 65 or above to be considered for further evaluation.
- A high evaluation score **does not** guarantee that an Application will be funded. The geographic distribution of funding across north-, mid-, and south-county will be considered during the ranking. Applicants must identify which program(s) their project(s) benefit and self-identify whether their program serves north-, mid-, south-county or is countywide.

Round 3 Evaluation

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

Important Points

- All communication must be through Lorraine Hayes.
- Ensure that you read and respond to all questions and requirements of the RFA.
- Attachment 3-Application Checklist provided in RFA to assist Applicants.
- Be thorough and make sure that all items are accounted for in your project budget. For example, include warranties, keyboards, wires, etc. 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.

Important Points continued

- Attachments such as photos, drawings, and maps are encouraged.
- Funding will not be considered for more than two projects per agency.
- Do not exceed the **5** page limit for each project for Form 2-Narrative.
- Reimbursement for items in a project are based on cost-reimbursement. JWB will not advance funds for the projects.
- All purchases must be made and received by 9/30/21.

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

IT BEST PRACTICES

QUESTIONS?