



**NON-OPERATING & CAPITAL PROJECTS
REQUEST FOR APPLICATIONS**

FUNDING WORKSHOP

AGENDA

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

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 FY22

- Requested \$2.74 million for 31 Applications for a total of 41 projects
- Awarded \$1.75 million for 25 projects

HISTORY

Percentage breakdown for type of projects awarded:

- Facility 40%
- Technology 20%
- Transportation 20%
- Security 8%
- Technology/Security 4%
- Furniture 4%
- Technology/Furniture 4%

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 \$200,000
- Available Funding: \$3.5 million

ELIGIBLE APPLICANTS

- 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

ELIGIBLE PROJECTS

- Eligible capital projects include **related 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**

ELIGIBLE REQUESTS

- Training costs are eligible only if associated with a capital purchase included in the request.
- Costs to acquire (year one) and install capital IT projects for software systems and/or technology infrastructure to help manage responsibilities for revenue generation and diversification.
- Related items that can be grouped together into a project. For example, a computer lab, may include several computers, furniture, and labor for set up.

ELIGIBLE REQUESTS

JWB encourages:

- Capital IT requests designed to strengthen agencies ability to manage their own data effectively by purchasing independent data systems to support quality services for participants and upload data directly to JWB and/or data systems that can expand, diversify and manage their revenue sources.
- Requests that enable coordinated, rapid recovery from a disaster and/or reduces the agencies business risk exposure.

INELIGIBLE REQUESTS

Expenses:

- Exclusively for non-JWB funded programs
- Incurred as a result of carrying out an organization's core day-to-day activities (operational expenses)
- For staff development, office and classroom supplies, training not associated with capital purchase, equipment lease or rental, space rental
- For items that are unrelated to one another
- Listed in JWB's Board Policy (III-4. In-Eligible Expenses) on JWB's website.

BUDGET

FORM 3- NON-OPERATING AND CAPITAL PROJECT RFA BUDGET

Instructions: Each project request should include all items that need to be purchased for the project, regardless of the funding source.

Agency Name: Lorrayne Inc.

Project 1 Name	Project Item(s) Description	Item Quantity	Item Unit Price	Amount Requested from JWB	Amount From Other Revenue Sources	Total Item Cost	Name of Other Revenue Source	Vendor Selected
Computer Lab	HP Laptop Computers	8	\$725.00	\$5,800.00		\$ 5,800.00		DEF Company
	HP Desktop Computers	8	\$625.50	\$5,004.00		\$ 5,004.00		JKL Company
	Keyboards with mouse	16	\$125.00	\$2,000.00		\$ 2,000.00		Amazon
	Computer cables	16	\$25.00	\$400.00		\$ 400.00		Amazon
	Licenses for Uniquely Ours software	16	\$412.50	\$6,600.00		\$ 6,600.00		Uniquely Ours LLC
	HP Office Jet Pro Color Printers	16	\$406.25	\$6,500.00		\$ 6,500.00		VWX Company
	Computer chairs	16	\$199.00	\$0.00	\$3,184.00	\$ 3,184.00	Fundraising	Office Depot
	Computer desks	16	\$300.00	\$2,400.00	\$2,400.00	\$ 4,800.00	City of St. Petersburg	Office Depot
Total Project 1				\$28,704.00	\$5,584.00	\$34,288.00		

BUDGET

- 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.



Vendor Quote Summary Sample

FORM 4 – VENDOR QUOTE SUMMARY

Instructions:

Items with a total cost of over \$5,000 must be summarized on this form and based upon three, current (quoted after 04/14/23), written quotations. The three written quotes must be attached to the form and assembled in the order of the Project Items and the order of the quotes listed below.

If there is only one source for the requested item or service, a written justification must be attached explaining the reason it is a sole source; or, if the agency was unable to get three quotations for the requested item or service, a written explanation must be attached explaining the reason three quotes were unable to be procured. In addition to the written justification/explanation, a current quote from the vendor(s) must also be attached.

Agency Name: Lorrayne Inc.

Project Name: Computer Lab

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/\$6392	<input checked="" type="checkbox"/> DEF Company/\$5800	<input type="checkbox"/> GHI Company/\$6242	3 Quotes attached
8 HP Desktop Computers	<input checked="" type="checkbox"/> JKL Company/\$5004	<input type="checkbox"/> MNO Company/\$5100	<input type="checkbox"/>	Written Justification and 2 Quotes attached
16 Licenses for "Uniquely Ours" Software	<input checked="" type="checkbox"/> Uniquely Ours LLC/\$6600	<input type="checkbox"/>	<input type="checkbox"/>	Sole Source Justification and Quote Attached
16 HP Office Jet Pro Color Printers	<input type="checkbox"/> PQR Company/\$5600	<input type="checkbox"/> STU Company/\$7200	<input checked="" type="checkbox"/> VWX Company/\$6500	3 Quotes attached
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vendor Quote Summary

Includes:

- All items > \$5,000
- All items have Quotes from 4/14/23 or later
- All items have 3 Quotes or Written Justification
 - When Written Justification is needed:
 - If the agency was unable to get three quotations for the requested item or service, a written explanation must be attached explaining the reason three quotes were unable to be procured.
 - If it is a sole source where there is only one practicable and reasonable source with the ability to meet the requirements of the solicitation.

RFA TIMELINE

- 04/14/23: RFA Released
- 05/03/23: Optional Funding Workshop
- 05/05/23: Deadline for Receipt of Questions by Noon
- 05/11/23: Written Responses to Questions Released
- 05/25/23: Technical Assistance, by appointment
- 06/01/23: Application Submission Due Date by Noon
- 07/18/23: Evaluation Committee Meeting
- 07/20/23: Evaluation Committee Meeting
- 08/10/23: Present Recommendations to the JWB Executive Team
- 09/06/23: Board Action to Award
- 09/08/23: Announce Intent to Award
- On or before 11/01/23: Execute Amendments

APPLICATIONS SUBMISSION

Applications Must:

- Be signed by the authorized company officer;
- Use the required format;
- Be **sent by email to rfp@jwbpinellas.org** which must include “Capital RFA- [Applicant’s Name]” in the subject line, where [Applicant’s Name] represents the Applicant’s organization’s name;
- Received on or before Noon on June 1, 2023. **Late submissions will not be considered.**

APPLICATION 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 Applicant to ensure that the Application is received by JWB on time at the right location. JWB will reply to confirm receipt of all Applications.
- JWB is not responsible if technical difficulties are encountered during the submission process.

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)

Table of Contents

Form 2-Project Narrative (Project 1)-must not exceed 6 pages (not including attachments)

- Attachments such as photos, drawings, and maps that support the project request

Form 4- Vendor Quote Summary (Project 1)

- Written Quotations and/or Written Justification with current quote (if applicable)

APPLICATION FORMAT

Format cont.

Form 2-Project Narrative (Project 2, if applicable)-must not exceed 6 pages (not including attachments)

- Attachments such as photos, drawings, and maps that support the project request

Form 4- Vendor Quote Summary (Project 2, if applicable)

- Written Quotations and/or Written Justification with current quote (if applicable)

Form 5 – Contract Amendment Terms & Conditions Compliance Checklist

2. Capital RFA – Form 3- Budget [Applicant Name].xlsx

MINIMUM CRITERIA

- The Application is received by the due date and time by **NOON on June 1, 2023**;
- 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 projects per agency;
- Applicant has an IRS 501(c)(3) designation at the time of submission;

MINIMUM CRITERIA

- The Application is signed by an authorized officer;
- Each Capital project request is a minimum of \$10,000 and the total of the two Capital project requests does not exceed \$200,000;

ROUND 1 EVALUATION

<u>Evaluation Criteria</u>	<u>Points</u>
Statement of Need	40%
Project Description	30%
<u>Return on Investment</u>	<u>30%</u>
Total Potential Points	100%

ROUND 1 EVALUATION FORM

ATTACHMENT 4 – ROUND 1 EVALUATION FORM

AGENCY NAME: _____
 PROJECT NAME: _____
 RFA TITLE: Non-Operating and Capital Projects

CRITERIA	(A) POTENTIAL POINTS	(B) WEIGHT	(C) INDIVIDUAL SCORE	(B) X (C)	TOTAL SCORE
Project Description	1 - 5	30%		6 x	
Statement of Need	1 - 5	40%		8 x	
Return on Investment	1 - 5	30%		6 x	
GRAND TOTAL		100%			

The Evaluation Committee must review the Applications independently. The Evaluation Committee then meets to discuss their independent review. Points are awarded according to the quality of the response with respect to each criterion.

POINT RANGE

1: Unacceptable

- No response provided or contains major error(s), omission(s), or deficiency(ies). None of these conditions can be corrected without a major rewrite.

2: Partially meets (significant gaps, compromise required)

- Minimally fulfills the described need.
- Shows only minimal understanding of the requirements. There exists an overall moderate or high degree of risk of the applicant not meeting the requirements.

3: Meets, with moderate gaps

- Generally fulfills the need with a few exceptions; some nuances or outlying aspects of the issue are unaddressed.

4: Meets, with minor gaps (no compromise required)

- Satisfies all requirements with adequate detail.
- Offers some significant strengths or numerous minor strengths that are not offset by weaknesses. There exists an overall low to moderate degree of risk of the applicant not meeting the requirements.

5: Fully meets or exceeds all requirements of the section

- Satisfies all requirements with extensive detail.
- Offers numerous significant strengths that are not offset by weaknesses. There exists an overall low degree of risk of the applicant not meeting the requirements.

ROUND 1 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 2 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.

AWARD AND AMENDMENT

- JWB's intent is to award up to **\$3.5 million**.
- It is anticipated that **multiple awards** may be made. **Award amounts may differ from what was requested** based upon the dollars available.
- The Notice of Award will be posted on JWB's website and emailed to all Applicants.
- Sr. Program Consultants will contact awarded Applicants regarding Contract Amendments.

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.

IMPORTANT POINTS

- 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 6 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 9/30/24.



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

Helpful websites regarding IT consultant pricing:

- https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/information_technology_staff_augmentation
- https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/information_technology_staff_augmentation2

Questions and Answers