

Tanya Tillman  
Promise Vocational Academy  
tanya@ateamct.org



April 15, 2021

Children's Trust of Alachua County  
802 NW 5<sup>th</sup> Ave; Suite 100  
Gainesville, FL 32601

**RECEIVED**

*By Kristy Goldwire at 11:59 am, Apr 16, 2021*

Dear Children's Trust of Alachua County,

Please accept this as notification of protest in regards to the Children's Trust of Alachua County's decision not to award Promise Vocational Academy's (PVA) RFP Solicitation. The original solicitation was submitted with budget errors and have since been corrected. PVA submitted the application under an incorrect assumption that each organization should maximize their program to reach the \$500,000 threshold.

The budget submitted to the Children's Trust of Alachua County (CTAC) was for \$314,800; the amount listed in the Public Notice on the CTAC website is \$629,600. It is safe to assume that there was an error when submitting the information in the application's spreadsheet causing a duplication of the requested amount. This has been corrected.

PVA has corrected the budget error to meet the immediate needs of the program and would like to submit that correction to the Director for reconsideration. Thank you in advance for reviewing our corrections.

Sincerely,

Tanya Tillman  
Director  
Promise Vocational Academy



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

# Application for RFP # 2021-03

## FORM 1 – Organizational Information and Organizational Narrative

<b>Organizational Information</b>	
Organization Name (Legal Name)	Promise Vocational Academy
Primary Contact Name	Tanya Tillman
Primary Contact Phone	(352) 260-8319
Primary Contact Email	tanya@ateamct.org
<p><b>Organization is an eligible applicant</b>  <i>Eligible applicants may be governmental entities, for-profit or not-for-profit organizations, or faith-based organizations providing services within Alachua County. Applicants should be currently qualified to conduct business in the State of Florida, under the laws of Florida, and must be qualified to conduct business on or before the service and contract start date(s). Eligible applicants must remain qualified to conduct business in the State of Florida for the duration of their service award. All contractors will be required to have current general liability insurance before contracts can be executed. The CTAC is prohibited from contracting with programs that are under the exclusive jurisdiction of the public school system. Additionally, Alachua County Public Schools is not eligible for funding. Applicants that operate a charter school are also ineligible for funding.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Organizations meets minimum requirements to bid.</b>  <i>Organizations can apply for funding based on the following requirements:</i></p> <ul style="list-style-type: none"> <li>a. <i>All proposed services must take place within Alachua County.</i></li> <li>b. <i>applicant must be currently qualified to conduct business in the State of Florida.</i></li> <li>c. <i>Applicant must not be a charter school approved by any public school system in the State of Florida.</i></li> <li>d. <i>Applicant must have experience working with youth in out-of-school time and focus on promoting positive youth development in a safe and enriching environment.</i></li> <li>e. <i>Applicant must plan to offer in-person summer camp services in summer 2021</i></li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contract termination for default in last five years?</b>  <i>The cover letter shall indicate whether the contractor had any contract terminated for default in the past five years. If no such termination for default has been experienced by the prospective contractor in the past five years, this fact shall be stated in the cover letter.</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Organizational Narrative**

1.Services: Provide a brief overview of how summer programming is consistent with your organization's mission and vision.

The mission of Promise Vocational Academy is to provide quality training that supports career exploration beyond traditional college careers. We believe that providing services and training to the entire family will yield better results than only training the youth. Our goal is to strengthen the entire family unit. Summer programing will allow the youth to began age appropriate career exploration.

2. Experience: What experience does your organization have in delivering summer programming?

2021 will be the program's first year delivering service, but the Director and support staff have a minimum of 10 years experience each working as counselors, camp directors and organizers.

3.Staffing: Describe your organization's ability to hire and train qualified staff and comply with background screening requirement.

90% of our staff members are current or former Alachua County Public School employees that will work with our summer program. We have a working relationship with the Alachua Police Department to facilitate all background screening. All CTE Instructors have 10 to 20 years experience in their trade and documented experience delivering training to youth.

4. Safety Practices: Describe how your organization supports an environment of safety for children, staff, and parents.

All of our staff and campers will complete an Instructor-led CPR and First Aid training. Daily inspections of the activity sites will be conducted to ensure that all areas are free of hazardous material or debris. Instructions will be followed when using crafting materials, sports and training equipment. An emergency response plan will be created and drills provided for staff and campers to follow. All staff and campers will complete a COVID-19 Safety Awareness training.

5. Covid-19 interruption plans: What plans does your organization have in place if COVID-19 causes an interruption in summer programming?

If our program is interrupted due to COVID, we will follow the directive of the State of Florida Health Department and CDC to ensure that our facilities are properly disinfected. Campers that have access to computers and internet, will be encouraged to continue their weekly tutoring assignments. All campers and staff will resume with training and activities as soon as we are able to do so safely. If the summer program has to end completely, we will reorganize and apply our camp activities after school hours.



# Application for RFP # 2021-03

## FORM 2A -Site Profile (K to 8<sup>th</sup> Grade Services)

Complete a site profile for each site requesting funding

### 1.Site Information

<b>Organization Name</b>	Promise Vocational Academy			
<b>Site Name</b>	Hathcock Community Center ~ Camp Promise			
<b>Site Address</b>				City: Alachua      Zip code: 32615
<b>Site Contract Name</b>	Tanya Tillman			
<b>Site Contact Phone</b>	(352) 260-8319			
<b>Site Contact E-mail</b>	tanya@ateamct.org			
<b>Site Grades Served</b> <small>Note: Grades served should reflect year child would enter in the 2021-22 school year</small>	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 4 <sup>th</sup> grade	<input checked="" type="checkbox"/> 8 <sup>th</sup> Grade	
	<input type="checkbox"/> 1 <sup>st</sup> Grade	<input type="checkbox"/> 5 <sup>th</sup> Grade		
	<input type="checkbox"/> 2 <sup>nd</sup> Grade	<input checked="" type="checkbox"/> 6 <sup>th</sup> Grade		
	<input type="checkbox"/> 3 <sup>rd</sup> Grade	<input checked="" type="checkbox"/> 7 <sup>th</sup> Grade		
<b>Overall # of children at site</b> <small>Provide the overall number of children served for summer program for the last year (if any), expected # without any CTAC funding and additional # of children expected if CTAC funded</small>	<b>2020 # served at Site: (Last summer)</b> 0.0	<b>2021 # children expected: (Non-CTAC funded)</b> 0	<b>2021 # children expected: (CTAC Funded)</b> 10	<b>2021 Overall: ( Non-CTAC and CTAC)</b> 10
<b>Site Dates and Hours of Operations</b> <small>Provide specific dates and hours of operations camp services will be offered</small>	6/21/2021 thru 8/12/2021 Monday thru Friday 8:00 am until 5:00pm			
<b>Site Description:</b> <small>Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs of children during the summer</small>	Promise Vocational Academy Hathcock Community Center ~ Camp Promise Tanya Tillman 352-260-8319 tanya@ateamct.org The Hathcock Center is an open room with space, tables and chairs, two bathrooms, storage and kitchenette to accomodate our campers and staff members safely. Internet access, outside seating and quiet surroundings are conducive of our weekly tutoring sessions. The kitchenette provides space for lunch and snacks			
<b>Executive Summary:</b> <small>Provide an executive summary of the program and services offered at this site (100 words or less). This summary will be used in reports and promotional materials developed by CTAC</small>	Promise Vocational Academy understnads and supports the important balance between academic success and kids habing fun. Camp Promise is here to bring the CTE world to life for kids as they explore a variety of exciting career opportunites in construction, cosmetology, nursing and more.			

**Instructions:** Describe how your site will provide appropriate staffing to ensure safe and enriching programming. Refer to the RFP guidelines for staffing requirements including positions and ratios when completing site staffing.

## 2.Site Staffing

Position Name	Number of Positions	Description of Duties
Program Director	1.0	Oversee development and implementation of the program. Communicate with CTAC, submit weekly reports, and finalize all trips and activities.
Camp Coordinator	1.0	Oversee the day to day operations of the camp. Supervise counselors, volunteers, instructors and campers, organize field trip arrangements and maintain daily attendance.
Lead Teacher	1.0	Supervises all tutoring sessions, assists students as needed, communicates with ACPS to ensure that students are being provided services that are in alignment with the District's requirements
Counselor/Driver	2.0	Provide care and guidance to campers, ensure safety rules are being followed, assist with activity transition and meal preparation. Counselors will aid in transporting students to and from field trips and other activities.
Carpentry Instructor	1.0	Will use 6 weeks to teach construction safety, hand tools, power tools, construction math, blueprint reading, material handling, business communication and employability skills, to 10 students in grades 6-12.
Cosmetology/Barber Instructor	1.0	Will use 6 weeks to teach basic hair care, scalp hygiene, client care, HIV/Aids safety, state requirements to become a licensed professional, basic protective style and cutting techniques
Nursing Instructor	1.0	Will use 6 weeks to teach patient care, nurse responsibilities, required schooling to become licensed, different types of nursing care options, how to read an electric and manual blood pressure monitor, proper use and care of a stethoscope and how to recognize an emergency.
Basketball Skills and Agility Coach	1.0	Professional basketball player that will use 6 weeks to teach basketball fundamentals, agility skills, fitness and nutrition to campers.

**Instructions:** Describe how your site will implement at least one of the activity types described in the RPF programming activities. Applicants are not required to implement more than one activity type and have great flexibility in offering programs that meet the needs and interests of children

### 3. Program Activities

Activity Type	Frequency Offered	Description of Activities
Academic	<input type="checkbox"/> Not Offered <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	Monday and Wednesday of each week campers will have tutoring sessions on Math, Reading and Writing. Lesson plans will be created based on teacher recommendations and student grades. Students will have individual electronic devices assigned for each session to complete their sessions. A certified instructor will be onsite to oversee all sessions.
Enrichment	<input type="checkbox"/> Not Offered <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	Students will have visits and field trips to local businesses to learn how they help our community. For example, the local firestation, police department, city hall and restaurants.
Exploratory	<input type="checkbox"/> Not Offered <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	Students will explore career options and map out plans for academic studies while in school and after high school graduation to reach their goals.
Physical, Health, Play and Recreation	<input type="checkbox"/> Not Offered <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Other	Students will learn the history of the game of basketball, basic fundamentals and how to stay healthy and proper nutrition habits to be a successful athlete.

**Instructions:** Complete the table for each week summer camp programming will be offered at site. Request from CTAC will auto calculate based on information entered for requested enrollment fees, weekly full and partial scholarships. Fields in red are calculated and cannot be edited

4. Summer Schedule and Request from CTAC												
Summer Site Operations			Requested From CTAC									
Summer Week	Week Start Date	Overall Expected # children per week (include all site children)	Requested # of Child Enrollment fees [A]	Cost per Enrollment Fee [B]	Enrollment Fees Request Amount (A *B)	Requested # of Weekly Scholarships (Full) [C]	Cost per Weekly Scholarship s (Full) [D]	Full Scholarships Request [C*D]	Requested # of Weekly Scholarships (Partial) [E]	Cost per Partial Scholars hips [F]	Partial Scholarship s Request [E*F]	Weekly Funding Request= (A *B) + (C*D) + (E *F)
Week 1	6/21/21	10	10	\$ 100	\$ 1,000	10	\$ 179	\$ 1,792	0	\$ 0	\$ 0	\$ 2,792
Week 2	6/28/21				\$ 0	10	\$ 179	\$ 1,790	0	\$ 0	\$ 0	\$ 1,790
Week 3	7/6/21				\$ 0	10	\$ 179	\$ 1,790	0	\$ 0	\$ 0	\$ 1,790
Week 4	7/12/21				\$ 0	10	\$ 179	\$ 1,790	0	\$ 0	\$ 0	\$ 1,790
Week 5	7/19/21				\$ 0	10	\$ 179	\$ 1,790	0	\$ 0	\$ 0	\$ 1,790
Week 6	7/26/21				\$ 0	10	\$ 179	\$ 1,790	0	\$ 0	\$ 0	\$ 1,790
Week 7	8/2/21				\$ 0	10	\$ 179	\$ 1,790	0	\$ 0	\$ 0	\$ 1,790
Week 8					\$ 0			\$ 0			\$ 0	\$ 0
Week 9					\$ 0			\$ 0			\$ 0	\$ 0
					Enrollment Total:			Full Total:			Partial Total:	Total:
					\$ 1,000			\$ 12,532			\$ 0	\$ 13,532

**Instructions:** Enrollment fees, Scholarships (Full), Scholarships (partial) will autocalculate based on answers in Summer Schedule and Request from CTAC . Provide additional details to support request. Reimbursements for materials, fieldtrips and transportation can also be requested, please provide amount and additional details to support request

## 5.Site Budget Summary

Budget Item	Requested Amount	Additional details to support request
Enrollment Fees	\$ 1,000	Covers the cost of intake: Creating accounts in NCCER database, registration of HIV/AIDS Course and Exams, COVID-19 Awareness Training and appropriate certifications.
Scholarships (Full)	\$ 12,532	Covers the cost of staff, tutoring, CTE trade instruction, programing, meals and camp activites.
Scholarships (Partial)	\$ 0	
<b>Total Request Enrollment and Scholarships</b>	<b>\$ 13,532</b>	

Budget Item	Requested Amount	Additional details to support request
Materials Reimbursement		The costs of materials were calculated in the weekly scholarship amount.
Fieldtrip Reimbursement	1,992	\$1,992 is requested to cover the cost of (4) field trips for 10 campers and staff.
Transportation Reimbursement (Only for bus passes, fuel, site vehicle rental)	1	\$550 is being requested to cover the cost of transportation for (10) campers for program activities and field trips.
<b>Total Request Reimbursements</b>	<b>\$ 12,092</b>	

**Total Request for Site:           \$ 25,624           Note: use this number to populate answer in prospective contractor certification**





# Application for RFP # 2021-03

## FORM 2B -Site Profile (9 to 12<sup>th</sup> Grade Services)

Complete a site profile for each site requesting funding

### 1.Site Information

<b>Organization Name</b>	Promise Vocational Academy			
<b>Site Name</b>	Hathcock Community Center ~ Camp Promise			
<b>Site Address</b>	15818 NW 140th Street	City: Alachua	Zip code: 32615	
<b>Site Contract Name</b>	Tanya Tillman			
<b>Site Contact Phone</b>	(352) 260-8319			
<b>Site Contact E-mail</b>	tanya@ateamct.org			
<b>Site Grades Served</b> <small>Note: Grades served should reflect year child would enter in the 2021-21 school year</small>	<input checked="" type="checkbox"/> 9 <sup>th</sup> Grade	<input checked="" type="checkbox"/> 11 <sup>th</sup> grade		
	<input checked="" type="checkbox"/> 10th	<input checked="" type="checkbox"/> 12 <sup>th</sup> Grade		
<b>Overall # of children at site</b> <small>Provide the overall number of children served for summer program for the last year (if any), expected # without any CTAC funding and additional # of children expected if CTAC funded</small>	<b>2020 # served at Site: (Last summer)</b> 0	<b>2021 # children expected: (Non-CTAC funded)</b> 0	<b>2021 # children expected: (CTAC Funded)</b> 10	<b>2021 Overall: ( Non-CTAC and CTAC)</b> 10
<b>Site Dates and Hours of Operations</b> <small>Provide specific dates and hours of operations camp services will be offered</small>	<small>Promise Vocational Academy Hathcock Community Center ~ Camp Promise Tanya Tillman 352-260-8319 tanya@ateamct.org The Hathcock Center is an open room with space, tables and chairs, two bathrooms, storage and kitchenette to accommodate our campers and staff members safely. Internet access, outside seating and quiet surroundings are conducive of our weekly tutoring sessions. The kitchenette provides space for lunch and snacks</small>			
<b>Site Description:</b> <small>Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs of children during the summer</small>	<small>Promise Vocational Academy Hathcock Community Center ~ Camp Promise Tanya Tillman 352-260-8319 tanya@ateamct.org The Hathcock Center is an open room with space, tables and chairs, two bathrooms, storage and kitchenette to accommodate our campers and staff members safely. Internet access, outside seating and quiet surroundings are conducive of our weekly tutoring sessions. The kitchenette provides space for lunch and snacks</small>			
<b>Executive Summary:</b> <small>Provide an executive summary of the program and services offered at this site (100 words of less). This summary will be used in reports and promotional materials developed by CTAC</small>	<small>Promise Vocational Academy understnads and supports the important balance between academic success and kids habing fun. Camp Promise is here to bring the CTE world to life for kids as they explore a variety of exciting career opportunites in construction, cosmetology, nursing and more.</small>			

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<b>5.Site Budget Summary</b>		
<b>Budget Item</b>	<b>Requested Amount</b>	<b>Additional details to support request</b>
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Scholarships (Partial)	\$ 0	
<b>Total Request Enrollment and Scholarships</b>	<b>\$ 13,532</b>	
<b>Budget Item</b>	<b>Requested Amount</b>	<b>Additional details to support request</b>
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<b>Total Request Reimbursements</b>	<b>\$ 12,092</b>	

**Total Request for Site:           \$ 25,624           Note: use this number to populate answer in prospective contractor certification**



CHILDREN'S TRUST  
OF ALACHUA COUNTY

# Application for RFP # 2021-03

## FORM 3 – Prospective Contractor Certification

By submitting this proposal, the prospective contractor certifies the following:

1. The contractor representative who signs below certifies that they have carefully read and understand the provisions of the solicitation and associated documents attached thereto, and hereby submits the attached proposal to perform the work specified therein, all in accordance with the true intent and meaning thereof.
2. The contractor representative further understands and agrees that by signing this certification all of the following information in the certification is true and accurate to the best of their knowledge. If this certification cannot be made unequivocally, a written description of all instances wherein the prospective contractor cannot unequivocally make this certification is provided with this proposal.
3. Prospective Contractor is:
  - Sole Proprietor
  - Partnership
  - Corporation (for profit/nonprofit)\* if yes, what state? FL
  - Joint Venture
  - Other (Specify)
4. Other entities or individuals shall not be allowed to perform work or take data outside the United States without express advance written authorization from the CTAC's Project Manager. All personnel provided for work under this contract, who are not United States citizens, will have executed a valid I-9 form, Employment Eligibility Form, and presented valid employment authorization documents.
5. This proposal is signed by a representative who is authorized to commit the prospective contractor.
6. The company identified below is the prime contractor.
7. The prospective contractor's insurance carrier(s) can provide insurance certificates as required within ten calendar days following notice of award.
8. The proposed prices have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor.
9. Unless otherwise required by law, the prices proposed have not been knowingly disclosed by the prospective contractor on a prior basis directly or indirectly to any other organization or to any competitor.
10. No attempt has been made, or will be made, by the prospective contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
11. The price and availability of all equipment, materials, and supplies associated with performing the services described, including associated indirect costs and profit, herein have been determined and included in the proposed price. All labor costs, direct and indirect, and profit have been determined and included in the proposed price. The incremental costs expected to be incurred by the CTAC, should it enter into this contract, have also been estimated to the best ability of the prospective contractor. It is understood that the life cycle cost includes the total of the contract price plus the estimated costs to be incurred by the CTAC should it enter into this contract.
12. The prospective contractor can and shall provide the specified performance bond or alternate performance guarantee (if applicable) at no added cost to the CTAC.

13. In submitting its proposal, the prospective contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or contracting CTAC, government or private, until after the award of the contract. Prospective contractors not in compliance with this provision may be disqualified, at the option of the CTAC, from contract award. Only discussions authorized in advance and in writing by the contracting CTAC are exempt from this provision.
14. The prospective contractor hereby certifies that it and all of its affiliates collect appropriate taxes and remits them as provided by law.
15. The prospective contractor certifies that all insurance policies required by this contract shall remain in full force and effect during the entire term of this contract. All insurance policies and any extensions or renewals thereof, shall not be cancelled or amended except with the advance written approval of the CTAC. The Contractor agrees to submit certificates of insurance, which indicate coverage and notice provisions as required by this contract, to the CTAC upon execution of this contract. The insurance certificates shall be subject to approval by the CTAC. The insurance certificates shall include a statement in the certificate that no cancellation of the insurance shall be made without at least thirty calendar days' prior written notice to the CTAC. Approval of the insurance certificates by the CTAC shall not relieve the contractor of any obligation under this contract.
16. The prospective contractor has read and understands the conditions set forth in this RFP, any posted question and answers, RFP addendums and agrees to them with no exceptions. (If exceptions are taken, attach a written description of each exception to this certification.)  
 Exceptions are attached to this certification.  
 Exceptions are not attached to this certification.
17. The prospective contractor warrants, represents, and certifies that no elected or appointed official or employee of the CTAC has, or will, personally or indirectly benefit financially or materially from this contract.
18. In the event any part of this Agreement or Work is to be funded by federal, state, or other local agency monies, the Contractor hereby agrees to cooperate with the CTAC in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Work and as specifically required by the federal or state granting agency, and receiving no payment until all required forms are completed and submitted.
19. Any contract and/or award arising from this RFP may be terminated for default by the CTAC if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees, or their close relatives or friends, from the prospective contractor, the prospective contractor's agent(s), representative(s) or employee(s). Any contract and/or award arising from the RFP may also be terminated for default if it is determined that the contract and/or award was obtained by fraud, collusion, conspiracy or other unlawful means, or if the contract and/or award conflicts with any statutory or Constitutional provision of the State of Florida or of the United States.
20. Prohibition Against Contingent Fees. The Contractor warrants that it has not employed or retained any company or person other than an employee working solely for the Contractor to solicit and secure this Agreement and that it has not paid or agreed to pay any person, entity, company or firm any fee, commission, gift or other consideration contingent upon or resulting from award or making of this Agreement.
21. Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, that if this proposal is accepted, to furnish the subject services for a Firm Fixed Contract Price of \$ 25,624 (Total Funding Request Across Sites)

reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.

8. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
9. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.
  - a. **Posting.** The Trust shall publicly post the award on the TRUST's website within three full business days after the Board's award decision has been made. All bidders or proposer will be sent an email with the notice of award to the email address provided in the bid or proposal.
  - b. **Requirements to Protest.**
    - i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
    - ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.
  - c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
  - d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
  - e. **Review of Executive Director's Decision.**
    - i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
    - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures



of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.

- iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the CTAC Board meeting. The decision shall be final and conclusive.

- f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.

10. The CTAC reserves the right to:

- Reject any or all submittals
- Request clarification of any submitted information
- Waive any informalities or irregularities in any response
- Not enter into any contract
- Not select any firm
- Cancel this process at any time
- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.

### SECTION 3: SUBMISSION INSTRUCTIONS

#### A. Submission Checklist

The response to this RFP shall consist of the following:

- Form 1 – Organizational Information and Organizational Narrative
- Form 2A– Site Profiles K to 8<sup>th</sup> grade services (applicants may submit more than one Form 2)
- Form 2B– Site Profiles 9<sup>th</sup> to 12<sup>th</sup> grades service (applicants may submit more than one Form 2)
- Form 3 – Prospective Contractor Certification
- Attachment 1 – Electronic logo in jpg format (used to promote program)
- Attachment 2 – Proof of Legal Status from Sunbiz.org  
(<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)

All completed applications (including form 1, 2A/B, 3, attachment 1 and 2) shall be submitted via email to [Procurement@childrenstrustofalachuacounty.us](mailto:Procurement@childrenstrustofalachuacounty.us) by deadline.

Emails should include the following details:

- Subject Line: [Organization Name] – Summer Programming Application
- Attachments must be included in a **single email** to be considered completed.

Please clearly label all application materials with form name and organization. For example “Form 1 – Organization Name”, “Form 2 - Organization Name”. For form 3, please include form name, organization name and site name, “Form 2A - Organization Name – Site Name”

I affirm and certify that: neither I, nor to the best of my knowledge, information, and belief, the business identified below, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to criminal proceedings, or has pleaded nolo contendere to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of any state or federal law, except as indicated on the attachment [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved, and their current positions and responsibilities with the business]:

Prospective Contractor Name: Tanya Tillman

Business Street Address: 370 NW 146th Dr #253

City, State, & Zip + 4: Newberry, FL. 32669

Payment Address (if different): \_\_\_\_\_

Payment City, State, & Zip + 4: \_\_\_\_\_

Federal Employer ID Number: 84-2958155

Email Address: tanya@ateamct.org

By:   
(Signature)

Title: CEO

Name: Tanya Tillman  
(Typed or Printed)

*Unsigned certifications may result in a determination that the proposal is non-responsive.*