



## CONDITIONAL CONTRACT AWARD NOTIFICATION

Children's Trust of Alachua  
County  
P.O. Box 5669  
Gainesville, FL 32627  
Phone: 352-374-1830, Fax: 352-374-1831

RFP/BID NO:	2202-02
BID OPENING DATE:	January 14, 2022
CONTRACT AWARD DATE:	February 14, 2022

DESCRIPTION:

<b>FOR:</b>	TeensWork Alachua	<b>TERM OF CONTRACT:</b>
		March 1, 2022 - September 30, 2022

Contract Value (Year1)	Contract Value (Year2)	Contract Value (Year3)	Contract Value (Year4)
\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$

**TERMS AND CONDITIONS:**

The contract for the above RFP/BID is conditionally awarded to you, subject to a successful contract negotiation with the Children's Trust of Alachua County, and the satisfactory compliance with, and adherence to, all of the terms, conditions and specifications contained in the RFP. You are obliged to immediately furnish CTAC with the following documents:

- A. Insurance certificates in the amounts required in our RFP specifications. Please be sure to include the Children's Trust of Alachua County, as an additional insured on each policy.
- B. Corporate resolution authorizing a representative of the corporation to execute the agreement.
- C. A completed New Vendor Form and W-9 Form.
- D. A company logo in JPEG form.

**ADDITIONAL CONDITIONS:** This notice of award is not an order to ship. Purchase orders will be issued to furnish the contractual supplies, equipment, materials, and/or services. All invoices and packing slip must reference the purchase order number.

**CONTRACTOR INFORMATION:**

**Company Name:** Minority Business Listing, Inc  
**Address:** 15 SE 7th Street      **City:** Gainesville      **State:** FL      **Zip Code:** 32601  
**Phone:** 352-281-0356      **Fax:** \_\_\_\_\_  
**Contact Person:** Wayne Fields  
**Company email:** wayne\_fields352@yahoo.com      **Company website:** mblistings.org

Deon Carruthers  
Project Manager

Colin Murphy  
Executive Director



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**CONTRACTOR INFORMATION:**

**Company Name:** Goodwill Industries of North Florida  
**Address:** 4527 Lenox Ave      **City:** Jacksonville      **State:** FL      **Zip Code:** 32205  
**Phone:** 904-384-1361      **Fax:** \_\_\_\_\_  
**Contact Person:** Leah Lynch  
**Company email:** llynch@goodwilljax.org      **Company website:** www.goodwilljax.org

Deon Carruthers  
**Project Manager**

Colin Murphy  
**Executive Director**



**Item:**

Recommendation for Award – RFP 2022-02 TeensWork Alachua (Deon Carruthers)

**Requested Action:**

The Board is asked to:

- 1) Approve the recommendation to award the contract for RFP 2022-02, TeensWork Alachua in the amount of \$150,000 to Goodwill Industries of North Florida; and
- 2) Authorize the Executive Director to negotiate and execute an agreement with the Goodwill Industries of North Florida.

**Background:**

In making this recommendation, the process described below was used in accordance with Board Policy 6.50 C – Competitive Sealed Proposals.

**Description of Process**

- 1) The RFP was reviewed and approved for release by the Board on December 13, 2021 through Resolution 2021-21.
- 2) A notice of Request for Proposals was advertised 6 days prior to proposal opening in The Gainesville Sun (***See Public Notice***).
- 3) On Friday, December 17, 2021, a copy of the Request for Proposals (RFP) was provided to each of the firms known to be in a position to provide services (***See "List of Potential Contractors"***).
- 4) The RFP, which can be found below contains provisions the provisions approved by the Board. <https://www.childrenstrustofalachuacounty.us/programs/page/teenswork-alachua-rfp-2022-02> . **Pages 6-14 and 33-40 of the RFP are attached to this memo.**
  - a) The minimum qualifications to bid on page 6 of the RFP.
  - b) The RFP Scope of Services on page 33.
  - c) The evaluation criteria are defined on page 7 of the RFP.
- 5) During the 25-day proposal preparation period questions were submitted concerning the project. Responses to these questions were approved by CTAC and posted on the agency

website in the form of Addendums. The following addenda were reviewed and approved by CTAC staff and posted on the following dates:

**a) Addendum No. 01 – Thursday, January 6, 2022**

- 6) As of January 28, 2022, 3:00 PM, 3 responses were submitted. (*See “Bid Opening”*).
- 7) No proposals were found non-responsive for this RFP.
- 8) An evaluation scoring sheet was developed, utilizing the criteria specified in the RFP. The process utilized to evaluate and score the proposals is as follows:
  - a) The evaluation scoring sheets were filled out independently by the Review Team, composed of Cindy Regen (Exactech, Inc.), Mary Crown (CareerSource Northcentral Florida), Shannon Ritter (Alachua County Public Schools)
  - b) All proposals were examined for proper form and cost elements by the RFP Project Manager. The project manager also calculated the scores for any criteria that was “objective”. The objective criteria for this RFP were the per participant recruitment costs and the per participant hourly rate.
  - c) Interviews/site visits were not conducted.
  - d) A public meeting to discuss the scoring was held on January 28, 2022. As a result of that meeting, a consensus score was developed.
  - e) The results of the evaluation team were presented in written form to the Executive Director.
- 9) Attached are the summary sheets of all proposers, costs from all proposers (including non-responsive and not-selected proposals) and their scores resulting from the evaluation.

Award Recommendation

Taking into consideration the review process described below, Board Policy 6.50,C,9 tasks the Executive Director with making a recommendation. The Executive Director recommends the selection of ***Goodwill Industries of North Florida for \$150,000*** to provide the required services as specified below:

*“The Contractor will be responsible for marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching.”*

This recommendation was based on the scoring per the evaluation criteria.

The selection of the Contractor shall be announced as provided in the RFP and all other proposers shall be officially notified once the Board approves the award recommendation. (Copy of the draft intent to award notification is enclosed.)

**Attachments:**

Public Notice

List of Potential Contractors  
RFP Pages 6-14,33-40  
Addendum No. 1  
Bid Opening  
Scoring Summary

**Programmatic Impact:**

Goal 2-All children can learn with they need to be successful  
Strategy 2.5-Support Career Exploration and Preparation

**Fiscal Impact:**

\$150,000 from 001.15.1500.569.82.00

**Recommendation:**

Staff recommends approval



## Notice of Intent to Release a Request for Proposal for TeensWork Alachua

The Children's Trust of Alachua County (CTAC) is intending to release a Request for Proposal (RFP) on December 17, 2021 for the TeensWork Alachua, summer youth employment initiative. The information below includes a proposed scope of services, an estimated funding allocation, and a proposed timeline.

### Proposed Scope of Services:

Target Population  
Recipient Selection and Assessment  
Work Readiness Training  
Site Recruitment and Selection  
Hiring, Onboarding, and Payroll  
Service Times  
Staffing  
Outreach and Communication  
Data Collection Requirements

### Estimated Funding Allocation for Afterschool programming

A total of \$500,000 has been budgeted by the CTAC for this program. The largest portion of that funding will be allocated to employ the participants in the program as summer interns. This solicitation is to select a Contractor to manage the marketing, outreach, worksite recruitment, summer intern recruitment, work readiness training, and job coaching for the program participants. Costs to perform those services are expected to range between \$700-\$1000/youth. Proposals in excess of \$1000 per youth will be considered Non-Responsive.

### Proposed Timeline:

The dates in the following table are only estimates and are provided to illustrate the current expectations for timing of actions related to the RFP.

#### **Key actions Estimated dates**

Release solicitation and begin Cone of Silence December 17, 2021

Bidder's conference and application training January 5, 2022

Last day to submit written questions January 7, 2022

Final response to all written questions posted January 10, 2022

**Application Submission Deadline January 14, 2022**

Application review period January 17-21, 2022

Funding recommendation released; end Cone of Silence February 7, 2022

**The Children's Trust of Alachua County Board Meeting review funding recommendations Monday, February 14, 2022**

Appeal review 5-day period if needed February 15, 2022

Contract negotiations begin February 16, 2022

Contracts begin March 1, 2022

Please note that the CTAC will not entertain questions regarding this RFP until it is approved by the Board. To learn more about this funding opportunity, all interested providers should plan to attend or call into the Children's Trust Board meeting scheduled for December 13, 2021 and attend the Bidder's Conference scheduled for January 5, 2022.

Dec. 11, 2021

#6632209



**LIST OF POTENTIAL CONTRACTORS**

Children's Trust of Alachua County  
TeensWork Alachua RFP 2022-02

The organizations listed below were informed of the release of RFP 2022-02

Alachua County Sheriff's Office  
Big Brothers Big Sisters of Tampa Bay, Inc.  
Black on Black Crime Task Force  
Boys & Girls Clubs of Northeast Florida  
Career Source of North Central Florida  
CDS Family & Behavioral Health Services, Inc.  
Children Beyond our Borders  
City of Alachua  
City of Gainesville - Gainesville Police Department  
Cultural Arts Coalition  
ELC of Alachua County  
FL Institute for Workforce Innovation, Inc. d/b/a Project Youth Build  
Gainesville Area Community Tennis Association (DBA) Aces in Motion)  
Girls on the Run of Alachua County  
Girls Place, Inc.  
Goodwill Industries of North Florida, Inc.  
Greenhouse Church  
Kids Count in Alachua County, Inc.  
Manhood Youth Development Foundation, Inc.  
Minority Business Listing, Inc.  
National Alliance on Mental Illness (NAMI) - Gainesville  
New Technology Made Simple Now Inc  
North Central Florida YMCA Youth & Teen Center  
PACE Center for Girls Inc.

Peaceful Paths, Inc.  
Planned Parenthood of South, East and North Florida  
RENAISSANCE JAX INC, D.B.A. SWAMPBOTS FTC 10497  
River Phoenix Center for Peacebuilding  
SHANDS Teaching Hospital Partners in Adolescent Li  
Star Center Children's Theatre  
United Church of Gainesville  
United Church of Gainesville  
United Way of North Central Florida  
University of Florida Board of Trustees  
University of Florida Board of Trustees Equal Acc  
University of Florida College of Dentistry  
Vineyard Christian Fellowship of Gainesville, FL

An email was also sent to the entire CTAC email listserv.



## SECTION 2: GENERAL TERMS OF THE SOLICITATION

### A. Overview of Solicitation

The Children’s Trust of Alachua County (CTAC) is seeking a Contractor or Contractors to manage the TeensWork Alachua (TWA) Summer Youth Employment Program. TWA is a pilot project of the CTAC aims to employ between 150-200 youth as from ages 14-18 years old as summer interns during the summer of 2022. Youth will be employees of a temporary staffing company and their salaries will be paid through funds provided directly by CTAC. The Contractor will be responsible for marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching. The CTAC intends to award a contract or multiple contracts to an agency(ies) that will meet CTAC’s qualification criteria and has successfully performed services on similar projects in the past. The successful Contractor(s) will be required to enter into a contract with the CTAC for the services requested in this RFP within a reasonable time after award. A Contractor submitting a proposal must be prepared to use the CTAC’s standard contract form rather than its own contract form. The contract will include terms appropriate for this project. A Model Contract for Services is attached to this RFP. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractor.

### B. Available Funding

A total of \$150,000 has been budgeted by the CTAC to administer this program. This solicitation is to select a Contractor(s) to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants. **Costs to perform those services are expected to range between \$700 - \$1000 / youth. Proposals in excess of \$1000 per youth will be considered Non-Responsive.** Youth will be employees of a temporary staffing company and their salaries will be paid through funds provided directly by CTAC.

### C. Term of Services

Initial Term: March 1, 2022 – September 30, 2022

Renewal 1: January 1, 2023 – September 30, 2023

Renewal 2: January 1, 2024 – September 30, 2024

Renewals are at the sole discretion of the CTAC Board of Directors.

### D. Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicant must be currently qualified to conduct business in the State of Florida.
- c. Applicant must not be a charter school approved by any public-school system in the State of Florida.
- d. All applicants that are 501c3 organizations must be validated in the Community Foundation of North Central Florida’s Philanthropy Hub.

### E. Scope of Service

The scope of services describes the work to be performed by the contractor, and is contained in “Attachment A: Scope of Services and Deliverables” in the MODEL CONTRACT FOR SERVICES included in this RFP.

## F. Evaluation Criteria

Proposals will be reviewed against the criteria below:

<b>CRITERIA</b>	<b>Subjective (S) or Objective (O)</b>	<b>WEIGHT</b>
<b>Record of Past Experience</b>		<b>10</b>
<input type="checkbox"/> <i>Based on experience with similar projects</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on feedback from references</i>	<i>S</i>	<i>5</i>
<b>Risk</b>		<b>10</b>
<input type="checkbox"/> <i>Based on identification of risk to the CTAC</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on contractor's approach to reducing, mitigating, or eliminating risk</i>	<i>S</i>	<i>5</i>
<b>Financial Stability</b>		<b>10</b>
<input type="checkbox"/> <i>Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor</i>	<i>S</i>	<i>10</i>
<b>Project Plan</b>		<b>45</b>
<input type="checkbox"/> <i>Based on the contractor's plan to reach the target population</i>	<i>S</i>	<i>8</i>
<input type="checkbox"/> <i>Based on the contractor's participant selection and assessment process</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's work readiness training plan</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's site selection plan</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's description of service times (work hours) for youth</i>	<i>S</i>	<i>2</i>
<input type="checkbox"/> <i>Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's outreach and communication strategies</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's ability to manage and collect the required data</i>	<i>S</i>	<i>5</i>
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>		<b>5</b>
<input type="checkbox"/> <i>Based on risk associated with subcontracting outside the United States</i>	<i>S</i>	<i>2</i>
<input type="checkbox"/> <i>Based on subcontractor qualifications</i>	<i>S</i>	<i>2</i>
<input type="checkbox"/> <i>Based on over reliance on subcontracting</i>	<i>S</i>	<i>1</i>
<b>Price</b>		<b>20</b>
<input type="checkbox"/> <i>Based the per participant recruitment costs</i>	<i>O</i>	<i>10</i>
<input type="checkbox"/> <i>Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables</i>	<i>S</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the per participant hourly pay rate</i>	<i>O</i>	<i>5</i>
<b>TOTAL</b>		<b>100</b>

## G. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposals (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at the e-mail address on the RFP cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.
3. Proposals shall be submitted via email to the email address on the cover of this solicitation. Each original proposal shall be signed and dated by an official authorized to bind the Contractor. Unsigned original proposals may be rejected. Prospective contractors shall make no other distribution of their proposal to other CTAC officials or consultants. Each proposal page shall be numbered for ease of reference.
4. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
5. The CTAC's proposal evaluation team expects to take the following actions to determine the merits of the proposals that are submitted:
  - a. Review the proposals to determine whether they are responsive to the RFP and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
  - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment, and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five (5) years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three (3) years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
  - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the

proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.

- d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.
6. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor’s capacity to effectively deliver what is proposed. Subjectively rated criteria will be scored on a scale of 70-100 according to the scoring scheme below:

SCORING RANGE	SCORING DESCRIPTION
90-100	Meets or significantly exceeds all of CTAC’s requirements
80-89	Meets all and exceeds several of CTAC’s requirements
70-79	Meets minimum CTAC requirements
60-69	Does not meet CTAC requirements

- a. Scores for subjectively rated criterion will be weighted by the formula below:  
*Criterion Weight x (Actual Rating/Highest Subjective Rating) = Weighted Score*
  - b. Scores for objectively rated criterion (such as Contract Price) will be scored by the values proposed by each contractor. The CTAC, however, reserves the right to adjust the proposed values for reasonableness or to calculate the life cycle costs in instances where it can be determined that a solution proposed by the contractor may result in additional costs for the CTAC to implement. Proposed (or adjusted) values will be weighted according to the formula below:  
*Criterion with low values favorable to CTAC, e.g. proposed price or life cycle costs: (Highest Proposed Value – (Proposed Value – Lowest Proposed Value)) / (Highest Proposed Value/Criterion Weight) = Weighted Score*
  - c. The weighted scores for each criterion will be added to determine a Total Weighted Score (TWS) assigned to each proposal.
7. **Discussion.** Following each reviewer’s individual rating, the review team meets in a publicly noticed debriefing meeting to discuss each proposal and assigns a consensus team score, including explanatory comments. Applicants may attend the debriefing meeting as observers. The highest-ranking proposal score does not assure a funding recommendation.
8. **Interview/site visit.** At the CTAC’s discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor’s site or the CTAC’s offices. CTAC may limit the number of interviews based on the scoring of the written responses as described above in #6. Members of the public may attend interviews and/or site visits as observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. Reviewers come to consensus on interview/site visit observations using a standard rating tool and provide input to staff recommendations. Interviews/Site Visits will be scored on a 60-100 scale exactly as described above for subjective criteria. When CTAC elects to conduct interviews/site visits, the scores for the interviews/site visits and the written proposals will be weighted as follows:

FEATURE	WEIGHT
Interview/Site Visit (ISV)	50
Total Weighted Score (TWS)	50
<b>COMBINED WEIGHTED TOTAL</b>	<b>100</b>

The grand total score will be calculated as follows:

$$(Interview/Site\ Visit \times .5) + (Total\ Weighted\ Score \times .5) = Grand\ Total\ Score$$

9. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC’s priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program costs for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
10. **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.
11. **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 (3) full business days after the Board’s award decision has been made. All bidders or proposers will be sent an e-mail with the notice of award to the e-mail 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 EST, 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.
  - b. **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.

- c. **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 EST on the fifth business day after the filing of the protest.
- d. **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 EST 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 (3) 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 (3) business days of the CTAC Board meeting. The decision shall be final and conclusive.
- e. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.

12. 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:

- A **Cover Letter** limited to a maximum of ONE (1), including an **Executive Summary of the proposal**. The executive portion summary shall be no more than 100 words and will be used in all reports and promotional materials of the Trust. *The cover letter shall indicate whether the contractor had any contract terminated for default in the past five (5) years. If no such termination for default has been experienced by the prospective contractor in the past five (5) years, this fact shall be stated in the cover letter.*
- A completed **FORM 1 - Prospective Contractor Certification** (included in this solicitation).
- A completed **FORM 2 Budget** (included in this solicitation)
- A completed **FORM 2 A Budget Narrative** (included in this solicitation)
- A **Response**, divided into six (6) sections in the same sequence, and with the same titles, shown below. Proposals shall be prepared on 8 ½ x 11” paper, however, larger foldouts are acceptable for milestone charts and similar documentation. The font size shall be 11 point or larger. The sections shall be divided as follows:

Section	Title	Page Limit
1.	Record of Past Experience	10
2.	Risk	5
3.	Financial Stability	10 + Financial documents
4.	Project Plan	20 + Resumes, MOUs and Agreements
5.	Subcontracting	5
6.	Price	10 on Form 2 & Form 2A

1. RECORD OF PAST EXPERIENCE. This section shall be limited to a **maximum of ten (10) pages**, and shall include:
  - Provide a concise description of the Contractor, including history, years of operation, general service mission, and primary services provided. Include a copy of the organizational chart and indicate where the proposed program would report. Clearly note the position responsible for the direct supervision of the program staff members. If the program includes partnerships with other agencies to provide one or more services, describe the roles of each partner and the areas of expertise that they contribute to the proposed program.
  - Provide background information on similar projects the organization has provided.
  - A list of references (including contact person, organization, e-mail and regular mail address and telephone numbers) for each of the above similar projects shall be included.

If the prospective contractor’s past performance requires a response to items (a) through (d) below, such responses shall be on a separate sheet of paper and shall be excluded from the maximum number of pages indicated above:

- a. If the prospective contractor or any prospective subcontractor contracted with the



CTAC during the past twenty-four (24) months, indicate the contract price, the contract number and project description, or other information available to identify the contract.

- b. If the prospective contractor or prospective subcontractor has a staff member who was an employee of the CTAC during the past twenty-four (24) months, or is currently a CTAC employee, identify that individual by name, the job title or position held, and the separation date from the agency
  - c. If the prospective contractor has had a contract terminated for default in the past five (5) years, describe each such incident. Termination for default is defined as a notice to stop performance due to the prospective contractor's nonperformance or poor performance and the issue of performance was either:
    - i. Not litigated due to inaction on the part of the prospective contractor, or
    - ii. Litigated and such litigation determined that the prospective contractor was in default.
  - d. Submit full details of the terms for default including the other party's name, address, and telephone number. CTAC will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the prospective contractor's past experience. If no such termination for default has been experienced by the prospective contractor in the past five (5) years, state so in the cover letter.
2. RISK. This section shall be limited to a maximum of five (5) pages and must identify all risks to CTAC that must be addressed should the CTAC enter into a contract in furtherance of this project. The prospective contractors shall also identify measures that will be taken by the contractor or should be taken by the CTAC to mitigate risks. The contractor must give assurances that the required insurance requirements are understood and can be met by the contractor.
3. FINANCIAL STABILITY. This section shall be limited to a maximum of ten (10) pages and shall include the contractor's most recent audited financial statements or other similar evidence of financial stability. Forms submitted in conjunction with this section will not count against the page requirement.
- a. Evidence of financial stability may include:
    - i. Most recent audited financial statement
    - ii. Most recent IRS Form 990
    - iii. Financial statements prepared by an accountant
  - b. Contractor shall describe how they will manage cash flow with a cost reimbursement contract.
  - c. If the Contractor intends to draw on a line of credit to execute this Contract, the Contractor shall describe the dollar amount of the line of credit and how the line of credit will be used.
4. PROJECT PLAN. This section shall be limited to a maximum of twenty (20) pages (not including resumes, MOUs, or other letters of support or agreements) and shall include a thorough description of the prospective contractor's approach to accomplishing the tasks outlined in **Attachment A: Scope of Services**. This section of the proposal shall be organized by topic as seen below. This section shall include the proposed staffing, resumes for key staff members, and organizational personnel to be assigned to the project. The prospective contractor shall address each task described in the scope of services
- A. Target Population
  - B. Participant Selection and Assessment
  - C. Work-Readiness Training
  - D. Site Recruitment and Selection

- E. Hiring, Onboarding, and Payroll
- F. Service Times
- G. Staffing
- H. Outreach and Communication
- I. Data Collection Requirements

Any resumes, memorandums of understanding (MOUs), and agreements in connection with the scope of services may be included with the proposal and not count against the page limit.

5. SUBCONTRACTING. This section shall be limited to a maximum of five (5) pages and shall include a description of the work (including a percentage of the total contract effort) performed by company employees, subcontracted resources, as well as any work performed outside the United States by company employees or subcontractors. The proposal shall also include the percentage of work to be performed by specific subcontractors, evaluation of subcontractor qualifications, and identification of the geographical area where all work will be performed. If there will be no subcontracting, write “N/A” in this section of the proposal.
6. PRICE. The budget and budget narrative shall be limited to a maximum of ten (10) pages. The Budget shall be submitted on Form 2 and Budget Narrative shall be submitted on Form 2A.

**B. Proposal Preparation and Submittal Instructions for Prospective Contractors**

1. EXCEPTIONS: The CTAC intends to award a contract substantially in the form of and including the provisions of the attached MODEL CONTRACT FOR SERVICES. Contractors that take exception to the terms and conditions do so at the risk that their proposal may be declared to be non-responsive and not considered for contract award. By signing the PROSPECTIVE CONTRACTOR CERTIFICATION included in this RFP, the representative of the prospective contractor certifies that no exceptions are taken to the form of the Model Contract for Services or to the provisions therein, unless such exceptions are fully disclosed in a document attached to the PROSPECTIVE CONTRACTOR CERTIFICATION.
2. ORAL EXPLANATIONS: The CTAC shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
3. REFERENCE TO OTHER DATA: Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. Proposals that do not conform to the page limitations or format prescribed in this RFP may be rejected by the CTAC as non-responsive. It is desirable that all responses meet the following requirements:
  - *Electronic copies only*
5. COST FOR PROPOSAL PREPARATION: Any costs incurred by prospective contractors in preparing or submitting proposals as well as costs associated with any resultant presentations or negotiations are the prospective contractors’ sole responsibility; the CTAC will not reimburse any prospective contractor for any costs incurred prior to contract award.
6. TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of ninety (90) days. Although the contract is expected to be awarded prior to that time, the longer validity period is requested to allow for unforeseen delays.
7. RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective contractors shall become the property of

## **Attachment A: Scope of Work**

### **Background**

In July 2021, the unemployment rate among young people (ages 16 to 24) stood at ten percent (Bureau of Labor Statistics, 2021). Unemployment is defined by those actively seeking, but unable to find work. While there are obvious financial hardships associated with unemployment, the negative psychological impact of unemployment has also been well-documented (Belle & Bullock), and may be particularly profound for youth who are developing their identity, sense of worth, and fit in society. Without legitimate opportunities to contribute, teens may be more likely to pursue illegitimate options. In fact, multiple randomized experimental studies confirm that summer youth employment programs reduce criminal justice involvement for youth who participate compared to those who did not (Heller, 2021).

Rates of violent crime in Alachua County nearly double those in the state of Florida (662 versus 381 per 100,000) (Florida Department of Health, 2020). Further, youth arrest rates in Alachua County outpace the state of Florida (18.1 versus 13.1 youth arrested per 1,000). Relative to the unemployment among all individuals (5.4%), unemployment among young people is nearly twice as high (10.0%).

Obtaining one's first job is a significant milestone to adulthood, but many youth face challenges in obtaining jobs.

Youth employment programs offer a means for possibly addressing an important social and equity issue in Alachua County. As it is noteworthy, youth arrests disproportionately involve Black youth (79% of youth arrested) (Florida Department of Juvenile Justice, 2020)<sup>1</sup>. Unemployment rates disaggregated by race demonstrate disparities, with rates of unemployment highest in Black youth at 13.6%, followed by Asian (12.3%), Hispanic or Latino (11.7%), and lowest in Whites (8.9%).

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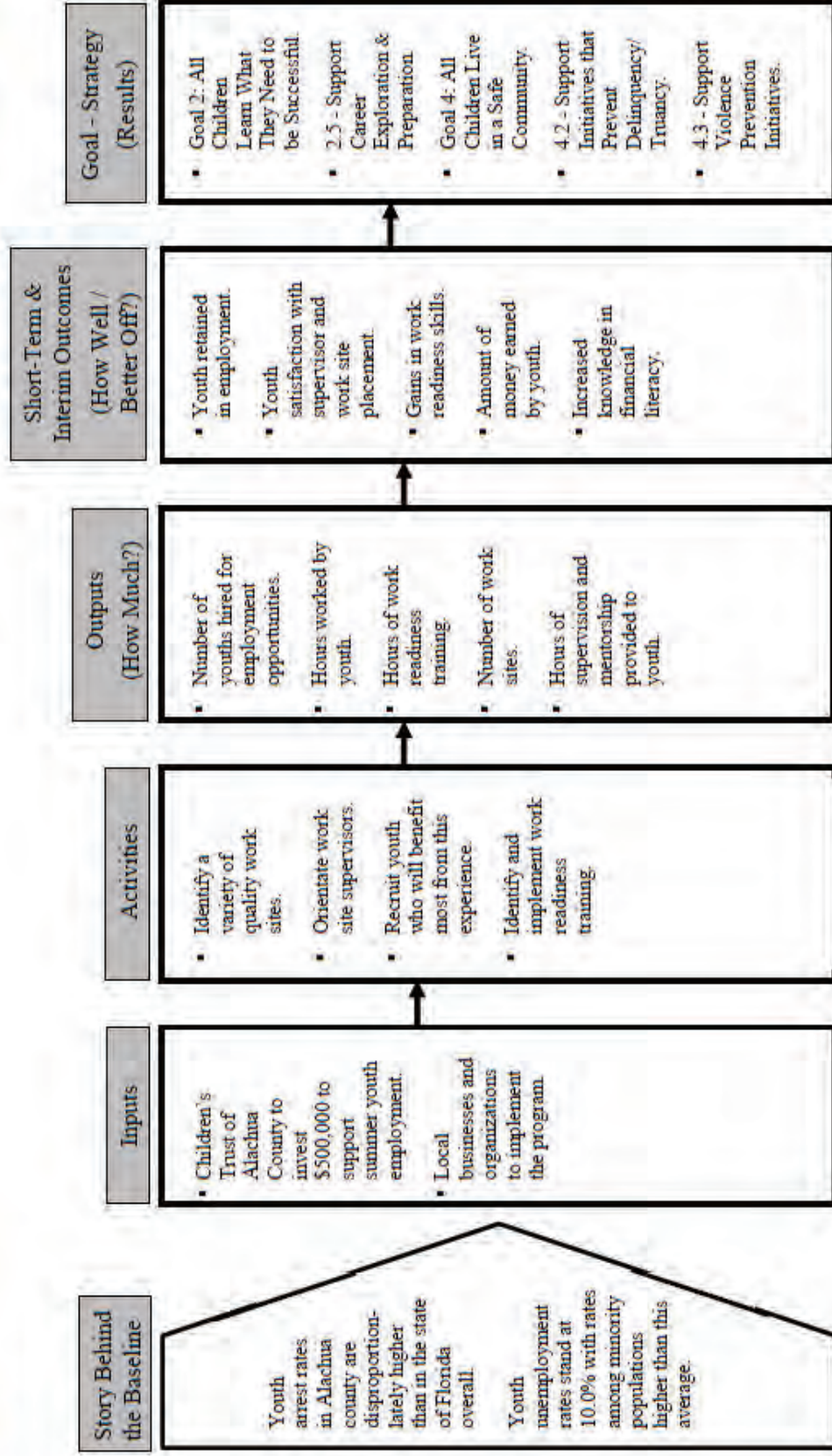
<sup>1</sup> Of all youth (ages 10-17) arrested in Alachua County (FY2019-2020): 79% Black, 18% White, 2% Hispanic, and <1% Other. The youth (ages 10-17) population in Alachua County: 51% White, 29% Black, 12% Hispanic, and 7% Other.

Benefits of summer youth employment programs have been well-documented. Youth employment programs expose youth to meaningful employment experiences and supportive adult relationships. Programs document increases in self-esteem and confidence, skill and knowledge development, high school graduation rates, reducing criminal behavior, and teen pregnancies among participants (Heller, 2021; Sachdev, 2011).

Beyond the youth themselves, these programs benefit the employers and society. Employers who have hosted youth employment programs indicate it helped them to increase productivity and train future workers (Sachdev, 2011). Developing skills and talent in our workforce is essential to continue the needed services and infrastructure of our society.

Below presents the logic model visually depicting the pathway beginning with current situation which we are seeking to change alongside resource inputs, activities, outputs, and short-, interim-, and long-term outcomes in support to the goal of promoting a safe community and youth learning what they need to be successful.

## Logic Model: Teens Work Alachua



Note: The definition of unemployment is those who are seeking but unable to find work.



## **References:**

- Belle, D. and Bullock, H. (N.D.) The Psychological Consequences of Unemployment. Society for the Psychological Study of Social Issues. Accessed from:  
<https://www.spssi.org/index.cfm?fuseaction=page.viewpage&pageid=1457>
- Florida Department of Juvenile Justice. (2020). Delinquency Profile Dashboard. Access from:  
<https://www.djj.state.fl.us/research/reports-and-data/interactive-data-reports/delinquency-profile/delinquency-profile-dashboard>
- Florida Department of Health, Division of Public Health Statistics & Performance Management. (2020). Violent Crime. Data Source: Florida Department of Law Enforcement. Accessed from:  
<https://www.flhealthcharts.com/ChartsReports/rdPage.aspx?rdReport=NonVitalIndNoGrp.Dataviewer&cid=9914>
- Harvard Graduate School of Education. (2011). Pathways to prosperity: Meeting the challenge of preparing young Americans for the 21st century. Boston, MA. <http://nrs.harvard.edu/urn-3:HUL.InstRepos:4740480>
- Heller, Sara. (2021). When Scale and Replication Work: Learning from Summer Youth Employment Experiments. National Bureau of Economic Research.
- U.S. Bureau of Labor Statistics. (2021, August 18). Employment and Unemployment Among Youth Summary. Accessed from: <https://www.bls.gov/news.release/youth.nr0.htm>
- U.S. Bureau of Labor Statistics. (2021, November 10). Labor Force Statistics from the Current Population Survey. Accessed from: <https://data.bls.gov/cgi-bin/surveymost>
- Sachdev, N. (2011). Summer Youth Employment Program Evaluation Report. Department of Employment Services Government of the District of Columbia.

## **A. Target Population**

1. Eligible participants are youth in Alachua County 14-18 years or younger who are enrolled in an Alachua County high school, general education development (GED) program, or high school equivalency program. Participants will be recruited directly by the Contractor and selected in a competitive process designed by the Contractor. Youth must meet the age eligibility requirements on the start date of the program and throughout the period the youth is participating in the program. Preference should be given bids minus the Summer.
2. Contractor(s) are expected to recruit participants throughout the County and will be expected to demonstrate how youth in both the urban center and rural areas will be served by the program.

## **B. Participant Selection and Assessment**

1. Contractor is responsible for the recruitment and assessment of program participants. Contractor should propose the number of participants to be recruited. Contractors shall assess participants' career interests, past work experiences, developmental needs, and future goals, which would inform summer work-based experiences.
2. Contractor shall use an assessment to identify areas where participants may need additional services or support and help identify next steps for youth participants after the program has ended.
3. At the end of the program, participants will be given information and resources for next steps. For youth who complete high school and are not continuing to post-secondary education or training or youth aging out of the program, Contractor shall refer them to other workforce development resources.

## **C. Work-Readiness Training**

1. Contractor must develop paid pre-employment workshops and work-readiness trainings.
2. Trainings should take place before participants begin job interviews. At the end of the work-readiness training, each participant must have a professional resume, which will be referred to hiring employers and be prepared to interview for available positions.
3. Contractors are encouraged to propose soft skills trainings that include instruction for youth to learn how to self-regulate their emotions, communicate effectively, and foster positive relationships with peers, supervisors, family, and other community members.
4. Contractors should address the following topics with youth: getting the job (resume writing, interviewing skills, mock interviews), workplace culture (communication, conflict resolution and team building, etiquette and attire), financial literacy



(opening bank accounts, budgeting, handling credit and debt, investment and savings), and career and higher education exploration (interest assessment, career pathways, college choice, college applications and financial aid). Contractor shall cover the topics in the curriculum but may adapt the content to the specific needs and interests of the population served.

#### **D. Site Recruitment and Selection**

1. Contractor is responsible for recruiting worksites. Contractor should propose the number of workshops to be recruited. The Contractor shall develop a worksite application process and a worksite agreement. Proposed worksites shall be reviewed and approved by the CTAC.
2. Contractor must provide an orientation for worksite supervisors or staff to work with participants. Contractor must vet sites for appropriateness and professionalism of the job opportunity and safety issues. CTAC reserves the right to monitor placements.
3. In all cases, participants shall be considered employees of the temporary staffing company decided by the CTAC, and Contractor must work with the designated agency and comply with all applicable employment laws and regulations, including, but not limited to laws governing the hours that minors may work. See the State Florida Department of Labor, Standards for Hours of Work for Minors at: [http://www.myfloridalicense.com/dbpr/reg/childlabor/documents/ChildLaborBrochureEnglish\\_000.pdf](http://www.myfloridalicense.com/dbpr/reg/childlabor/documents/ChildLaborBrochureEnglish_000.pdf)
4. Contractor shall be responsible for ensuring worksites comply with all applicable employment laws and regulations. Contractor shall provide a worksite monitoring process to ensure adequate training sessions are provided by the supervisor and/or coach.

#### **E. Hiring, Onboarding, and Payroll**

1. Contractor shall coordinate the application and interview process between the worksite and the youth.
2. Youth shall be paid at least a minimum wage of \$10.00/hour. Contractors may propose a higher wage, but must describe the reasons the higher wage is necessary and how a higher wage will benefit the program.
3. Final hiring and placement decisions will be at the worksite's discretion.
4. Contractor shall ensure that the participant is properly onboarded as a temporary staffing company summer intern in the staffing company's payroll system and receiving timely and accurate payments for hours worked.

#### **F. Service Times**

1. Summer work-based experiences shall include up to 25 hours of paid work per week at the minimum wage or higher for six to eight continuous weeks in June and July.
2. Program hours and respective services may take place any day of the week, including weekends. Contractor shall choose a schedule that accommodates the needs of participants and the worksite. This flexibility enables Contractors to enroll participants who must attend summer school.

**G. Staffing:**

1. The Contractor shall employ the minimum staffing below with the minimum qualifications in order to support the program.
  - a. **Program Director (full-time or part-time):** Must have a bachelor's degree or higher, and one year of previous related experience, including experience supervising or managing youth employment programs.
  - b. **Job Coaches (full-time or part-time):** Must have some college or higher, and some prior related work experience which may include, but need not limited to, developing worksites, providing career coaching and counseling, and working in the field of youth workforce development, or other similar experience. Job coaches shall be responsible for managing the matching process which entails working closely with both the program and job development teams to evaluate participant interests, needs, areas of study, experience and qualification and available opportunities with partnering employers. Job coaches must be willing to travel to worksites.
2. The Contractor may propose other positions to support the program, and must be explain the necessity of these positions in their response. Contractor must propose a ratio for job coaches to participate that meet the needs of the worksites. Contractor must state the ratio and explain how the ratio will be efficient.
3. **Background Screening.** Contact **Florida Department of Children and Families (DCF)** for information regarding Background Screening at 1-888-352-2842, [www.dcfbackgroundscreening.com](http://www.dcfbackgroundscreening.com). Contractor must screen all staff working in the esrequirements in accordance with Sections 943.0542, 984.02, Chapter 435, 402, 39.001, and 1012.465 Florida Statutes, as applicable. The Contractor must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment.

**H. Outreach and Communication**

1. Contractor is responsible for developing the marketing plan and promoting TeensWork Alachua throughout the County to youth, parents, and potential worksite employers.

**I. Data Collection Requirements**

1. All contractors funded will be required to collect the following data:
  - Youth application inclusive of demographics
  - Youth and parental consent and image releases
  - Youth attendance

- Youth and Supervisor satisfaction surveys
- Contractors will be expected to attend all Contractor trainings to go overall data collection requirements and tools. Additionally, data is expected to be entered on a weekly basis throughout the summer.

**Personal identifying information will only be used by CTAC to ensure summer interns are properly paid by the staffing agency and will not be used or stored by CTAC for any other purposes.**



## REQUEST FOR PROPOSAL (RFP) ADDENDUM

1/7/2022

Addendum No.: 1

Request for Proposal #: 2022-02

Project Title: TeensWork Alachua

Date of Addendum: 1/7/2022

RFP Due date (Original): January 14, 2022 at 3:00 PM ET

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This Addendum No. 1 contains the following:

1. **Section 2, B** is amended to read as follows:

**B. Available Funding:** A total of \$150,000 has been budgeted by the CTAC to administer this program. This solicitation is to select a Contractor(s) to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants. Costs to perform those services are expected to range between \$700 - \$1000 / youth. Youth may be employees of record of a temporary staffing company identified by CTAC, employed directly by worksites and paid via a payment arrangement by the CTAC, or be employees of the Contractor. Funding for the wages paid to the youth for work performed is separate from the funding for this RFP.

2. **Attachment A: Scope of Work, Section E.** is amended to read as follows:

**E. Hiring, Onboarding, and Payroll**

1. Contractor shall coordinate the application and interview process between the worksite and the youth.
2. Youth shall be paid at least a minimum wage of \$10.00/hour. Contractors may propose a higher wage, but must describe the reasons the higher wage is necessary and how a higher wage will benefit the program.
3. Final hiring and placement decisions will be at the worksite's discretion.
4. Contractor shall ensure that the participant is properly onboarded as either an employee of record for the temporary staffing company identified by the CTAC, an employee of record for the worksite, or an employee of the Contractor. The Contractor shall ensure that the participant is enrolled in the company's payroll system and receiving timely and accurate payments for hours worked.

**3. Attachment A: Scope of Work, Section G** is amended to read as follows:

**G. Staffing:**

1. The Contractor shall employ the minimum staffing below with the minimum qualifications in order to support the program.

a. **Program Director** (full-time or part-time): Must have a bachelor's degree or higher, and one year of previous related experience, including experience supervising or managing youth employment programs. Equivalent work experience may be substituted for the bachelor's degree.

**1. Question: Do you need to submit the certificate of insurance with the RFP application?**

**Answer:** No, it is a requirement for the first deliverable due date for contracted providers, which should include the provider's liability, worker compensation, and transportation if providing transportation for youth.

**2. Question: Can a contractor include youth payroll in their budget if they have the capacity to be the payee for the youth?**

**Answer:** There will be an addendum added to the CTAC website around payroll and staffing as CTAC looks for a temporary staffing agency. If the contractor would like to apply to be the payee for youth they can propose to be the payee for the youth. More flexibility will be allowed (see #12 and #13 below).

**3. Question: Should providers submit a sample of the youth employment application be used to be included with the RFP application?**

**Answer:** Yes, those may be included. Pg. 14 of the RFP says that "Any resumes, memorandums of understanding (MOUs), and agreements in connection with the scope of services may be included with the proposal and not count against the page limit."

**4. Question: Does CTAC want the description of target population to be included in the response or just the heading?**

**Answer:** Just the heading only.

**5. Question: Deliverables and Data collection tools on page 45, are the data collections tools due on January 14th or are they due June 15th listed on the activity column of the deliverable document?**

**Answer:** Tools and processes need to be designed in advance of implementation by the contractor and in collaboration with CTAC. The youth application data (including demographics) should be collected by June 15th by the contractor.

**6. Question: The date of submission on January 14<sup>th</sup>, are all deliverable tool and samples required to be included in the submission?**

**Answer:** Section 4 of the RFP (Project Plan A-I, and particularly "I. Data Collection Requirements") proposers should describe how they foresee taking on the task of data collection and performance measurement. Attachment D and E describe the data and performance measures being sought by the

Trust. In the RFP response, proposers should elaborate on the data collection processes, procedures, and tools (i.e., surveys, assessments, applications, forms, multimedia, etc.). Proposer may share a copy, link, reference, or narrative description of the tools suggested. Processes and procedures used to collect data should include, but is not limited to: job site information, youth application, youth activities & attendance, training assessments, youth satisfaction, site monitoring, and supervisor satisfaction.

**7. Question:** Is the cost per student amount allocated directly to the student, provider, or agency paying the youth?

**Answer:** The \$150,000 allocated to this RFP is to cover the costs “to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants.” Salaries for the participants for work performed will be paid by CTAC through separate contractual arrangements (see #12 below).

**8. Question:** Who is paying the youth this summer?

**Answer:** See #12 below.

**9. Question:** Is there limitation on cost per hour, number hours, total limit gross funds accrued over the summer to determine job sites?

**Answer:** Page 6 Section B. Available Funding A total of \$150,000 has been budgeted by the CTAC to administer this program. This solicitation is to select a Contractor(s) to manage the marketing, outreach, worksite recruitment, participant recruitment, work readiness training, and job coaching for the program participants. Costs to perform those services are expected to range between \$700 - \$1000 / youth. Contractors can propose an hourly pay higher than state minimum wage of \$10.00 an hour. Contractors must explain higher hourly wages with their proposal. Per **Section F. Service Times:** 1. Summer work-based experiences shall include up to 25 hours of paid work per week at the minimum wage or higher for six to eight continuous weeks in June and July. 2. Program hours and respective services may take place any day of the week, including weekends. Contractor shall choose a schedule that accommodates the needs of participants and the worksite. This flexibility enables Contractors to enroll participants who must attend summer school.

**10. Question:** How many students are targeted through this funding opportunity?

**Answer:** CTAC hopes to support 150-200 youth for summer employment. (Page 6 Section A)

**11. Question:** Should providers apply to be the contractor or work with the contractor as a worksite?

**Answer:** CTAC cannot comment on the agency preference. It depends on if the agency has the capacity to do marketing, outreach, participant recruitment, work readiness training, worksite recruitment, job coaching and payroll to apply as the contractor. Agencies can just apply to be a worksite only or both.

**12. Question: The RFP states on page 6 that the youth will be employees of a temporary staffing company and their salaries will be paid through funds provided directly by CTAC. Goodwill has capacity to provide payroll services to the TWA participants through our ADP system. Can we include student payroll and payroll services in our budget or should we submit a separate budget for the payroll and payroll services?**

**Answer:** If the contractor would like to apply to be the payee for youth they can propose to be the payee for the youth. More flexibility will be allowed (see #12 and #13 below).

**13. Are all sample data collection tools, listed as a deliverable, due for CTAC approval, required on January 14 in the RFP submission?**

**Answer:** Tools and processes need to be designed in advance of implementation by the contractor and in collaboration with CTAC. The youth application data (including demographics) should be collected by June 15th by the contractor.

**14. Will CTAC provide the Job Site form listed on page 45 or will the contractor have to create sample tools and submit them with the RFP by January 14?"**

**Answer:** The contractor must create their own job site form.

**15. What function on the budget narrative document, would the cost of advertising/marketing fall under? Would the cost be placed under "Communication"? Where should that cost be entered in the budget narrative?**

**Answer:** The Communication section of the budget narrative is the correct budgeting section for advertising/marketing. Enter the cost in the communication section of the budget narrative.

**16. Are the contractors required to provide listed documents when the source column reads "TBD"?**

**Answer:** Attachment D lists the responsible party for each document

This addendum will become part of the Request for Proposal and acknowledgement of its receipt should be submitted with the Request for Proposal Response. A signature on this addendum does not substitute for a signature on the original Request for Proposal document. The original Request for Proposal document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_





## Summary of Proposals

TeensWork Alachua RFP 2022-02  
Bid Opening

1/21/2022

The Children's Trust of Alachua County received the following bids for the TeensWork Alachua RFP 2022-02 on January 14, 2022

1. Underground Kitchen, Inc.
2. Goodwill Industries of North Florida, Inc.
3. Minority Business Listing, Inc.

TeensWork Alachua (TWA)

Scoring Summary

RFP 2022-02

Organization Name	Budget Request	Final Score
<b>Underground Kitchen</b>	\$35,300	77.53
<b>Goodwill of North Florida</b>	\$150,000	95.36
<b>Minority Business Listing</b>	\$148,256.09	89.42

Organization	Criteria	Weight	Minority Business Listing			Average	Weighted Average
			Reviewer's Rating and Total Numerical Rating				
			Cindy	Mary	Shannon		
<b>Record of Past Experience</b>							
	Based on experiences with similar projects	5	95	90	100	95.00	4.75
	Based on feedback from references	5	90	85	100	91.67	4.583333333
	<b>Total Record of Past Experience</b>	<b>10</b>					<b>9.33</b>
<b>Risk</b>							
	Based on identification of risk to the CTAC	5	70	85	85	80.00	4.00
	Based on contractor's approach to reducing, mitigating, or eliminating risk	5	60	90	80	76.67	3.83
	<b>Total Risk</b>	<b>10</b>					<b>7.83</b>
<b>Financial Stability</b>							
	Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	90	90	100	93.33	9.33
	<b>Total Financial Stability</b>	<b>10</b>					<b>9.33</b>
<b>Project Plan</b>							
	Based on the contract's plan to reach the target population	8	80	95	100	91.67	7.33
	Based on the contract's participant selection and assessment process	5	80	85	100	88.33	4.42
	Based on the contract's work readiness training plan	5	80	100	100	93.33	4.67
	Based on the contract's site selection plan	5	70	90	70	76.67	3.83
	Based on the contract's ability to coordinate the hiring, onboarding, and payroll for the participants	5	80	90	100	90.00	4.50
	Based on the contract's description of service times (work hours) for youth	2	80	90	100	90.00	1.80
	Based on the contract's proposed staffing and deployment of qualified personnel to manage the program	5	80	90	100	90.00	4.50
	Based on the contract's outreach and communication strategies	5	70	95	80	81.67	4.08
	Based on the contract's ability to manage and collect the required data	5	70	85	80	78.33	3.92
	<b>Total Project Plan</b>	<b>45</b>					<b>39.05</b>
<b>Subcontracting</b>							
	Based on risk associated with subcontracting outside the United States	2	100	100	100	100.00	2.00
	Based on subcontractor qualifications	2	100	100	100	100.00	2.00
	Based on over reliance on subcontracting	1	100	100	100	100.00	1.00
	<b>Total Subcontracting</b>	<b>5</b>					<b>5.00</b>
<b>Price</b>							
	Based on the per participant recruitment costs	10					10.00
	Based on the budget and budget narrative and the proposed cost alignment with the program scope and deliverables	5	80	85	79	81.33	4.07
	Based on the per participant hourly pay rate	5					4.80
	<b>Total Price</b>	<b>20</b>					<b>18.87</b>
	<b>Total</b>	<b>100</b>					<b>89.42</b>

Organization	Underground Kitchen						
	Criteria	Weight	Reviewer's Rating and Total Numerical Rating			Average	Weighted Average
			Cindy	Mary	Shannon		
<b>Record of Past Experience</b>							
Based on experiences with similar projects	5	70	70	80	73.33	3.66666667	
Based on feedback from references	5	75	70	60	68.33	3.41666667	
<b>Total Record of Past Experience</b>	<b>10</b>					<b>7.08</b>	
<b>Risk</b>							
Based on identification of risk to the CTAC	5	90	75	60	75.00	3.75	
Based on contractor's approach to reducing, mitigating, or eliminating risk	5	60	70	60	63.33	3.17	
<b>Total Risk</b>	<b>10</b>					<b>6.92</b>	
<b>Financial Stability</b>							
Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	60	65	60	61.67	6.17	
<b>Total Financial Stability</b>	<b>10</b>					<b>6.17</b>	
<b>Project Plan</b>							
Based on the contract's plan to reach the target population	8	70	65	65	66.67	5.33	
Based on the contract's participant selection and assessment process	5	80	65	75	73.33	3.67	
Based on the contract's work readiness training plan	5	80	65	70	71.67	3.58	
Based on the contract's site selection plan	5	80	90	100	90.00	4.50	
Based on the contract's ability to coordinate the hiring, onboarding, and payroll for the participants	5	90	75	79	85.67	4.28	
Based on the contract's description of service times (work hours) for youth	2	90	75	65	76.67	1.53	
Based on the contract's proposed staffing and deployment of qualified personnel to manage the program	5	65	65	75	68.33	3.42	
Based on the contract's outreach and communication strategies	5	70	75	75	73.33	3.67	
Based on the contract's ability to manage and collect the required data	5	65	75	79	73.00	3.65	
<b>Total Project Plan</b>	<b>45</b>					<b>33.63</b>	
<b>Subcontracting</b>							
Based on risk associated with subcontracting outside the United States	2	100	100	100	100.00	2.00	
Based on subcontractor qualifications	2	100	100	100	100.00	2.00	
Based on over reliance on subcontracting	1	100	100	100	100.00	1.00	
<b>Total Subcontracting</b>	<b>5</b>					<b>5.00</b>	
<b>Price</b>							
Based on the per participant recruitment costs	10					10.00	
Based on the budget and budget narrative and the proposed cost alignment with the program scope and deliverables	5	80	65	79	74.67	3.73	
Based on the per participant hourly pay rate	5					5.00	
<b>Total Price</b>	<b>20</b>					<b>18.73</b>	
<b>Total</b>	<b>100</b>					<b>77.53</b>	

Organization	Goodwill Industries of North Florida						
	Criteria	Weight	Reviewer's Rating and Total Numerical Rating			Average	Weighted Average
			Cindy	Mary	Shannon		
<b>Record of Past Experience</b>							
Based on experiences with similar projects	5	95	95	100	96.67	4.833333333	
Based on feedback from references	5	80	95	100	91.67	4.583333333	
<b>Total Record of Past Experience</b>	<b>10</b>					<b>9.42</b>	
<b>Risk</b>							
Based on identification of risk to the CTAC	5	90	95	100	95.00	4.75	
Based on contractor's approach to reducing, mitigating, or eliminating risk	5	95	95	100	96.67	4.83	
<b>Total Risk</b>	<b>10</b>					<b>9.58</b>	
<b>Financial Stability</b>							
Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	100	95	100	98.33	9.83	
<b>Total Financial Stability</b>	<b>10</b>					<b>9.83</b>	
<b>Project Plan</b>							
Based on the contract's plan to reach the target population	8	85	95	100	93.33	7.47	
Based on the contract's participant selection and assessment process	5	90	90	100	93.33	4.67	
Based on the contract's work readiness training plan	5	90	100	80	90.00	4.50	
Based on the contract's site selection plan	5	90	90	100	93.33	4.67	
Based on the contract's ability to coordinate the hiring, onboarding, and payroll for the participants	5	95	90	100	94.17	4.71	
Based on the contract's description of service times (work hours) for youth	2	90	90	100	93.33	1.87	
Based on the contract's proposed staffing and deployment of qualified personnel to manage the program	5	95	95	100	96.67	4.83	
Based on the contract's outreach and communication strategies	5	90	95	100	95.00	4.75	
Based on the contract's ability to manage and collect the required data	5	100	95	80	91.67	4.58	
<b>Total Project Plan</b>	<b>45</b>					<b>42.04</b>	
<b>Subcontracting</b>							
Based on risk associated with subcontracting outside the United States	2	100	100	100	100.00	2.00	
Based on subcontractor qualifications	2	100	100	100	100.00	2.00	
Based on over reliance on subcontracting	1	100	100	100	100.00	1.00	
<b>Total Subcontracting</b>	<b>5</b>					<b>5.00</b>	
<b>Price</b>							
Based on the per participant recruitment costs	10					10.00	
Based on the budget and budget narrative and the proposed cost alignment with the program scope and deliverables	5	95	95	79	89.67	4.48	
Based on the per participant hourly pay rate	5					5.00	
<b>Total Price</b>	<b>20</b>					<b>19.48</b>	
<b>Total</b>	<b>100</b>					<b>95.36</b>	

Name of Bidder: Goodwill

Reviewer: Cindy Regen



CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	<b>10</b>	
<input type="checkbox"/> Based on experience with similar projects	5	95
<b>Comments:</b> Have more than adequate experience with similar projects.		
<input type="checkbox"/> Based on feedback from references	5	80
<b>Comments:</b> References provided		
<b>Risk</b>	<b>10</b>	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	90
<b>Comments:</b> Financially solid with history of providing services		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	95
<b>Comments:</b> They have programs and teams in place to monitor.		
<b>Financial Stability</b>	<b>10</b>	
<input type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	100
<b>Comments:</b>		
<b>Project Plan</b>		
<input type="checkbox"/> Based on the contractor's plan to reach the target population	8	75-85 <i>CPA</i>
<b>Comments:</b> TV, Raido are not adequate,		
<input type="checkbox"/> Based on the contractor's participant selection and assessment process	5	90
<b>Comments:</b> Programs they have in place can be duplicated		
<input type="checkbox"/> Based on the contractor's work readiness training plan	5	90
<b>Comments:</b> Programs they have in place cn be duplicated		
<input type="checkbox"/> Based on the contractors site selection plan	5	90
<b>Comments:</b>		

Name of Bidder: Goodwill

Reviewer: Cindy Regen



<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	95
Comments:		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	90
Comments:		
<input type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	95
Comments: Have job descriptions and program outlined.		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	75 90 CDE 1/28 2022
Comments:		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	100
Comments: Using ADP system they can manage data		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
Comments:		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
Comments:		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
Comments:		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
Comments:		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	95



Name of Bidder:

Reviewer: Name

Comments:

Based on the per participant hourly pay rate (To be completed by CTAC)

5

Comments:

Children's Trust of Alachua County  
Score Sheet

Name of Bidder:

Reviewer: Name

TOTAL	100	
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SCORING DESCRIPTION	SCORING RANGE
Meets or significantly exceeds all of CTAC's requirements	90-100
Meets all and exceeds several of CTAC's requirements	80-89
Meets minimum CATC requirements	70-79
Does not meet CTAC requirements	60-69

*Cindy Regan*  
\_\_\_\_\_  
Reviewer's Signature

*1/28/2022*  
\_\_\_\_\_  
Date

Name of Bidder: Goodwill Industries

Reviewer: Name Shannon Ritter

CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	10	
<input checked="" type="checkbox"/> Based on experience with similar projects	5	100
Comments: <u>80 year history, TSIC, A-STEP, MYLAC</u>		
<input type="checkbox"/> Based on feedback from references	5	100
Comments: <u>Long list of references + summary of partnerships + <u>Letter</u> (TSIC)</u>		
<b>Risk</b>	10	
<input checked="" type="checkbox"/> Based on identification of risk to the CTAC	5	100
Comments: <u>Good summary of policies</u>		
<input checked="" type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	100
Comments: <u>big organization, workers comp, safety beliefs/measures</u>		
<b>Financial Stability</b>	10	
<input checked="" type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	100
Comments: <u>not utilize line of credit / Will manage upfront costs Financial Report → Attach#3A / Form 990 → Attach#3B</u>		
<b>Project Plan</b>		
<input checked="" type="checkbox"/> Based on the contractor's plan to reach the target population	8	100
Comments: <u>partnership w Education Foundation / I-Heart Radio / COX / social media organizations such as ACPs, Boys &amp; Girls Club, etc. Including RURAL areas!</u>		
<input checked="" type="checkbox"/> Based on the contractor's participant selection and assessment process	5	100
Comments: <u>Rubric for selection / interview / application / appointment survey to assess career interests</u>		
<input checked="" type="checkbox"/> Based on the contractor's work readiness training plan	5	100
Comments: <u>MYAWP work readiness training already developed (partners w Vistar) Employment skills communication, emotions, interviews, culture, conflict resolution, time management; MORE</u>		
<input type="checkbox"/> Based on the contractor's site selection plan	5	80
Comments: <u>Partnership w Chamber / Unsure of "site" in this section, but 34th street location mentioned earlier</u>		



Name of Bidder: *Goodwill Ind.*  
Reviewer: Name *Shannon Ritter*

<input checked="" type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	100
Comments: <i>payroll in-house; onboarding = solid;</i>		
<input checked="" type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	100
Comments: <i>25 hours/week x 7 weeks</i>		
<input checked="" type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	100
Comments: <i>thorough plan and time identified / job coaches have to be recruited / resumes + job descriptions</i>		
<input checked="" type="checkbox"/> Based on the contractor's outreach and communication strategies	5	100
Comments: <i>vp of Marketing &amp; Communications @ Goodwill PSAs, FB, social media, local radio + TV, press release</i>		
<input checked="" type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	80
Comments: <i>contracted w GradLeaders (not in place yet - aiming for summer)</i>		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
Comments:		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
Comments:		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
Comments:		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
Comments:		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	79
<i>P. 118 - 122</i>		

Name of Bidder:

Reviewer: Name

Comments:

<input type="checkbox"/> Based on the per participant hourly pay rate (To be completed by CTAC)	5	
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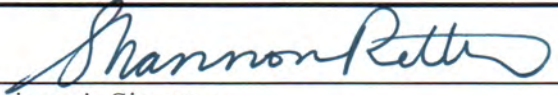
Comments:

Name of Bidder:

Reviewer: Name

TOTAL	100
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SCORING DESCRIPTION	SCORING RANGE
Meets or significantly exceeds all of CTAC's requirements	90-100
Meets all and exceeds several of CTAC's requirements	80-89
Meets minimum CATC requirements	70-79
Does not meet CTAC requirements	60-69

  
Reviewer's Signature

1/21/22  
Date

Name of Bidder: Goodwill

Reviewer: Mary Crown



CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	<b>10</b>	
<input type="checkbox"/> Based on experience with similar projects	5	95
<b>Comments:</b> A lot of experience and resources in the Jacksonville area for youth programs.		
<input type="checkbox"/> Based on feedback from references	5	95
<b>Comments:</b> All listed references are complete. A great letter of recommendation is included		
<b>Risk</b>	<b>10</b>	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	95
<b>Comments:</b> Student safety protocols in place, training for staff in mental health awareness, staff CRP certification, staff training safety/emergency procedure		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	95
<b>Comments:</b> Risk Management Director oversees training & other processes		
<b>Financial Stability</b>	<b>10</b>	
<input type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	95
<b>Comments:</b> There are various cost reimbursement contracts that Goodwill manages and Goodwill is able to meet cash flow needs to run the organization. Goodwill will manage the upfront costs & submit for reimbursement monthly.		
<b>Project Plan</b>		
<input type="checkbox"/> Based on the contractor's plan to reach the target population	8	95
<b>Comments:</b> SFC, public schools, PACE, YMCA, Girls/Boys Clubs & other community organizations will be contacted to announce the program		
<input type="checkbox"/> Based on the contractor's participant selection and assessment process	5	90
<b>Comments:</b> Career Interest Assessments will be administered to youth & possible referrals to other Goodwill Programs. Rual Job Coach.		
<input type="checkbox"/> Based on the contractor's work readiness training plan	5	100
<b>Comments:</b> Pre-employment workshops for 3 days - partnered with Cities for Financial Empowerment		
<input type="checkbox"/> Based on the contractors site selection plan	5	90
<b>Comments:</b> Recruiting 30 to 40 employers but not secured currently		



Name of Bidder: Goodwill

Reviewer: Mary Crown



<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	90
<b>Comments:</b> Goodwill will provide total setup. No service fees (typically charged by temp) Budget to be created - Hiring will take place at GoodCareers Center.		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	90
<b>Comments:</b> Sufficiently outlined in proposal		
<input type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	95
<b>Comments:</b> Included job descriptions for Program Manager & Job Coaches		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	95
<b>Comments:</b> Has resources for successful outreach & communication		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	95
<b>Comments:</b> GradLeaders Data Management system for worksite demographics and staff recorded hours of training, working & receiving supervision and site monitoring		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
<b>Comments:</b> No subcontracting		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
<b>Comments:</b>		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
<b>Comments:</b>		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	95

Name of Bidder: Goodwill

Reviewer: Mary Crown



Comments:

Provided justification for operational costs and data collection distinguished hours for training, working & receiving supervision

Based on the per participant hourly pay rate (To be completed by CTAC)

5

Comments:

Name of Bidder:

Reviewer: Name

<b>TOTAL</b>	<b>100</b>	
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<b>SCORING DESCRIPTION</b>	<b>SCORING RANGE</b>
Meets or significantly exceeds all of CTAC's requirements	<b>90-100</b>
Meets all and exceeds several of CTAC's requirements	<b>80-89</b>
Meets minimum CATC requirements	<b>70-79</b>
Does not meet CTAC requirements	<b>60-69</b>

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Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Bidder: Minority Business

Reviewer: Cindy Regen



CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	<b>10</b>	
<input type="checkbox"/> Based on experience with similar projects	5	95
<b>Comments:</b> Adequate experience		
<input type="checkbox"/> Based on feedback from references	5	90
<b>Comments:</b> References provided		
<b>Risk</b>	<b>10</b>	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	70
<b>Comments:</b> Only risk mentioned was COVID		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	60
<b>Comments:</b>		
<b>Financial Stability</b>	<b>10</b>	
<input type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	90
<b>Comments:</b> Financial statements provided.		
<b>Project Plan</b>		
<input type="checkbox"/> Based on the contractor's plan to reach the target population	8	80
<b>Comments:</b> Details not included		
<input type="checkbox"/> Based on the contractor's participant selection and assessment process	5	80
<b>Comments:</b> Detailis not inculed		
<input type="checkbox"/> Based on the contractor's work readiness training plan	5	80
<b>Comments:</b>		
<input type="checkbox"/> Based on the contractors site selection plan	5	60 <del>70</del> COR
<b>Comments:</b> not suficent information on how sites will be selected, meetings with city will not be adequate.		

28/22

Name of Bidder: Minority Business

Reviewer: Cindy Regen



<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	80
<b>Comments:</b>		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	75/80 <i>CPK 1/28/22</i>
<b>Comments:</b>		
<input type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	80
<b>Comments:</b> Adjequate staff is availiable		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	70
<b>Comments:</b> Details not inculed,		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	70
<b>Comments:</b>		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
<b>Comments:</b>		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
<b>Comments:</b>		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	80

Name of Bidder: Minority Business

Reviewer: Cindy Regen



Comments:

<input type="checkbox"/> Based on the per participant hourly pay rate (To be completed by CTAC)	5	
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Comments:



Name of Bidder: Minority Business Listing

Reviewer: Name  
Shannon Ritter

CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	10	100
<input checked="" type="checkbox"/> Based on experience with similar projects	5	100
Comments: CLOUT program in 1988 well thought of; afterschool program - elementary 200 participants		
<input checked="" type="checkbox"/> Based on feedback from references	5	100
Comments: Reference letter from Y. Hinson + newspaper articles		
<b>Risk</b>	10	
<input checked="" type="checkbox"/> Based on identification of risk to the CTAC	5	100
Comments: General Liability Coverage p. 17-19		
<input checked="" type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	80
Comments: Related to Covid <del>→</del> p. 16		
<b>Financial Stability</b>	10	
<input checked="" type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	100
Comments: Financial Stability Statement p. 20 Tax docs - 21-36 Financial Statement p. 37-38		
<b>Project Plan</b>		
<input checked="" type="checkbox"/> Based on the contractor's plan to reach the target population	8	100
Comments: Schools, churches, online, etc. (Can 14-15 y.o. be hired?)		
<input checked="" type="checkbox"/> Based on the contractor's participant selection and assessment process	5	100
Comments: at risk students, FREE/reduced lunch, ELL, truant and others		
<input checked="" type="checkbox"/> Based on the contractor's work readiness training plan	5	100
Comments: Financial, communication, Dress, Work Ethic, Teamwork, soft skills, etc. ✓		
<input checked="" type="checkbox"/> Based on the contractor's site selection plan	5	100
Comments: unsure? mentioned on p. 40 "school board partners sought to provide space."		



Name of Bidder: Minority Business Listing

Reviewer: Name Shannon Ritter

<input checked="" type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	100
Comments: <u>org chart provided w/ names included for positions</u>		
<input checked="" type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	100
Comments: <u>Total of \$292,500 is more than grant amount?</u>		
<input checked="" type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	100
Comments: <u>Seems to be established already</u>		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	80
Comments: <u>parent letters emailed via school board email system? permission</u>		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	80
Comments: <u>draft provided</u>		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
Comments:		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
Comments:		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
Comments:		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
Comments:		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	79
<u>P. 63-68</u>		

**Name of Bidder:**

**Reviewer: Name**

**Comments:**

Based on the per participant hourly pay rate (To be completed by CTAC)

5

**Comments:**

Name of Bidder:

Reviewer: Name

TOTAL	100
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SCORING DESCRIPTION	SCORING RANGE
Meets or significantly exceeds all of CTAC's requirements	90-100
Meets all and exceeds several of CTAC's requirements	80-89
Meets minimum CATC requirements	70-79
Does not meet CTAC requirements	60-69

  
Reviewer's Signature

1/19/22  
Date

Name of Bidder: Minority Business, Inc

Reviewer: Mary Crown



CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	<b>10</b>	
<input type="checkbox"/> Based on experience with similar projects	5	90
<b>Comments:</b> Although Mr. Fields has been involved with many pro-social projects, only one directly links him with the operation of YE - CLOUT		
<input type="checkbox"/> Based on feedback from references	5	85
<b>Comments:</b> References provided are adequately documented - one reference letter a little vague		
<b>Risk</b>	<b>10</b>	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	85
<b>Comments:</b> Risk listed are limited to COVID - suggested prevention seminar		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	90
<b>Comments:</b> Prevention seminar for COVID		
<b>Financial Stability</b>	<b>10</b>	
<input type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	90
<b>Comments:</b> Line of credit established with FI. Federal Credit Union for \$43,412.46 - Can handle cost reimbursement contract. No financial information provided reference CLOUT (1988 info)		
<b>Project Plan</b>		
<input type="checkbox"/> Based on the contractor's plan to reach the target population	8	95
<b>Comments:</b> Has the ability to reach at-risk students thru resources (school, media, radio, TV - low income, ELL or truant		
<input type="checkbox"/> Based on the contractor's participant selection and assessment process	5	85
<b>Comments:</b> Will provide pre and post tests but did not identify the tests - will be prepared by staff		
<input type="checkbox"/> Based on the contractor's work readiness training plan	5	100
<b>Comments:</b> Has developed a work readiness training plan		
<input type="checkbox"/> Based on the contractors site selection plan	5	90
<b>Comments:</b> Has identified potential private and non profit organization sites, did not provide examples of sites		

Name of Bidder: Minority Business, Inc

Reviewer: Mary Crown



<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	90
<b>Comments:</b> Identified the Temp Staffing Agency as hire/on-boarding and payroll - will comply with requirements		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	90
<b>Comments:</b> Service time 162.5 hours identified at \$12.00 per hour - for all jobs -no consideration for skill base/type of job		
<input type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	90
<b>Comments:</b> Dewitt Lewis - Project Manager resume missing from package. Other resumes are included - job descriptions included		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	95
<b>Comments:</b> Good resources listed; schools, social media, churches, etc.		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	85
<b>Comments:</b> Use of survey monkey - other not developed yet for review but will be developed - Data should distinguish hours of training, working, and receiving supervision. Not mentioned		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
<b>Comments:</b>		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
<b>Comments:</b>		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	85



Name of Bidder: Minority Business, Inc

Reviewer: Mary Crown



Comments:

\$60,000.00 for 7 month period is high for Project Director's salary & \$15 per hour is low for qualified job placement specialist, comparably. Collection of deliverables not id.

<input type="checkbox"/> Based on the per participant hourly pay rate (To be completed by CTAC)	5	
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Comments:



Name of Bidder: Minority Business, Inc

Reviewer: Mary Crown



<b>TOTAL</b>	<b>100</b>	
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SCORING DESCRIPTION	SCORING RANGE
Meets or significantly exceeds all of CTAC's requirements	90-100
Meets all and exceeds several of CTAC's requirements	80-89
Meets minimum CATC requirements	70-79
Does not meet CTAC requirements	60-69

Mary Crown

1/20/2022

Reviewer's Signature

Date

Name of Bidder: FCC

Reviewer: Cindy Regen



CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	10	
<input type="checkbox"/> Based on experience with similar projects	5	70
<b>Comments:</b> Some Expereince		
<input type="checkbox"/> Based on feedback from references	5	90 <sup>CRP</sup> 90 1/5/28/2022
<b>Comments:</b> References provided		
<b>Risk</b>	10	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	90
<b>Comments:</b> Financially solid		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	60
<b>Comments:</b> No plan outlined		
<b>Financial Stability</b>	10	
<input type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	60
<b>Comments:</b> Not Provided		
<b>Project Plan</b>		
<input type="checkbox"/> Based on the contractor's plan to reach the target population	8	70
<b>Comments:</b> Outreach is limited to one area		
<input type="checkbox"/> Based on the contractor's participant selection and assessment process	5	80
<b>Comments:</b>		
<input type="checkbox"/> Based on the contractor's work readiness training plan	5	80
<b>Comments:</b> Have some programs in place for training.		
<input type="checkbox"/> Based on the contractors site selection plan	5	80
<b>Comments:</b>		

Name of Bidder: FCC

Reviewer: Cindy Regen



<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	90
<b>Comments:</b>		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	90
<b>Comments:</b> Have work hours available that are flexiable.		
<input type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	65
<b>Comments:</b> Not defined very well		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	70
<b>Comments:</b>		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	65
<b>Comments:</b> No System Identified		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
<b>Comments:</b>		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
<b>Comments:</b>		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
<b>Comments:</b>		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	95

Children's Trust of Alachua County  
Score Sheet

Name of Bidder: FCC

Reviewer: Name



Comments:

Based on the per participant hourly pay rate (To be completed by CTAC)

5

Comments:

Name of Bidder:

Reviewer: Name

TOTAL	100	
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SCORING DESCRIPTION	SCORING RANGE
Meets or significantly exceeds all of CTAC's requirements	90-100
Meets all and exceeds several of CTAC's requirements	80-89
Meets minimum CATC requirements	70-79
Does not meet CTAC requirements	60-69

*Candy Rigen*  
Reviewer's Signature

*1/28/2022*  
Date



Name of Bidder: FCCReviewer: Name Shannon Ritter

CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	<b>10</b>	
<input checked="" type="checkbox"/> Based on experience with similar projects	5	80
Comments: <u>Chef Empowerment since 2017 (5 years)</u>		
<input checked="" type="checkbox"/> Based on feedback from references	5	60
Comments: <u>Listed w/ numbers (no letters)</u>		
<b>Risk</b>	<b>10</b>	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	60
Comments: <u>Stated, but no backup documentation (proof of insurance)</u>		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	60
Comments: <u>Not listed/included</u>		
<b>Financial Stability</b>	<b>10</b>	
<input checked="" type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	60
Comments: <u>No "evidence"</u>		
<b>Project Plan</b>		
<input checked="" type="checkbox"/> Based on the contractor's plan to reach the target population	8	65
Comments: <u>Says the area to target, but not the plan (flyers? Churches? social media?)</u>		
<input checked="" type="checkbox"/> Based on the contractor's participant selection and assessment process	5	75
Comments: <u>interviews, contracts w/ parents</u>		
<input checked="" type="checkbox"/> Based on the contractor's work readiness training plan	5	70
Comments: <u>no experience needed (but what about soft skills?)</u>		
<input checked="" type="checkbox"/> Based on the contractor's site selection plan	5	100
Comments: <u>fully explained</u>		



Name of Bidder: FEC  
Reviewer: Name Shannon Reddy

<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	79
Comments: <u>orientation dinner; on the job training;</u>		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	65
Comments: <u>Not enough info; how many in Group C/Group E? Significance of C, E? Where is A, B, D??</u>		
<input checked="" type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	75
Comments: <u>not currently employed, but plans to hire</u>		
<input checked="" type="checkbox"/> Based on the contractor's outreach and communication strategies	5	75
Comments: <u>(Partnerships) Word of mouth / social media / website Elaborate -&gt; visit churches? info to schools?</u>		
<input checked="" type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	79
Comments: <u>data elements listed, but unsure of format/system</u>		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	5
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
Comments:		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
Comments:		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
Comments:		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
Comments:		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	79
<u>B1- 1-4</u>		



Name of Bidder:

Reviewer: Name

Comments:

Based on the per participant hourly pay rate (To be completed by CTAC)

5

Comments:

Name of Bidder:

Reviewer: Name

TOTAL	100	
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SCORING DESCRIPTION	SCORING RANGE
Meets or significantly exceeds all of CTAC's requirements	90-100
Meets all and exceeds several of CTAC's requirements	80-89
Meets minimum CATC requirements	70-79
Does not meet CTAC requirements	60-69

  
Reviewer's Signature

1/21/22  
Date

Name of Bidder: FCC (Underground Kitchen)

Reviewer: Mary Crown



CRITERIA	WEIGHT	Score
<b>Record of Past Experience</b>	<b>10</b>	
<input type="checkbox"/> Based on experience with similar projects	5	70
<b>Comments:</b> Seed Program - no prior projects that provide records of success or failure - No organizational chart		
<input type="checkbox"/> Based on feedback from references	5	70
<b>Comments:</b> Although references listed, no feedback from references or complete contact info for references, ie email or physical addresses		
<b>Risk</b>	<b>10</b>	
<input type="checkbox"/> Based on identification of risk to the CTAC	5	75
<b>Comments:</b> Insured and willing to increase policy but no mention of other potential risks		
<input type="checkbox"/> Based on contractor's approach to reducing, mitigating, or eliminating risk	5	70
<b>Comments:</b> Did not identify other risk or approaches to mitigating or eliminating risks		
<b>Financial Stability</b>	<b>10</b>	
<input type="checkbox"/> Based on an analysis of the contractor's most recent financial statements or similar evidence provided by the contractor	10	65
<b>Comments:</b> No previous financial statement to review. States privately funded with "subsequent to approved contract" funding but not funded currently. No line of credit established or financial statements from potential funding sources.		
<b>Project Plan</b>		
<input type="checkbox"/> Based on the contractor's plan to reach the target population	8	65
<b>Comments:</b> The contractor identifies a great demographic area & should be able to easily fulfill his goal of 40 youth. Only 27% of anticipated goal (150)		
<input type="checkbox"/> Based on the contractor's participant selection and assessment process	5	65
<b>Comments:</b> Did not provide good information about assessment tools for pre-employment		
<input type="checkbox"/> Based on the contractor's work readiness training plan	5	65
<b>Comments:</b> work readiness plan, ie, financial literacy or other pre-employment trainings is not in the proposal, just on the job training		
<input type="checkbox"/> Based on the contractor's site selection plan	5	90
<b>Comments:</b> Site selection is good - Transition house for at risk youth, renovation, gardening, lawn care, etc		

Name of Bidder: FCC (Underground Kitchen)

Reviewer: Mary Crown



<input type="checkbox"/> Based on the contractor's ability to coordinate the hiring, onboarding, and payroll for the participants	5	75
<b>Comments:</b> On-boarding process is sufficient		
<input type="checkbox"/> Based on the contractor's description of service times (work hours) for youth	2	75
<b>Comments:</b> Identified two working shifts		
<input type="checkbox"/> Based on the contractor's proposed staffing, and deployment of qualified personnel to manage the program	5	65
<b>Comments:</b> 1 Director and 2 Job Coaches - did not provide job descriptions or resumes for staff		
<input type="checkbox"/> Based on the contractor's outreach and communication strategies	5	75
<b>Comments:</b> The contractor has built a network of local resources for adequately serving 40 youth but not 150 youth		
<input type="checkbox"/> Based on the contractor's ability to manage and collect the required data	5	75
<b>Comments:</b> Did not articulate on-going data collections process		
<b>Subcontracting (if no subcontracting, the contractor will receive maximum points)</b>	5	
<input type="checkbox"/> Based on risk associated with subcontracting outside the United States	2	100
<b>Comments:</b> Did not subcontract		
<input type="checkbox"/> Based on subcontractor qualifications	2	100
<b>Comments:</b> Did not subcontract		
<input type="checkbox"/> Based on over reliance on subcontracting	1	100
<b>Comments:</b> Did not subcontract		
<b>Price</b>	20	
<input type="checkbox"/> Based on the per participant recruitment costs (To be completed by CTAC)	10	
<b>Comments:</b>		
<input type="checkbox"/> Based on the budget and budget narrative and the proposed costs alignment with the program scope and deliverables	5	65

Name of Bidder: FCC (Underground Kitchen)

Reviewer: Mary Crown



Comments:

Budget narrative did not include justification of costs and Data collection should distinguish hours of training, working, and receiving supervision.

Based on the per participant hourly pay rate (To be completed by CTAC)

5

Comments:

Name of Bidder:

Reviewer: Name

<b>TOTAL</b>	<b>100</b>	
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<b>SCORING DESCRIPTION</b>	<b>SCORING RANGE</b>
Meets or significantly exceeds all of CTAC's requirements	<b>90-100</b>
Meets all and exceeds several of CTAC's requirements	<b>80-89</b>
Meets minimum CATC requirements	<b>70-79</b>
Does not meet CTAC requirements	<b>60-69</b>

**Mary Crown**

1/20/2022

Reviewer's Signature

**Date**





## CONDITIONAL CONTRACT AWARD NOTIFICATION

Children's Trust of Alachua  
County  
P.O. Box 5669  
Gainesville, FL 32627  
Phone: 352-374-1830, Fax: 352-374-1831

RFP/BID NO:	2022-02
BID OPENING DATE:	January 14, 2022
CONTRACT AWARD DATE:	February 14, 2022

DESCRIPTION:

<b>FOR:</b>	Teenswork Alachua	<b>TERM OF CONTRACT:</b>
		March 1, 2022 - September 30, 2022

Contract Value (Year1)	Contract Value (Year2)	Contract Value (Year3)	Contract Value (Year4)
\$150,000.00	\$150,000	\$150,000	\$

**TERMS AND CONDITIONS:**

The contract for the above RFP/BID is conditionally awarded to you, subject to a successful contract negotiation with the Children's Trust of Alachua County, and the satisfactory compliance with, and adherence to, all of the terms, conditions and specifications contained in the RFP. You are obliged to immediately furnish CTAC with the following documents:

- A. Insurance certificates in the amounts required in our RFP specifications. Please be sure to include the Children's Trust of Alachua County, as an additional insured on each policy.
- B. Corporate resolution authorizing a representative of the corporation to execute the agreement.
- C. A completed New Vendor Form and W-9 Form.
- D. A company logo in JPEG form.

**ADDITIONAL CONDITIONS:** This notice of award is not an order to ship. Purchase orders will be issued to furnish the contractual supplies, equipment, materials, and/or services. All invoices and packing slip must reference the purchase order number.

**CONTRACTOR INFORMATION:**

Company Name: Goodwill Industries of North Florida  
 Address: 4527Lenox Ave City: Jacksonville State: FL Zip Code: 32205  
 Phone: 904-384-1361 Fax: \_\_\_\_\_  
 Contact Person: Leah Lynch  
 Company email: llynch@goodwilljax.org Company website: www.goodwilljax.org

Deon Carruthers  
Project Manager

Colin Murphy  
Executive Director