

**FY 2018**



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# Community Based Agencies FY2018 Funding Pre-Proposal Conference

Friday, April 7, 2017 @ 10:00am  
VISTA CENTER – Room 1E 58/59



# AGENDA

Community Based Agencies (CBA)  
Request for Proposals (RFP) Pre-Proposal Conference  
April 7, 2017 - 10:00 a.m.



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## Welcome & Introductions

Tammy K. Fields, Director, Youth Services Department (YSD)

## Overview of FY2018 CBA RFP Process and Guidance

Geeta Loach-Jacobson, Director of Outreach & Community Programming

## Cone of Silence

Helene Hvizd, Senior Assistant County Attorney

## Logic Model and Scope of Work

Marlene Etienne, Grants Compliance Specialist II

## Contract Preparation & Process

Barbara Wheeler, Contract Manager

## Fiscal Overview for RFP Budgets

Aaron Maharaj, Financial Analyst III

## RFP Website Page Overview

Rebeca Krogman, Communications Specialist

## Questions & Answers



# WELCOME & INTRODUCTIONS



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Tammy Fields, *Director*

*Palm Beach County Youth Services Department*



# SIGN IN!

## Mandatory Pre-Proposal Conference

The RFP requires a proposer's attendance at today's **mandatory Pre-Proposal Conference** for all Proposers submitting proposals.

Confirmation of attendance was required to be received no later than April 6, 2017, at 5:00 p.m. to have a proposer's name on the confirmed list. Walk-in registrations are being accepted.

**YOU MUST SIGN IN TO BE ELIGIBLE TO SUBMIT A PROPOSAL IN RESPONSE TO THIS RFP FOR COMMUNITY BASED AGENCIES!**



# CBA RFP PROCESS IS NOT THE SAME AS THE FAA RFP PROCESS

This is **NOT** the Financially Assisted Agency (FAA) Process.

Please read the RFP requirements carefully!



~~REQUEST FOR PROPOSALS  
INFORMATION  
GUIDANCE~~

~~Financially Assisted Agencies  
FY 2018~~

~~October 1, 2017 - September 30, 2018~~

~~Released: February 27, 2017  
Due date: March 31, 2017 12:00 p.m. (Noon) EST~~

~~Palm Beach County Board of County Commissioners  
Community Services Department  
810 Datura Street, Suite 200  
West Palm Beach, Florida 33401  
(561) 355-4700~~



REQUEST FOR PROPOSALS  
for  
Community Based Agencies  
FY 2018

RFP available to the public: April 3, 2017  
Mandatory Pre-Proposal Conference: April 7, 2017  
Submission Due Date: April 28, 2017, 5:00 p.m. EST

Palm Beach County Board of County Commissioners  
Youth Services Department  
50 S. Military Trail, Suite 203  
West Palm Beach, Florida 33401  
(561) 242-5700



# YOUTH MASTER PLAN



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## Strengthening the Steps to Success



Youth Master Plan  
for Palm Beach County



# OVERVIEW OF FY 2018 CBA RFP PROCESS AND GUIDANCE



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Geeta Loach-Jacobson, *Director*

*Outreach & Community Programming*



# CBA FUNDING CYCLE



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## 3-Year Funding Cycle:

The following Action Areas will be issued a one (1) year contract with two (2) possible renewals, depending on BCC approval each year.

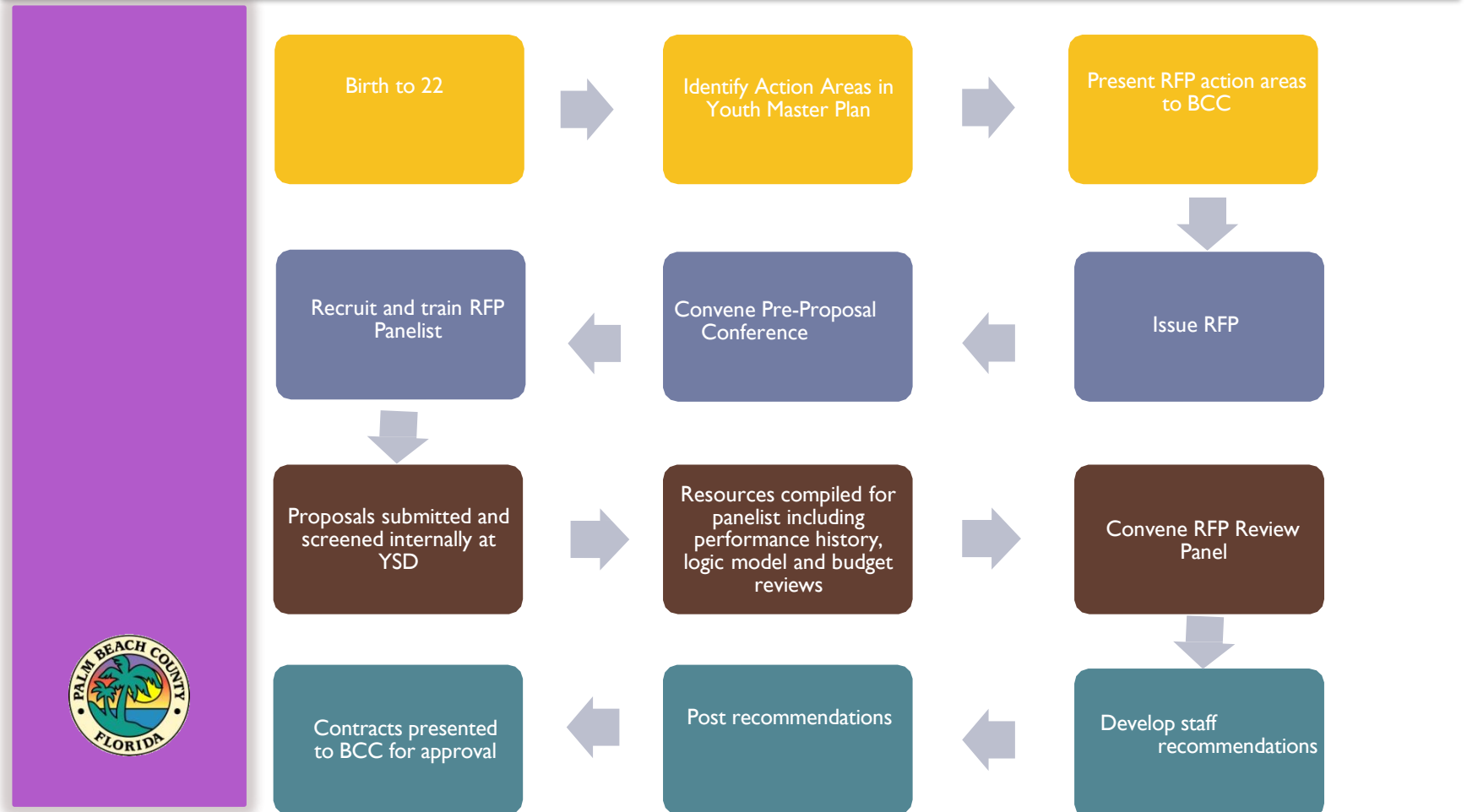
## FY 2018 RFP Categories:

1. **Economic Access:** Building education to employment pathways for disconnected youth.
2. **Parenting and Role Models:** Increase outreach to parents through communications, natural support network, and mentors.
3. **Social and Emotional Learning (SEL) Supports** through quality out-of-school time (OST) programs.
4. **Ensure Safety and Justice** by providing alternatives to crime and gangs





# CBA RFP PROCESS



# RFP TIMELINE

**SUBMISSION DEADLINE IS April 28 @ 5:00 PM!**



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| <u>Date</u>     | <u>Activity</u>   |
|-----------------|---|
| April 2         | RFP advertised  |
| April 3         | RFP available for public  |
| April 7         | Mandatory Pre-Proposal Conference   |
| April 11        | Reviewer Training   |
| April 28        | Submission Deadline Date  |
| May 1 – 8       | Staff compiles proposals  |
| May 9 – 12      | Review panels meet to finalize reviews and proposal scoring   |
| May 15 – June 8 | YSD staff reconciles review panel rankings, funding availability and develops recommended allocations   |
| June 9          | YSD staff posts recommended funding on YSD website at <a href="http://discover.pbcgov.org/youthservices/Pages/default.aspx">http://discover.pbcgov.org/youthservices/Pages/default.aspx</a> |



# PROPOSAL HIGHLIGHTS



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All applicants attending the mandatory Pre-Proposal conference will be approved to submit a full proposal.

The full proposal is due no later than- ***April 28th, 2017 at 5:00 p.m.***

## Proposals should:

- Address all components of the Youth Services CBA RFP found on: <http://discover.pbcgov.org/youthservices/Pages/default.aspx>
- Be written in plain language, AND include a narrative that fully addresses all questions in the CBA RFP Guidelines
- Specifically address the Action Area(s) set out in this RFP; one (1) proposal per Action Area.
- Be typed, double-spaced and submitted on 8 ½ x 11” size paper, using a single method of fastening (e.g. stapled, binder, etc.)
- Include one (1) unbound original and five (5) bound copies; and
- Include one (1) copy of Proposer’s most recent Independent Audit Report.



# PROPOSAL COMPONENTS



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**Cover Page:** Complete all fields in Attachment 6.

**Need: Part A-** Describe the need & priority population (up to 10 points)

**Part B-** Describe & cite PBC data or evidence documenting the need (up to 10 points)

**Approach and Design:** (up to 25 points)

**Evaluation Approach** (up to 20 points)

**Part A-** Evaluation Methods (up to 15 points)

**Part B-** Performance History (up to 5 points)

**Available Resources and Sustainability** (up to 15 points)

**Budget** (up to 20 points)

**Additional Points for Social and Emotional Learning Supports through OST programs ONLY:** (10 points)

Agencies enrolled in Prime Time Palm Beach County, Inc.'s Quality Improvement System (QIS) shall be awarded additional points, provided a MOU/MOA with Prime Time is submitted with the proposal.



# PRIORITY AREA SCORE



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The Review Panel will rank all proposals based on services' critical need, and on ensuring service availability and access to youth in need in Palm Beach County (e.g. If there are ten proposals, the top-ranked proposal will be awarded 10 points and so on).

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. It is not based on the score for the rest of the proposal.



# ECONOMIC ACCESS: BUILDING EDUCATION TO EMPLOYMENT PATHWAYS FOR DISCONNECTED YOUTH



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## Outcomes

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

- (1) Improved access to economic opportunities, programs, and resources focused on foundational education, career exploration, and coaching to re-engage youth and provide job-readiness skills for employment;
- (2) Increased aptitude to submit competitive applications for post-secondary education;
- (3) Gainful employment;
- (4) Stronger family support to facilitate post-secondary education and career development; and
- (5) A boost of self-esteem to inspire hope for the future



# ECONOMIC ACCESS: BUILDING EDUCATION TO EMPLOYMENT PATHWAYS FOR DISCONNECTED YOUTH



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## Suggested Uses of Available Funds:

- Provide foundational education in career development.
- Offer career exploration.
- Provide personal guidance and mentoring support for post-secondary education.
- Provide exposure/access to structured entry-level employment.
- Provide access to job readiness and employability training.
- Increase knowledge on standardized testing and financial aid assistance.
- Provide coaching and apprenticeship/internships within and outside the agency.
- Assist in obtaining entry-level employment with local agencies/business.
- Facilitate youth participation in employment pathways through outreach efforts.
- Offer interventions and training to educators to develop strengths in students.
- Provide opportunities in nontraditional school settings.
- Create opportunities for young offenders with felonies- grants and scholarships.
- Increase training and professional learning opportunities for all frontline professionals to promote equitable practices in cultural competency, racial and gender equity and special needs.



# PARENTING AND ROLE MODELS: INCREASE OUTREACH TO PARENTS THROUGH COMMUNICATIONS, NATURAL SUPPORT NETWORK, AND MENTORS



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## Outcomes

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

- (1) Positive outcomes for young people by fostering high quality, enduring relationships and family support;
- (2) Safe connections and a sense of belonging and validation in the home;
- (3) Effective parent-child communication;
- (4) Trusting relationships in the home that foster school achievement and healthy behaviors; and
- (5) Removing barriers to services through family support programs.





# PARENTING AND ROLE MODELS: INCREASE OUTREACH TO PARENTS THROUGH COMMUNICATIONS, NATURAL SUPPORT NETWORK, AND MENTORS



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## Suggested Uses of Available Funds:

- Expand parent mentoring and support networks.
- Develop communications campaigns aimed at both parents and parent mentors.
- Develop trainings aimed at both parents and parent mentors.
- Reduce barriers to access.
- Create parent mentoring networks – recruitment, screening, training, matching, monitoring and support.
- Engage diverse and culturally competent mentors, volunteers and professional staff
- Increase training and professional learning opportunities for all frontline professionals to promote equitable practices in cultural competency, racial and gender equity and special needs.



# SOCIAL AND EMOTIONAL LEARNING SUPPORTS THROUGH QUALITY OST PROGRAMS



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## Outcomes

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

- (1) Academic, social and emotional benefits to youth, including higher grades and test scores, development of social skills, reduced drop-out rates, and increased attendance; and
- (2) Safe, accessible and engaging place to go after school and during the summer to prevent risky behaviors and promote health and wellness.



# SOCIAL AND EMOTIONAL LEARNING SUPPORTS THROUGH QUALITY OST PROGRAMS



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## Suggested Uses of Available Funds:

- Programming resulting in development of social and emotional skills.
- Programming resulting in cognitive, behavioral and social/emotional engagement. Provide opportunities for community involvement and leadership.
- Expand OST time and summer supports for all students at all ages.
- Build social-emotional learning (SEL) skillsets with adults.
- After school and OST activities for middle and high school students that enable mentors and coaches to support SEL and that builds a relationship with law enforcement.
- Increase training and professional learning opportunities for all frontline professionals to promote equitable practices in cultural competency, racial and gender equity and special needs.



# ENSURE SAFETY AND JUSTICE BY PROVIDING ALTERNATIVES TO CRIME AND GANGS



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## Outcomes

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

- (1) Safe environments through prevention of youth violence and/or delinquent behaviors by targeting youth who are at enhanced risk for violence/delinquent behaviors;
- (2) Changing the life-trajectory for those youth who have already demonstrated violent or serious delinquent behaviors by providing comprehensive, multi-component, tertiary interventions addressing a constellation of risk factors;
- (3) Safe, accessible and engaging place to go after school and during the summer to prevent risky behaviors and promote health and wellness;
- (4) Development of youth leadership groups focused on promoting equity, inclusion, violence prevention, anti-bullying and social justice efforts; and
- (5) Positive family support to foster a sense of belonging and trust.



# ENSURE SAFETY AND JUSTICE BY PROVIDING ALTERNATIVES TO CRIME AND GANGS



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## Suggested Uses of Available Funds:

- Address family violence issues, gang education/awareness training and community intervention.
- Provide afterschool and out of school pro-social activities to support social emotional learning and that build relationships.
- Increase quality mentoring programs and promote opportunities for mentor support.
- Provide opportunities for community involvement and leadership.
- Deploy prevention programs for early identification, prevention, education and alternatives to violent behaviors.
- Provide support and services to meet the mental health and behavioral health needs of youth and families.
- Increase training and professional learning opportunities for all frontline professionals to promote equitable practices in cultural competency, racial and gender equity and special needs.



# RESOURCE DOCUMENTS



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## Resource Documents

Please review the Birth to 22 Appendix, [Section 3, subsection 3.3.2](#) (<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>), for an additional list of Evidence-Based and emerging programs.



# CONE OF SILENCE



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Presented by

Helene Hvizd, *Senior Assistant County Attorney*



# CONE OF SILENCE



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**This RFP includes a Cone of Silence.** The Cone of Silence will apply from the date the RFP proposal is due, which is April 28, 2017, until the final CBA contracts are approved by the Board of County Commissioners.

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at:

[http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist\\_Registration\\_Ordinance.pdf](http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf)

is in effect. The Proposer shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Proposer or Proposer's representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract.** A Proposer's representative shall include but not be limited to the Proposer's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.

The Cone of Silence is in effect as of the Submission Deadline Date. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-proposal conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

## Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission. <http://www.palmbeachcountyethics.com/>





# LOGIC MODEL & SCOPE OF WORK



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Marlene Etienne  
*Grant Compliance Specialist II*

*Outreach & Community Programming Division*



# WHO? WHY? WHAT? WHEN? HOW?



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The Logic Model is an outcome-oriented framework for program planning and evaluation. Your Logic Model should clearly and concisely indicate the following:

- Who are you helping?
- Why are you running this program? Does the need exist?
- What activities, interventions, services will be provided? What **change** (outcome) is expected from participation in the program?
- When are clients expected to accomplish the program outcome?
- How is the program outcome measured?



# KEYS TO CREATING A GOOD LOGIC MODEL



Read the Description For  
Each Section



Use Specific & Concise Bullet  
Points



Answer Only What Is Asked For  
Each Section



# NEED

- The identified Problem, Need, Situation of the Target Population to Serve.

## Example:

Families have limited financial literacy skills.



# SERVICE OR ACTIVITY



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- The activities or services provided to the target population in order to achieve the outcome.

Example:

Administer financial literacy classes.



# OUTCOME STATEMENT



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- The **qualitative** statement of positive change in knowledge, attitude, skills, behavior, or condition of participants for the specified timeframe.

Example:

Families will increase their literacy skills after 90 days.



# OUTCOME INDICATOR



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- The quantitative measure of the **projected** number of participants to achieve the outcome in the expected timeframe during the contract period, written in the following format:

**25 out of 50 participants, or 50%, will increase their financial literacy skills within 90**



# ACTUAL RESULTS

- The quantitative measure of the **Actual** number of participants who achieved the outcome in the expected timeframe during the contract period, written in the following format:
- **25 out of 50 participants, or 50%, increased their financial literacy skills within 90 days.**





# MEASUREMENT TOOL



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- Describe the process for collecting the evidence to prove the outcome was achieved: Enter name of the tool (scale, survey, instrument, etc.) used to measure achievement of outcome.

Example: Pre-tests, Post-tests



# FREQUENCY OF DATA COLLECTION OR REPORTING



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Indicate the frequency of data collection (when, how and any requirement and/or exception)

**Example:** Within 90 days.





# SCOPE OF WORK



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The Scope of Work should paint a thorough picture of what is expected, when, and in what form, while noting special requirements. It should be based on the information presented in the RFP.



# SCOPE OF WORK



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The Scope of Work (SOW) is the section in the proposal specifying the work that will be performed. The SOW is comprised of the following sections:

- Agency Name:
- Program Name:
- Overview:
- Services:
- Number of Clients Served:



# OVERVIEW



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The Overview section gives essential information about the content of the services to be provided. The overview only summarizes the provisions of the services. It is not intended to cover every aspect of the services to be provided.

In the overview, explain the area of need or the problem that you are trying to solve. How the problem is connected to the designated **Action Area**. Then, explain how your Agency can fill that need or provides a solution.



# OVERVIEW - EXAMPLE



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According to the 2016 Annual Report done by the Council on Homelessness, Palm Beach County is the 9th largest county in Florida facing the problem of Homelessness. Many of those homeless are unemployed or do not have the education needed to obtain a job that would help them avoid becoming homeless.

The ABC Stabilization Program was designed to help families living in Palm Beach County who, because of their employment, education and other barriers, are a paycheck away from becoming homeless. The program provides a variety of services such as case management, financial literacy classes, emergency rental and utility assistance and transportation to social services or medical appointments, as well as assistance to grants and education program to help each family reach their full potential.



# SERVICES



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As the Agency entering into the contract, you are responsible for a particular type of activity or for providing a particular service that the client needs.

Identifying the service enables both the funding source and the service provider to know what to expect with regards to number of clients, service design, timeframe, and the number of units of service offered.





# SERVICES - EXAMPLE

The Agency will hire a Case Manager, through the ABC Stabilization Program, who will provide the following services:

## Coordination of:

- Interpretation and translation Services
- Navigational Services for Entitlement Benefits
- Transportation Monthly support groups
- Transportation Social Services Appointments
- Adult Education Programs (ESOL, Literacy and Computer)
- Children Education Programs (Pre-K, After School Tutoring and Art Classes)
- Micro Loans for individuals opening their own small business
- Scholarships



# NUMBER OF CLIENTS SERVED



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Provide only the total number of participants that will receive the proposed service under this proposal.

Example:

Number of Clients Served: 60



# CONTRACT PREPARATION



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Barbara Wheeler, *Contract Manager*



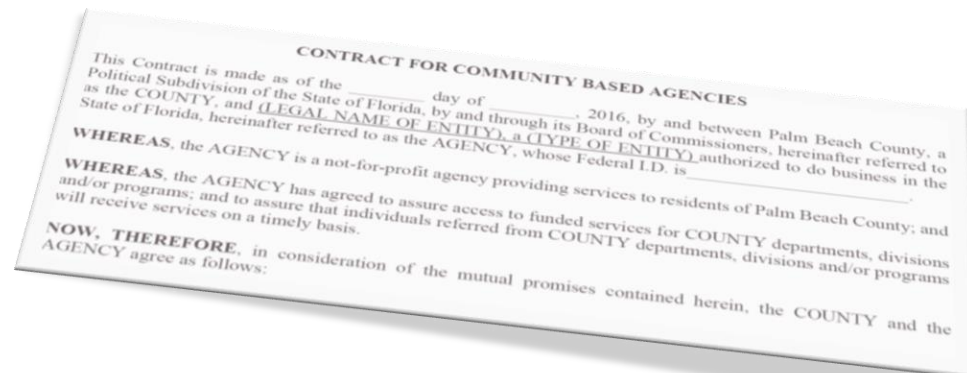
# CONTRACT FOR COMMUNITY BASED AGENCIES



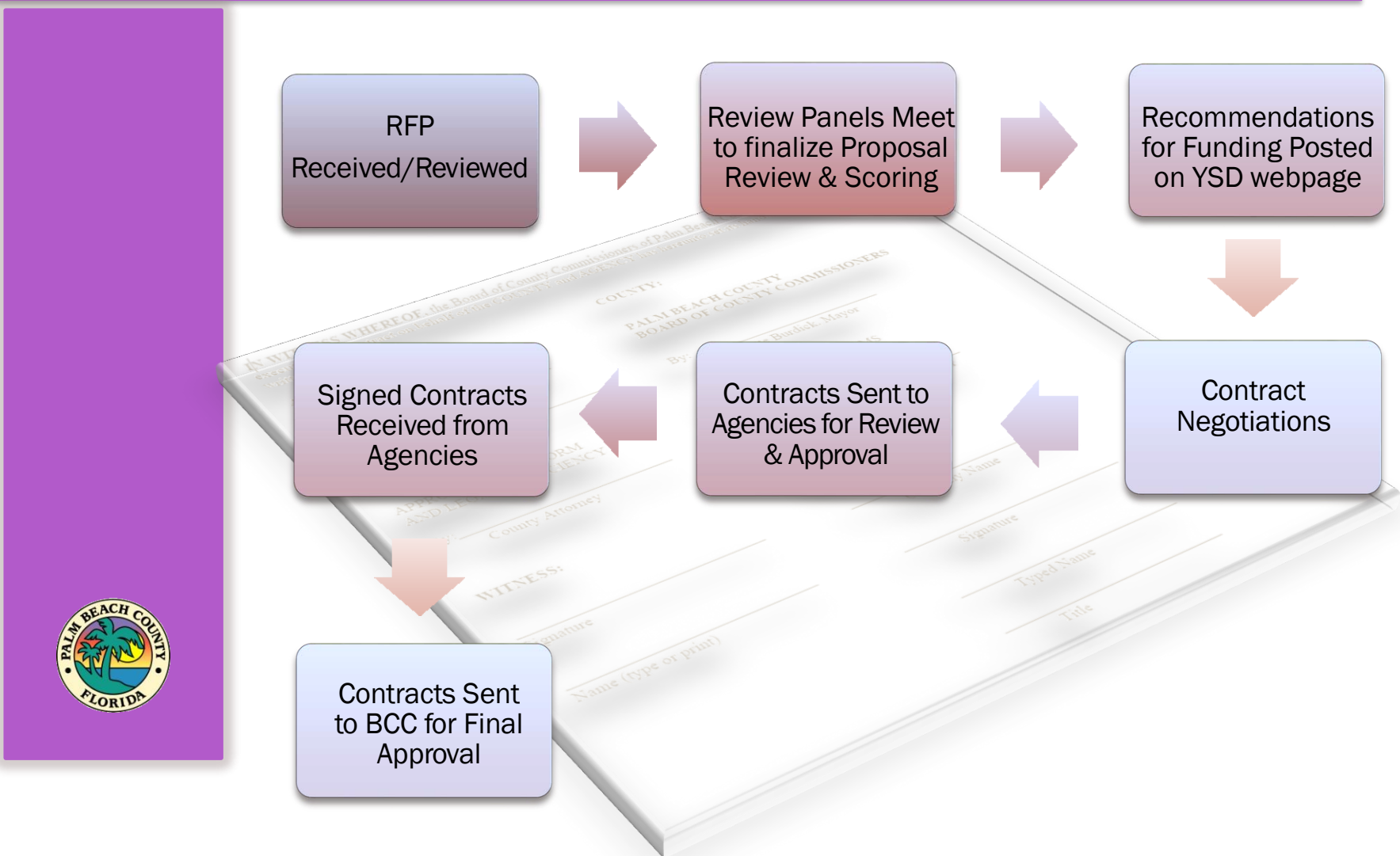
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The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- SCOPE OF WORK
- REPORTING REQUIREMENTS
- SCHEDULE OF PAYMENTS / PAYMENT TERMS
- UNIT OF COST AND DESCRIPTION
- STANDARD COUNTY CONTRACT PROVISIONS, including:
  - \* Certificates of Insurance (COI)
  - \* Non-Discrimination Affidavit
  - \* Signature Authority



# CONTRACT PROCESS



# FISCAL OVERVIEW FOR RFP BUDGETS



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Presented by

Aaron Maharaj, *Financial Analyst III*

and

Michelle Liska, *Director of Finance,  
Contracting & Administrative Services*



# RFP SUBMISSION REQUIREMENTS

## Cover Sheet - Budget Items



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- The Cover Sheet (Attachment 6) requires the following program budget information:
  - Name of Proposer(s)
  - Mailing address; Proposer's contact person email address and phone number
  - Action Area – identify the one (1) Action Area for which the proposal is being submitted.
  - Program Title
  - Specific Target Population
  - Geographic Area Served
  - Commission District(s) Served
  - Program Status (existing or new program)
  - Program Start Date (if a new program)
- Total Program Budget (program's total budget during the time period for which you are requesting funding, but not more than one (1) year)
- Amount of Funding Requested (how much you are requesting in the proposal)
- Unit Cost Service Description
- Unit Cost of Service
  - Overview (three (3)) sentence overview of the program – this must be short and concise, and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications)
  - Signature – Cover Sheet must be signed by the Proposer



# RFP SCORING

## Budget (up to 20 points)



- Complete proposed program budget using the template/worksheet as is provided hereto as **Attachment 8**. Review the 'sample' and 'guidelines' tabs provided before completing the template. Ensure the requested fund justifications are complete.
- Ensure administration expenses **are limited to no more than 15%**.
- Provide a *Budget Justification* by describing in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program. If you are charging an indirect/administrative percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included.
- Attach a *Total Agency Budget* to the proposal. The budget forms that are part of the proposal do not need to be utilized for this budget. Ensure **CBA portion of the budget is not more than 25% of the Total Agency Budget**.
- Submit most recent audit report. If there were findings, describe corrective actions.
- Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.
- Submit Unit Cost service description (Is this an industry standard? If so, please state source).
- Submit Unit Cost of service (Is this an industry standard? If so, please state source).
- Ensure both the unit cost service description and cost are clear and accurately calculated.
- Formulas used to arrive at the cost should be included.



# BUDGET TEMPLATE

## Attachment 8 to the RFP



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- Simplified and easy to use
- No macros / Formulas will sum program expense categories & admin %age
- **Must be completed with all FY18 submissions**
- Includes clearly defined sections for programmatic and admin expenses
- Ensure expense narrative is clearly defined
- Will allow for better transparency and understanding of each program



| CBA Budget Items                       | CBA Program Name  | Palm Beach County CBA | Program Funder #2 | Program Funder #3 | Program Funder #4 | Total Program Funding (All Sources) |
|--|---|-----------------------|-------------------|-------------------|-------------------|-------------------------------------|
| Program Period: FY 2018                |   | Proposed              | Confirmed         | Pending           | Pending           | Pending                             |
| <b>TOTAL PROGRAM FUNDING AMOUNT =</b>  |   | \$ 112,045.00         | \$ 45,000.00      | \$ 17,500.00      | \$ 7,500.00       | \$ 182,045.00                       |
| <u>Program Expenses</u>                | <u>Narrative</u>  | <u>Amount</u>         | <u>Amount</u>     | <u>Amount</u>     | <u>Amount</u>     | <u>Amount</u>                       |
| <b>Personnel</b>                       |   | \$ 72,445.00          | \$ 45,000.00      | \$ 17,500.00      | \$ 7,500.00       | \$ 142,445.00                       |
| Program Manager                        | Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits.  | \$ 25,000.00          | \$ 30,000.00      |                   |                   | \$ 55,000.00                        |
| Program Assistant                      | Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)                  | \$ 7,500.00           | \$ 15,000.00      | \$ 7,500.00       | \$ 7,500.00       | \$ 37,500.00                        |
| Fringe Benefits - Program Assistant    | Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,800), with 50% allocated to Palm Beach County CBA in the amount of \$900.   | \$ 900.00             |                   |                   |                   | \$ 900.00                           |
| Community Educator                     | Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County CBA = \$39,045  | \$ 39,045.00          |                   | \$ 10,000.00      |                   | \$ 49,045.00                        |
| <b>Building/Occupancy</b>              |   | \$ 27,050.00          | \$ -              | \$ -              | \$ -              | \$ 27,050.00                        |
| Programmatic Rent/Lease                | *Note: Rent for areas that house admin staff should be listed separately under admin section * Rent expense for Lake Worth facility. Total rental expense for FY16 = \$35,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$15,000 will be paid by other operating income. | \$ 20,000.00          |                   |                   |                   | \$ 20,000.00                        |
| Building Maintenance                   | Maintenance expense for building XYZ  | \$ 3,800.00           |                   |                   |                   | \$ 3,800.00                         |
| Insurance                              | Commercial, General, Liability Insurance  | \$ 3,250.00           |                   |                   |                   | \$ 3,250.00                         |
| <b>Utilities</b>                       |   | \$ 2,400.00           | \$ -              | \$ 1,500.00       | \$ -              | \$ 3,900.00                         |
| Electric                               | Electric Utility Services expense for location X  | \$ 1,200.00           |                   | \$ 1,000.00       |                   | \$ 2,200.00                         |
| Water                                  | Water utility service for location X  | \$ 850.00             |                   | \$ 500.00         |                   | \$ 1,350.00                         |
| Telephone                              | Telephone expense for landline at location X  | \$ 350.00             |                   |                   |                   | \$ 350.00                           |
| <b>Project Supplies/Equipment</b>      |   | \$ 4,900.00           | \$ -              | \$ -              | \$ -              | \$ 4,900.00                         |
| Office Supplies                        | Office supplies for program staff   | \$ 500.00             |                   |                   |                   | \$ 500.00                           |
| Postage/Shipping                       | Postage expense for client referrals  | \$ 750.00             |                   |                   |                   | \$ 750.00                           |
| Printing                               | Printing expense for program brochures  | \$ 650.00             |                   |                   |                   | \$ 650.00                           |
| Materials/Program Supplies             | Program related supplies used to support client base  | \$ -                  |                   |                   |                   | \$ -                                |
| Equipment Rental                       | Monthly Equipment rental fee for use of X = \$500 (\$6000 per year). Palm Beach County to cover 50% of this expense (\$3000).   | \$ 3,000.00           |                   |                   |                   | \$ 3,000.00                         |
| <b>Professional Fees</b>               |   | \$ 2,950.00           | \$ -              | \$ -              | \$ -              | \$ 2,950.00                         |
| Conference Registration Fees           | Professional development program fee  | \$ 350.00             |                   |                   |                   | \$ 350.00                           |
| Training                               | Staff training expense for program/medical/intervention training for client support   | \$ 1,500.00           |                   |                   |                   | \$ 1,500.00                         |
| Travel/Mileage                         | Program staff mileage reimbursement for client and training related meetings  | \$ 1,100.00           |                   |                   |                   | \$ 1,100.00                         |
| <b>TOTAL PROGRAM EXPENSES =</b>        |   | \$ 104,845.00         | \$ 45,000.00      | \$ 19,000.00      | \$ 7,500.00       | \$ 176,345.00                       |
| <u>Administrative Expenses</u>         | <u>Narrative</u>  |                       |                   |                   |                   |                                     |
| <b>Personnel</b>                       |   | \$ 4,250.00           | \$ -              | \$ -              | \$ -              | \$ 4,250.00                         |
| Executive Position #1 (1)              | A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm Beach County CBA = %4,250   | \$ 4,250.00           |                   |                   |                   | \$ 4,250.00                         |
| <b>Consulting Fees</b>                 |   | \$ 2,950.00           | \$ -              | \$ -              | \$ -              | \$ 2,950.00                         |
| XYZ Consultants                        | Accounting and audit expenses for CBA program. Annual Accounting fee = \$950, Annual Audit fee = \$5,000. Total expense = \$2,950   | \$ 2,950.00           |                   |                   |                   | \$ 2,950.00                         |
| <b>TOTAL ADMINISTRATIVE EXPENSES =</b> |   | \$ 7,200.00           | \$ -              | \$ -              | \$ -              | \$ 7,200.00                         |
| Administrative % of PBC Award          |   |                       | 6%                |                   |                   |                                     |



# ADMINISTRATIVE COSTS

| CBA Budget Items                       | CBA Program Name | Palm Beach County CBA | Program Funder #2   | Program Funder #3   | Program Funder #4  | Total Program Funding (All Sources) |
|--|------------------|-----------------------|---------------------|---------------------|--------------------|-------------------------------------|
| Program Period: FY 2018                |                  | Proposed              | Confirmed           | Pending             | Pending            | Pending                             |
| <b>TOTAL PROGRAM FUNDING AMOUNT =</b>  |                  | \$ 112,045.00         | \$ 45,000.00        | \$ 17,500.00        | \$ 7,500.00        | \$ 182,045.00                       |
| <b>Program Expenses</b>                | <b>Narrative</b> | <b>Amount</b>         | <b>Amount</b>       | <b>Amount</b>       | <b>Amount</b>      | <b>Amount</b>                       |
| Personnel                              |                  | \$ 72,445.00          | \$ 45,000.00        | \$ 17,500.00        | \$ 7,500.00        | \$ 142,445.00                       |
| Building /Occupancy                    |                  | \$ 27,050.00          | \$ -                | \$ -                | \$ -               | \$ 27,050.00                        |
| Utilities                              |                  | \$ 2,400.00           | \$ -                | \$ 1,500.00         | \$ -               | \$ 3,900.00                         |
| Project Supplies/Equipment             |                  | \$ 4,900.00           | \$ -                | \$ -                | \$ -               | \$ 4,900.00                         |
| Professional Fees                      |                  | \$ 2,950.00           | \$ -                | \$ -                | \$ -               | \$ 2,950.00                         |
| <b>TOTAL PROGRAM EXPENSES =</b>        |                  | <b>\$ 104,845.00</b>  | <b>\$ 45,000.00</b> | <b>\$ 19,000.00</b> | <b>\$ 7,500.00</b> | <b>\$ 176,345.00</b>                |
| <b>Administrative Expenses</b>         | <b>Narrative</b> |                       |                     |                     |                    |                                     |
| Personnel                              |                  | \$ 4,250.00           | \$ -                | \$ -                | \$ -               | \$ 4,250.00                         |
| Consulting Fees                        |                  | \$ 2,950.00           | \$ -                | \$ -                | \$ -               | \$ 2,950.00                         |
| <b>TOTAL ADMINISTRATIVE EXPENSES =</b> |                  | <b>\$ 7,200.00</b>    | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>        | <b>\$ 7,200.00</b>                  |
| Administrative % of PBC Award          |                  | 6%                    |                     |                     |                    |                                     |

- Must be approved in your submitted budget
- Must be tracked separately on your General Ledger
- 15% cap on administrative costs
- Cost allocation plan or activity logs needed for split funded/dual responsibility staff members
- If submitting an indirect cost rate for admin costs, you must also include the approved cost plan from a cognizant agency



# DEVELOPMENT OF UNIT RATES



- Agency should determine all costs that will be incurred to run the program (including administrative costs) and how much of those will be charged to the CBA program.
- Agency should review historical outputs (if available) to determine the total amount of units they expect to produce.
- The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.



# SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



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**SAMIS** is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as those proposed under this RFP shall create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways:

- quickens the reimbursement process
- fiscal workflow accountability and tracking
- provides an audit trail from creation through approval
- paperless



# SAMIS

# BACKUP DOCUMENTATION



- General ledgers should be kept for each program, split by administrative and program costs
- Costs in the general ledger should align to the costs in the submitted budget and any changes to the budget should be submitted to the County for review before they are incurred.
- General ledgers should not include excess costs above the revenue being earned for the program year. If it is not being paid for with CBA funds it should not be in the general ledger.
- Submitted units must have backup documentation readily available for review upon request or at time of annual monitoring. Units being submitted should be for services and employees that are paid for by the CBA funding when at all possible.



# YOUTH SERVICES DEPARTMENT RFP WEBSITE PAGE OVERVIEW



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Rebeca Krogman,  
*Communications Specialist*



# WHERE DO I GO TO ACCESS THE RFP DOCUMENTS & POSTED INFORMATION?



www.pbcgov.com /pbcyouthservices /PBCYSD

<http://www.pbcgov.org/youthservices>

**Youth Services**

Home Outreach & Community Programming Residential & Family Counseling Contact Us

**Contact Us**

**Tammy Fields**  
Youth Services Director

*"Every child dreams of success – it's our job to provide the tools and resources to make those dreams come true."*

50 S Military Trail  
Suite 203  
West Palm Beach, FL 33415  
561-242-5700

**Connect With Us:**

Home  
RFP  
Annual Report  
Birth to 22

**RFP for Community Based Agencies now available!**  
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**or here**





# WHERE DO I GO TO ACCESS THE RFP DOCUMENTS & POSTED INFORMATION?



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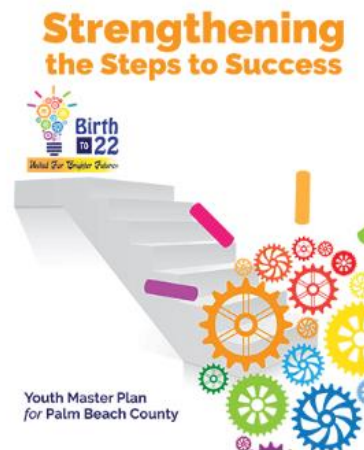
<http://www.pbcgov.org/youthservices/pages/RFP.aspx>

## Request for Proposals for Community Based Agencies

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies program for Fiscal Year (FY) 2018 (October 1, 2017 – September 30, 2018). Contracts issued will be for one (1) year, with two (2) one-year extensions at the option of the County. Proposers must clearly identify how their service/program(s) address the below Action Areas identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

**NOTE:** Not all Action Areas identified in the YMP will be eligible for funding under this RFP.

FY 2018 Request for Proposals (RFP) Documents are now available.



### Contact Us

#### Outreach & Community Programming

**Marlene Etienne**

Grant Compliance Specialist II

50 S Military Trail  
Suite 203

West Palm Beach, FL 33415

Email: [YSD-rfp@pbcgov.org](mailto:YSD-rfp@pbcgov.org)

### FY 2018 Proposal Documents

- [Request for Proposal - FY 2018](#)
- [Attachment 1 - Recommendations for Action Area](#)
- [Attachment 2 - Recommendations for Action Area](#)
- [Attachment 3 - Recommendations for Action Area](#)
- [Attachment 4 - Recommendations for Action Area](#)
- [Attachment 5 - Submittal Checklist](#)
- [Attachment 6 - Cover Sheet](#)
- [Attachment 7 - Scope of Work](#)
- [Attachment 8 - Program Budget Worksheet](#)
- [Attachment 9 - Logic Model Sample](#)
- [Attachment 10 - Non-Discrimination Affidavit](#)
- [Attachment 11 - Contract Format](#)



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# DID YOU SIGN IN?

**YOU MUST SIGN IN TO BE ELIGIBLE TO  
SUBMIT A PROPOSAL IN RESPONSE TO  
THIS RFP FOR COMMUNITY BASED  
AGENCIES!**



# EVALUATIONS



# QUESTIONS AND ANSWERS



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