



# **Request for Proposals for Providers of Expanded Learning Opportunities for Out-of-School Time Programs in Palm Beach County FY 2018 - 2019**

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**RFP available to the public: February 2, 2018, 5:00 p.m.**

**Deadline for submission: March 16, 2018, 5:00 p.m.**

**Mandatory Pre-proposal Workshop: February 15, 2018**

**Budget Tutorial and Research Evaluation Workshops: March 1, 2018**

**Please note:** *Proposals received after 5:00 p.m. EST on March 16, 2018, will **not** be accepted and will be returned unopened to proposer.*

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## RFP TIMELINE

- 2/02/18** Advertisement of Request for Proposals (RFP), via print and electronic media (e.g., Prime Time's *Friday Forecast* e-newsletter, the Prime Time Palm Beach County website at [www.primetimepbcc.org](http://www.primetimepbcc.org), the Children's Services Council of Palm Beach County's website at [www.cscpbcc.org](http://www.cscpbcc.org), the *CSC Monday Morning Update* e-newsletter and the *Palm Beach Post*).
- 2/02/18** RFP packets available on the Prime Time Palm Beach County website at [www.primetimepbcc.org](http://www.primetimepbcc.org) and at the Prime Time Palm Beach County office located at 2300 High Ridge Road, Suite 330, Boynton Beach, FL 33426, Monday through Friday from 9 a.m. to 5 p.m.
- 2/15/18** **Mandatory RFP Pre-proposal Workshop 10:00 a.m. – 12:00 p.m. EST at:**  
  
Children's Services Council of Palm Beach County  
Andersen Room  
2300 High Ridge Rd  
Boynton Beach, FL 33426
- 2/15/18-3/16/18** Questions accepted following the Pre-proposal Workshop. Answers to all questions will be posted on the Prime Time Palm Beach County website [www.primetimepbcc.org](http://www.primetimepbcc.org)
- 3/01/18** **Budget Tutorial Workshop 10:00 a.m. – 12:00 p.m. EST**  
**Research Evaluation Model Workshop 1:00 p.m. – 3:00 p.m. EST at:**  
  
Quantum Foundation  
2701 N. Australian Ave., Suite 200  
West Palm Beach, FL 33407
- 3/16/18** **Deadline for Submission of Proposals is 5:00 p.m. EST at:**  
  
Prime Time Palm Beach County, Inc.  
ATTN: Nicole Edwards  
Director of Community Partnerships  
2300 High Ridge Road, Suite 330  
Boynton Beach, FL 33426
- 3/19/18-3/23/18** Proposals opened and reviewed for completeness at Prime Time Palm Beach County office.
- 3/26/18-4/13/18** **Stage 1:** Proposal Review Committee conducts review of submissions.
- 4/16/18-4/20/18** **Stage 2:** Proposal Review Committee conducts phone interviews and verification, if needed.
- 4/27/18** **Stage 3:** Proposal Review Committee submits recommendations to Prime Time.
- 8/28/18** **Stage 4:** Prime Time presents funding recommendations to Board of Directors for approval.
- 8/31/18** **Stage 5:** Proposers are notified of funding status by formal email notification.

**Prime Time Palm Beach County, Inc. is seeking qualified organizations to provide high-quality expanded learning opportunities for out-of-school time programs or to deliver train-the-trainer sessions for practitioners serving school-age children and youth in out-of-school time programs in Palm Beach County, Florida.**

**Promoting equity and diversity are important tenets of Prime Time’s core values. To that end, we seek providers that employ culturally competent professionals, who understand that supporting the positive growth and development of children and youth requires providing what they need when they need it. These providers embrace equity and diversity, allowing all children and youth to develop to their full potential.**

**Prime Time Palm Beach County, Inc.** is a nonprofit, intermediary organization dedicated to ensuring that out-of-school time programs in Palm Beach County are of the highest quality. We provide resources and technical assistance to program providers throughout the county in four key areas: Community Partnerships, Professional Development, Quality Improvement and Research.

### **Community Partnerships**

Prime Time currently partners with local organizations to offer expanded learning opportunities to eligible OST providers in academics; health and wellness; integrated arts and positive youth development. Prime Time’s Community Partnerships team also brings afterschool and summer program providers together to network with one another, to learn about new trends and advocacy issues, and to share information about program and staff resources.

### **Professional Development**

Prime Time has partnered with stakeholders and educational institutions in the community to create a comprehensive professional development system that supports out-of-school time practitioners in Palm Beach County along a targeted pathway of professional development and training. The system, which connects education, compensation and retention, consists of core competencies, credit and non-credit educational pathways, scholarships and other financial incentives, and career advising.

### **Quality Improvement**

The Quality Improvement System (QIS) for afterschool consists of services and supports to increase afterschool program quality. Using the Palm Beach County Quality Standards for Afterschool as the foundation for the work, our quality advisors guide participating programs through a self-assessment process and development of an improvement plan. They assist executive directors, program managers and staff in identifying and implementing opportunities to improve quality for children and youth, and encourage the use of other Prime Time and community resources.

### **Research**

Prime Time conducts evaluations of all its services to inform continuous quality improvement efforts and to access funding for additional resources for our county’s out-of-school time community. Our Research team creates surveys and assessments, collects and analyzes data, and works with external evaluators. Information on best practices and lessons learned are shared locally and nationally in an effort to strengthen the OST field.

# REQUEST FOR PROPOSAL

## 1. Scope of Services

The goal of Prime Time's expanded learning opportunities (ELO) is to provide children and youth with varied learning experiences through high-quality enrichment activities. ELO offerings are intended to supplement, not replace, existing out-of-school time programming (i.e., afterschool, summer camp, school breaks, etc.).

Prime Time is seeking ELO providers that can deliver direct service to children and youth by delivering content-specific enrichment activities OR a Train-the-Trainer (TOT) model to prepare afterschool practitioners who work with children and youth in out-of-school time programs to deliver those activities and/or trainings.

Prime Time is seeking ELO providers that can provide services in the following content areas. While expanded learning opportunities may fall into more than one content area, please choose the one that **primarily** defines the program offering:

### ◆ *Supporting school-day academic learning*

Program offering is related to, but does not replicate the school-day curriculum; aligns with Next Generation Sunshine State standards; addresses subjects such as, but not limited to, language arts, literacy, mathematics, science, social studies; offers hands-on active learning that is youth-focused, and encourages exploration and inquiry.

### ◆ *Exploring technology*

Program offering focuses on computer programming, coding, robotics, media production, etc., that provides children and youth vital exploration and discovery skills to apply in a variety of ways, equipping them for the future.

### ◆ *Caring for the whole child*

Program offering addresses mind and body health, explores mindfulness, emotional awareness and emotion management for overall wellness; physical activity (such as running, non-competitive sports, etc.), healthy eating habits or obesity prevention, etc.

### ◆ *Discovering arts and culture*

Program offering gives children and youth the opportunity to discover arts and culture: dance, music, theater, visual arts, spoken word poetry, digital arts, writing, etc., opening up possibilities of future interest or career pathways, with hopes to enrich their lives into adulthood.

### ◆ *Leadership and career pathways*

Program offers skill development needed to succeed in school and in life, and real world application, including communication, social skills, public speaking, basic financial and household management, etc., equipping children with foundational skills needed to be successful in life. Program offerings expose youth to career options for the future, including entrepreneurship.

ELO providers will be expected to also offer extension activities (i.e., activities that can be led by afterschool practitioners after the ELO sessions are completed), which will continue to reinforce learning beyond the ELO offering.

Prime Time is seeking service providers that are not only content experts in their fields, but who also can provide the highest quality services for the most practical cost per participant. In order to be considered for a contract with Prime Time, a prospective provider must satisfy the administrative requirements, propose to provide services within the targeted geographic areas, and agree to meet the programmatic requirements and deliverables outlined in this RFP.

## **2. Administrative Requirements**

The following minimum requirements will be used to determine whether a proposer will advance through the various review stages of this RFP and be recommended for funding to provide services.

Proposers must have the administrative capacity and overall infrastructure to successfully implement high-quality expanded learning opportunities or trainings in accordance with the proposed budget and deliverables.

Specifically, proposers must:

- Be a nonprofit organization, local government agency, or a for-profit entity;
  - Nonprofit organizations must provide a copy of their original IRS determination letter.
  - For-profit entities must provide proof of liability insurance as well as written assurance that no profits will be realized as a result of a contract based on the proposal submitted in response to this RFP.
- Have at least two (2) years' experience within the last five (5) years in providing similar services as outlined in the Scope of Services within this RFP;
- Have strong organizational capacity and proven fiscal capability as demonstrated by clean, independent audit reports and/or financial statements with a Form 990 for the previous fiscal year;
- Have the financial capacity to operate on a reimbursement basis;
- Have access to appropriate materials and equipment needed to deliver the programming content;
- Have the ability and means to collect and submit electronically, accurate and timely information, data and reports as required;
- Employ knowledgeable staff who demonstrate strong skills to engage children, youth and practitioners; who can effectively deliver challenging, age-appropriate, and skill-level appropriate programming content to children and youth and/or program staff;
- Participate in professional development as required, including trainings to support continuous quality improvement; and
- Limit indirect costs to a maximum of 15 percent.

### **3. Targeted Geographic Areas**

The services outlined in this RFP target out-of-school time programs serving school-age youth in Palm Beach County, Florida, with an emphasis on those programs participating in the Prime Time Palm Beach County Quality Improvement System (QIS). A complete listing of QIS sites is available on the Prime Time website ([www.primetimepb.org](http://www.primetimepb.org)). Additionally, priority is given to those programs located in Title I public schools or community-based programs in high-need areas within the zip codes listed below, with a special emphasis on those areas (underlined) that are served by the Bridges program administered by the Children's Services Council of Palm Beach County:

33401 33403 33404 33405 33406 33407 33408 33409 33415  
33417 33430 33435 33438 33460 33461 33462 33476 33493

### **4. Programmatic Requirements and Deliverables**

In accordance with the Scope of Services, ELO providers will offer content expertise, which will result in one of the following deliverables per proposal.

❖ ***Deliverable 1:*** *ELO providers will offer high quality expanded learning opportunities directly to children and youth in targeted out-of-school time programs **only** during the school year.*

- Sessions may address one main topic and up to one sub topic of which the provider has documented expertise. Providers' proposals should clearly state the topics or themes to be addressed.
- A minimum of six (6) sequential sessions must be offered for each topic or theme to be presented.
- Each session must last approximately one hour.
- Sessions must serve a minimum of 15 and maximum of 25 children or youth. In order to meet the target youth service deliverables, an average of 20 children per session is recommended.
- Sessions must be presented at multiple out-of-school time sites.

There is no cap on the number of sessions, as long as appropriate facilitator-to-youth ratios are maintained. Likewise, there is no limit on the number of different topics or themes that may be proposed. Providers may choose to offer a series of ELO sessions on any number of topics or themes. For example, an ELO provider may propose to offer a series of six sessions, two per week for three weeks, on healthy eating at two sites followed by a series of 12 sessions, three per week for four weeks, on physical fitness at four sites. Or the provider may elect to offer only one series for the minimum of six sessions on just one topic. The range and dosage of ELOs are to be determined by the provider.

❖ ***Deliverable 2:*** *ELO providers will offer high quality expanded learning opportunities directly to children and youth in targeted out-of-school time programs during the school year **and** summer.*

- Sessions may address one main topic and up to one sub topic on which the provider has documented expertise. Providers' proposals should clearly state the topics or themes to be addressed.

- A minimum of six (6) sequential sessions must be offered for each topic or theme to be presented.
- Each session must last approximately one hour.
- Sessions must serve a minimum of 15 and maximum of 25 children or youth. In order to meet the target youth service deliverables, an average of 20 children per session is recommended.
- Sessions must be presented at multiple out-of-school time sites.

There is no cap on the number of sessions, as long as appropriate facilitator-to-youth ratios are maintained. Likewise, there is no limit on the number of different topics or themes that may be proposed. Providers may choose to offer a series of ELO sessions on any number of topics or themes. For example, an ELO provider may propose to offer a series of six sessions, two per week for three weeks, on healthy eating at two sites followed by a series of twelve sessions, three per week for four weeks, on physical fitness at four sites. Or the provider may elect to offer only one series for the minimum of six sessions on just one topic. The range and dosage of ELOs are to be determined by the provider.

❖ ***Deliverable 3:*** *ELO providers will offer high quality expanded learning opportunities directly to children and youth targeted **only** within summer camps.*

- Sessions may address one main topic and up to one sub topic on which the provider has documented expertise. Providers’ proposals should clearly state the topics or themes to be addressed.
- A minimum of five (5) sequential sessions must be offered for each topic or theme to be presented.
- Each session must last at least one hour.
- Sessions must serve a minimum of 15 and maximum of 25 children or youth. In order to meet the target youth service deliverables, an average of 20 children per session is recommended.

❖ ***Deliverable 4:*** *ELO providers will offer training, via a ‘Train-the-Trainer’ model, to out-of-school time practitioners to prepare them to deliver content-specific programming to the children and youth they serve.*

ELO providers addressing this deliverable will offer effective training for out-of-school time practitioners on any appropriate topic(s) or theme(s) – in accordance with the Scope of Services – so that the practitioners will, in turn, be able to deliver the content-specific curriculum to children and youth. In essence, the ELO provider will implement a ‘Train-the-Trainer’ model and must demonstrate that participating out-of-school time practitioners increase their knowledge, skills and readiness to deliver programming. The ELO provider will provide resources for the practitioners’ use and reference.



In addition to offering training sessions and tools, ELO providers will be expected to offer coaching for the site practitioners to support the implementation of what was covered in training. The coaching component is key to ensuring content is implemented with fidelity and that practitioners have a sound understanding of, and are comfortable with, the delivery of the curriculum and supporting ELO activities.

**NOTE: A separate proposal must be submitted for each deliverable service model.**

Prime Time is dedicated to ensuring high quality out-of-school time programming in Palm Beach County. Therefore, all contracted ELO providers will be expected to work toward continuous quality improvement. Therefore, proposers should be prepared to collect and/or submit the following data in support of their program's evaluation in order to measure progress:

- Youth attendance by individual participant
- Information for monthly reports (e.g., participants served, sites served, numbers of sessions offered, etc.); template and training will be provided prior to implementation
- Youth and practitioner assessments and results

Also, in order to inform continuous quality improvement of the ELO providers' programming, Prime Time will provide the following supports and feedback to providers:

- External assessment scores from the Palm Beach County Program Quality Assessment
- ELO improvement plan based on assessment scores and other learning needs
- ELO program site visit reports
- Results of ELO satisfaction surveys conducted by Prime Time (administered to practitioners, children and youth)
- Results of annual monitoring to assess ELO providers' contract compliance and organizational and fiscal soundness
- Access to a professional learning community of like-minded professionals
- Individualized coaching and support

## **PROPOSAL PROCESS**

Proposers are to provide all information requested (refer to **INSTRUCTIONS AND FORMS**) in the prescribed order and format. Responses should take into account all information outlined on the preceding pages.

All proposals are to be signed by an official/individual who is legally authorized to bind the proposer to the proposed activity.

## **1. Submission Instructions**

To be considered, proposers must submit the proposal by the deadline. Please bring or send via mail or courier, one (1) original, and **12 copies** sealed response in a package clearly labeled “ELO Proposal – FY2018-2019” to:

Prime Time Palm Beach County, Inc.  
ATTN: Nicole Edwards  
Director of Community Partnerships  
2300 High Ridge Road, Suite 330  
Boynton Beach, FL 33426

## **2. Proposer’s Response**

All proposals should include responses to all RFP questions. All proposals are to be clearly indexed, and all supporting materials must be attached.

## **3. Limitations on Contacting Prime Time Personnel**

This RFP is issued by Prime Time Palm Beach County, Inc. The contact person and sole point of contact for this RFP is Nicole Edwards, Director of Community Partnerships. She may be contacted by e-mail at [nedwards@primetimepbcc.org](mailto:nedwards@primetimepbcc.org).

Questions regarding this RFP may be submitted only via email to the RFP contact person. Answers to all questions will be posted on the Prime Time website within 48 business hours of submission. Prime Time reserves the right to adjust the timetable, and any adjustments will be announced on the Prime Time website. Proposers are encouraged to check the Prime Time website periodically for updates, as any future announcements regarding this RFP will be provided only at [www.primetimepbcc.org](http://www.primetimepbcc.org).

This RFP includes a Cone of Silence. The Cone of Silence will apply from the submission deadline date and terminate at the time the final contracts are approved by Prime Time’s Board of Directors.

All parties interested in submitting a proposal will adhere to the Cone of Silence.

A Cone of Silence prohibits any non-written communication regarding this RFP between any proposer or proposer’s representative and Prime Time Palm Beach County staff during this time. 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.

#### **4. Acceptance of Proposals**

All submissions must be received, **no later than 5:00 p.m. EST on 3/16/2018** at:

Prime Time Palm Beach County, Inc.  
ATTN: Nicole Edwards  
Director of Community Partnerships  
2300 High Ridge Road, Suite 330  
Boynton Beach, FL 33426

The proposer shall be responsible for its timely delivery. No changes, modifications or additions to the proposals submitted will be accepted by, or binding on, Prime Time after the deadline for submissions has passed.

**Proposals not received via mail or courier as prescribed in this RFP, by the specified date and time will be rejected and returned unopened to the proposer.**

Prime Time reserves the right to reject any and all responses or to waive minor irregularities when doing so would be in the best interest of Prime Time. A *minor irregularity* is defined as a variation from the RFP terms and conditions that does not give the proposer an advantage or benefit not enjoyed by other prospective proposers, or does not adversely impact the interest of Prime Time.

**Prime Time Palm Beach County, Inc. reserves the right to reject any and all proposals or informally negotiate certain provisions of the final agreement with a qualified proposer.**

#### **5. Proposer Disqualification**

Proposers are prohibited from contacting Prime Time personnel or board members, other than the person identified above as the sole point of contact, regarding this solicitation. Any occurrence of a violation may result in the disqualification of the proposer.

Failure to have performed any contractual obligations with Prime Time or Children's Services Council of Palm Beach County (CSC) – to which Prime Time is a subcontractor for the administration of expanded learning opportunities contracts resulting from this RFP – in a manner satisfactory to Prime Time or CSC will be sufficient cause for disqualification. To be disqualified as a proposer under this provision, the proposer must have previously failed to perform satisfactorily in a contract with Prime Time or CSC, been notified by Prime Time or CSC of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of Prime Time or CSC.

## INSTRUCTIONS AND FORMS

To prepare your written proposal, please complete the forms as instructed and submit in the order outlined below. (NOTE: All forms for RFP # 2018-2019 are available for download on Prime Time's website ([www.primetimepb.org](http://www.primetimepb.org)) in Microsoft Word or Excel formats.

### ➤ **Cover Page**

Provide all relevant contact information. This serves as the cover to the proposal and must be signed by an authorized representative of the organization.

### ➤ **Program Summary**

Within the space provided on the attached form, please summarize the proposal (i.e., the responses to the RFP questions in the proposal narrative), including the numbers of participants, sessions, etc., and the anticipated outcomes or impact of the proposed ELO. This summary will be used to develop the Scope of Work for a resulting contract.

### ➤ **Proposal Narrative (10-page limit)**

This RFP seeks *specific* answers to the direct questions outlined below. Answers should be submitted on 8 ½ x 11 paper, using 12 point size Times New Roman font. Please limit responses on no more than a total of ten (10) pages, one-sided, numbered, 1.5 spaced, typed pages left-justified with ½ margins.

Please answer the questions as clearly and directly as possible – succinct yet detailed. The entire proposal will be scored for a maximum of 100 points. The point value of each question is noted below; please provide the appropriate level of detail while considering the page limit. Include responses to the following questions:

- 1. Need: What is the need in Palm Beach County that you are proposing to address? (20 Points):**
  - a. What areas of the County will be served? Include zip codes with underrepresented population that is clearly described.
  - b. Identify who is impacted by the need, or issue.
  - c. Define demographics and important socio-economic characteristics of population to be served.
  
- 2. Organizational Background and Qualifications (10 Points):**
  - a. Provide a brief overview of the proposer's history and mission.
  - b. Describe the proposer's experience and qualifications providing comparable services and/or ELO programming to similar populations.
  - c. Please describe any previous work with Prime Time, if applicable.

**3. Project Design (40 Points):**

- a. Describe the expanded learning opportunity (i.e., the ELO) to be offered. Be as specific and detailed as possible including how the content area was chosen.
- b. How many children and youth will be directly served through this offering? Please include the range and dosage of activities and explain how the minimum programmatic requirements will be met.
- c. If direct services to children and youth are being proposed, please describe how out-of-school time practitioners, as a secondary population, will be encouraged and enabled to offer extension activities after the ELO provider activities end.
- d. If applicable, please indicate whether the proposed programming complements or aligns to the school-day curriculum, and, if so, how. Please indicate if activities support academic standards in particular.

**4. Staffing Plan (10 Points):**

- a. Provide a job description for each position to be supported by the project.
- b. How will you ensure the most qualified staff will be chosen to fulfill those positions?

**5. Anticipated Outcomes and Evidence (10 Points):**

**Outcomes (The What)**

- a. What outcomes (or benefits) for the children or youth do you anticipate as a result of your program or proposed activities?
- b. Specifically, what social and emotional skills do you expect will develop or grow stronger as a result of your program or proposed activities?

**Theory of Change (The How)**

Please briefly describe how your program will achieve the outcomes listed above.

- c. Describe any short-term goals or outputs that must be achieved in order to reach your desired outcomes.
- d. What are the key ingredients of your program that lead to change?
- e. What assumptions must be met for your program to achieve the desired outcomes?

### **Evidence (The Why)**

Why do you believe that your program will achieve these outcomes? What leads you to believe that your proposed activities will result in these outcomes? Answer at least one of the following questions:

- f. Has your program been evaluated in the past? If so, what were the conclusions of the evaluation? Please include proper citation to the evaluation.
- g. Are there one or more published research studies that demonstrate or suggest that your program or activities (or similar programs or activities) would achieve the outcomes you anticipate? If so, what were the conclusions of these studies? How are they relevant to your proposed activities? Please include proper citation of these studies.
- h. If there is no research evidence suggesting that your proposed activities will lead to positive outcomes for children or youth, what supports your expectation that your program will be effective?

### **Future Evaluation Preferences**

If selected, what (if anything) would you request from Prime Time's research team? What is your ideal vision for future research and evaluation of your proposed activities by Prime Time?

### **6. Budget (10 Points):**

- a. Please provide a detailed line item budget using the attached Excel spreadsheet. Please note that indirect costs are capped at 15 percent and will be calculated automatically.
- b. Also include a budget narrative to explain all proposed expenses as well as the *total cost per participant* to be served to establish reasonableness of costs.

### **➤ Agency's Certification of Proposal**

Please read and complete this form carefully. It must be signed, in blue ink, by an authorized representative of the agency (i.e., president/executive director/CEO or board chair) to legally bind the agency to the proposal. By submitting a proposal to this RFP, the undersigned is certifying acceptance of all terms and conditions.

### **➤ Public Entity Crime Affidavit - Compliance with 287.133 Florida Statutes**

In accordance with Florida Statutes, persons and affiliates who have been placed on the convicted vendor list may not submit responses, contract with, or perform work (as a contractor, supplier, subcontractor or consultant) with Prime Time utilizing funding received from the Children's Services Council of Palm Beach County (CSC), a public entity, in excess of the threshold amount provided in FS §287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Any response received from a person, entity or affiliate on the convicted vendor list shall be rejected as unresponsive and shall not be evaluated further.

➤ **Audited Financial Statement and Form 990**

Provide a complete copy of the agency's most recent audit, if applicable, or financial statements with a Form 990 for the previous fiscal year.

➤ **Agency Board Members**

Provide a list of the proposer's current Board Members and Officers.

➤ **Insurance**

Within two (2) weeks of written notice of recommended grant award, the ELO provider must submit original certificates of insurance to Prime Time for the following:

- a. *Commercial General Liability* - The ELO provider shall agree to maintain Commercial General Liability at a limit of liability not less than \$1,000,000 each occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Gross Liability. ELO provider agrees this coverage shall be provided on a primary basis.
- b. *Business Automobile Liability* - ELO provider shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles. In the event the agency does not own any automobiles, the Business Auto Liability requirement shall be amended to require the ELO provider to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. ELO provider agrees this coverage shall be proved on a primary basis.
- c. *Worker's Compensation & Employer's Liability* - ELO provider shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. ELO provider agrees this coverage shall be provided on a primary basis.
- d. *Professional (Errors & Omissions) Liability* - ELO provider shall agree to maintain Professional Liability, or equivalent Directors & Officers Liability at a limit of liability not less \$500,000 per occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, Prime Time reserves the right, but not the obligation, to review and request a copy of ELO provider's most recent annual report or audited financial statement. ELO provider agrees this coverage shall be provided on a primary basis.

e. *Additional Insured.* ELO provider shall agree to endorse Prime Time as an Additional Insured with CG 2026 Additional Insured-Designated Person or Organization Endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read “Prime Time, Inc., its Officers, Directors, Employees and Agents.” ELO provider shall agree the Additional Insured endorsement provides coverage to Prime Time, certificate(s) of insurance evidencing the required insurance is in full force and effect within fifteen (15) calendar days after receipt of notification of intent to award, but in no event, later than the execution of the Contract by Prime Time. A minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage shall be included on the certificate(s).

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

- a. The insurance company must be rated no less than "A" as to management, and no less than "Class VII" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of Prime Time.
- b. The company must hold a valid Florida Certificate of Authority as shown in the latest list of All Insurance Companies Authorized or Approved to Do Business in Florida, issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.
- c. Certificates of Insurance will indicate that no material adverse change, cancellation or non-renewal of coverage will be made without thirty (30) days advance written notice to Prime Time.

➤ **Equal Employment Opportunity**

Proposers agree that there will be no discrimination as to race, gender, religion, color, age, disability, national origin, marital status, familial status, gender identity and expression or sexual orientation in regard to obligations, work and services performed under the terms of any contract ensuing from this RFP.

➤ **Americans with Disabilities Act**

Proposers must meet all the requirements of the Americans with Disabilities Act (ADA), as amended, which shall include, but not be limited to, posting a notice informing service recipients and employees that they can file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), One Northeast First Street, Sixth Floor, Miami, Florida 33132.

➤ **Palm Beach County Inspector General**

Pursuant to Palm Beach County Code, Section 2-421 – 2-440, Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. All contractors and parties doing business with the County/State and receiving County/State funds shall fully cooperate with the Inspector General; this provision applies to of the Children’s Services Council of Palm Beach County and its subcontractors (i.e., Prime Time Palm Beach County and its subsequent subcontractors).



The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and to detect waste, corruption and fraud.

## **REQUIRED DOCUMENTATION CHECKLIST**

- ⊗ Cover Page
- ⊗ Program Summary
- ⊗ Proposal Narrative
- ⊗ Proposed Budget
- ⊗ Budget Summary Form
- ⊗ Budget Justification Narrative
- ⊗ Copy of Most Recent Audit or Financial Statements and Form 990
- ⊗ List of Board Members and Officers
- ⊗ Certificate of Liability Insurance
- ⊗ Copy of IRS Determination Letter (*required from non-profit organizations*)
- ⊗ Documentation of Nonprofits First Certification (*if applicable*)
- ⊗ “No Profit” Assurance Statement (*required from for-profit entities*)

## **FREQUENTLY ASKED QUESTIONS**

*Q: Do agencies need to re-apply each year for Prime Time funding?*

A: No. Providers selected for funding under this RFP will receive an annual contract, renewable for up to **two** additional, consecutive years, based on availability of funds. Contracts will be renewed only for providers that continue to meet or exceed contract deliverables and that have consistently attained satisfactory monitoring results.

*Q: During the application process, if someone has a question, will that question be posted?*

A: Yes, all questions and answers will be posted on Prime Time’s website within 48 business hours.

*Q: If an entity submits its proposal and Prime Time recognizes that forms are missing, will Prime Time request that the agency submit the missing forms?*

A: No. Proposers have until the deadline date and time to submit any forms that they recognize have been omitted. Prime Time will not notify proposers of omissions and will not accept any documents after the deadline.

*Q: Once an agency submits a proposal, does Prime Time ask for additional information or explanations?*

A: Prime Time may need to obtain clarification as part of the proposal review process and reserves the right to request additional information, including but not limited, to organizational references.

## **REFERENCES**

Proposers may be asked to supply contact information, including email addresses and telephone numbers, for current and past funders. Reference checks may be conducted in an effort to assert that proposer has the capacity and consistency in meeting performance objectives, timely data submission, and fiscal and administrative stability and capacity for system work and teamwork. Submission of a reply to this RFP indicates the proposer understands that funders may share information.

## **PROPOSAL REVIEW AND SELECTION PROCESS**

Prime Time staff will first review all proposals submitted for completion and for compliance with the minimum administrative requirements. Proposals that meet the administrative requirements will then be read, rated and discussed by the Proposal Review Committee.

A maximum of 100 points will be awarded in the rating of responses to proposal questions in the proposal narrative and accompanying budget documents, in accordance with the points assigned to each question and in relation to the following criteria:

- ✓ Meets and outlines the need and the population the program offering is targeting.
- ✓ Describes a comprehensive, well thought-out Project Design with a high probability for effectiveness.
- ✓ Exhibits general knowledge, understanding and experience in providing services comparable to those outlined in Scope of Work.
- ✓ Demonstrates experience and qualifications indicating capacity to provide required services.
- ✓ Presents clearly justified budget line items at reasonable costs, including cost per participant.
- ✓ Articulates the anticipated outcomes of the program offering, how the program will achieve those outcomes and the supporting research.

The Proposal Review Committee reserves the right to interview any or all proposers and to require a formal presentation of key staff who will administer the contract and/or who will be assigned to provide the proposed services. Interviews would be based upon the proposal submitted.

Upon completion of the scoring process, the Proposal Review Committee will make recommendations to Prime Time staff for consideration of award of contracts. Recommendations may take into consideration other factors in addition to the proposal scores, such as the mix and variety of services to be offered, the geographic spread, and/or the quality of services. Prime Time staff will perform an administrative review of the proposals and the Proposal Review Committee's recommendations and ratings. Prime Time will then submit the selected providers' proposals to its Board of Directors for final consideration and approval. Once proposals are approved by the Prime Time Board of Directors, successful ELO providers will be notified of awards in writing via email.

## **IMPORTANT REMINDERS**

- The Pre-proposal Workshop held on February 15, 2018, is **mandatory**. At least one (1) representative from your agency must attend the meeting to be eligible to apply to the RFP.
- All contact with Prime Time beginning with the effective date of publication of the RFP shall be only in writing and must be submitted via email to [nedwards@primetimepbc.org](mailto:nedwards@primetimepbc.org). No questions by phone regarding this RFP will be accepted.
- Please answer all RFP questions completely. Failure to respond to any item is considered a fatal flaw and will result in the disqualification of the proposal for further consideration.
- Proposals will be accepted until 5:00 p.m. eastern standard time (EST) on the deadline date of March 16, 2018. Any proposal received after this time and date will not be considered and will be returned unopened to the proposer.
- It is expected that funded providers will begin ELO service delivery on October 1, 2018.