

**County of Volusia
 Children and Families Advisory Board
 RFP Pilot Program Sub-Committee Meeting
 Tuesday, September 15, 2009 5:15 pm
 Thomas C. Kelly Administration Center
 County Council Chambers, Room 204
 123 West Indiana Avenue
 Deland, FL 32720**

RFP Pilot Program Sub-Committee Minutes

Members Present	Members Absent	County Staff Present
Carrie Baird		Diana Phillips, Housing and Grants Administration Manager
David Kerr		Peggy Johnson, Children’s SVCS Coordinator
Susan Perry		

Call to Order

David Kerr called the meeting to order at 5:15 pm.

Roll Call

Peggy Johnson.

It was determined that a quorum was present.

Item 1 – County Council RFP pilot program selection

Staff Report: Diana Phillips

The RFP pilot sub-committee is to present a draft of the RFP for the pilot program, prepared by Pam Wilsky of the Purchasing Department, for approval of the Children and Families Advisory Board.

Board Discussion

The board reviewed the RFP draft and recommended the following:

1. On the first page and throughout the document the title needs to be changed to County of Volusia Children and Families Program Grant Funding.
2. Change the focus of the pilot project to serve families that are homeless or at risk of being homeless who have a young custodial household homeless or at

risk of being homeless or disabled head of household with children under the age of 18 who are homeless or at risk of being homeless.

3. Under grant award change second line to say it is anticipated that only one program will be funded. Additional projects may be funded subject to the needs addressed in the total amounts requested in the top ranked proposal.
4. Page 8 typo under 3.7, paragraph A, correct word to respondents.
5. Page 9 strike letter e.
6. Page 14 strike the renew clause under award term.
7. Page 15 discussed the selection criteria and the scoring process and agreed to assign points as follows: 1 is worth 20 points, 2 is 25, 3 is 20, 4 is 5, 5 is 10 and 6 is 20 points.
8. Page 21 need to delete the 5,6 and 7 paragraph as they are duplicates.
9. On page 23 under acceptance proposal period indicate 30 days for the acceptance time period.
10. Page 25 correct typo after tab 1 and then under J reword to say provide all documents that are applicable.
11. Page 26 tab six under insurance bold the word Forms under final forms.
12. Page 27 fix font on tab 14.
13. On attachment A fix spelling on "separate".
14. Exhibit B on sample budget narrative leave rate and calculation method out.

Carrie Baird made motion to approve document as amended. Seconded by Susan Perry. Motion passed.

Public Participation

None at this time

Adjournment

David Kerr adjourned the sub-committee at 5:55 pm.