

**County of Volusia
 Children and Families Advisory Board
 RFP Pilot Program Sub-Committee Meeting
 Wednesday, September 9, 2009 1:00 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	Dr. Henry Martin	Diana Phillips, Housing and Grants Administration Manager
David Kerr		Peggy Johnson, Children’s SVCS Coordinator
Susan Perry		Pam Wilsky, Purchasing Agent II

Call to Order

David Kerr called the meeting to order at 1:00 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 program sub-committee is to create the scope of work and evaluation criteria for the RFP pilot program. Carrie Baird provided information regarding the evaluation elements and Susan Perry provided information on the scope of work. The definition of the target population needs to be reviewed for accuracy. This information was also provided to Pam Wilsky who has prepared a rough draft of the RFP.

Public Participation

None at this time

Board Discussion

Pam Wilsky reviewed the draft of the RFP from the scope of work, background, program specifications through the list of services. The following changes were made to the rough draft of the RFP:

1. Change the word applicant to proposer.
2. Change the wording for joint proposers to state that if a joint proposal is submitted, a single agency must be designated as the lead agency, and the proposal must be signed by an official authorized to submit the proposal for the lead agency. She also added that a signed memorandum of authority from additional agencies included in the proposal must be included. An eligible proposer may participate in only one proposal.
3. Under program specifications she said that proposal should address the items listed addressing the risk factors for homelessness and the list of potential services. Susan Perry thought it should include all eight, but Carrie Baird thought they should do more than one, but not all eight. The list of services are:
 - a. Outreach
 - b. Rent/Utilities
 - c. Housing (Emergency Housing Assistance)
 - d. Case Management
 - e. Transportation (head of Household to workplace)
 - f. Tutoring/Homework Assistance
 - g. Daycare for working parents
 - h. After School Programs
4. David Kerr suggested that all eight be listed with the expectation that they be targeted. Pam explained the evaluation criteria process. Diana Phillips explained that this is a subjective process not a scoring process.
5. Under list of potential service, it should state that the proposer should demonstrate that they have the ability to address all these identified services.
6. Susan Perry asked to add "or pregnant" where it indicates that the RFP Pilot program will be for young custodial head of household (under 25 with children). Also, under risk factors for homelessness add "or pregnant".
7. Carrie Baird added the wording "who are homeless or at risk of becoming homeless".
8. Added the language disabled with children under the age of 18.
9. The RFP funding is not intended to supplant programs currently funded by the respondents.
10. Added that the agency must provide current and history of collaboration.
11. Under grant funds add no vehicles.
12. Add equipment purchases over \$1,000.00, capital improvements or remodeling of facilities, and out of state travel.
13. Proposal format needs to indicate no double sided, 15 copies to be submitted and one electronically submitted.
14. Added request for three references similar in nature and magnitude within at least 1 year prior to this RFP

15. Added budget format to include salary, fringe, supplies, travel equipment to include computation and justification
15. Added needs assessment under identification of need
16. Added qualification of staffing
17. Suggested using the criteria for review and approval of proposals used by the County
18. Added applicant must have an active involved Board of Directors

Pam Wilsky will check on the requirements for insurance.

Susan Perry researched what other people around the country are doing for this type of RFP and gathered her information between the Illinois State Board of Education, Greensboro North Carolina and Montgomery County Ohio.

Pam Wilsky also explained to the sub committee how the pre-bid process works. She will provide a draft of the RFP to CFAB for the September 15th meeting. She will get clarification on whether there is any opportunity to make minor changes to the proposal.

Adjournment

David Kerr adjourned the sub-committee at 2:03 pm. He reminded all of next CFAB Board meeting September 15, 2009 at @ 5:15 pm.