

**County of Volusia
 Children and Families Advisory Board
 RFP Pilot Program Sub-Committee Meeting
 Tuesday, August 25, 2009 2:00 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	Edward L. Jasper, Community Assistance Director
Susan Caplan		Diana Phillips, Housing and Grants Administration Manager
David Kerr		Peggy Johnson, Children's SVCS Coordinator

Call to Order

David Kerr called the meeting to order at 2:15 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

Diana Phillips reported on the County Council recommendation for the pilot RFP program. On August 20, 2009, the County Council voted to select homeless children and youth as the pilot RFP funding priority. They also approved the funding timeline submitted. The total funding that is available for this pilot RFP project is \$211,686.00.

Public Participation

None at this time.

Item 2 – Scope of Work/Evaluation criteria for RFP pilot program

Staff Report -Diana Phillips

The subcommittee is to develop the scope of work and the evaluation criteria for the RFP pilot program. Diana Phillips also advised that she has contacted the Purchasing department and they have designated a staff member, Pam Wilsky, to work with us and she will attend next sub committee meeting. The Interim Purchasing and Contract Director suggested developing a scope of work that is going to clearly define what you want done, but at the same time be generic enough to have leeway to choose between similar applications. There needs to be a broad but confined and defined scope of work.

Board Discussion

David Kerr clarified that the scope of work is program related and the other criteria is administrative. Susan Caplan asked for clarification of her role, due to her position with the Homeless Coalition. Diana Phillips suggested that the evaluation criteria include proof that the application is supported by agencies who administer those types of programs in Volusia County. We need to first define target agencies, look at the program administrative piece and then the scope of work. The other administrative information is included in the County's standard RFP. Susan Caplan suggested going over the selection criteria list. The subcommittee discussed the evaluation criteria and the following possible requirements:

Who is eligible to apply?

Not for profit corporations (501C3) must be the primary applicant.

The agency must have strong board oversight and proven fiscal capability and accredited. The agency needs to describe how it collects, reviews, and analyzes data to determine program outcomes and successes.

The agency must provide proven past experience.

The program's description and outcomes need to correlate with one of the county's funding priorities.

There should be a minimum period of experience in providing services.

There is congruence between the agency's mission statement and the goals and outcomes of the program.

The agency needs to provide an RFP proposal that clearly defines how the services will meet the scope of work as defined in the RFP.

There must be measurable objective(s).

The target population needs to be identified.

The services to be provided are to be clearly identified.

Agencies that have an annual certified audit should receive additional points.

There needs to be a demonstrated need for the service. (site relevant statistics and sources).

The agency must describe overhead expenses on a provided budget form.

The agency must provide proof of leveraging funds via collaboration.

The agency needs to demonstrate collaboration through formal agreements.

The agency needs to propose services county-wide or by identified by targeted need.

The agency needs to identify strategies, activities, and desired outcomes.

Ed Jasper commented that this RFP cannot be written for a specific agency or with a specific agency in mind. The board also suggested we need to have language to clarify that this will not supplant existing funding in any form or fashion.

David Kerr suggested that the timeline for the pilot is for a start-up on January 1, 2010 for a contract period of one year.

Diana Phillips explained that the goal is to release the pilot RFP next month with the contract beginning in January. She advised the plan was to go back to Council in December with an update on the process. In the meantime, the board needs to determine the methodology of how priorities would be determined. We would then return to the County Council in March with the recommended priorities.

Ed Jasper reminded the board that the goal was to try to do the full RFP by FY 2010-2011. In order to meet the aggressive timeline, the board would have to work to develop the priorities. In December of 2009, the goal is for the Council to select the agencies for the pilot program and to provide an update on the status of the full RFP.

Carrie Baird clarified that the RFP process tells us who to buy services from and the other process tells us what kind of service we want. Carrie Baird recommended that the whole board participate in the RFP process. Diana Phillips suggested that they move forward and agrees that the whole board be included.

Peggy will provide the board with a sample of an RFP. David Kerr requested the next sub committee meeting on September 1, 2009, be in the training rooms. The subject for the next meeting is to determine what services are to be defined - the scope of work and selection criteria. Susan Caplan will work on the services provided list.

Public Participation

Tom Lindzon-Council on Aging, addressed the structure of the RFP. He stated that there are three types. 1. Specific list of services to choose from 2. Matching funds 3. Specific area. He stated that county funding is insufficient to meet the first criteria.

Adjournment

David Kerr adjourned the sub-committee at 3:55 pm. The next sub-committee meeting is scheduled for September 1, 2009 at @ 2:00 pm.