

Children's Services Council of Leon County (CSC Leon)
Governing Council Meeting

Thursday, August 19, 2021, 2:00 pm - 5:00 pm ET
[Tallahassee Community College, Student Union Ballroom](#)
[444 Appleyard Dr., Tallahassee, FL 32304](#)

Members of the public can view the meeting via live stream on this YouTube channel:
<https://www.youtube.com/channel/UCC74A9evhLxbHlrH63-clbQ>.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes from the Previous Meeting
- V. Special Presentation: Pat Gleason, Special Counsel for Open Government, Florida Attorney General's Office
- VI. Public Comment
- VII. Interim Administrator's Report
- VIII. Consideration of Public Comment Policy
- IX. Consideration of Purchasing Policy
- X. Committee Reports:
 - a. Needs Assessment Committee
 - b. CEO Search Committee
- XI. Next Meeting Dates, including TRIM Hearings
- XII. Agenda for the Next Meeting
- XIII. In Memoriam – Jeanna Olson
- XIV. Member Comment
- XV. Adjournment

Agenda Item

IV. Approval of Minutes from the Previous Meeting

Attachments:

1. Minutes from July 22

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

July 22, 2021 Regular Meeting

PROPOSED MINUTES

Members Present: Carolyn Cummings, Leon County Commissioner; Dr. Zandra Glenn; Rocky Hanna, Superintendent of Schools; Darryl Jones, School Board Member; Liza McFadden; Paul Mitchell; Mark O'Bryant; Walter Sachs, DCF Northwest Region Managing Director; Honorable Jonathan Sjostrom (Chair), Chief Judge.

Member(s) Not Present: Carmen Conner (Vice-Chair)

Location: Leon County Courthouse, Leon County Commission Chambers, 5th Floor
301 S. Monroe St., Tallahassee, Florida

1. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 2:04 p.m.

2. ROLL CALL

Nine Council members were present, and a quorum was established.

3. APPROVAL OF AGENDA

Council members discussed the proposed agenda. Chair Sjostrom proposed Item #6 Sunshine Law Overview be removed from the agenda. Discussion.

Mr. Darryl Jones motioned to approve the agenda as amended. Mr. Mark O'Bryant seconded the motion. The agenda was approved unanimously.

4. APPROVAL OF MINUTES

Council members discussed the proposed minutes from the June 22, 2021, meeting. Mr. Darryl Jones moved to accept the minutes. Mr. Paul Mitchell seconded the motion. The June 22, 2021 minutes were approved unanimously.

5. INTRODUCTION OF CSC CPA

Mr. Ted Granger introduced Mr. John Grayson for a short presentation. Commissioner Cummings moved for the Council to accept Grayson Accounting & Consulting, PA as the accounting firm. The motion was seconded and passed unanimously.

6. PUBLIC COMMENT

No speakers addressed the Council during Public Forum.

7. INTERIM ADMINISTRATOR REPORT

Mr. Ted Granger gave the Interim Administrator Report. Mr. Granger announced the hiring of Mrs. Holly McPhail as the Contract Program Specialist and Administrator. Future meetings for the full Council will be held in the TCC Student Union Ballroom, unless otherwise noted. Committee meetings will be held in the County Commission Chambers.

8. PROPOSED PROCUREMENT POLICY

Mr. Chris Roe, General Counsel, discussed the proposed procurement policy. Discussion. Council will vote on the policy at the next Council meeting on August 19, 2021.

9. PARLIAMENTARIAN OVERVIEW

Commissioner Cummings reviewed Parliamentary rules for the Council.

10. COMMITTEE REPORTS

a. NEEDS ASSESSMENT COMMITTEE

Dr. Zandra Glenn, Chair of the Needs Assessment Committee, provided an update, including the proposed list of Council priority areas, and announced the intention of a final vote on the Invitation to Negotiate (ITN) on August 19, 2021. Discussion. Mr. Darryl Jones motioned to adopt the priorities. Mr. Mark O'Bryant seconded the motion and it passed unanimously. Discussion. The next Needs Assessment Committee Meeting is August 5, 2021, at 2:00 p.m.

b. CEO SEARCH

Mr. Ted Granger gave an update on the job description, timeline, process and approval. Discussion. Ms. Liza McFadden proposed amending the education background to a bachelor's degree and eight years of experience. Mr. Walter Sachs suggested adding strategic planning, analytical skills, financial planning. The Council agreed the salary will be capped at \$125,000. Mr. Jones motioned to amend the job description and cap the salary at \$125,000. Commissioner Cummings seconded. Motion passed unanimously.

11. NEXT AND FUTURE COUNCIL MEETINGS

a. TRIM MEETINGS

The first TRIM Public Hearing will be on September 8, 2021. The Council discussed a date for the second TRIM Public Hearing. Mr. Mark O'Bryant moved to accept September 21, 2021, as the second hearing date. Mr. Paul Mitchell seconded. The motion passed unanimously.

b. COUNCIL MEETING

Future meetings for the full Council will be held on the third Thursday of the month in the TCC Student Ballroom. Committee meetings will be held in the County Commission Chambers. Chair Sjostrom canceled the August 5, 2021, Council meeting. Needs Assessment Committee will still meet on August 5, 2021.

12. NEXT MEETING AGENDA

Chair Sjostrom proposed the following agenda for the August 19, 2021 meeting:

- Call Meeting to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes from July 22, 2021
- Update from Interim Administrator
- CEO Search Update
- Sunshine Law Overview (Pat Gleason)
- Public Hearing Process
- Procurement Policy – Vote on Resolution
- Needs Assessment – Vote on ITN
- Member Comment
- Public Comment

12. MEMBER COMMENTS

Mr. Paul Mitchell discussed the “Reimagining Education and Career Help Act (REACH).” Mr. Walter Sachs announced the Second Circuit Alliance and deadline for filing CSC financial disclosures. Mr. Terrance Watts will take the place of Mr. Sachs on the Council via delegation.

13. ADJOURNMENT

Meeting adjourned at 3:49 p.m.

Agenda Item

V. Special Presentation: Pat Gleason, Special Counsel for Open Government, Florida Attorney General's Office

Attachments:

1. Florida's Sunshine Law



FLORIDA'S SUNSHINE LAW

Fla. Stat. Sec. 286

OVERVIEW

Florida's Government in the Sunshine Law provides a right of access to governmental proceedings

The law is equally applicable to elected and appointed boards, including advisory boards

The law applies to *any* gathering of **two or more members** of the same board to discuss some matter which will foreseeably come before that board for action

REQUIREMENTS

There are three basic requirements:

1. Meetings must be open to the public
2. Reasonable notice of meetings must be given
3. Minutes of the meetings must be taken, promptly recorded, and open for public inspection

PUBLIC MEETINGS

Meetings should be held in buildings that are open to the public (open to all choosing to attend)

Boards must allow an opportunity for the public to be heard before the board takes official action on a proposition

Board members may not use the phone, email, text messages, etc. to conduct private discussions about board business

PENALTIES

Any member of a board or commission who *knowingly* violates the Sunshine Law is guilty of a 2nd degree misdemeanor

Any unintentional violation may result in a civil penalty up to \$500

No resolution, rule, regulation, or formal action shall be considered binding except as taken or made at an open meeting

Agenda Item

VIII. Consideration of Public Comment Policy

Attachments:

1. RESOLUTION NO. 2021-01: A resolution of the Children's Services Council of Leon County adopting a policy regarding public comment at council meetings; and providing an effective date.

RESOLUTION NO. 2021-1

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY ADOPTING A POLICY REGARDING PUBLIC COMMENT AT COUNCIL MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

**BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
AS FOLLOWS:**

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, Chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Children's Services Council of Leon County (the "Council") is an independent special district established by ordinance of Leon County, Florida (the "County") and approved by the electors of the County to provide children with early learning and reading skills, development, treatment, preventative and other children's services.

(B) As an independent special district, meetings of the Council are subject to Chapter 286, Florida Statutes, including the open meeting requirements of section 286.011 thereof, pursuant to which such meetings are declared to be public meetings open to the public at all times.

(C) Section 125.901, Florida Statutes, authorizes creation of children's services councils and provides that such councils may make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

(D) The Council adopts this Resolution in accordance therewith to approve and implement a policy concerning public comment during Council meetings.

SECTION 3. PUBLIC COMMENT AT COUNCIL MEETINGS.

(A) Pursuant to section 286.0114, Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a matter before the Council. The opportunity to be heard does not have to occur at the same meeting at which the Council takes official action, so long as an opportunity is provided at a meeting during the decision-making process and within a

reasonable time before the meeting at which the Council takes official action. The requirements for providing a reasonable opportunity to be heard do not apply to:

(1) An official act taken to deal with emergency situations affecting the public health, welfare or safety if compliance with requirements for providing public comment would cause an unreasonable delay in the ability of the Council to act;

(2) An official act involving no more than a ministerial act, including, but not limited to, approvals of minutes and ceremonial proclamations; and

(3) A meeting exempt from the provisions of section 286.011, Florida Statutes.

(B) The opportunity for public comment is subject to the following guidelines:

(1) Individuals wishing to speak will be provided the opportunity near the beginning of each Council meeting under the "Public Comments" section of the agenda. Individual comments are limited to three (3) minutes. The Chair, however, may limit speaking time to two (2) minutes if there are a large number of speakers.

(2) The Council encourages groups to appoint one or two representatives to address the Council on behalf of the group, rather than all members of the group speaking at meetings in which a large number of individuals wish to be heard. In such cases, the Chair may provide additional time, beyond that set forth in section (B)(1). above, for the comments of representatives.

(3) Individuals wishing to speak shall complete a "COMMENTS BY THE PUBLIC" card and provide it to Council staff, prior to the beginning of the "Public Comments" section of the agenda. The "COMMENTS BY THE PUBLIC" card may also be used to indicate an individual's support, opposition, or neutrality on a matter.

(4) Individuals who have indicated an intent to speak are requested to come forward and state, for the record, their names and addresses, and then address the Council with their comments.

(5) The Council has the right to maintain orderly conduct and proper decorum in a public meeting. Therefore, the Chair may curtail repetitious remarks and take such action as is necessary for orderly and efficient meetings. This may include ordering the removal of persons whose behavior is disruptive or disturbing the orderly and efficient conduct of the meeting and barring such persons from making any additional comments during the meeting unless permission to continue or again address the Council is granted by a majority vote of the Council members present.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 19th day of August, 2021.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____
Chair

ATTEST:

Secretary

Agenda Item

IX. Consideration of Purchasing Policy

Attachments:

1. RESOLUTION NO. 2021-02: A resolution of the Children's Services Council of Leon County adopting a policy for the purchase of goods and services; and providing an effective date.

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY ADOPTING A POLICY FOR THE
PURCHASE OF GOODS AND SERVICES; AND PROVIDING
AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
AS FOLLOWS:**

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, Chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Children's Services Council of Leon County (the "Council") is an independent special district established by ordinance of Leon County, Florida (the "County") and approved by the electors of the County to provide children with early learning and reading skills, development, treatment, preventative and other children's services.

(B) As an independent special district, the Council is governed in part by Chapter 189, Florida Statutes, entitled the "Uniform Special District Accountability Act" (the "Act").

(C) The Act does not mandate a particular policy or procedure for the purchase and procurement of goods and services by special districts such as the Council.

(D) The Council recognizes the importance and need for a purchasing policy to facilitate the fair and efficient purchase of goods and services and to promote public confidence in the purchasing procedures utilized by the Council.

(E) Section 125.901, Florida Statutes, authorizes creation of children's services councils and provides that such councils may make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

(F) In accordance therewith, the Governing Council adopts this Resolution to adopt a purchasing policy for the Council's procurement of goods and services, consistent with federal and state law and Leon County Ordinance No. 2018-13.

SECTION 3. PURCHASING POLICY. The Council hereby approves and adopts the purchasing policy attached hereto as Appendix A. Such policy shall be implemented on the effective date of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 19th day of August, 2021.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____
Chair

ATTEST:

Secretary

APPENDIX A

PURCHASING POLICY

Children's Services Council of Leon County (CSC Leon) Purchasing Policy

Authority:

- Children's Services Council of Leon County Independent Special District Ordinance (Leon County Ordinance No. 2018-13)
- Section 125.901, Florida Statutes

Version:

- Original (August 19, 2021)

Purpose and Scope:

- This policy outlines the duties and authority of CSC Leon regarding the purchase of goods and services.
- This policy does not apply to the expenditure of funds for programs, grants, or contracts to provide services on behalf of children and families.

Standards

Guiding Principles:

- CSC Leon will spend funds efficiently and in the best interest of CSC Leon and the public.
- All purchases in the operating budget will be procured through one of several purchasing processes authorized by this policy.
- CSC Leon purchasing activities will advance the goals and objectives of the Minority, Women, and Small Business Enterprise Policy of the Office of Economic Vitality.
- CSC Leon will comply with any additional regulatory requirements that may be associated with particular funding sources (e.g., 2 CFR Part 200 for federal awards).

Documentation:

- Documentation sufficient for an audit shall be prepared at the time of purchase.
- A purchase order (written or electronic) is required for the purchase of any good or service, unless the purchase is authorized under a banking procurement-card ("P-card") program that CSC Leon may adopt.

Procurement Ethics:

- All competitive purchases will be fair and equitable as required by this policy.
- CSC Leon employees and contractors involved in or influencing a purchase shall avoid any conflict of interest and shall maintain the highest degree of integrity and fairness throughout the purchasing process.
- CSC Leon council members, employees and contractors shall not influence the purchasing process or communicate with anyone regarding a planned or pending procurement in any manner that may appear to provide anyone an unfair competitive advantage.

Children's Services Council of Leon County (CSC Leon)

Purchasing Policy

- CSC Leon employees shall not purchase or recommend the purchase of goods or services from family members, CSC Leon council members, relatives or friends.
- CSC Leon employees shall not bill personal purchases to any CSC Leon account or P-card or use the CSC Leon tax-exempt number to make personal purchases.

Definitions

Best Value

The expected outcome of a purchase that, in CSC Leon's estimation, provides the greatest overall benefit in response to CSC Leon's requirements.

Bidder, Proposer, Vendor, Contractor

Those seeking to do business, or doing business, with CSC Leon.

Competitive Solicitation

A formal competitive process conducted to achieve a best value outcome for CSC Leon, including, without limitation, an invitation to bid (ITB), a request for proposals (RFP), or an invitation to negotiate (ITN), as described in chapter 287, Florida Statutes, and implementing regulations.

Contract

A formal written document used to contract for goods or services. No agreement shall be enforceable against CSC Leon unless it is in writing and in compliance with this policy.

Online Announcement Service

One or more web-based services providing announcements of contracting opportunities (e.g., Florida Administrative Register, DemandStar, etc.).

Purchasing Official

The individual responsible for CSC Leon's administration of the purchasing process.

Requesting Department

The CSC Leon employee assigned to purchase goods or services acting under the direction and authorization of the director of the department that will use the goods or services.

Responsible Vendor

A vendor that has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

Responsive Offer

An offer in response to a competitive solicitation that conforms in all material respects to the solicitation requirements.

Children's Services Council of Leon County (CSC Leon) Purchasing Policy

General Purchasing

Preparing to Purchase:

To prepare a purchase the requesting department shall:

- Estimate the amount of the purchase.
- Review the budget prior to initiating the purchasing process to confirm that funds are budgeted and available.
- Ensure the appropriate approval has been obtained for the purchase.

Expenditure Authorizations:

- The Executive Director is authorized to approve expenditures not reasonably expected to exceed \$10,000 in a fiscal year if such expenditures are authorized in the CSC Leon approved budget.
- Expenditures beyond \$10,000 must be approved by the CSC Leon council, except in emergency situations threatening life or public safety, as determined by the Executive Director, which must be reported in writing to the CSC Leon council chair with reasonable promptness.

Competitive Solicitation Threshold:

Every purchase reasonably expected to exceed a total amount of \$10,000 shall be made via competitive solicitation unless this policy expressly exempts the purchase from competition. Purchases below the competitive threshold shall be made using good business practices, including seeking price quotations. Good business practice indicates that lower-price purchases require less market research, while higher-price purchases demand more market research. Price quotations may be solicited informally or may be obtained via internet research. Market research efforts, including price quotations, shall be documented.

Contract Reporting:

At each CSC Leon council meeting, a complete list of all contracts signed on behalf of CSC Leon during the preceding month shall be included in the meeting materials.

Exemptions from Competitive Solicitation

The following purchases are exempt from competitive solicitation:

- Goods or services available only from a sole source
- Regulated utilities, i.e. water, sanitary sewer, electricity, and solid waste
- Regulated public communications
- Membership dues according to the standards applicable to state agencies pursuant to section 216.345, Florida Statutes
- Interlocal/Intergovernmental agreements (chapter 163, Florida Statutes)

Children's Services Council of Leon County (CSC Leon) Purchasing Policy

- Real estate lease, license, purchase or sale agreements (which may include concessions), and appraisers
- Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services
- Conferences, lectures or specialized training attended by staff
- Staff travel conducted according to section 112.061, Florida Statutes, including conferences
- Specialized training or presentations when the facilitator is paid for the service
- Insurance agreements and policies
- Maintenance agreements or services on proprietary or licensed equipment or software
- Emergency purchases
- Negotiated purchases after the receipt of less than two responses to a competitive solicitation
- Publications, subscriptions, and media (including television, radio, print, internet, and billboard advertising)
- Cooperative purchases (e.g., the State of Florida's state term contracts (section 287.056, Florida Statutes), the federal General Services Administration schedules, the U.S. Communities Purchasing Alliance, the NASPO ValuePoint program)
- Other exceptions provided by state or local law, including but not limited to exceptions codified in section 287.057(3), Florida Statutes.

Competitive Solicitation

Determination of Need:

A requesting department will determine its needs in collaboration with the Purchasing Official.

Scope of Work Development:

CSC Leon will prepare a scope of work, which may include specifications, taking the following into consideration:

- Does the scope of work describe the needs of CSC Leon in terms of essential function or performance required?
- Does the scope of work indicate the end usage or expected results?
- Is the scope of work clear and understandable?
- Does the scope of work encourage competition?
- Are standard specifications available?
- Are there any unusual conditions to be considered?
- If a specific brand or model is referenced, does the scope of work include the term "or approved equal"? If not, is there sufficient documented rationale supporting the use of the specific product?
- Are the deliverables and the payment terms clear?

Children's Services Council of Leon County (CSC Leon)

Purchasing Policy

Competitive Solicitation Process:

- A requesting department, in collaboration with the Purchasing Official, will determine the appropriate form of competitive solicitation process most likely to achieve best value for CSC Leon.
- Generally speaking, CSC Leon will award contracts to responsible vendors that submit responsive offers providing the best value to CSC Leon.
- Best value may be obtained via different processes, and the relative importance of cost or price may vary. For example, where the requirement is clearly definable and the risk of unsuccessful contract performance is minimal, price may be the dominant consideration, and an ITB may be the appropriate process. By contrast, if requirements are less definitive, or if more development work is required, or if performance risk is greater, then technical or past performance considerations may be the dominant considerations, and an RFP or ITN may be the appropriate process.
- In every competitive solicitation, the solicitation documents shall clearly and completely explain the solicitation process. The solicitation documents shall:
 - Identify the Purchasing Official and contact information
 - Identify material deadlines and other logistical details
 - Describe the good or service sought (specifications, scope of work, etc.)
 - Identify the evaluation criteria and process
 - Describe the negotiation process (if any)
 - Identify the award criteria
 - Identify any other considerations material to the solicitation, such as non-price factors often recognized by the State of Florida and local governments conducting competitive award processes (historically disadvantaged business status, veteran preferences, geographic preferences, etc.)
- CSC Leon is not an executive agency of the State of Florida and is not governed by section 287.057, Florida Statutes, or its implementing policies. This policy refers to those statutory competitive solicitation processes for convenience and as a guideline, but they have no binding legal effect on CSC Leon. Every competitive solicitation will be governed by this policy and by the specific terms of the particular solicitation documents.

Public Notice of Competitive Solicitations:

- A brief public notice advertisement will be published via an online announcement service to inform interested parties of opportunities to participate in CSC Leon competitive solicitations and where additional information may be obtained.
- Information related to competitive solicitations will be published on the CSC Leon website.
- Notice of competitive solicitations will identify the responsible Purchasing Official.

Children's Services Council of Leon County (CSC Leon)

Purchasing Policy

Restricted Communications:

- Between the date CSC Leon issues a competitive solicitation and the date CSC Leon publishes notice of its recommended award, no vendor interested in the solicitation, or anyone acting on the vendor's behalf, shall contact any CSC Leon council member, employee, or contractor concerning any aspect of the solicitation, except in writing to the Purchasing Official or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Pre-Bid Conferences:

- A pre-bid conference may be scheduled when it is deemed advisable to allow vendors to consult with CSC Leon representatives to help ensure full mutual understanding of the terms, conditions, and requirements of the solicitation, and, if applicable, to view the site where the work is to be completed.
- This conference shall be scheduled at a time during the solicitation period to allow time for vendors to prepare for the conference and to consider the information provided.
- Vendor conferences may be optional or mandatory dependent on the specific requirements of the procurement.
- Restrictions on discussions between CSC Leon representatives and vendor personnel during the solicitation process are not applicable during pre-bid conferences.

Addenda to Solicitation Documents:

- There may be occasions when it is necessary to change the terms of solicitation documents. Such changes shall be formalized by the release of an addendum.
- The addendum becomes part of, and supersedes, the revised section of the solicitation documents.
- No change to solicitation documents is official unless the change is expressed in an addendum.
- Offers may be rejected by CSC Leon if the vendor fails to acknowledge receipt of all addenda.

Solicitation Committees:

- CSC Leon will form a solicitation committee of at least three members to evaluate responses to an RFP or an ITN and to form a recommendation of award. Solicitation committee composition is subject to Executive Director approval.
- Solicitation committees shall be comprised of qualified personnel and may include individuals from external entities. For an ITN, CSC Leon will bifurcate the evaluation process from the process of negotiation and recommendation of award, and form separate committees for these purposes, but the same individual(s) may serve during both processes.

Children's Services Council of Leon County (CSC Leon) Purchasing Policy

- Solicitation committee meetings will comply with the Florida Sunshine Law (chapter 286, Florida Statutes), which includes temporary exemptions during the active solicitation process.
- Solicitation committee members must plan to attend all necessary meetings (e.g., orientation, evaluation, strategy, negotiation) and be prepared to complete all actions required to complete the solicitation process.
- Solicitation committee members shall not discuss any aspect of the evaluation outside of appropriately conducted committee meetings.

Award Process:

- The solicitation committee will formulate by consensus a recommendation of award in accordance with the criteria published in the solicitation documents.
- The solicitation committee will reduce its recommendation to writing, including a description of the basis of its recommendation, and convey that written recommendation to the Purchasing Official. The written recommendation will be a public record available for inspection (particular details may be redacted as authorized by Florida law).
- The Purchasing Official will convey the written recommendation to the Executive Director, for purposes of planning the meeting at which the CSC Leon council will consider the recommendation.
- The Purchasing Official will advise in writing (including email) every vendor that responded to the solicitation of the committee's recommendation of award. This notice will include the date, time, and place of the meeting at which the CSC Leon council will consider the recommendation, which must be at least seven days after the date of the notice. The notice will also describe briefly CSC Leon's protest process.
- Any protest of a recommended award must be made within five days after the Purchasing Official communicates notice of the recommended award, and before the CSC Leon council votes on the recommendation.
- No recommendation of award is binding on CSC Leon. Only the CSC Leon council may approve award of a contract resulting from a competitive solicitation.
- If the CSC Leon council votes to award the contract to a vendor other than the one recommended by the solicitation committee, within three business days after the council meeting the Purchasing Official will advise in writing (including email) every vendor that responded to the solicitation of the council's decision. No notice will be given if the council adopts the committee's recommendation of award. If notice is given, it will describe briefly CSC Leon's protest process.
- Any protest of a final award decision must be made within five days after the Purchasing Official communicates notice of the award decision. There is no right of protest if the council adopts the recommendation of award.
- After council approval of a contract award and the expiration of any protest period, CSC Leon will execute the written contract through its council chairperson or authorized designee.

Children's Services Council of Leon County (CSC Leon) Purchasing Policy

Debriefing of Unsuccessful Responding Vendors:

- Within 30 days after CSC Leon executes a contract resulting from a competitive solicitation, any vendor that participated in the process may request a formal debriefing regarding the evaluation of its proposal.
- Debriefings may be conducted by conference call or in person. CSC Leon will be represented by the Purchasing Official, any may also be represented by one or more members of a solicitation committee.
- Discussion will be limited to issues regarding the proposal submitted by the vendor requesting the debriefing and will be focused on information intended to enable the vendor to respond in a more successful manner in the future.

Protest Process:

- CSC Leon encourages prompt and fair handling of all complaints and disputes with the business community. CSC Leon will resolve disputed matters in an equitable manner.
- Any vendor allegedly aggrieved in connection with a competitive solicitation or other purchasing action must file a written protest with the Purchasing Official within five days after notice of the action. The written protest shall state with particularity the facts and laws upon which the protest is based, including full details of adverse effects and the relief sought.
- Within seven days of receipt of the written protest, the Purchasing Official will arrange a meeting of a Protest Committee and the affected parties. The Protest Committee shall consist of the Executive Director and at least one other CSC Leon employee not previously involved personally and substantially in the action at issue. The Purchasing Official shall act as a hearing coordinator and the CSC Leon attorney or designee may be requested to attend. The Purchasing Official or designee shall record the meeting and provide any information as the committee may request. The purpose of the meeting of the Protest Committee is to provide an opportunity to (1) review the basis of the protest, (2) evaluate the facts and merits of the bid protest, and (3) if possible, to reach a resolution of the protest that is acceptable to the affected parties. For the purpose of the Protest Committee hearing, resolution shall mean that the protestor finds the decision of the Protest Committee acceptable.
- In the event the matter is not resolved with the Protestor's acceptance of the Protest Committee's decision, the Executive Director will schedule the matter before the CSC Leon council, including the details of the protest and the Protest Committee's recommendation. The affected parties may appear before the CSC Leon council as a final means of administrative remedy.
- CSC Leon is not subject to the Administrative Procedures Act (chapter 120, Florida Statutes). If a vendor disputes a purchasing decision of the CSC Leon council, the vendor must seek relief in the appropriate court.
- Failure to observe the above process shall constitute a waiver the right to protest a purchasing action. In the event of a timely protest, CSC Leon shall not proceed further with the action until final resolution by the Protest Committee or the CSC

Children's Services Council of Leon County (CSC Leon) Purchasing Policy

Leon council, unless the Executive Director determines in writing that action must be taken immediately to protect the public interest.

Purchases Subject to Statutory Requirements:

The following purchases are subject to statutory requirements of the State of Florida, which will apply in addition to this policy, and control to the extent inconsistent:

Auditing:

- Purchase of annual auditing services is governed by section 218.391, Florida Statutes.

Professional Services:

- Purchase of certain professional services is governed by the Consultants' Competitive Negotiation Act, section 287.055 Florida Statutes, in particular, architects, engineers, landscape architects, design-builders, and surveyors and mappers.

Construction Contractors:

- Construction of public projects is governed by section 255.20, Florida Statutes.

Agenda Item

X.a. Committee Reports: Needs Assessment Committee

Exhibit (placed at end of meeting packet)

1. DRAFT Invitation to Negotiate

Agenda Item

XI. Next Meeting Dates, including TRIM Hearings

Attachments:

1. 2021 Future Meeting Dates & Locations
2. TRIM Public Hearing Overview

Children's Services Council of Leon County

2021 Future Meeting Dates & Locations

(All times are E.T.)

DATE	TIME	SUBJECT	LOCATION
Thursday, August 19 th	1:00 pm	Needs Assessment Committee Meeting	Tallahassee Community College, Student Union Ballroom
Thursday, August 19 th	2:00 pm	Regular Meeting	Tallahassee Community College, Student Union Ballroom
Tuesday, August 24 th	2:00 pm	Executive Director Search Committee	County Commission Chambers
Thursday, September 8 th	3:30 pm	Executive Director Search Committee	Tallahassee Community College, Student Union Ballroom
Thursday, September 8 th	5:15 pm	TRIM Public Hearing	Tallahassee Community College, Student Union Ballroom
Tuesday, September 21 st	5:15 pm	TRIM Public Hearing	Tallahassee City Chambers
Thursday, September 23 rd	1:00 pm	Executive Director Search Committee	County Commission Chambers
Thursday, September 23 rd	2:00 pm	Regular Meeting	County Commission Chambers
Friday, September 24 th	3:00 pm	Public Opening of ITN Responses	County Commission Chambers
Thursday, October 7 th	1:00 pm	ITN Evaluation Team Meeting	County Commission Chambers
Thursday, October 14 th	1:00 pm	ITN Negotiation Team Meeting	County Commission Chambers
Thursday, October 21 st	2:00 pm	Regular Meeting	County Commission Chambers
Thursday, November 18 th	2:00 pm	Regular Meeting	Tallahassee Community College, Student Union Ballroom
Thursday, December 16 th	2:00 pm	Regular Meeting	Tallahassee Community College, Student Union Ballroom

Children's Services Council of Leon County

Wednesday September 8, 2021 5:15pm

Tallahassee Community College

Student Union Ballroom

444 Appleyard Dr

Tallahassee, FL 32304

TRIM Public Hearing Overview

(Statutorily Required items are **bolded**)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. TRIM Overview
- V. **TRIM Overview & Public Reading**
 - A. **Name of the taxing authority**
 - B. Because the CSC is seeking millage for first time
 1. **There is no percentage increase in millage over the rolled-back rate needed to fund the budget, and**
 2. **Ad valorem tax revenues for the CSC will not be increasing from last fiscal year.**
 - C. **Tentative millage rate to be levied**
 - D. Requirement for public hearing and explanation of meeting flow
 1. Adoption of tentative millage rate
 2. Adoption of tentative 2021-2022 budget
- VI. Public Comment
 - A. **Public can speak and ask questions**
 1. **Public Comment must be made before CSC adopts millage or budget**

Meeting Requirement

CSC Must:

- **adopt millage rate before adopting budget**
- **adopt the millage rate and budget by separate votes**

- VII. **Tentative Millage Rate Discussed and Adopted**
- VIII. **Tentative Budget Discussed and Adopted**
- IX. 2nd Trim Public Hearing Date and location
- X. Member Comments
- XI. Adjourn

Meeting Requirement for Final TRIM hearing, scheduled for September 21

At the final hearing, a resolution must be adopted that includes:

- **Name of the taxing authority**
- **Rolled-back rate**
- **Percentage increase over the rolled-back rate**
- **Final adopted millage rate**

DRAFT

Agenda Item

XIV. Member Comment

Attachments:

1. Resignation Letter submitted by Mr. Walter Sachs



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

August 5, 2021

Walter Sachs
Northwest Regional
Managing Director

Ted Granger
Interim Administrator
Children's Services Council of Leon County
P.O. Box 1816
Tallahassee, Florida 32302

Re: Delegation of Children's Services Council Membership

Mr. Granger:

In accordance with subsection 125.901(1)(a), Florida Statutes, I hereby delegate my membership on the Leon County Children's Services Council, as the "district administrator from the appropriate district of the Department of Children and Families" to **Terrence Watts** who is the Circuit Community Development Administrator for Circuit 2 effective **August 20, 2021**. Mr. Watts was recently promoted into this position and has significant experience in the child welfare system. He will be a tremendous asset to the Council. Here is Mr. Watts' contact information:

Terrence Watts

Circuit 2 Community Development Administrator
Department of Children and Families
2383 Phillips Rd
Tallahassee, FL 32308
Office: 850 778-4026
terrence.watts@myflfamilies.com

I have enjoyed being involved in both the Planning Committee efforts as well as the initial actions of the Council. Under Judge Sjostrom's leadership, the Council is making great strides and I'm looking forward to cheering you all on in your accomplishments.

Sincerely,

Walter Sachs
Northwest Regional Managing Director

Northwest Region

EXHIBIT I

INVITATION TO NEGOTIATE

Invitation to Negotiate (ITN)
Assets & Needs Assessment
Children's Services Council of Leon County (CSC Leon)

Issue Date: August 23, 2021

Questions Deadline: September 3, 2021, 5:00 PM ET

Question Responses Posted: September 16, 2021

Response Deadline: September 24, 2021, 2:00 PM ET

Estimated Notice of Intent to Award: October 21, 2021

Do not contact the CSC Leon Interim Administrator, any member of the Council or their respective staffs regarding this request. Direct all correspondence or inquiries during the ITN process to the following **Purchasing Official**:

Holly McPhail, Interim Operations Manager
Children's Services Council of Leon County
C/O Bryant Miller Olive P.A.

1545 Raymond Diehl Rd, Suite 300

Tallahassee, FL 32308

procurement@cscleon.org

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SECTION 1 – INTRODUCTION

A. Solicitation Objective and Overview

The Children’s Services Council of Leon County (“CSC Leon”) seeks to establish, through this Invitation to Negotiate (“ITN”), a contract for completion of a comprehensive inventory and analysis of programs currently offered in Leon County, Florida, which will provide a sound basis for future CSC Leon funding decisions (“Contract”).

The analysis is intended not only to provide a snapshot of the current situation relating to the needs of and services available to children and youth in Leon County, but also to highlight the causes and effects of current and long-term trends relating to the well-being of children, youth, and their parents, and the infrastructure needed to support them. It is intended to inform the decision-making process of CSC Leon in creating a roadmap for policies, programs and services that will positively transform the trajectory of Leon County’s future based on proven principles of success: wholistic systems approaches based on prevention, resiliency, and evidence-based and emerging practices that have documented effectiveness.

CSC Leon has developed a draft Statement of Work (“SOW”) for the Contract, which is attached as Exhibit I. The final SOW will be developed during the negotiation phase of this ITN. The draft SOW details the questions being explored by this ITN, and the related facts, which include the following:

1. What programs and services are currently available for Leon County children, youth and parents?
2. Do these programs and services provide specific and measurable outcomes that promote the public good?
3. What barriers inhibit maximum fulfillment of currently available programs and services?
4. What gaps exist between currently available programs and services and the needs for those programs and services by Leon County children, youth and parents?
5. Based on those gaps, what options should CSC Leon consider for investment that could potentially yield the most significant returns?
6. What process measures and outcomes should be tracked by programs and services serving Leon County children, youth and parents?
7. How can CSC Leon realize best value while achieving the ITN goals?

The goal of this ITN is to establish a Contract providing the best value solution to the challenge of gathering and analyzing information to support CSC Leon’s future funding decisions.

B. Background

CSC Leon is a catalyst for positive change to improve the lives and outcomes of children and families in the local community.

Approved by a majority of the Leon County (“County”) electorate in the November 2020 general election, CSC Leon has been established to provide children with early learning and reading skills, development, treatment, preventative and other children’s services.

As an independent special district authorized by section 125.901, Florida Statutes, CSC Leon will provide funding for these children's services throughout the County by annually levying ad valorem taxes, not exceeding the maximum millage rate of one-half (1/2) mill. The CSCLS has independent oversight and accountability, and the following powers and functions:

1. To provide and maintain in the County such preventive, developmental, treatment and rehabilitative services for children as CSC Leon determines are needed for the general welfare of the County.
2. To provide such other services for all children as CSC Leon determines are needed for the general welfare of the County.
3. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research, which will be helpful to CSC Leon and the County in deciding the needs of children in the County.
5. To consult with other agencies dedicated to the welfare of children, to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing in this subsection shall be construed to authorize CSC Leon to issue bonds of any nature, nor shall CSC Leon have the power to require the imposition of any bond by the Board of County Commissioners.
7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and duties.

One of the first tasks of CSC Leon is to identify and assess the needs of the children in the County and submit to the Board of County Commissioners ("BOCC") a written description of:

1. The activities, services and opportunities that will be provided to children.
2. The anticipated schedule for providing those activities, services, and opportunities.
3. The manner in which children will be served, including a description of arrangements and agreements which will be made with community organizations, state and local educational agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies and organizations.
4. The special outreach efforts that will be undertaken to provide services to at-risk, abused, or neglected children.
5. The manner in which CSC Leon will seek and provide funding for unmet needs.
6. The strategy which will be used for interagency coordination to maximize existing human and fiscal resources.

In the future, CSC Leon will report the following no later than January 1 of each year to the BOCC:

1. Information on the effectiveness of activities, services, and programs offered by CSC Leon, including cost-effectiveness.

2. A detailed anticipated budget for continuation of activities, services, and programs offered by the Council, and a list of all sources of requested funding, both public and private.
3. Procedures used for early identification of at-risk children who need additional or continued services and methods for ensuring that the additional or continued services are received.
4. A description of the degree to which CSC Leon's objectives and activities are consistent with the goals of the County ordinance establishing CSC Leon (No. 2018-13).
5. Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.
6. Information on programs, services, and activities that should be eliminated; programs, services and activities that should be continued; and programs, services and activities that should be added to the basic format of CSC Leon.

As a precursor to CSC Leon, the BOCC established an independent Children's Services Council Planning Committee ("Planning Committee"). The Planning Committee's purpose was to create a roadmap for ethical governance, quality controls, absolute transparency, no duplication of services, and measurable, results-based outcomes for the Council. The Planning Committee gathered information, sought expert advice, developed guidance on quality controls and accountability measures, kept the public informed and engaged, and laid the groundwork for future collaboration.

The Planning Committee reviewed existing assessments of unmet community needs, collected input on unmet needs, invited public testimony, and synthesized findings. Members reviewed data in four key areas: economic well-being, education, health, and family and community. They reviewed data from community organizations about unmet needs and service gaps as well as data collected by community coordinating partners such as United Partners for Human Services, United Way of the Big Bend, and Whole Child Leon. The data review focused on outcome areas in which the County ranks relatively low on a state or national basis. The data and extensive public comments highlighted unmet needs.

The Planning Committee then determined broad priorities to encourage funding a range of potential programs reflecting the critical needs identified in the planning process. The Planning Committee intentionally left these priorities broad, explaining that "Narrowly defined priorities and specific measures would exceed the role of the Planning Committee and infringe upon the role of the CSC of Leon County's board and executive director."

To begin fulfilling its duties, CSC Leon formed a Needs Assessment Committee, which reviewed the Planning Committee's priorities on July 8 and July 22, 2021. The Needs Assessment Committee recommended using the Planning Committee's priorities as a basis for completing a comprehensive needs assessment. Additional items were placed under the three primary categories, with "economic well-being" included under "family & community." These priorities, which are integral to the SOW, are included in Exhibit II.

C. Minimum Qualifications of Respondents

To respond to this ITN, a Respondent must demonstrate at least five years of experience providing services materially similar to those specified in the SOW. A Respondent may satisfy this requirement via the experience of its proposed key project members, even if those members performed the service for another company. Responses not satisfying this minimum requirement will be deemed non-responsive and will not be evaluated.

D. Purchasing Official and “Quiet Period”

The Purchasing Official is identified on the ITN cover page. Any person requiring a special accommodation due to a disability should contact the Purchasing Official.

All Respondent communications regarding the ITN shall be limited to the Purchasing Official.

There shall be a “quiet period” between the date the ITN is advertised and the date the recommended award (or cancellation) has been announced. During the quiet period, no one acting on Respondent’s behalf may engage in any written or verbal communication or other attempts to influence anyone else at CSC Leon regarding this ITN, the merits of the Respondent, or whether CSC Leon should award the Contract to the Respondent. Any unauthorized contact may disqualify the Respondent from further consideration

SECTION 2 – SOLICITATION PROCESS

A. Overview

This ITN is a method of competitive solicitation under CSC Leon’s Purchasing Policy. Those interested in submitting a Response are to comply with all terms and conditions described in this solicitation. CSC Leon will hold a public opening of the Responses at the date, time, and location provided in the Timeline of Events.

The ITN process is divided into two phases: the evaluation phase and the negotiation phase. During the evaluation phase, CSC Leon evaluates all Responses, except those deemed non-responsive, against the evaluation criteria to establish a competitive range of Responses reasonably susceptible of award. CSC Leon then selects one or more Respondents within the competitive range with which to commence negotiations.

The negotiation phase involves negotiations between CSC Leon and one or more Respondents whose evaluated Responses were determined to be within the competitive range. During this phase, CSC Leon may request revised Responses and final Responses (best and final offer or “BAFO”) based on the negotiations.

Final contract terms will be established during the negotiation phase. Once negotiations have concluded and BAFO(s) received and reviewed, CSC Leon will hold a Negotiation Team public meeting to recommend Contract award. The CSC Leon Governing Council will take up the recommendation at a public meeting and make the final decision concerning Contract award.

B. Questions and Answers

Submit all questions about the ITN in writing to the Purchasing Official via email. The deadline for submission of questions is reflected the Timeline of Events.

CSC Leon reserves the right to accept or reject any or all requests for clarification, either in whole or in part, and may require requests to be clarified or supplemented through additional written submissions. Respondents will be notified of the rejection of their request for clarification. Oral requests for clarification will not be accepted.

CSC Leon’s responses to questions will be posted on the CSC Leon website at www.cscleon.org/announcements. Respondents unable to download responses should direct their requests for hard copies via e-mail to the Purchasing Official. Answers to questions will be published as an addendum to and, as such, an integral part of this ITN.

CSC Leon does not guarantee the validity or reliability of information obtained from other sources. If it becomes necessary to revise any part of this ITN, an addendum will be posted on the CSC Leon website at www.cscleon.org/announcements. The Respondent is responsible for checking the website for any addenda or clarifications.

C. Timeline of Events

The table below contains the anticipated timeline of events for this solicitation. The dates and times are subject to change. The Respondent is responsible for ensuring that CSC Leon receives

all required documentation by the dates and times (Eastern time) specified below (or as revised by ITN addenda).

Aug 23	ITN Issued	5:00 PM ET
Sep 3	Deadline to submit questions to the Purchasing Official	5:00 PM ET
Sep 16	Publication of CSC Leon's answers to Respondents' questions	5:00 PM ET
Sep 24	Deadline to submit Response to the Purchasing Official	2:00 PM ET
Sep 24	Public Opening [Leon County Commission Chamber]	3:00 PM ET
Sep 27-Oct 6	Evaluation Phase	
Oct 7	Evaluation Team Public Meeting to Rank Responses and Designate Respondents for Negotiation Phase [Leon County Commission Chamber]	2:00 PM ET
Oct 8-14	Negotiation Phase	
Oct 14	Negotiation Team Public Meeting to Recommend Award [Leon County Commission Chamber]	1:00 PM ET
Oct 14	Purchasing Official Communicate Recommendation of Award	4:00 PM ET
Oct 21	CSC Leon Governing Council Meeting to Consider Recommendation of Award	2:00 PM ET
Nov 1	Anticipated Contract Start Date	

D. Response Submittal and Deadline

One bound copy and one electronic copy in PDF format on a flash drive via postal or commercial courier services of the complete Response by the deadline indicated in the Timeline of Events.

Submit Responses to CSC Leon care of the Purchasing Official at the delivery address reflected on the ITN cover page. Facsimile transmissions will not be accepted. All bound responses must be submitted in a sealed envelope or box and must be marked "ITN for CSC Leon Needs Assessment." CSC Leon accepts no responsibility whatsoever for failure to deliver or late delivery by postal or commercial courier services. Failure by postal or commercial courier services to meet the response deadline may result in disqualification.

E. CSC Leon Not Liable for Respondent's Cost

CSC Leon shall not be liable or responsible for any costs incurred by any Respondent for preparing and submitting any response to this ITN, attending any negotiation, or for any other activities or occurrences related in any way to this ITN on or prior to the execution of a contract.

F. Disclosure of Contents

All material submitted by Respondents shall become the property of CSC Leon and will not be returned. Responses submitted may be reviewed and evaluated by persons designated by CSC Leon, in its sole discretion. Records made and received by CSC Leon in connection with this ITN are public records and must be furnished and disclosed to any person under a request to inspect or copy such documents or records, pursuant to Chapter 119, Florida Statutes.

If information is provided that could reasonably be ruled a “trade secret” as defined in Section 812.081, Florida Statutes, include such information in a separate attachment clearly marked – “Trade Secret Information.” Include a table of contents within this attachment with a detailed listing of and explanation for EACH item marked as a “trade secret.”

Designation of items as “trade secret” by Respondents is not dispositive and does not guarantee that the items will not ultimately be disclosed pursuant to Chapter 119, Florida Statutes. The State of Florida places a high priority on the public’s right of access to governmental meetings and records. By submitting a response, each Respondent further understands and agrees that CSC Leon shall have the right to use any and all information, records, documentation, or items, including any derivation or adaptation thereof or knowledge gained thereby, presented by any Respondent in connection with this ITN in negotiating and entering into any contract or for any purpose. CSC Leon shall have such rights regardless of whether CSC Leon enters into any contract with such Respondent or any Respondent under this ITN, successfully negotiates any contract with any Respondent, rejects any or all responses to this ITN, amends or withdraws this ITN at any time, or otherwise satisfies its needs through alternative means.

G. Right to Cancel

CSC Leon, in its sole discretion, may cancel this ITN at any time and for any reason. Issuance of this ITN in no way constitutes a commitment by or obligation of CSC Leon to enter into any contract, and CSC Leon may, in its sole discretion, reject all Responses to this ITN for any reason whatsoever.

H. Responsiveness and Responsibility

CSC Leon will be the sole judge of a Response’s responsiveness. CSC Leon will reject any Response that it deems non-responsive; provided, however, that CSC Leon may also waive any minor defect in a Response or deviation from the ITN requirements. CSC Leon will reject the Response of any Respondent it deems non-responsible.

I. ITN Specifications Protest Process

Any protest of the terms of this solicitation, including without limitation terms governing the evaluation phase, the negotiation phase, or the award of any contract, shall be filed via email to the Purchasing Official within five calendar days after the advertisement of the solicitation. A protest must state with particularity the facts and law upon which it based. Failure to file a timely protest shall constitute a waiver of any pre-award challenges.

SECTION 3 – RESPONSE FORMAT AND CONTENTS

Prepare the Response with five separately tabbed sections, A through E. Do not include any appendix or attachment beyond these sections. Attachments within sections are permissible, e.g., resumes within Tab B. Respond using no smaller than 12-point font. Tables and graphs are exempt from the font requirement, but must be readable.

Respond concisely and avoid superfluous information. A Response should not exceed 45 pages.

A. Cover Letter

Address the cover letter to the Purchasing Official. Identify the Respondent's name and principal address. Provide the name, telephone number and email address of the person authorized to represent the Respondent regarding all matters related to the ITN. Explain very briefly how the Respondent satisfies the minimum qualifications to respond (see Section 1.C). Affirm that the Respondent has thoroughly reviewed the ITN and agrees to provide the services set forth in the SOW if awarded a Contract following negotiations. If the Response includes any alleged trade secrets, confirm compliance with Section 2.F.

Behind the cover letter, include the executed original of the completed ITN Form A, *Service Requirement: Disclosures and Affirmation Statement*. **Failure to include the executed form will result in the Response being deemed non-responsive.**

B. Respondent Experience, Qualifications and References

Restate each item in bold face type, and then address it clearly and concisely. Communicate Respondent's distinguishing features and key value propositions.

1. Describe briefly Respondent's background/history, ownership structure, primary location(s) and size (number of offices and employees).
2. Describe any anticipated changes to Respondent's basic ownership structure or any other significant changes in its organization, its management, or key personnel.
3. Describe any plans to use subcontractors or third parties for any of the Contract services.
4. Describe Respondent's financial capability to provide the Contract services. Be specific. Attach brief evidence of objective details, such as portions of financial statements (if statements are available on-line, refer to URL).
5. CSC Leon strongly supports and encourages diversity and participation of historically disadvantaged business enterprises in contracting, as evidenced in the CSC Leon Purchasing Policy. Attach any evidence of firm certification by the *Minority, Women, and Small Business Enterprise Division of the Office of Economic Vitality* or comparable public body and identify the qualifying individuals. Non-certified firms may highlight individual investments, e.g., the number and percentage of professionals who are minorities or women.
6. Has the Respondent or key personnel previously had a contract with any Children's Services Council in Florida or any entity seeking to create one? If yes, please disclose the entity with whom you worked and their primary contact (name, phone number, and email address), and the scope of services and level of engagement you provided.

7. Has the Respondent or key personnel previously conducted a human services needs assessment for any governmental or other entity in Florida? If yes, please disclose the entity with whom you worked and their primary contact (name, phone number, and email address).
8. Describe generally Respondent's firm's qualifications for providing the Contract services and previous work experience in this area.
9. Provide a list of three client references (name, phone number, and email address) that CSC Leon may contact.
10. Provide the names, titles, and brief biographies of the professionals who would actually perform the Contract services. Describe each individual's current role with the Respondent, their experience, any specialized expertise related to the Contract services, the length of time each person has been with the firm, and the location of their primary office. Include the resumes of key personnel responsible for Contract performance.

C. Specialized Expertise

Restate each item in bold face type, and then address it clearly and concisely. Communicate Respondent's specialized expertise and experience with each of the following areas, which will be important for successful Contract performance.

1. Working with community partnerships such as community-based care organizations, managing entities, early learning coalitions, chambers of commerce, workforce development boards, local college access networks, state and local agencies, children and family advocates, interest groups and funders (e.g., foundations, commissions and children's institutes, governance boards, etc.), and the scope of services and level of engagement you provided.
2. Understanding population and community-level at-risk factors.
3. Understanding and applying Diversity, Equity, and Inclusion practices as it relates to impact on children, youth and family outcomes and service delivery.
4. Quantifying the overrepresentation of minority children and youth in the systems of care and custody (e.g., child welfare and juvenile justice).
5. Assessing the existing status of minority children and youth in the systems of care and custody.
6. Identifying prevention strategies and programs to reduce overrepresentation of minority children and youth in the systems of care and custody.
7. Identifying efforts to assist federal, state or local governments and other child and youth organizations in the reduction of the disproportionate minority contact, specifically within the juvenile justice system.

D. Service Description

Explain in detail how Respondent proposes to deliver the Contract services outlined in the SOW, Exhibit I.

1. First address the overall project approach, describing in detail the process, timing and sequencing of services, including, but not limited to:
 - a. Timeline from Contract execution to final completion of the work, including key dates and deliverables, draft and final reports, and updates to CSC Leon (see Exhibit I, Section D).

- b. The year/years of annual and cumulative data that will be used as the basis for the assessments in light of COVID, and how data generated during 2020–21 will be used to frame and inform the overall data analysis, reporting and conclusions.
 - c. The data sources that will be used to perform the assessments and inform conclusions.
 - d. The role of community engagement throughout the needs assessment process to ensure representation of programs, providers and services from all neighborhoods, including special outreach to those in high-poverty census tracts, keeping in mind the disproportionate contact between minority communities and services.
 - e. Format for presenting the data to ensure ease of understanding and depict geographic distribution of assets and needs.
2. Key Outcomes, Inventory and Analysis
- a. Key Outcomes and Measures: **For each priority area**, describe how Respondent will identify key outcomes that address short-, mid-, and long-term success based on associated measures (Exhibit I.C.1).
 - b. Comprehensive Programs Inventory: **For each priority area**, describe in detail how Respondent proposes to perform each of the seven specified requirements (Exhibit I.C.2)
 - c. Gap Analysis: **For each priority area**, describe how Respondent proposes to assess gaps in service using the two specified parameters (Exhibit 1.C.3).
 - d. Informative Programs Inventory: Describe how Respondent will complete this inventory (Exhibit 1.C.4).
3. Funding Options (Exhibit 1.C.5)
- a. Identify the length of time it will take and the process Respondent will use to develop expedited funding award options.
 - b. Describe the process Respondent will follow to develop regular funding award options.

E. Financial Terms

CSC Leon’s Contract budget is \$300,000. Provide CSC Leon with the most competitive price to achieve the ITN goals. Justify the proposed terms, e.g., by reference to recent examples (during the last three years) of fees charged for comparable projects, if any. Fees will be considered in conjunction with the proposed SOW and negotiated prior to Contract award. Include a detailed budget for performing the services, including travel, described in Section 3.D of the Response.

SECTION 4 – EVALUATION OF RESPONSES

The CSC Leon Evaluation Team members independently evaluate Responses, except those deemed non-responsive, using the criteria below. The scores of each Evaluation Team member will be aggregated and then reviewed by the Evaluation Team at a public meeting to reach consensus on a final ranking.

Evaluation Category	Criteria Description	Weight	Points (up to 5 per category)
Respondent Experience, Qualifications and References (Section B.3.; p. 11-12)	Organizational and personnel/professional staff experience and qualifications, including quality of proposed key professional personnel, considering overall experience, qualifications, and expertise	25%	
Specialized Expertise (Section B.4.; p. 12)	Respondent's specialized expertise, capability and resources to meet the Service Description, including relative merits (and points of differentiation) on the resources, capability, and approach to providing services, and staff to meet the requirements	20%	
Service Description (Section D, pp. 12-13)	Quality, clarity, and responsiveness of the service description, effectively demonstrate a high quality, verifiable, responsive ability to meet the SOW	45%	
Financial Terms (Section 3.E; p. 13)	Financial terms, relative to the universe of Respondents and the available budget	5%	
Response Format and Contents (Section 3; pp. 11-13)	Adherence to ITN technical requirements	5%	
Total possible		100%	50

Based on its ranking, the Evaluation Team will establish a competitive range of Responses reasonably susceptible of award. The Evaluation Team will then decide which one or more Respondents in that range will advance to the negotiation phase. The evaluation scoring does not carry forward into the negotiations. The Negotiation Team will not be bound by Evaluation Team scoring during the negotiation phase, but may use it as a reference tool.

SECTION 5 – NEGOTIATION

A. Overview

CSC Leon reserves the right to negotiate different terms, additional terms, and related price adjustments if the Negotiation Team determines that such changes would provide the best value to CSC Leon. Additional operational requirements may be defined and clarifications required. The format and content of any pricing submissions, including but not limited to BAFOs, may be amended during negotiations at the discretion of the Negotiation Team.

The Negotiation Team may require additional technical detail, demonstrations, and documentation during negotiations. The Negotiation Team may request proposed alternative terms or deliverables during negotiations, but it is under no obligation to accept proposed alternative terms or deliverables.

Negotiation meetings will be conducted in Tallahassee, Florida. CSC Leon reserves the right to schedule negotiations via video or telephone conference (i.e., “virtually”). The Negotiation Team may distribute an agenda in advance of any negotiation session. Representatives for each Respondent should plan to be available, at least by telephone, without interruptions, for the entirety of the Respondent’s scheduled negotiation meeting(s).

Negotiations will continue as determined by the Negotiation Team, until acceptable terms and conditions are agreed upon through a BAFO, if applicable, or it is determined that an acceptable agreement cannot be reached. CSC Leon reserves the right to conclude negotiations at any time and proceed to contract award.

B. Revised Responses and Best and Final Offers

During the negotiation phase, the Negotiation Team may request clarifications and revisions to Responses (including BAFOs) and identify information to be submitted to CSC Leon until it is satisfied that it has achieved the best value. Failure to provide information requested by the Negotiation Team during the negotiation phase may result in termination of negotiations with the Respondent.

CSC Leon reserves the right to require any Respondent from which it requests a BAFO to sign the final Contract in its submitted BAFO. Once a Contract is awarded, no modifications will be made to the BAFO or any documents that form the final Contract.

C. Other CSC Leon Rights During Negotiations

The Negotiation Team has sole discretion in deciding whether and when to take any of the following actions and to decide the scope and manner of such actions. The Negotiation Team reserves the right at any time during the negotiation phase to:

1. Schedule additional negotiation sessions with any or all Respondents.
2. Require any or all Respondents to provide additional, revised, or final written Responses addressing specific topics, including, but not limited to, modifications to the solicitation specifications, terms and conditions, or business references.
3. Require any or all Respondents to provide revised Responses and written BAFOs.

4. Require any or all Respondents to address services, prices, or conditions offered by any other Respondent.
5. Pursue a Contract with one or more Respondents for the Contract services, including any addenda thereto and any request for additional, revised, or final written Responses or request for Best and Final Offers.
6. Finalize Contract terms and conditions with any Respondent at any time.
7. End negotiations with any or all Respondents at any time, regardless of the status of or schedule of negotiations, and to continue with other Respondents, or not continue with any Respondents.
8. Conclude negotiations at any time and proceed to Contract award.
9. Re-open negotiations with any Respondent, except those deemed non-responsive.
10. Negotiate concurrently or sequentially with competing Respondents).
11. Take any additional, administrative steps deemed necessary in determining the award, including conducting demonstrations, additional fact-finding, evaluation, or negotiation where necessary and consistent with the terms of this solicitation.
12. Request the assistance of and use subject matter experts for any portion of the procurement or throughout the procurement.
13. Review and rely on any information contained in the Responses.
14. Request pricing options different from the initial pricing offered by the Respondent.
15. Contact Respondent's customers or other entities with information relevant to the Respondent's responsibility, experience, or ability.
16. Request value-added services from Respondents.

D. Negotiation Meetings Not Open to Public

In accordance with section 286.0113, Florida Statutes, negotiations between CSC Leon and Respondents are exempt from Chapter 286, Florida Statutes, and s. 24(b), Art. I of the State Constitution. Also, any portion of a team meeting at which negotiation strategies are discussed are exempt from section 286.011, Florida Statutes.

CSC Leon will record all meetings of the negotiation team and all negotiation meetings between the Negotiation Team and Respondents, as required by law, and such recordings will eventually become public record pursuant to Chapter 286, Florida Statutes. During negotiations, Respondents must inform the Negotiation Team if any portion of the meetings should be considered confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other authority, so that the Negotiation Team can make appropriate arrangements for the segregation of the recording. If the Respondent fails to inform the Negotiation Team that any portion of the negotiation meetings should be considered confidential, proprietary, trade secret or otherwise not subject to disclosure, the Negotiation Team is authorized to produce the audio recording in answer to a public records request for these records.

E. Award Recommendation

The Negotiation Team will formulate by consensus a recommendation of Contract award that will provide the best value to CSC Leon based on the following selection criteria:

1. The Respondent's demonstration of its prior relevant experience and the overall professional experience of the Respondent at providing the proposed services.
2. The Respondent's ability and approach to meeting the ITN goals.
3. The Respondent's ability and approach to providing the proposed services.
4. The Respondent's pricing.

"Best value" means the expected outcome of the Contract that, in the Negotiation Team's estimation, provides the greatest overall benefit in response to the ITN requirements.

The Negotiation Team will reduce its recommendation to writing, including a description of the basis of its recommendation, and convey that written recommendation to the Purchasing Official. The written recommendation will be a public record available for inspection (particular details may be redacted as authorized by Florida law).

SECTION 6 – AWARD PROCESS

The following outlines the award and contracting process governing this ITN.

1. The Purchasing Official will convey the Negotiation Team's written recommendation to the Executive Director and/or Interim Administrator, for purposes of planning the meeting at which the CSC LEON Governing Council will consider the recommendation.
2. The Purchasing Official will advise in writing (including email) every Respondent of the Negotiation Team's recommendation of award. This notice will include the date, time, and place of the meeting at which the CSC Leon Governing Council will consider the recommendation, which will be at least seven days after the date of the notice. The notice will also describe briefly CSC Leon's protest process.
3. Any protest of a recommended award must be made within seven days after the Purchasing Official communicates notice of the recommended award, and before the CSC Leon Governing Council votes on the recommendation. Failure to provide written notice of protest by certified letter received by CSC Leon within seven days after the Purchasing Official communicates notice of the recommended award will result in respondent waiving its right to protest.
4. No recommendation of award is binding on CSC Leon. Only the CSC Leon Governing Council may approve award of the Contract.
5. If the CSC Leon Governing Council votes to award the contract to a vendor other than the one recommended by the Negotiation Team, within three business days after the Council meeting, the Purchasing Official will advise in writing (including email) every Respondent of the Governing Council's decision. No notice will be given if the Governing Council adopts the Negotiation Team's recommendation of award. If notice is given, it will describe briefly the CSC Leon protest process.
6. Any protest of a final award decision must be made within seven days after the Purchasing Official communicates notice of the award decision. There is no right of protest if the Governing Council adopts the recommendation of award.
7. After Governing Council approval of Contract award and the expiration of any protest period, CSC Leon will execute the written Contract through its Council chairperson or authorized designee.

EXHIBIT I – DRAFT STATEMENT OF WORK

A. Purpose

The purpose of the Contract is to provide quantifiable information necessary for CSC Leon to prioritize funding for preventive, developmental, treatment, rehabilitative and other services to children, youth and parents.

Specifically, the goals are to identify:

1. key outcomes for each priority area, how those key outcomes should be measured, and what the short-, mid-, and long-term expectations should be;
2. current and multi-year disaggregated data (e.g., race, sex, age, county, school, census tracts, etc., as available) for each key outcome;
3. current programs and services in Leon County using effective and other practices and any demonstrated results related to key outcomes; and
4. current programs and services in Florida, nationally and internationally using effective and other practices and any demonstrated results related to key outcomes.
5. expedited and regular funding options for new or existing programs and services that target key outcomes with evidence-based practices or promising innovative interventions. Innovative interventions include, but are not limited to, investment in public relations campaigns, prizes to incentivize change, use of technology (web portals, artificial intelligence), incentives to small businesses, grants to nonprofits, and use of funds to leverage greater resources (e.g., matching funds for other funding streams, social impact bonds, etc.), and use of volunteers.

B. Definitions

1. **Child:** Unless otherwise specified, “Child” or “Children” refer to young people (all genders) prenatally up to, but not including, age 12, including those with special needs.
2. **COVID:** Any variant of the coronavirus disease that was first reported in the United States in January 2020.
3. **Evidence-based:** A classification system indicating the research and/or evidence measuring an initiative, program, or service delivery model’s effectiveness (e.g., proven, evidence-informed, emerging, etc.).
4. **Food Stability:** Having physical and economic access to sufficient, safe and nutritious food that meets dietary needs and food preferences.
5. **Funder:** An organization that provides money to an entity to provide services.
6. **Homelessness:** Lacking a fixed, regular, and adequate nighttime residence and/or utilizing a primary nighttime residence that is a public or private shelter designed to provide temporary residence, a public or private transitional living program, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

7. **Housing Stability:** Continuously living in housing that is affordable and adequately meets safety needs.
8. **Key Outcomes:** Key outcomes are those outcomes identified for each priority area that address short-, mid-, and long-term success based on associated measures.
9. **Long-term:** Within 5 years or beyond.
10. **Mid-term:** Within 1-5 years.
11. **Process Measure:** A count of the number of services provided or the number of individuals served.
12. **Outcome:** The measurable impact on a child, youth or parent resulting from their exposure to an initiative or campaign, receipt of services, or program participation.
13. **Parent:** The biological mother or father, guardian, or primary caregiver of a child or youth.
14. **Priority Areas:** List of priority areas adopted by CSC Leon, identified in Exhibit II.
15. **Program:** Coordinated services provided by an entity, usually adhering to a specified model or curriculum.
16. **Provider:** A non-profit, for-profit, governmental, or other organization that delivers services or programs to children, youth, and/or parents.
17. **Service:** A single, discreet unit of assistance provided to an individual or individual family.
18. **Short-term:** Within 12 months.
19. **Unmet Need:** The degree to which effective programs exist but are unable to serve all eligible children, youth and families or there are no existing programs or services available to effectively address a given condition which, if not addressed, will negatively impact parent, child or youth wellbeing.
20. **Youth:** Unless otherwise specified, “youth” refers to young people (all genders) age 12 through 24, including those with special needs.

C. Deliverables

1. *Key Outcomes & Measures*

For each priority area,

- a. Identify options for key outcomes as defined above that might be adopted by CSC Leon.
- b. Identify associated measures for each key outcome that can be used to gauge success.

- c. Identify the short-, mid-, and long-term performance expectations for each key outcome and measure, if appropriate.

2. *Comprehensive Programs Inventory*

For each priority area,

- a. Create a comprehensive inventory of programs, providers, and services in Leon County that serve children, youth and parents, providing demographic detail (gender, race, ability, etc.) by age cohort:
 - i. 0-4 (including the prenatal period)
 - ii. 5-8 (K-2nd)
 - iii. 9-11 (3rd-5th)
 - iv. 12-14 (6th- 8th)
 - v. 15-18 (9th-12th)
 - vi. 19-24 (post high school)
- b. Convey understanding about those programs, providers, and services, at the county and neighborhood level (e.g., school zone, zip code and census-tracts), including but not limited to:
 - i. accessibility
 - ii. availability
 - iii. capacity (including number of clients served)
 - iv. outcomes and process measures reported
 - v. gaps
 - vi. barriers, including cultural, psychological, technological, transportation and other barriers
 - vii. utilization of evidence-based practices
 - viii. utilization of trauma-informed care
 - ix. the extent to which providers coordinate or collaborate
- c. Access, compile and report information on the total amount of funding and funding by source (local, state, federal, grant, etc.) for programs, providers, and services included in the inventory.
- d. Measure racial equity and document disparities in provision of programs and services, including contact with and within the system of care.
- e. Gather and report the operational changes undertaken by providers in the inventory to address COVID.
- f. Quantify the projected short-, mid- and long-term impacts on delivery of programs and services by providers due to COVID.
- g. Determine:
 - i. the amount of federal funds each provider will/is anticipated to receive through the American Rescue Plan (ARP) and, if feasible, any other

federal appropriation passed into law during the contract period of this ITN

- ii. how the funding will be used
- iii. the anticipated benefits the funds will have on child outcomes
- iv. the projected positive and negative fiscal impacts on providers, programs and services that will occur after the funding expires
- v. how providers, CSC Leon and other funders can leverage the positive impacts and mitigate against negative impacts generated by one-time ARP funding.

3. *Gap Analysis*

For each priority,

- a. Assess gaps in service provision to children, youth and parents by age cohort (see Exhibit I.C.2.a.) in Leon County using the parameters below:
 - i. need for services
 - ii. number of children and/or parents currently being served
 - iii. deficits in capacity to address the needs
 - iv. barriers to access services, including cultural, psychological, technological, transportation and other barriers
 - v. services for which there are wait lists and the number of children on those wait lists
- b. Describe the potential reasons for those gaps and historical trends identified above for Leon County children, youth and parents, identifying barriers to assistance.

4. *Informative Programs Inventory*

Identify programs and services in Florida and around the country that have documented effectiveness utilizing evidence-based or emerging practices in addressing the key outcomes and measures identified in Exhibit I.C.1, including efforts and initiatives that coordinate service delivery models.

5. *Funding Options*

Based on the deliverables above, CSC Leon desires to make community investments through a regular funding process beginning no later than October 1, 2022. For select priorities, CSC Leon may provide expedited funding awards beginning on earlier dates and ending September 30, 2022, unless extended by CSC Leon. Entities receiving expedited funding awards will not automatically receive funding through CSC Leon's regular funding process; they may or may not receive regular funding.

- a. Identify options for CSC Leon to provide expedited funding awards that will generate immediate, positive impacts on priority areas
 - i. throughout Leon County
 - ii. in targeted zip codes, school zones, and/or high-poverty census tracts.
- b. Identify options for CSC Leon to make short-, mid- and long-term investments in programs, providers, services, and/or collaborative initiatives that will generate positive impacts on priority areas

- i. throughout Leon County
- ii. in targeted zip codes, school zones, and/or high-poverty census tracts.

D. Payment Schedule

<u>Deliverable</u>	<u>Contract Day</u>	<u>Contract Payment</u>
Project Governance Documents	15	10%
Key Outcomes & Measures	45	20%
Draft Comprehensive Programs Inventory, Gap Analysis, Informative Programs Inventory	90	20%
Final Comprehensive Programs Inventory, Gap Analysis, Informative Programs Inventory AND Draft Funding Options	120	20%
Final Funding Options, Public Presentation	135	20%
Close-Out	150	10%

EXHIBIT II – PRIORITY AREAS

Success in School and Life

- ✓ School Readiness:
 - Increase the number of children who enter kindergarten socially, emotionally and academically ready.
- ✓ School-Age Supports:
 - Increase school performance and reduce juvenile crime among school-age children and youth.

Healthy Children, Youth and Families

- ✓ Physical Health:
 - Outcome: Reduce infant and maternal mortality, increase infant health, improve oral health, and improve early identification of health problems.
- ✓ Mental Health:
 - Increase resiliency and reduce the number and consequences of adverse childhood events.

Stable and Nurturing Families and Community

- ✓ Youth Development:
 - Build occupational skills, expand career pathways and increase economic opportunities.
- ✓ Food Stability:
 - Reduce the consequences of food insecurity by ensuring that children and youth in Leon County have adequate year-round access to healthy food.
- ✓ Housing Stability:
 - Reduce the number of children and youth at risk of or experiencing homelessness, including those transitioning out of the child welfare system
- ✓ Supporting and Expanding the Number of Caregivers:
 - Enhance caregiver (including kinship, foster and adoptive parents) capability to respond to the emotional and behavioral needs of neglected and abused children and youth.

FORM A – DISCLOSURES AND AFFIRMATION STATEMENT

The undersigned certifies the following with respect to the Respondent and its response; if an unqualified certification is not accurate, attach explanation to this form:

- ❑ The selection of the Respondent will not result in any current or potential conflict of interest with CSC Leon. Alternately, should any potential or existing conflict be known by the Respondent, specify the party with which the conflict exists or might arise, the nature of the conflict, and whether the Respondent would step aside or resign from that engagement creating the conflict, including each of the items below.
 - ❑ Whether any officer, director, employee, or agent is also a current or former employee of CSC Leon, or any of the members of the Council, and if there are any factors, financial or otherwise, known to them which may give rise to a conflict of interest between you and CSC Leon and its employees, or have the effect of impacting your ability to meet your responsibilities, duties, and obligations to CSC Leon, as set forth in this ITN, and whether the Respondent would step aside or resign from that engagement creating the conflict. Disclose the name of any CSC Leon member or staff who owns, directly or indirectly, an interest of five percent (5%) or more of your company or any of its branches or affiliates.
 - ❑ Any arrangement with any individual or entity with respect to the sharing of any compensation, fees, or profit received from or in relation to acting as financial advisor for CSC Leon. If applicable, provide a copy of any contract relating to the arrangement and describe in detail the nature of the arrangement and the method of computing compensation.
 - ❑ Any person or firm retained for the purpose of seeking to be selected pursuant to this ITN. Will the Respondent pay or be obligated to pay any firm or an individual who is not a full-time employee of the Respondent if the Respondent is awarded a Contract under this ITN? If so, identify the individual or firm, provide specific information relating to compensation paid or to be paid, and provide a copy of any written contract relating to such arrangement.
- ❑ The Response is made without prior understanding, agreement, or connection with any other person or entity submitting a response for the same services, and the response is in all respects fair and without collusion or fraud. The Response is not made in connection with any competing Respondent submitting a separate response to the ITN and is in all respects fair and without collusion or fraud. The Respondent did not directly or indirectly induce any party to submit a false or sham Response or to refrain from responding. The Respondent did not participate in the ITN development process, had no knowledge of the specific contents of the ITN prior to its issuance, and did not involve any employee of CSC Leon directly or indirectly in the Response preparation.
- ❑ The Response is that of the Respondent and has not been copied or obtained from any other person or entity responding to any other competitive solicitation whether in Florida or elsewhere either in the past or present.

- ❑ The Respondent has not been convicted of or entered a plea of nolo contendere to fraud within a period of two years of such conviction.
- ❑ The Respondent and the agents, officers, principals, and professional employees thereof have not and will not participate in any communication prohibited in this ITN.

I hereby certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the Respondent, and that the Respondent is in compliance with all requirements of the ITN.

Authorized Signature (Manual)

Name and Title (Typed)

Date (Typed)

Respondent (Typed)



- | | | | | | |
|---------|--|---------|---|--------|---|
| AC 8 | Academic Computing Center | DH 6 | Dental Hygiene Building
-Dental Hygiene Lab | SU 35 | Student Union Building
-Accessibility & Resource Center
-Admissions & Records/Registrar
-Advising & Retention
-Bookstore
-Career Center
-Cashier
-Financial Aid
-Food Court
-International Services
-Student Activities
-Student Affairs
-Student Leadership, Involvement, and Civic Engagement (SLICE) |
| AD 27 | Hinson Administration Building
-Academic Affairs
-Administrative Services
-Business Office
-Communications and Marketing
-Human Resources
-Information Center
-Office of the President
-TCC Foundation | EN 1 | English Building | TPP 11 | Technology and Professional Programs Building
-Take Stock in Children (TSIC)
-TCC Counseling Center |
| AMTC 43 | Kim B. Williams Advanced Manufacturing Training Center | FPAC 12 | Fine and Performing Arts Center
-Center for Professional Enrichment
-Ralph Hurst Gallery
-TCC Fine Art Gallery
-Testing Center / ACC Testing Center
-Turner Auditorium | UC 19 | University Center
-Barry University
-Flagler College |
| AP 3 | Academic Support Building | HSS 39 | T.K. Wetherell History and Social Sciences Building | UCA 52 | University Center Annex
-Saint Leo University |
| CB 9 | Center Building
-Campus Police
-Information Technology | LB 30 | TCC Library | WD 38 | Workforce Development |
| CH 5 | Communications and Humanities Building | LC 30 | William D. Law, Jr. Learning Commons | | |
| CIAT 50 | Construction/Industrial Applied Technology Building
-Thomas University | LS 15 | Lifetime Sports Complex
-Athletics
-Fitness Center | | |
| CT 41 | Computer Technology Building
-Richard W. & Karen B. Moore Veterans Success Center | MLH 4 | Judge Walter T. Moore Lecture Hall | | |
| | | SM 18 | Science and Mathematics Building | | |
| | | SMA 2 | Science and Mathematics Annex | | |
| | | SS 17 | Support Services Building | | |



Not Shown on Map: TCC Center for Innovation, Florida Public Safety Institute, Ghazvini Center for Healthcare Education, Gadsden Center, Wakulla Center, Wakulla Environmental Institute