

# **Request for Proposals (RFP)**

## **Capacity Building for Competitive Application Assistance**

### **Children’s Services Council of Leon County (CSC Leon)**

#### **SECTION 1 – INTRODUCTION**

The Children’s Services Council of Leon County (“CSC Leon”) seeks to establish, through this Request for Proposals (“RFP”), a contract for capacity building services to support community providers’ ability to respond to funding applications issued by CSC Leon more competitively (“Contract”).

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 RFP. The draft SOW details the expectations of the Contract, which include the following:

1. Provide technical assistance to potential applicants for community funding to meet the specific expectations of summer and priority funding solicitations.
2. Develop a Community of Practice with applicants not selected for funding in each cycle to determine training and technical assistance needs (e.g., budgeting, data collection, evaluation planning, etc.).
3. Conduct monthly training sessions for the children’s services field on topics identified in partnership with CSC Leon (e.g., workplace culture, sustainability planning, board management, etc.).

The goal of this RFP is to establish a Contract providing the best value solution to the challenge of assisting the provider community in building its capacity to meet funding and reporting expectations of CSC Leon’s competitive funding processes. CSC Leon has allocated up to \$XXXXX for the duration of the Contract and reserves the right to retain two (2) or more vendors to achieve the objectives outlined in the RFP.

#### **SECTION 2 – SOLICITATION PROCESS**

##### **A. Overview**

This RFP is a method of competitive solicitation under CSC Leon’s Purchasing Regulation. 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 RFP 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 RFP 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](http://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 RFP.

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 RFP, an addendum will be posted on the CSC Leon website at [www.cscleon.org/announcements](http://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).

Oct. 24, 2022	Procurement Released	By 5:00 PM
Oct. 26, 2022	Informational Webinar	At 10:00 AM
Nov. 1, 2022	Deadline to submit questions to the Purchasing Official	By 12:00 PM
Nov. 4, 2022	Publication of CSC Leon’s answers to Respondents’ questions	By 5:00 PM
Nov. 29, 2022	Deadline to submit Response to the Purchasing Official	By 12:00 PM
Nov. 29, 2022	Public Opening of All Responses	At 2:00 PM
Nov. 30-Dec. 7, 2022	Evaluation Phase	

Dec. 8, 2022	Evaluation Team Public Meeting to Rank Responses and Designate Respondents for Negotiation Phase	At 3:00 PM
Dec. 12-14, 2022	Negotiation Phase	
Dec. 15, 2022	Negotiation Team Public Meeting to Recommend Award	At 2:00 PM
Dec. 16, 2022	Purchasing Official Communicate Recommendation of Award	By 12:00 PM
Jan. 19, 2023	CSC Leon Governing Council Meeting to Consider Recommendation of Award	At 4:00 PM
Feb. 1, 2023	Anticipated Contract Start Date	

**EXHIBIT 1 – DRAFT STATEMENT OF WORK**

**A. Purpose**

As CSC Leon establishes guidelines and requirements for each of its community funding opportunities, the expectation is that the investment will lead to high-quality services available to children, youth and families. CSC Leon desires that the responses to such solicitations will be by providers adequately prepared to meet the expectation. As such, the selected vendor(s) will provide ongoing assessment, training and technical assistance to children’s services providers to increase their ability to more competitively respond to CSC Leon funding applications.

Specifically, the objectives are to:

1. Provide technical assistance to community providers seeking to apply for CSC Leon funding.
  - a. Develop and implement a technical assistance plan customized to each unique community funding opportunity released by CSC Leon.
  - b. Technical assistance will be inclusive of all required elements in the RFA process (e.g., organizational chart, theory of change, data collection methods, budgeting, etc.).
2. Develop a Community of Practice (CoP) with organizations not funded in each cycle to provide support in preparation for the next funding cycle application. Support will include:
  - a. Analysis of applications not selected for funding after each award cycle to determine common themes or issues.
  - b. One-on-one and group cohort listening sessions of those not selected to determine perceived training and technical assistance needs.
  - c. Group cohort training sessions addressing CSC Leon’s procurement and performance expectations.

- d. One-on-one coaching sessions to help develop, implement or enhance business best practices to meet CSC Leon’s procurement and performance expectations.
  - e. Provide quarterly reports to CSC Leon demonstrating knowledge acquisition and service satisfaction by CoP participants.
3. Develop and deliver a training schedule for the children’s services field on topics identified in partnership with CSC Leon (e.g., workplace culture, sustainability planning, board management, etc.).
- a. Trainings will be a mix of virtual and in-person.
  - b. Trainings will be at least monthly.
  - c. Trainings will be preceded by an assessment of community providers to determine needs.
  - d. Training topics and trainer will be approved by CSC Leon in advance of scheduling or advertising.

**B. Deliverables**

*Technical Assistance for Grant Seekers*

<i>Deliverables</i>	<i>Expectations</i>	<i>Sample Evidence</i>
1. Technical assistance plan and report for Summer 2023 RFA	Vendor will conduct assessment of potential applicants to identify strengths and challenges in the application process.	<ul style="list-style-type: none"> <li>• Assessment reports</li> <li>• Training schedule</li> <li>• Training outlines and agendas</li> <li>• Sign-in sheets</li> <li>• TA logs</li> </ul>
2. Technical assistance plan and report for Priority Funding Cycle 1 RFA		
3. Technical assistance plan and report for Priority Funding Cycle 2 RFA	Vendor will host at least three trainings per RFA to support accurate and timely submission of proposals (at least one will be held in-person).	
4. Technical assistance plan and report for Summer 2024 RFA		
5. Technical assistance plan and report for Priority Funding Cycle 3 RFA	Vendor will maintain documentation of technical assistance requests, services provided, and progress made.	

*Communities of Practice for Unselected Applicants*

<i>Deliverables</i>	<i>Expectations</i>	<i>Sample Evidence</i>
1. Unfunded analysis and CoP development for Summer 2023 RFA	Vendor will conduct an analysis of applications not selected for funding in each	<ul style="list-style-type: none"> <li>• Analysis reports</li> </ul>

<p>2. Unfunded analysis and CoP development for Priority Funding Cycle 1 RFA</p> <p>3. Unfunded analysis and CoP development for Priority Funding Cycle 2 RFA</p> <p>4. Unfunded analysis and CoP development for Summer 2024 RFA</p>	<p>cycle to determine common challenges in the application process.</p> <p>Vendor will convene a “community of practice” with unfunded applicants to determine perceived training and technical assistance needs.</p> <p>Vendor will develop a schedule of trainings and coaching sessions to help CoP members develop, implement or enhance business best practices to meet CSC Leon’s procurement and performance expectations (at least 50% of the total sessions will be held in-person).</p> <p>Vendor will maintain documentation of technical assistance requests, services provided, and progress made.</p>	<ul style="list-style-type: none"> <li>• CoP membership description</li> <li>• Training and coaching schedule</li> <li>• Training and coaching outlines and agendas</li> <li>• Sign-in sheets</li> <li>• TA logs</li> <li>• Satisfaction surveys</li> </ul>
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*Training for Children’s Services Field*

<i>Deliverables</i>	<i>Expectations</i>	<i>Sample Evidence</i>
<p>1. Biannual training schedule and report</p>	<p>Vendor will conduct at least two assessments of children’s services providers to identify training needs and requests.</p> <p>Vendor will host at least 12 trainings during the life of initial contract (at least 50% will be held in-person).</p> <p>Vendor will administer knowledge acquisition and</p>	<ul style="list-style-type: none"> <li>• Assessment reports</li> <li>• Training schedule</li> <li>• Training outlines and agendas</li> <li>• Sign-in sheets</li> <li>• Knowledge acquisition results</li> <li>• Satisfaction surveys</li> </ul>

	<p>satisfaction surveys as part of its trainings.</p> <p>Vendor will seek training topic and approval from CSC Leon in advance of scheduling or advertising.</p>	
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### C. Timeline

CSC Leon anticipates issuing a 20-month contract commencing in February 2023 and concluding in September 2024 to correspond with the next five community funding applications. It is expected that technical assistance for grant seekers will be provided for all five of these cycles (preparation dates) but that establishing communities of practice for unselected applicants will occur for the first four of these cycles (in this contract). Training for the field is not funding cycle dependent.

<i>Funding Cycle</i>	<i>Preparation Dates</i>	<i>Service Dates</i>
Summer 2023 RFA	March – April 2023	May-August 2023
Priority Funding Cycle 1 RFA	March – June 2023	July 2023 – September 2024
Priority Funding Cycle 2 RFA	May – September 2023	October 2023 – September 2024
Summer 2024 RFA	March – April 2024	May-August 2024
Priority Funding Cycle 3 RFA	May – September 2024	October 2024 – September 2025

### D. Pricing

CSC Leon has allocated up to \$200,000 over two years and reserves the right to retain two (2) or more vendors to achieve the objectives outlined in the RFP.

<i>Services</i>	<i>Anticipated Amount</i>
Technical Assistance for Grant Seekers	\$89,000
Communities of Practice for Unselected Applicants	\$76,000
Training for Children’s Services Field	\$50,000