

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

Thursday, October 20, 2022, 4:00 p.m.
Children's Forum, Inc., First Floor Conference Room
1211 Governors Square Blvd., Suite 200, Tallahassee, FL 32301

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. General Public Comment
- V. Approval of Consent Agenda Items
 - A. Minutes from the September 2022 meeting (page 3)
 - B. Minutes from the TRIM Hearing 1 (page 7)
 - C. Minutes from the TRIM Hearing 2 (page 9)
 - D. Financial Report from September 2022 (page 11)
 - E. Executive Director's Report (page 17)
- VI. Summer Funding Presentation (*Handout*)
- VII. General Counsel Update
- VIII. Committees & Reports
 - A. Executive Committee
 - i. Executive Director's 2022 Performance Evaluation Update
 - B. Nominating Committee
 - i. Discussion of FY 2022-23 Council Officer Nominations
 - 1. Presentation of Resolution 2022-10 Appointing Officers for FY2022-2023 (page 23)
 - 2. Public Comment
 - 3. Consideration to approve Resolution 2022-10
 - C. Investment Workgroup
 - i. Investment and Reserve Policies Update (page 25)
 - D. Finance & Budget/Audit Committee
 - i. Presentation of the draft Request for Proposals for Financial Audit Services (page 27)
 - E. Program Services Committee
 - i. Capacity Building Services (page 35)
 - 1. Presentation of Invitation to Negotiate for Capacity Building Services (page 37)
 - 2. Public Comment
 - 3. Consideration to approve ITN for Capacity Building Services
- IX. Presentation of Draft Strategic Framework for 2023-2025 (*Handout*)
- X. Next Meeting Dates
 - A. Meeting Schedule (page 59)
- XI. Next Meeting Agenda
 - A. Presentation of Council Member Disclosure Form

- B. Consideration to approve Integrated Information Management Solution Award Recommendation
- C. Consideration to approve RFP for Financial Auditing Services
- D. Review of draft investment and reserve policies

XII. Member Comments

XIII. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
September 15, 2022

MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Rocky Hanna, Superintendent, Leon County Schools;
- Carmen Conner, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Darryl Jones, School Board Chair, Leon County Schools; and
- Judge Anthony Miller, Second Judicial Circuit

Members Absent:

- Mark O'Bryant, Community Member; and
- Liza McFadden, Community Member

Staff Present:

- Cecka Rose Green, Executive Director;
- Dina Snider, Director of Finance and Operations;
- Jacinta Clay, Administrative Services Manager;
- Holly McPhail, Special Projects Manager;
- Christopher Roe, General Counsel; and
- Fred Springer, General Counsel

Location:

The Children's Forum
1211 Governor's Square Blvd., Suite 200, Tallahassee, FL 32301

I. CALL TO ORDER

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

II. ROLL CALL

Eight (8) council members were present, and a quorum was established.

III. APPROVAL OF AGENDA

Mr. Mitchell moved approval of the agenda; Mr. Watts provided a second. Agenda was unanimously approved.

IV. GENERAL PUBLIC COMMENT

Sally Butain provided public comment.

V. APPROVAL OF CONSENT AGENDA

Mr. Mitchell moved approval of the consent agenda; Ms. Cummings provided a second. Consent agenda was unanimously approved.

VI. GENERAL COUNSEL UPDATE

Mr. Roe provided updates and the procedures regarding the annual financial audit.

VII. COMMITTEES & REPORTS

A. Executive Committee

i. Executive Director's 2022 Performance Evaluation

Chair Glenn presented the Executive Director's evaluation instrument. Mr. Mitchell moved for approval; a second was provided by Mr. Watts. There was no public comment. The Executive Director's evaluation instrument was unanimously approved.

ii. Chair Glenn reviewed the evaluation timeline. Ms. Cummings moved to appoint Chair Glenn as the designated council member to complete the evaluation process with Director Green; a second was provided by Mr. Mitchell. There was no public comment; motion was unanimously approved.

B. Nominating Committee

Chair Glenn presented the committee's recommendation to maintain the current officers for the next fiscal year. Approval was moved by Mr. Jones and seconded by Mr. Hannah. The motion was unanimously approved with no public comment. The confirming resolution will be presented for ratification at the October council meeting.

C. Investment Workgroup

Ms. Snider provided an overview of the group's work and workplan. The group will meet again on Wednesday, September 26, at 9:00 a.m.

D. Finance and Budget Committee

Ms. Green presented the statutory requirement for conducting the annual financial audit, recommending that the Finance and Budget Committee serve as the Audit Committee. Mr. Jones made a motion to accept the recommendation; a second was provided by Mr. Watts. There was no public comment, and the motion was unanimously approved.

E. Program Services Committee

Mr. Jones presented the committee's report with the following recommendations for discussion and consideration:

1. Finalize list of prioritized focus categories, contemplating either (a) the addition of Youth Gun Violence as an eighth (8th) category, or (b) layering it with the already identified focus categories (1-7).

Mr. Jones moved to add Youth Gun Violence as an 8th focus area and to integrate it within the other seven priorities; a second was provided by Ms. Cummings. Public comment was provided by Sally Butain. The motion was approved by a vote of 6 for to 2 against.

2. Determine whether a council member, via appointment by the Chair, will serve as a member of the evaluation teams for community investments, and in what capacity (either ex-officio or as a full evaluation team member).

Mr. Mitchell moved for the Chair to appoint on a rotating basis a council member to every community investment procurements, with the appointed council member to participate in all parts of the evaluation process except scoring. Mr. Hanna provided a second. There was no public comment. The motion failed with a vote of 3 for to 5 against.

3. Review the Capacity Building RFA for input and consideration to approve at the October meeting.

Ms. Snider presented the draft of the Capacity Building RFA.

4. Review the timeline of activities, to include an Evaluation RFA to be released in tandem with the funding procurements.

Ms. McPhail presented the timeline of activities, noting revisions that will be made prior to it being presented to the council.

F. Enterprise Software Solutions Workgroup

Mr. Watts updated the council on the final actions of the Enterprise Software Solutions Workgroup. Ms. McPhail provided a brief overview of the RFP for Integrated Information Management Solution (IIMS), with Mr. Springer providing information on the differences in this version from the previous version of the RFP, including proposed pricing language and the timeline.

Mr. Mitchell moved for approval with necessary edits; a second was provided by Mr. Jones. There was no public comment and the motion carried unanimously.

Mr. Watts requested recommendations from the council for individuals to serve on the IIMS RFP evaluation panel, noting the desired requirements for expertise. He requested suggested person's names be given to staff within the next two weeks.

VIII. Next Meeting Dates

Dr. Glenn reminded Council Members of upcoming meetings, as follows:

- Executive Committee Meeting: TBD
- Nominating Committee Meeting: TBD
- TRIM Hearing (#1): Thursday, September 8, 2022, 5:15 p.m., Sunshine Health Community Room, 2525 S. Monroe Street, Suite 1, 32301
- Governing Council Meeting: Thursday, October 20, 2022, 4:00 p.m., The Children's Forum, 1211 Governor's Square Blvd., Suite 200, 32301
- TRIM Hearing (#2): Thursday, September 22, 2022, 5:15 p.m., Sunshine Health Community Room, 2525 S. Monroe Street, Suite 1, 32301

XIV. NEXT MEETING AGENDA REVIEW

- Resolution of Council Officers Slate FY 2022-23
- Finance and Budget Committee Report
- Program Services Committee Report
- Summer Funding Final Report/Outcomes
- Presentation of draft 2023-25 Strategic Framework

XV. MEMBER COMMENTS

Mr. Jones shared a picture and information about the new food locker installed at Sabal Palm Elementary Community Partnership School (CPS), a partnership with Leon County Schools and Second Harvest of the Big Bend, noting it is the first food locker of its kind in the county.

Judge Miller provided brief remarks recognizing the good work of the council and staff.

XVI. ADJOURNMENT

Meeting was adjourned at 5:39 pm.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
TRIM Hearing 1
September 8,2022

MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Carmen Conner, Community Member;
- Darryl Jones, School Board Chair, Leon County Schools; and
- Mark O'Bryant, Community Member

Members Absent:

- Rocky Hanna, Superintendent, Leon County Schools;
- Liza McFadden, Community Member; and
- Judge Anthony Miller, Second Judicial Circuit

Staff Present:

- Cecka Rose Green, Executive Director;
- Dina Snider, Director of Finance and Operations;
- Jacinta Clay, Administrative Services Manager;
- Holly McPhail, Special Projects Manager; and
- Atty. Christopher Roe, General Counsel.

Location:

Sunshine Health, Community Room
2525 S. Monroe Street, Suite 1, Tallahassee, FL 32301

I. CALL TO ORDER

Chair Glenn called the meeting to order at 5:19 p.m.

II. ROLL CALL

Six council members were present, and a quorum was established.

III. APPROVAL OF AGENDA

Mr. Jones moved to approve the agenda; Ms. Conner seconded the motion. It was unanimously approved.

IV. TRIM OVERVIEW & PUBLIC READING

Chair Glenn read the Truth in Millage process to the body as below:

- Truth in Millage, or “TRIM”, engages taxpayers and the public in the process by which local taxing authorities determine the amount of ad valorem property taxes they are requesting to fund their next years’ budgets.
- As such, in accordance with Title 14, Chapter 200, Section 001, Subsection 4(a) and (b) of the Florida Statutes, which governs the TRIM process, today is the first of two public hearings for this Council to approve the millage rate to levy ad valorem taxes in Fiscal Year 2022-23.
- This TRIM Public Hearing is being held by the Children’s Services Council of Leon County, or CSC Leon—an independent special district established and governed by Section 125.901, Florida Statutes, and Leon County Ordinance 2018-3.
- The percentage increase in millage over the rolled-back rate of .3482 needed to fund the budget for FY 2022-23 is 7.70%, which will be an increase of \$650,290.33 in ad valorem tax revenues from current year.
- The tentative millage rate CSC Leon is requesting is .375 mill, which is the SAME millage rate as approved for current year, 2021-22.
- At today’s public hearing, CSC Leon intends to adopt our tentative millage rate of .375 mill and our proposed FY 2022-23 budget.

V. RESOLUTION 2022-05 to SET FY 2022-23 TENTATIVE MILLAGE RATE

Chair Glenn turned meeting over to Mr. Roe to read Resolution 2022-05. There was no public comment. Mr. O’Bryant moved to approve Resolution 2022-05; it was seconded by Mr. Jones. A roll call vote of Resolution 2022-05 was taken, and Resolution 2022-06 was approved unanimously.

VI. RESOLUTION 2022-06 to SET FY 2022-23 TENTATIVE BUDGET

Chair Glenn turned meeting over to Mr. Roe to read Resolution 2022-06. There was no public comment. Mr. Jones moved to approve Resolution 2022-06; it was seconded by Mr. Watts. A roll call vote of Resolution 2022-06 was taken, and Resolution 2022-06 was approved unanimously.

VII. 2nd TRIM PUBLIC HEARING DATE AND LOCATION

Thursday August 22, 5:15 p.m. at the Sunshine Health Community Room, 2525 S. Monroe Street, Suite 1.

VIII. MEMBER COMMENTS

Mr. Paul Mitchell arrived late and requested the minutes reflect his attendance and positive vote for both resolutions.

IX. ADJOURNMENT

Meeting was adjourned at 5:26 p.m.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
TRIM Hearing 2
September 22, 2022

MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Carmen Conner, Community Member;
- Darryl Jones, School Board Chair, Leon County Schools;
- Mark O'Bryant, Community Member;
- Rocky Hanna, Superintendent, Leon County Schools; and
- Liza McFadden, Community Member.

Members Absent:

- Judge Anthony Miller, Second Judicial Circuit

Staff Present:

- Cecka Rose Green, Executive Director;
- Jacinta Clay, Administrative Services Manager;
- Holly McPhail, Special Projects Manager; and
- Atty. Christopher Roe, General Counsel.

Location:

Sunshine Health, Community Room
2525 S. Monroe Street, Suite 1, Tallahassee, FL 32301

I. CALL TO ORDER

Chair Glenn called the meeting to order at 5:17 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Mr. Mitchell moved to approve the agenda; Mr. Jones seconded the motion. It was unanimously approved.

IV. TRIM OVERVIEW & PUBLIC READING

Chair Glenn read the Truth in Millage process to the body as below:

- a. Truth in Millage, or “TRIM”, engages taxpayers and the public in the process by which local taxing authorities determine the amount of ad valorem property taxes they are requesting to fund their next years’ budgets.
- b. As such, in accordance with Title 14, Chapter 200, Section 001, Subsection 4(a) and (b) of the Florida Statutes, which governs the TRIM process, today is the second of two public hearings for this Council to approve the millage rate to levy ad valorem taxes in Fiscal Year 2022-23.
- c. This TRIM Public Hearing is being held by the Children’s Services Council of Leon County, or CSC Leon—an independent special district established and governed by Section 125.901, Florida Statutes, and Leon County Ordinance 2018-3.
- d. The percentage increase in millage over the rolled-back rate of .3482 needed to fund the budget for FY 2022-23 is 7.70%, which will be an increase of \$650,290.33 in ad valorem tax revenues from current year.
- e. The tentative millage rate CSC Leon is requesting is .375 mill, which is the SAME millage rate as approved for current year, 2021-22.
- f. At today’s public hearing, CSC Leon intends to adopt the millage rate of .375 mill and our proposed FY 2022-23 budget.

V. RESOLUTION 2022-08 to SET FY 2022-23 FINAL MILLAGE RATE

Chair Glenn asked Mr. Roe to read Resolution 2022-08. There was no public comment. Mr. O’Bryant moved to approve Resolution 2022-08; a second was provided by Mr. Jones, and it was approved unanimously.

VI. RESOLUTION 2022-09 to SET FY 2022-23 FINAL BUDGET

Chair Glenn asked Mr. Roe to read Resolution 2022-09. There was no public comment. Mr. Jones moved to approve Resolution 2022-09; a second was provided by Mr. Watts, and it was approved unanimously.

VII. MEMBER COMMENTS

There were no member comments.

VIII. ADJOURNMENT

Meeting was adjourned at 5:24 p.m.

Children's Services Council of Leon County
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	4,262,520.78
Operating	303,544.97
Total Checking/Savings	<u>4,566,065.75</u>
Total Current Assets	4,566,065.75
Other Assets	
Security Deposits Asset	6,222.50
Total Other Assets	<u>6,222.50</u>
TOTAL ASSETS	<u>4,572,288.25</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	10,332.46
Net Income	4,561,955.79
Total Equity	<u>4,572,288.25</u>
TOTAL LIABILITIES & EQUITY	<u>4,572,288.25</u>

Children's Services Council of Leon County Income & Expense Budget vs. Actual

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	6,926,224.81	6,400,000.00	526,224.81	108.2%
Interest	16,882.80	5,000.00	11,882.80	337.7%
Loan Proceeds (Leon County)	90,000.00			
Total Income	7,033,107.61	6,405,000.00	628,107.61	109.8%
Expense				
Compensation & Benefits				
Employee Benefits				
Dental & Vision Insurance	123.64			
Health Insurance	27,826.16	40,000.00	-12,173.84	69.6%
Life Insurance	0.00	500.00	-500.00	0.0%
Retirement Contribution	24,591.96	35,000.00	-10,408.04	70.3%
Total Employee Benefits	52,541.76	75,500.00	-22,958.24	69.6%
Salaries	132,596.07	160,000.00	-27,403.93	82.9%
Total Compensation & Benefits	185,137.83	235,500.00	-50,362.17	78.6%
Contract Services				
Accounting Fees	12,301.48	18,000.00	-5,698.52	68.3%
Audio/Video	3,275.00	6,750.00	-3,475.00	48.5%
General Counsel (1099-MISC)	63,050.91	80,000.00	-16,949.09	78.8%
Grantwriter	0.00	50,000.00	-50,000.00	0.0%
Interim Administrator	66,666.64	66,666.64	0.00	100.0%
Program Specialist & Admin.	60,000.00	60,000.00	0.00	100.0%
Total Contract Services	205,294.03	281,416.64	-76,122.61	73.0%
Employment Search Fees	6,453.33	2,400.00	4,053.33	268.9%
Equipment	2,559.55	5,000.00	-2,440.45	51.2%
Insurance				
Liability - D and O	8,637.83	0.00	8,637.83	100.0%
Workers Comp	1,600.00			
Insurance - Other	0.00	9,000.00	-9,000.00	0.0%
Total Insurance	10,237.83	9,000.00	1,237.83	113.8%
Interest expense	337.50	337.50	0.00	100.0%
Loan Repayment (Leon County)	150,000.00	150,000.00	0.00	100.0%
Miscellaneous expenses				
Awards & Recognition	230.04	400.00	-169.96	57.5%
Business Registration Fees	950.00			
Capacity Bldg & Tech Training	0.00	5,000.00	-5,000.00	0.0%
Communications	0.00	4,500.00	-4,500.00	0.0%
Community Awareness/Engagement	1,066.91	1,000.00	66.91	106.7%
Dues & Subscription	13,334.00	7,000.00	6,334.00	190.5%
Furniture	0.00	40,000.00	-40,000.00	0.0%
IT Hardware	1,788.78	2,000.00	-211.22	89.4%
IT Services (Web & Email)	267.80	0.00	267.80	100.0%
Licenses & Fees	175.00	400.00	-225.00	43.8%
Misc expenses	0.00	4,000.00	-4,000.00	0.0%
Occupancy (Rent)	0.00	27,000.00	-27,000.00	0.0%
Office Supplies	211.70	3,000.00	-2,788.30	7.1%
Payroll processing	9,147.65	4,000.00	5,147.65	228.7%
Postage and Courier	327.00	500.00	-173.00	65.4%
Printing and Copying	1,486.25	1,000.00	486.25	148.6%
Publication (Legal Adv)	1,716.52	7,500.00	-5,783.48	22.9%
Research	0.00	2,640.00	-2,640.00	0.0%
Software	2,425.37	2,000.00	425.37	121.3%
Sponsorship	5,500.00	1,500.00	4,000.00	366.7%
Travel and Meetings				
Conference, Convention, Meeting	4,215.92	7,000.00	-2,784.08	60.2%
Travel	985.77	5,000.00	-4,014.23	19.7%
Travel and Meetings - Other	1,487.33	0.00	1,487.33	100.0%
Total Travel and Meetings	6,689.02	12,000.00	-5,310.98	55.7%
Miscellaneous expenses - Other	37.65	0.00	37.65	100.0%
Total Miscellaneous expenses	45,353.69	125,440.00	-80,086.31	36.2%
Needs Assessment	289,574.00	310,000.00	-20,426.00	93.4%
Payroll taxes	10,722.37	12,750.00	-2,027.63	84.1%
Program & Financial Software	0.00	150,000.00	-150,000.00	0.0%
Reserves/Community Grants	0.00	5,123,155.86	-5,123,155.86	0.0%
Summer '22 Programmatic Funding	1,565,481.69			
Total Expense	2,471,151.82	6,405,000.00	-3,933,848.18	38.6%
Net Ordinary Income	4,561,955.79	0.00	4,561,955.79	100.0%
Net Income	4,561,955.79	0.00	4,561,955.79	100.0%

Children's Services Council of Leon County

Income & Expense Report

October 2021 through September 2022

	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
Ordinary Income/Expense					
Income					
Ad Valorem Proceeds	0.00	1,743,318.68	4,293,764.20	164,024.76	164,290.38
Interest	0.46	20.18	145.25	878.35	1,577.46
Loan Proceeds (Leon County)	0.00	90,000.00	0.00	0.00	0.00
Total Income	0.46	1,833,338.86	4,293,909.45	164,903.11	165,867.84
Expense					
Compensation & Benefits					
Employee Benefits					
Dental & Vision Insurance	0.00	0.00	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00	630.19	3,984.10
Retirement Contribution	0.00	0.00	0.00	0.00	1,275.69
Total Employee Benefits	0.00	0.00	0.00	630.19	5,259.79
Salaries	0.00	0.00	0.00	9,230.76	11,826.91
Total Compensation & Benefits	0.00	0.00	0.00	9,860.95	17,086.70
Contract Services					
Accounting Fees	0.00	1,775.00	1,050.00	1,250.00	1,188.98
Audio/Video	750.00	0.00	750.00	275.00	1,500.00
General Counsel (1099-MISC)	0.00	7,319.06	12,229.75	7,957.75	3,937.00
Interim Administrator	0.00	41,666.65	16,666.66	0.00	8,333.33
Program Specialist & Admin.	0.00	15,000.00	5,000.00	5,000.00	5,000.00
Total Contract Services	750.00	65,760.71	35,696.41	14,482.75	19,959.31
Employment Search Fees	0.00	1,421.86	5,031.47	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	2,559.55
Insurance					
Liability - D and O	0.00	0.00	970.83	928.00	0.00
Workers Comp	0.00	0.00	0.00	0.00	1,600.00
Total Insurance	0.00	0.00	970.83	928.00	1,600.00
Interest expense	0.00	0.00	0.00	337.50	0.00
Loan Repayment (Leon County)	0.00	0.00	0.00	150,000.00	0.00
Miscellaneous expenses					
Awards & Recognition	0.00	44.02	0.00	126.95	0.00
Business Registration Fees	0.00	0.00	0.00	0.00	0.00
Community Awareness/Engagement	0.00	0.00	0.00	0.00	0.00
Dues & Subscription	0.00	0.00	0.00	0.00	0.00
IT Hardware	0.00	0.00	0.00	0.00	0.00
IT Services (Web & Email)	0.00	0.00	0.00	0.00	0.00
Licenses & Fees	0.00	175.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	36.85	0.00	0.00
Payroll processing	0.00	0.00	0.00	143.15	127.25
Postage and Courier	0.00	0.00	0.00	161.00	0.00
Printing and Copying	0.00	0.00	0.00	17.63	0.00
Publication (Legal Adv)	0.00	0.00	0.00	1,716.52	0.00
Software	83.72	80.34	85.90	205.97	213.30
Sponsorship	0.00	0.00	0.00	0.00	500.00
Travel and Meetings					
Conference, Convention, Meeting	0.00	149.84	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00
Total Travel and Meetings	0.00	149.84	0.00	0.00	0.00
Miscellaneous expenses - Other	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous expenses	83.72	449.20	122.75	2,371.22	840.55
Needs Assessment	0.00	0.00	27,977.30	0.00	0.00
Payroll taxes	0.00	0.00	0.00	1,399.09	528.47
Summer '22 Programmatic Funding	0.00	0.00	0.00	0.00	0.00
Total Expense	833.72	67,631.77	69,798.76	179,379.51	42,574.58
Net Ordinary Income	-833.26	1,765,707.09	4,224,110.69	-14,476.40	123,293.26
Net Income	-833.26	1,765,707.09	4,224,110.69	-14,476.40	123,293.26

	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Ordinary Income/Expense					
Income					
Ad Valorem Proceeds	113,804.70	224,646.99	65,882.03	150,900.37	2,785.10
Interest	1,750.23	1,697.14	1,758.19	1,841.57	2,009.91
Loan Proceeds (Leon County)	0.00	0.00	0.00	0.00	0.00
Total Income	115,554.93	226,344.13	67,640.22	152,741.94	4,795.01
Expense					
Compensation & Benefits					
Employee Benefits					
Dental & Vision Insurance	101.94	56.56	11.18	-79.58	11.18
Health Insurance	3,318.51	3,318.51	3,318.51	3,300.81	3,318.51
Retirement Contribution	1,253.71	3,052.39	3,052.39	2,862.01	3,052.39
Total Employee Benefits	4,674.16	6,427.46	6,382.08	6,083.24	6,382.08
Salaries	12,692.30	12,692.30	12,692.30	19,038.45	15,961.53
Total Compensation & Benefits	17,366.46	19,119.76	19,074.38	25,121.69	22,343.61
Contract Services					
Accounting Fees	675.00	1,875.00	712.50	0.00	675.00
Audio/Video	0.00	0.00	0.00	0.00	0.00
General Counsel (1099-MISC)	0.00	0.00	10,762.35	0.00	6,454.75
Interim Administrator	0.00	0.00	0.00	0.00	0.00
Program Specialist & Admin.	0.00	10,000.00	5,000.00	0.00	5,000.00
Total Contract Services	675.00	11,875.00	16,474.85	0.00	12,129.75
Employment Search Fees	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Insurance					
Liability - D and O	6,539.00	0.00	0.00	0.00	200.00
Workers Comp	1,204.00	0.00	0.00	0.00	0.00
Total Insurance	7,743.00	0.00	0.00	0.00	200.00
Interest expense	0.00	0.00	0.00	0.00	0.00
Loan Repayment (Leon County)	0.00	0.00	0.00	0.00	0.00
Miscellaneous expenses					
Awards & Recognition	0.00	0.00	0.00	0.00	59.07
Business Registration Fees	0.00	0.00	0.00	0.00	0.00
Community Awareness/Engagement	0.00	0.00	0.00	0.00	0.00
Dues & Subscription	0.00	950.00	0.00	0.00	384.00
IT Hardware	0.00	342.93	0.00	0.00	0.00
IT Services (Web & Email)	0.00	0.00	0.00	0.00	0.00
Licenses & Fees	0.00	0.00	0.00	0.00	0.00
Office Supplies	174.85	0.00	0.00	0.00	0.00
Payroll processing	124.20	626.67	1,470.49	2,086.88	1,520.65
Postage and Courier	0.00	0.00	0.00	0.00	0.00
Printing and Copying	155.60	0.00	445.80	0.00	624.60
Publication (Legal Adv)	8.54	0.00	0.00	0.00	0.00
Software	230.55	94.63	343.52	108.57	211.35
Sponsorship	0.00	0.00	0.00	0.00	5,000.00
Travel and Meetings					
Conference, Convention, Meeting	1,578.00	1,645.00	399.58	0.00	200.00
Travel	144.84	0.00	0.00	217.14	0.00
Travel and Meetings - Other	0.00	138.07	0.00	0.00	1,349.26
Total Travel and Meetings	1,722.84	1,783.07	399.58	217.14	1,549.26
Miscellaneous expenses - Other	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous expenses	2,416.58	3,797.30	2,659.39	2,412.59	9,348.93
Needs Assessment	55,954.60	27,977.30	65,755.60	0.00	111,909.20
Payroll taxes	1,074.60	989.88	954.34	1,431.51	1,312.32
Summer '22 Programmatic Funding	0.00	0.00	0.00	1,565,481.69	0.00
Total Expense	85,230.24	63,759.24	104,918.56	1,594,447.48	157,243.81
Net Ordinary Income	30,324.69	162,584.89	-37,278.34	-1,441,705.54	-152,448.80
Net Income	30,324.69	162,584.89	-37,278.34	-1,441,705.54	-152,448.80

	Aug 22	Sep 22	TOTAL
Ordinary Income/Expense			
Income			
Ad Valorem Proceeds	2,120.88	686.72	6,926,224.81
Interest	2,331.39	2,872.67	16,882.80
Loan Proceeds (Leon County)	0.00	0.00	90,000.00
Total Income	4,452.27	3,559.39	7,033,107.61
Expense			
Compensation & Benefits			
Employee Benefits			
Dental & Vision Insurance	11.18	11.18	123.64
Health Insurance	3,318.51	3,318.51	27,826.16
Retirement Contribution	4,456.61	5,586.77	24,591.96
Total Employee Benefits	7,786.30	8,916.46	52,541.76
Salaries	19,230.76	19,230.76	132,596.07
Total Compensation & Benefits	27,017.06	28,147.22	185,137.83
Contract Services			
Accounting Fees	2,350.00	750.00	12,301.48
Audio/Video	0.00	0.00	3,275.00
General Counsel (1099-MISC)	12,350.00	2,040.25	63,050.91
Interim Administrator	0.00	0.00	66,666.64
Program Specialist & Admin.	5,000.00	5,000.00	60,000.00
Total Contract Services	19,700.00	7,790.25	205,294.03
Employment Search Fees	0.00	0.00	6,453.33
Equipment	0.00	0.00	2,559.55
Insurance			
Liability - D and O	0.00	0.00	8,637.83
Workers Comp	-1,204.00	0.00	1,600.00
Total Insurance	-1,204.00	0.00	10,237.83
Interest expense	0.00	0.00	337.50
Loan Repayment (Leon County)	0.00	0.00	150,000.00
Miscellaneous expenses			
Awards & Recognition	0.00	0.00	230.04
Business Registration Fees	0.00	950.00	950.00
Community Awareness/Engagement	0.00	1,066.91	1,066.91
Dues & Subscription	0.00	12,000.00	13,334.00
IT Hardware	0.00	1,445.85	1,788.78
IT Services (Web & Email)	267.80	0.00	267.80
Licenses & Fees	0.00	0.00	175.00
Office Supplies	0.00	0.00	211.70
Payroll processing	1,524.18	1,524.18	9,147.65
Postage and Courier	166.00	0.00	327.00
Printing and Copying	0.00	242.62	1,486.25
Publication (Legal Adv)	-8.54	0.00	1,716.52
Software	692.03	75.49	2,425.37
Sponsorship	0.00	0.00	5,500.00
Travel and Meetings			
Conference, Convention, Meeting	90.00	153.50	4,215.92
Travel	623.79	0.00	985.77
Travel and Meetings - Other	0.00	0.00	1,487.33
Total Travel and Meetings	713.79	153.50	6,689.02
Miscellaneous expenses - Other	12.30	25.35	37.65
Total Miscellaneous expenses	3,367.56	17,483.90	45,353.69
Needs Assessment	0.00	0.00	289,574.00
Payroll taxes	1,577.64	1,454.52	10,722.37
Summer '22 Programmatic Funding	0.00	0.00	1,565,481.69
Total Expense	50,458.26	54,875.89	2,471,151.82
Net Ordinary Income	-46,005.99	-51,316.50	4,561,955.79
Net Income	-46,005.99	-51,316.50	4,561,955.79

Executive Director's Report
Governing Council Meeting | Thursday, October 20, 2022

RFP for Integrated Information Management Solution (IIMS) Update.

The IIMS RFP closed on Friday, October 14. We received two responses from the following vendors: Coastal Cloud and WebAuthor. The "Solicitation Committee" members are Brian Boyd, Director of Applications, Leon County Schools; Roxann Campbell, VP Regional Sales, Pavlov Media; Eddie Gonzalez Loumiet, CEO, Ruvos; Don Lindsey, Chief Information Officer, Tallahassee Memorial Healthcare; and Abigail Sanders, Human Services Analyst, Office of Human Services and Community Partnerships, Leon County. The solicitation committee completed vendor presentations on Thursday, October 20, and will meet on Thursday, October 27, at 2:00 p.m. in the Leon County Commission Chambers to review scoring and make a recommendation for award. The recommendation will then be presented to the full Council on Thursday, November 17, with an anticipated contract start date of December 1.

CSC Leon Office Space Update

Renovations to the CSC Leon office space are in the final stages, including installation of the audio-visual equipment. The conference room furniture has been ordered and the order for the office furniture will be submitted very soon. Unfortunately, delays in shipping will cause the furniture delivery to be later than we had hoped; however, we expect arrival to be prior to the end of December. As such, we are tentatively planning for a ribbon-cutting/open house event in late January 2023.

Anticipated Council Member Appointments

As a reminder, the first two Council appointments are set to expire at the end of March 2023 (while all community members were appointed at the same time, the terms were staggered to ensure all members did not turnover at the same time). Leon County Government is responsible for handling the appointment/reappointment process, as defined in law, and has advertised the anticipated vacancies. All applications must be completed and submitted electronically **by no later than Friday, January 6, 2023**, at [//LeonCountyFL.gov/CSCApplication](https://LeonCountyFL.gov/CSCApplication). An eligible applicant must (1) be a resident of Leon County for the previous 24-month period and (2) be willing to submit an annual Statement of Financial Interests Form.

In accordance with Florida Statute, five of the 10-member Council are appointed by the Governor's Office from a list of candidates submitted by the Leon County Board of County Commissioners. This list will include at least three recommendations for each of the two upcoming vacancies (a minimum total of 6 candidates). Please reference the County's press release and tentative appointment schedule included with this report.

Update on “Trusted People”: Partnership with Leon County, City of Tallahassee and United Way of the Big Bend

As reported this summer, the “Breaking Bread” neighborhood meetings on food insecurity were hosted by Leon County Human Services (LC), Second Harvest of the Big Bend and CSC Leon in the 10 communities with the highest rates of food insecurity in the county. Subsequent to these meetings, the Trusted People Neighborhood Engagement Steering Committee (Trusted Voices) was created as a targeted focus group comprised of leaders and stakeholders to connect residents with available resources in the community for basic needs, enhanced quality of life, and economic prosperity.

Each of the partners will appoint three individuals to serve on the committee. CSC Leon staff will bring recommendations to the Council in November for consideration to be our representatives. Additional information regarding the vetting process will be provided prior to the November meeting.

Submitted by:

Cecka Rose Green, CPM
Executive Director

Tentative Schedule for Filling the Two Upcoming Vacancies for CSC Leon
Provided by Leon County Staff, July 2022

Date	Who?	Action
Oct. 12, 2022 (Wed)	CSC / County	CSC & County to begin advertising upcoming vacancies <i>Current members who wish to apply for reappointment will be asked to complete a new online application.</i>
Jan. 6, 2023 (Fri)	Applicants	Deadline for applications
Jan. 24, 2023 (Tues.) <i>Date is tentative as the 2023 BOCC schedule has not been approved</i>	County	BOCC presented with agenda item to select six nominees for two vacant seats in accordance with Florida Statute. <i>(See Jan. 2021 agenda item)</i>
Jan. 25, 2023 (Wed.)	County	County to send letter to nominees requesting completion of the Governor's Appointments Questionnaire by February 5, 2023
Jan 26- Feb 5, 2023 (11 days)	Nominees	Nominees submit completed Appointments Questionnaire to the County.
Feb. 6, 2023 (Mon.)	County	Submit nominations to the Governor who has 45 days to respond per Florida Statute.

County Seeking Applications for the Children Service Council

Tuesday, October 11, 2022 |

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FOR IMMEDIATE RELEASE: October 11, 2022

County Seeking Applications for the Children Service Council

Leon County Government is currently seeking applications from qualified individuals interested in serving on the Children's Services Council of Leon County. Approved by voters during the November 2020 General Election, the Children Services Council is an independent special district that is responsible for funding children's services throughout the County by levying ad valorem taxes estimated at up to \$8 million annually.

All applications must be completed and submitted electronically no later than January 6, 2023, at LeonCountyFL.gov/CSCApplication. To be eligible, applicants must be a resident of Leon County for the previous 24-month period and be willing to submit an annual Statement of Financial Interests Form.

The Children Services Council (CSC) functions to support organizations that serve children and families in Leon County and will work to identify children's needs in the community, target those needs with evidence-based programs, and evaluate results. In accordance with Florida Statute, the CSC is comprised of ten members, five of whom are appointed by the Governor's Office from a list of candidates submitted by the Leon County Board of County Commissioners. This list will include at least three recommendations for each of the two upcoming vacancies (a minimum total of 6 candidates).

As part of the application, applicants are asked to attach a resume or provide a brief explanation of how their skills, experience, or educational background will contribute to the CSC. Additionally, Florida Statute requires that, to the extent possible, those appointed represent the demographic diversity of the population of Leon County. To assure the fullest consideration, applications should thoroughly respond to each question.

For more information, contact Nicki Paden, Leon County Administration at (850) 606-5300 / PadenN@LeonCountyFL.gov, or Mathieu Cavell, Leon County Community and Media Relations at (850) 606-5300 / CMR@LeonCountyFL.gov.

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RESOLUTION NO. 2022-10

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY DESIGNATING THE CHAIR, VICE-CHAIR AND TREASURER OF THE GOVERNING COUNCIL EFFECTIVE AS OF OCTOBER 1, 2022; 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 ("CSC Leon") 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) Section 125.901, Florida Statutes, authorizes children's services councils to make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance.

(B) The bylaws adopted by the Governing Council of CSC Leon (the "Governing Council") provide that the officers of CSC Leon shall consist of a Chair, Vice-Chair and Treasurer, and that such officers shall be chosen by the Governing Council from among its membership for the term of office set forth therein.

(C) The Governing Council conducted officer elections at its meeting held on October 20, 2022 and thereby designated the Chair, Vice-Chair and Treasurer of CSC Leon effective as of October 1, 2022 and adopts this Resolution to document the results of such elections.

SECTION 3. GOVERNING COUNCIL OFFICERS.

(A) The following officers of CSC Leon were duly elected by the Governing Council at its meeting held on October 20, 2022:

- (1) Dr. Zandra Mallory Glenn, Chair
- (2) Terrance Watts, Vice-Chair
- (3) Richard "Paul" Mitchell, Treasurer

(B) The term of office for such officers commenced on October 1, 2022 and shall continue for the period specified in the CSC Leon bylaws.

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

DULY ADOPTED this 20th day of October, 2022.

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

By: _____
Chair

ATTEST:

Executive Director

[SEAL]

**Investment Workgroup
Update on Workgroup Objectives
(Drafted Monday, October 17, 2022)**

The Investment Workgroup met on Monday, September 26, 2022, to continue discussion for establishing Investment and Reserve policy options for CSC Leon.

Workgroup Members Present:

- Liza McFadden, Chair
- Scott Fennell
- John Grayson
- Scott Ross
- Padric Scott
- Cecka Rose Green, CSC Executive Director

Discussion:

The workgroup reiterated its support of the following investment priorities: Safety of Principal, Maintenance of Liquidity and Return Maximization. They also discussed the need to establish a reserve threshold of either a minimum amount or a percentage of annual operating budget before issuing a procurement for investment advisory services.

Investment Workgroup Next Action Steps:

- The next Investment Workgroup meeting is being scheduled for the last week in October/first week in November 2022.
- The workgroup will publish draft policies to establish internal and external investment and reserve protocols.

Request for Proposals (RFP)
Auditing Services
Children’s Services Council of Leon County (CSC Leon)

SECTION 1 – INTRODUCTION

A. Solicitation Objective, Overview and Goals

The Children’s Services Council of Leon County (“CSC Leon”) seeks to establish, through this Request for Proposals (“RFP”), a contract for auditing services by persons or entities qualified to perform audits of independent special districts of the State of Florida pursuant to Florida Statute. Specifically, CSC Leon seeks a vendor to perform:

1. Financial and compliance auditing services for fiscal year 2020-2021 (May 1, 2021 - September 30, 2021).
2. Financial and compliance auditing services for fiscal year 2021-2022 (October 1, 2021 - September 30, 2022).
3. Financial and compliance auditing services for fiscal year 2022-2023 (October 1, 2022 - September 30, 2023).

CSC Leon has developed a draft Statement of Work (“SOW”) for the Contract, which is attached as Schedule A to the draft Contract which is included as Exhibit I.

B. Background of Organization

CSC Leon is a catalyst for positive change to improve the lives and outcomes of children and families in the community. (add standard detail PLUS statutory requirement for audit AND income thresholds by year)

C. Minimum Qualifications of Respondents

A Respondent must demonstrate at least five years of experience providing accounting services by a certified public accountant. A Respondent may satisfy this requirement via the experience of its proposed key personnel, 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 RFP cover page. Any person requiring a special accommodation due to a disability should contact the Purchasing Official.

All Respondent communications regarding the RFP shall be limited to the Purchasing Official. There shall be a “quiet period” between the date the RFP 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 RFP, the merits of the Respondent, or whether CSC Leon should award the Contract to the Respondent. This includes staff members, evaluation team members, and council members. Any unauthorized contact may disqualify the Respondent from further consideration.

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.

During the evaluation phase, a solicitation committee will independently evaluate all Responses, except those deemed non-responsive, against the published evaluation criteria. The scores of each solicitation committee member will be aggregated and then reviewed by the solicitation committee at a public meeting to reach consensus on a final ranking and recommend Contract award. The CSC Leon Governing Council will take up the recommendation at a subsequent public meeting and make the final decision concerning Contract award. CSC Leon will determine final contract terms, including the SOW, upon selection.

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. 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. 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).

Nov. 18, 2022	Procurement Released	By 5:00 PM
Nov. 30, 2022	Deadline to submit questions to the Purchasing Official	By 12:00 PM
Dec. 5, 2022	Publication of CSC Leon's answers to Respondents' questions	By 5:00 PM
Dec. 16, 2022	Deadline to submit Response to the Purchasing Official	By 2:00 PM
Dec. 16, 2022	Public Opening of All Responses	At 3:00 PM
Dec. 16-30, 2022	Evaluation Phase	
Jan. 5, 2023	Solicitation Committee Public Meeting to Rank Responses and Recommend Award	At TBA
Jan. 6, 2023	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	

D. Response Submittal and Deadline

Submit one bound copy via postal or commercial courier services AND one electronic copy via email to the purchasing official 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 RFP cover page. Facsimile transmissions will not be accepted. All bound responses must be submitted in a sealed envelope or box and must be marked "RFP for CSC Leon Auditing Services." 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.

SECTION 3 – RESPONSE FORMAT AND CONTENTS

Prepare the Response in a clear, comprehensive, and concise manner with four separately tabbed sections, A through D. 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.

- A. Cover Letter (add detail)
- B. Respondent Experience, Qualifications and References (add detail)
- C. Pricing (add detail)
- D. Proposed Changes (add detail)

SECTION 4 – EVALUATION OF RESPONSES

A. Overview

The CSC Leon solicitation committee will independently evaluate Responses, except those deemed non-responsive, using the criteria below. The individual and aggregate scores will be published and then reviewed by the solicitation committee at a public meeting to reach consensus on a final ranking and used to recommend an award.

<i>Evaluation Category</i>	<i>Criteria Description</i>	<i>Points</i>
Experience, Qualifications and References	Detailed organizational structure that reflects business philosophy, financial capabilities, project experience, expertise, stability, history of on-time and on-budget service delivery, and positive, recent references	20
Proposed Pricing		30
Total possible		50

EXHIBIT 1 – DRAFT STATEMENT OF WORK

A. Purpose

The scope of work will include an independent audit of The Children's Services Council of Leon County.

1. Financial and compliance auditing services for fiscal year 2020-2021 (May 1, 2021 - September 30, 2021).
2. Financial and compliance auditing services for fiscal year 2021-2022 (October 1, 2021 - September 30, 2022).
3. Financial and compliance auditing services for fiscal year 2022-2023 (October 1, 2022 - September 30, 2023).

The audit shall be conducted in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants (AICPA), the AICPA industry guide, Audits of State and Local Governmental Units and generally accepted accounting principles promulgated by the Governmental Accounting Standard Board (GASB). The audit shall be a finance and compliance type audit that will comply in every respect with the provisions and requirements of Florida Statutes 11.45; any accompanying regulation, Chapter 10.550 of the Rules of the Auditor General for the State of Florida which constitutes an integral part of this Request for Proposal.

B. Deliverables

1. *Auditing services for FY 2020-2021: May 1, 2021 - September 30, 2021*

Vendor will review of all financial statements, basic financial statements and notes to the financial statements as applicable for fiscal year 2020-2021 for analysis of mathematical and compliance integrity.

Vendor will complete an audit report by a certified public accountant to include:

- a. Audit findings on internal control and compliance, management letter, schedule of findings and questioned costs.
- b. Management letter to include:
 - i. Statement describing the results of the auditor's determination
 - ii. Statement that the auditor applied financial condition assessments pursuant to Section 10.556(8) Rules of the Auditor General.
- c. Supplemental information as applicable such as budgetary comparison information.

2. Auditing services for FY 2021-2022: October 1, 2021 - September 30, 2022

Vendor will review of all financial statements, basic financial statements and notes to the financial statements as applicable for fiscal year 2021-2022 for analysis of mathematical and compliance integrity.

Vendor will complete an audit report by a certified public accountant to include:

- a. Audit findings on internal control and compliance, management letter, schedule of findings and questioned costs.
- b. Management letter to include:
 - i. Statement describing the results of the auditor's determination
 - ii. Statement that the auditor applied financial condition assessments pursuant to Section 10.556(8) Rules of the Auditor General.
- c. Supplemental information as applicable such as budgetary comparison information.

Vendor will present the findings of the aforementioned audit to the CSC Leon Audit Committee for review and discussion.

3. Auditing services for FY 2021-2022: October 1, 2021 - September 30, 2022

Vendor will review of all financial statements, basic financial statements and notes to the financial statements as applicable for fiscal year 2021-2022 for analysis of mathematical and compliance integrity.

Vendor will complete an audit report by a certified public accountant to include:

- a. Audit findings on internal control and compliance, management letter, schedule of findings and questioned costs.
- b. Management letter to include:
 - i. Statement describing the results of the auditor's determination
 - ii. Statement that the auditor applied financial condition assessments pursuant to Section 10.556(8) Rules of the Auditor General.
- c. Supplemental information as applicable such as budgetary comparison information.

Vendor will present the findings of the aforementioned audit to the CSC Leon Audit Committee for review and discussion.

C. Timeline & Payment Schedule

CSC Leon anticipates issuing a contract commencing February 1, 2023, and concluding March 30, 2024, to correspond with the completion and submission of audit reports corresponding to FY 2020-2021, FY 2021-2022, and FY 2022-2023.

<i>Deliverable</i>	<i>Preparation Dates</i>	<i>Report Due Date</i>	<i>Contract Payment</i>
Financial Audit report, FY 2020-2021	February 2023	March 15, 2023	20%
Financial Audit report, FY 2021-2022	March – April 2023	May 1, 2023	40%
Financial Audit report, FY 2021-2022	November – January 2024	February 1, 2024	40%

**Program Services Committee
Recommendations for Council Consideration
(Drafted Monday, October 17, 2022)**

The Program Services Committee met on Wednesday, October 12, 2022. During the meeting, discussion was had on the draft Request for Proposal (RFP) for Capacity Building and establishing Program and Funding Policies.

Committee Members present:

- Darryl Jones, School Board Chair, Committee Chair
- Liza McFadden, Community Member
- Carmen Conner, Community Member

Dr. Zandra Glenn and Mark O'Bryant, both, Community Members, were absent due to previous engagements.

Discussion

The Program Services Committee reviewed a revised draft RFP for Capacity Building Services as a follow-up to the original draft presented to the Council on September 15. The committee also reviewed funding and program policy templates from other CSCs as work continues to establish a unique funding policy and protocol for CSC Leon to guide funding for community investments. At this time, the committee has tasked staff with creating definitions for the policy.

Committee Recommendation for Consideration by the full Council

The following is recommended by the Committee for discussion and action by the full Council:

- Review draft RFP for Capacity Building Services for approval and release on October 24, 2022.

Invitation to Negotiate (ITN)

**Capacity Building for Competitive Application Assistance
Children's Services Council of Leon County (CSC Leon)**

Issue Date: October 21, 2022

Questions Deadline: November 10, 2022 by 12:00 p.m.

Question Responses Posted: November 15, 2022

Response Deadline: November 28, 2022 by 12:00 p.m.

Estimated Notice of Intent to Award: December 16, 2022

Do not contact the CSC Leon Executive Director, 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, Special Projects 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, Overview and Goals

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

CSC Leon has developed a draft Statement of Work (“SOW”) for the Contract(s), which is attached as Exhibit I. The final SOW will be developed during the negotiation phase of this ITN. The draft SOW details the expectations of the Contract(s). This includes the following service lines:

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.).

The goal of this ITN is to establish a Contract(s) 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 \$150,000 for the duration of the Contract and reserves the right to retain more than one vendor to achieve the objectives outlined in the ITN.

B. Background of Organization

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. CSC Leon 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 CSC Leon's first tasks was to identify and assess the needs of the children in the County. In November 2021, CSC Leon contracted with a third-party research firm to conduct a comprehensive assets and needs assessment of the community resources available to meet the varying needs of children, youth and families. That work concluded in June 2022.

Currently, CSC Leon is developing its strategic plan based on the results of the assets and needs assessment. It will include 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 is required to report the following to the Leon County Board of County Commissioners:

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.

In its roadmap to complete these activities, CSC Leon recognized the need for “capacity building” services to help better prepare the service providers in Leon County to be better prepared to meet the prescriptive requirements that future funding opportunities will hold.

C. Minimum Qualifications of Respondents

Any entity (e.g., nonprofit, for profit, government or university, etc.) is eligible to submit a proposal provided the Respondent is able to demonstrate at least five years of experience providing services materially similar to those specified in the Service Lines contained in the SOW. Experience must be applicable to the specific Service Line(s) for which the Respondent is submitting a proposal. 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. This includes staff members, evaluation team members, and council members. 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 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 ITN identifies two distinct service provisions in the SOW. Respondents are permitted to submit service proposals for one or both Service Lines.

The ITN process is divided into two phases: the evaluation phase and the negotiation phase. During the evaluation phase, CSC Leon evaluates all Responses by service area, 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 by Service Line 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 by Service Line. 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(s) award. The CSC Leon Governing Council will take up the recommendation at a public meeting and make the final decision concerning Contract(s) 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).

Oct. 21, 2022	Procurement Released	By 5:00 PM
Oct. 24, 2022	Informational Webinar	At 11:00 AM
Nov. 10, 2022	Deadline to submit questions to the Purchasing Official	By 12:00 PM
Nov. 15, 2022	Publication of CSC Leon's answers to Respondents' questions	By 5:00 PM
Nov. 28, 2022	Deadline to submit Response to the Purchasing Official	By 12:00 PM
Nov. 28, 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 10:00 AM
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	

D. Response Submittal and Deadline

Submit one bound copy and one electronic copy on a flash drive via postal or commercial courier services of the complete Response by the deadline indicated in the Timeline of Events. The electronic copy must include the Proposed Pricing (Section E) in its originally prepared format (e.g., Excel, Google Sheet, etc.).

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 Capacity Building Services." 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. Limited Scope Responses

Respondents may submit a limited scope proposal for the services outlined in the SOW. This means a Respondent does not have to submit a proposed service description for both Service Lines described in the SOW. Rather, a Respondent may select to submit a proposed service description for just one Service Line outlined in the SOW. CSC Leon will evaluate proposed service descriptions for each Service Line outlined in the SOW separately.

Multiple responses from the same vendor, however, will not be accepted.

F. 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 presentation, or for any other activities or occurrences related in any way to this ITN on or prior to the execution of a contract.

G. 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.

H. 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.

I. 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.

J. ITN Specifications Protest Process

Any protest of the terms of this solicitation 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 in a clear, comprehensive, and concise manner 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 C-D, list of current contracts and/or available services with Tab C-D. Respond using no smaller than 12-point font. Tables and graphs are exempt from the font requirement but must be readable.

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. Identify specific Service Line or Lines for which the Respondent is submitting the proposal. 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 selected services set forth in the SOW if awarded a Contract. If the Response includes any alleged trade secrets, confirm compliance with **Section 2.G**.

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 Background, Experience, and References

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 Respondent's financial capability to provide the services. Be specific. Attach brief evidence of objective details, such as portions of financial statements (if statements are available on-line, refer to URL).
4. 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.
5. Describe any experience the Respondent or key personnel previously had with any Children's Services Council in Florida or any entity seeking to create one. 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.
6. Provide three client reference letters from entities that have used the Respondent for similar services within the last two-three years.

C. Service Line 1 – Technical Assistance for Grant Seekers

1. Explain in detail how Respondent proposes to deliver the services outlined in the SOW under "Technical Assistance for Grant Seekers." The description should include, at minimum, the following:
 - a. Address the overall project approach, including the process, timing and sequencing of services that align with the expected CSC Leon RFA timeline (SOW, Section D).
 - b. Techniques for community engagement during the assessment process to ensure representation of organizations and programs providing or seeking to provide services in "at hope" neighborhoods.
 - c. Sample training topics with brief descriptions.
 - d. Methods of data collection, tracking and analysis to show an increase in the overall "readiness" of all applications submitted to CSC Leon.
 - e. Sample "Technical Assistance Plan."
 - f. Sample outline for "after-action" report.
2. Describe Respondent's specialized qualifications for providing this Service Line and previous work experience in this area. Include details (number, size, timeframes) of current contracts for the provision of technical assistance. Include an appendix of existing services and training currently offered by the Respondent.
3. If not including this Service Line in your proposal, include a single page that states "[Name of Respondent] is not proposing services for this capacity building service."

D. Service Line 2 - Communities of Practice for Unselected Applicants

1. Explain in detail how Respondent proposes to deliver the services outlined in the SOW under “Communities of Practice (CoP) for Unselected Applicants.” The description should include, at minimum, the following:
 - a. Address the overall project approach, including the process, timing and sequencing of services that align with the expected CSC Leon RFA timeline (SOW, Section D).
 - b. Techniques for provider engagement to ensure full participation of unselected programs from each funding cycle.
 - c. Sample coaching schedule and topics with brief descriptions.
 - d. Methods of data collection, tracking and analysis to show improvement in specific domains by CoP participants.
 - e. Sample outline for quarterly reports.
2. Describe Respondent’s specialized qualifications for providing this Service Line and previous work experience in this area. Include details (number, size, timeframes) of current contracts for the provision of coaching, training, etc. Include an appendix of existing services and training currently offered by the Respondent.
3. If not including this Service Line in your proposal, include a single page that states “[Name of Respondent] is not proposing services for this capacity building service.”

E. Proposed Pricing

CSC Leon has allocated up to \$200,000 over two years to achieve the ITN goals. An estimate for each of the capacity building services is provided below.

<i>Service Lines</i>	<i>Anticipated Amount</i>
Technical Assistance for Grant Seekers	\$70,000-90,000
Communities of Practice for Unselected Applicants	\$60,000-80,000

Provide CSC Leon with the most competitive price for **each** of the Service Lines to which the Respondent is proposing. Include a detailed budget for performing the services outlined in Sections 3.C-D using a spreadsheet (e.g. Excel, Google Sheet). Justify the proposed terms. If responding to both Service Lines, include two separate budgets. The total for each should be clearly marked. If economies of scale are realized through the bundling of Service Lines, indicate the discount and/or savings on a budget line item below the total amount quoted.

Financial terms will be considered in conjunction with the proposed SOW and negotiated prior to Contract(s) award.

SECTION 4 – EVALUATION OF RESPONSES

A. Criteria

The CSC Leon Evaluation Team members independently evaluate Responses, except those deemed non-responsive, using the criteria below for each Service Line. 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.

<i>Service Line 1: Technical Assistance for Grant Seekers</i>		
<i>Evaluation Category</i>	<i>Description</i>	<i>Points</i>
Respondent's Background, General Experience, and References		15
Respondent's Specialized Qualifications & Experience specific to this Service Line		15
Quality, Clarity, and Responsiveness of the Service Description		50
Total possible		80

<i>Service Line 2: Communities of Practice for Unselected Applicants</i>		
<i>Evaluation Category</i>	<i>Description</i>	<i>Points</i>
Respondent's Background, General Experience, and References		15
Respondent's Specialized Qualifications & Experience		15
Quality, Clarity, and Responsiveness of the Service Description		50
Total possible		80

CSC Leon will not “score” proposed pricing but will consider it in the best value analysis. The non-price factors above, when combined, are significantly more important than price.

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 – EVALUATION OF RESPONSES

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(s) 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 5 – 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, 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(s).
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(s) award and the expiration of any protest period, CSC Leon will execute the written Contract through its Council chairperson or authorized designee.

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.

B. Definitions

1. **at hope:** referring to neighborhoods or community population that have historically been underserved or under resourced
2. **"readiness" of applications:** referring to the preparedness of a grant seeker to have the knowledge, skill set and support to successfully write a high-quality service proposal with all required elements

3. **technical assistance plan:** a tool to outline, track and report targeted support to an organization with a need or problem; an effective method for building the capacity of an organization.
4. **after-action report:** a detailed critical summary or analysis of a past event or activity, created to re-assess decisions and consider possible alternatives for future scenarios.

C. Deliverables

1. Service Line 1: Technical Assistance for Grant Seekers

<i>Deliverables</i>	<i>Expectations</i>	<i>Sample Evidence</i>
a. Technical assistance plan and report for Summer 2023 RFA b. Technical assistance plan and report for Priority Funding Cycle 1 RFA c. Technical assistance plan and report for Priority Funding Cycle 2 RFA d. Technical assistance plan and report for Summer 2024 RFA e. Technical assistance plan and report for Priority Funding Cycle 3 RFA	<p>Vendor will conduct assessment of potential applicants to identify strengths and challenges in the application process.</p> <p>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).</p> <p>Vendor will maintain documentation of technical assistance requests, services provided, and progress made.</p>	<ul style="list-style-type: none"> • Assessment reports • Training schedule • Training outlines and agendas • Sign-in sheets • TA logs

2. Service Line 2: Communities of Practice for Unselected Applicants

<i>Deliverables</i>	<i>Expectations</i>	<i>Sample Evidence</i>
a. Unfunded analysis and CoP development for Summer 2023 RFA with quarterly reporting b. Unfunded analysis and CoP development for Priority Funding Cycle 1 RFA with quarterly reporting	<p>Vendor will conduct an analysis of applications not selected for funding in each cycle to determine common challenges in the application process.</p>	<ul style="list-style-type: none"> • Analysis reports • CoP membership description • Training and coaching schedule • Training and coaching outlines and agendas • Sign-in sheets

<p>c. Unfunded analysis and CoP development for Priority Funding Cycle 2 RFA with quarterly reporting</p> <p>d. Unfunded analysis and CoP development for Summer 2024 RFA with quarterly reporting</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"> • TA logs • Satisfaction surveys
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D. 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).

<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

E. Payment Schedule

1. Service Line 1: Technical Assistance for Grant Seekers

<i>Deliverable</i>	<i>Date</i>	<i>Contract Payment</i>
Project Governance Documents, including technical assistance plans for Summer 2023 RFA and Priority Funding Cycle 1 RFA	Mar 01, 2023	10%
Technical assistance plan for Priority Funding Cycle 2 RFA	May 01, 2023	5%
Wrap-up report for Summer 2023 RFA	Jun 01, 2023	15%
Wrap-up report for Priority Funding Cycle 1 RFA	Jun 30, 2023	15%
Wrap-up report for Priority Funding Cycle 2 RFA	Sep 30, 2023	15%
Technical assistance plan for Summer 2024 RFA	Mar 01, 2024	5%
Technical assistance plan for Priority Funding Cycle 3 RFA	May 01, 2024	5%
Wrap-up report for Summer 2024 RFA	Jun 01, 2024	15%
Wrap-up report for Priority Funding Cycle 3 RFA	Sep 30, 2024	15%

2. Service Line 2: Communities of Practice for Unselected Applicants

<i>Deliverable</i>	<i>Date</i>	<i>Contract Payment</i>
Project Governance Documents	Feb 10, 2023	10%
Unfunded analysis and CoP development plan for Summer 2023 RFA	Jun 01, 2023	10%
Unfunded analysis and CoP development plan for Priority Funding Cycle 1 RFA	Jul 15, 2023	10%
CoP Quarterly Report for Summer 2023 RFA	Sep 15, 2023	10%
Unfunded analysis and CoP development plan for Priority Funding Cycle 2 RFA	Oct 15, 2023	10%
CoP Quarterly Report for Priority Funding Cycle 1 RFA	Oct 30, 2023	10%
CoP Quarterly Report for Priority Funding Cycle 2 RFA	Jan 30, 2024	10%
Unfunded analysis and CoP development plan for Summer 2024 RFA	Jun 01, 2024	10%

Unfunded analysis and CoP development plan for Summer 2024 RFA	Jun 01, 2024	10%
CoP Quarterly Report for Summer 2024 RFA	Sep 15, 2024	10%

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Children's Services Council of Leon County

2022 Future Meetings

Dates & Locations

(All times are E.T.)

DATE	TIME	SUBJECT	LOCATION
Wednesday, October 12	1:00 pm	Program Services Cmte	Sunshine Health Community Room
Wednesday, October 12	5:30 pm	Finance & Budget Cmte	The Southern Group
Friday, October 14	3:00 pm	IIMS RFP Public Opening	Law Offices of Bryant, Miller, Olive
Thursday, October 20	4:00 pm	Regular Meeting	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Monday, October 24	11:00 am	Capacity Building RFP Informational Session	Via Zoom
Thursday, November 3	2:00 pm	IIMS RFP Public Meeting	TBA
Thursday, November 10	4:00 pm	Executive Cmte	The Southern Group
Thursday, November 17	4:00 pm	Regular Meeting	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Monday, November 28	2:00 pm	Capacity Building RFP Public Opening	Law Offices of Bryant, Miller, Olive
Thursday, December 8	10:00 am	Capacity Building RFP Public Meeting	TBA
Thursday, December 15	2:00 pm	Capacity Building RFP Public Meeting	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Thursday, December 15	4:00 pm	Regular Meeting	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Friday, December 16	3:00 pm	Auditor Services RFP Public Opening	Law Offices of Bryant, Miller, Olive
Thursday, January 5	TBA	Auditor Services RFP Public Meeting	TBA
Thursday, January 19	4:00 pm	Regular Meeting	2002 Old. St. Augustine Rd., Suite A-50
Friday, January 20	3:00 pm	Open House: Community Resource Center	2002 Old. St. Augustine Rd., Suite A-50