

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.csleon.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.csleon.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 \$150,000 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>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>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	Vendor will conduct assessment of potential applicants to identify strengths and challenges in the application process.	<ul style="list-style-type: none"> • Assessment reports • Training schedule • Training outlines and agendas • Sign-in sheets • TA logs
b. Technical assistance plan and report for Priority Funding Cycle 1 RFA		
c. Technical assistance plan and report for Priority Funding Cycle 2 RFA	Vendor will host at least three trainings per RFA to support accurate and timely submission of proposals (at least one will be held in-person).	
d. Technical assistance plan and report for Summer 2024 RFA		
e. Technical assistance plan and report for Priority Funding Cycle 3 RFA		

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

<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%