

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

Thursday, November 17, 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, when available, 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. Community Impact Stories
 - A. Javacya Arts Conservatory, Patrice Floyd
 - B. ASPIRE Capital Region, Morgan Evers
- VI. Approval of Consent Agenda Items
 - A. Minutes from the October 2022 meeting (page 3)
 - B. Financial Report from October 2022 (page 7)
 - C. Executive Director's Report (page 11)
 - D. RFP for Financial Audit Services (page 13)
- VII. General Counsel Update
 - A. Council Member Disclosure Form (page 35)
- VIII. Committees & Reports
 - A. Investment Workgroup
 - i. Draft Workplan Discussion
 - B. Program Services Committee
 - i. Draft "Community Investments (grants)" Policy (Handout)
- IX. Integrated Information Management Solution Award Recommendation
 - A. Presentation of Award Recommendation (page 41)
 - B. Public Comment
 - C. Consideration to Approve Award Recommendation
- X. Continued Discussion of Draft Strategic Framework for 2023-2025 (page 43)
 - A. High-Quality Early Childhood Investment
 - i. Special Guest: Erin Smeltzer, CEO, The Children's Forum
 - B. Summer Bridge Funding
 - C. Family Support Services
- XI. Upcoming Events (Handouts)
 - A. Grand Opening of CSC Leon Community Resource Room, Meeting Facility & Office
 - B. Family Listening Sessions
- XII. Next Meeting Dates
 - A. Meeting Schedule (page 51)
- XIII. Next Meeting Agenda
 - A. Community Impact Stories

- B. Presentation of Executive Director Evaluation and Committee Recommendations
 - C. Consideration to approve “Community Investments (grants)” Policy
 - D. Presentation of draft Reserves Policy
 - E. Presentation of draft Investment Policy Statement (IPS)
 - F. Presentation of Capacity Building Award Recommendation
- XIV. Member Comments
- XV. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
October 20, 2022

MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Carmen Conner, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Liza McFadden, Community Member; and
- Judge Anthony Miller, Second Judicial Circuit.

Members Absent:

- Rocky Hanna, Superintendent, Leon County Schools;
- Darryl Jones, School Board Chair, Leon County Schools; and
- Mark O'Bryant, 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 4:04 p.m., noting that the meeting would serve as the annual meeting for the Council. Staff distributed an annual record of Council Member attendance.

II. ROLL CALL

Seven (7) council members were present, and 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

Mr. Jack Levine 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. SUMMER FUNDING PRESENTATION

Ms. Green provided a brief review of the Summer 2022 Investment Funding impact, noting that the summer funds served 310.25% of the projected families. The report is available to review online.

Ms. Green introduced Stephanie Eller Vaughn, the incoming Program Accountability and Research Manager (PARM). She will start on Monday, October 31.

VII. GENERAL COUNSEL UPDATE

No updates were provided.

VIII. COMMITTEES & REPORTS

A. Executive Committee

Chair Glenn provided an update on the Executive Director's annual evaluation process that will conclude on November 3.

B. Nominating Committee

Chair Glenn presented Resolution 2022-10 designating officers for the Governing Council. Ms. Cummings moved to approve the resolution as presented; Judge Miller provided a second. The motion was unanimously approved with no public comment.

C. Investment Workgroup

Ms. McFadden provided an update on the workgroup's progress. The workgroup will meet again prior to the next Governing Council meeting.

D. Finance and Budget Committee

Mr. Mitchell presented the draft RFP for Financial Audit Services; discussion followed the presentation. No action was required by the Council and the final RFP will be presented for approval at the November Council meeting.

E. Program Services Committee

Ms. Green presented the committee's report, noting the future development of a "community investment (grants)" policy. Ms. McFadden moved to approve the Capacity Building ITN as presented. Ms. Conner seconded. The motion was unanimously approved with no public comment.

F. Draft Strategic Framework 2022-2025

Ms. Green reviewed the process for the development of the draft Strategic Framework to guide the process for community investments. Several Council Members raised questions and requested additional information and time to review the document. Staff was asked to develop a "feedback form" for Council Members to submit specific questions or comments about the framework. The Council decide to continue the discussion during the next Council meeting.

IX. Next Meeting Dates

Ms. Clay provided a list of upcoming meeting dates as an attachment that aligns with the online meeting calendar available on the CSC Leon website.

XIV. NEXT MEETING AGENDA REVIEW

- Continued discussion of the draft Strategic Framework;
- Presentation of Council Member Disclosure Form;
- Consideration to approve Integrated Information Management Solution Award Recommendation;
- Consideration to approve RFP for Financial Auditing Services; and
- Review of the Draft Investment and Reserve Policies.

XV. MEMBER COMMENTS

Judge Miller provided brief remarks on how much he enjoyed the summer funding presentation, followed by Ms. Cummings commenting on the Council's good decision to provide summer funding.

XVI. ADJOURNMENT

Meeting was adjourned at 5:56 p.m.

Children's Services Council of Leon County
Balance Sheet
As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Bill.com Money Out Clearing	6,222.50
Money Market Account	4,262,520.78
Operating	240,445.62
Undeposited funds	<u>3,715.09</u>
Total Checking/Savings	<u>4,512,903.99</u>
Total Current Assets	4,512,903.99
Other Assets	
Security Deposits Asset	<u>6,222.50</u>
Total Other Assets	<u>6,222.50</u>
TOTAL ASSETS	<u>4,519,126.49</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	4,576,003.34
Net Income	<u>-56,876.85</u>
Total Equity	<u>4,519,126.49</u>
TOTAL LIABILITIES & EQUITY	<u>4,519,126.49</u>

Children's Services Council of Leon County
Income & Expense Report
October 2022

	TOTAL
Ordinary Income/Expense	
Income	
Ad Valorem Proceeds	639.01
Interest	11.61
Total Income	650.62
Expense	
Compensation /Employee Benefits	
Health Insurance	3,318.51
Payroll taxes	1,454.52
Retirement Contribution	5,586.77
Salaries	19,230.76
Total Compensation /Employee Benefits	29,590.56
Contractual Services	
Accounting Fees	1,125.00
General Counsel (1099-MISC)	11,266.00
Program Specialist & Admin.	5,000.00
Total Contractual Services	17,391.00
Operations	
Misc expenses	405.03
Occupancy (Rent, Util., Janito)	6,222.50
Payroll processing / HR	1,251.58
Printing and Copying	134.99
Software	79.85
Travel and Meetings	
Conference, Convention, Meeting	1,631.64
Travel (mileage)	820.32
Total Travel and Meetings	2,451.96
Total Operations	10,545.91
Total Expense	57,527.47
Net Ordinary Income	-56,876.85
Net Income	<u>-56,876.85</u>

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

October 2022

	Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	639.01	7,632,396.32	-7,631,757.31	0.0%
Interest	11.61	10,057.10	-10,045.49	0.1%
Total Income	650.62	7,642,453.42	-7,641,802.80	0.0%
Expense				
Compensation /Employee Benefits				
Employee Benefits (Other)	0.00	2,000.00	-2,000.00	0.0%
Health Insurance	3,318.51	80,000.00	-76,681.49	4.1%
Payroll taxes	1,454.52	29,484.00	-28,029.48	4.9%
Retirement Contribution	5,586.77	80,660.00	-75,073.23	6.9%
Salaries	19,230.76	323,000.00	-303,769.24	6.0%
Total Compensation /Employee Benefits	29,590.56	515,144.00	-485,553.44	5.7%
Contractual Services				
Accounting Fees	1,125.00	30,000.00	-28,875.00	3.8%
AmeriCorp Vists	0.00	10,000.00	-10,000.00	0.0%
External Audit Fee	0.00	20,000.00	-20,000.00	0.0%
General Counsel (1099-MISC)	11,266.00	75,000.00	-63,734.00	15.0%
Grantwriting Services	0.00	50,000.00	-50,000.00	0.0%
Program Specialist & Admin.	5,000.00	60,000.00	-55,000.00	8.3%
Total Contractual Services	17,391.00	245,000.00	-227,609.00	7.1%
Operations				
Ad Valorem Collection Fees	0.00	230,771.89	-230,771.89	0.0%
Awards & Recognition	0.00	500.00	-500.00	0.0%
Communications	0.00	5,200.00	-5,200.00	0.0%
Community Awareness/Engagement	0.00	20,000.00	-20,000.00	0.0%
Dues & Subscription	0.00	15,000.00	-15,000.00	0.0%
Equipment	0.00	11,000.00	-11,000.00	0.0%
Furniture	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liab., D&O, WC)	0.00	17,500.00	-17,500.00	0.0%
IT Hardware	0.00	5,000.00	-5,000.00	0.0%
IT Services (Web & Email)	0.00	1,500.00	-1,500.00	0.0%
Licenses & Fees	0.00	1,000.00	-1,000.00	0.0%
Misc expenses	405.03	5,000.00	-4,594.97	8.1%
Occupancy (Rent, Util., Janito)	6,222.50	74,670.00	-68,447.50	8.3%
Office Supplies	0.00	5,200.00	-5,200.00	0.0%
Payroll processing / HR	1,251.58	10,000.00	-8,748.42	12.5%
Postage and Courier	0.00	750.00	-750.00	0.0%
Printing and Copying	134.99	2,000.00	-1,865.01	6.7%
Program & Financial Software	0.00	150,000.00	-150,000.00	0.0%
Public Relations	0.00	50,000.00	-50,000.00	0.0%
Research	0.00	4,000.00	-4,000.00	0.0%
Software	79.85	3,000.00	-2,920.15	2.7%
Sponsorship	0.00	8,000.00	-8,000.00	0.0%
Travel and Meetings				
Conference, Convention, Meeting	1,631.64	12,000.00	-10,368.36	13.6%
Travel (mileage)	820.32	9,000.00	-8,179.68	9.1%
Total Travel and Meetings	2,451.96	21,000.00	-18,548.04	11.7%
Total Operations	10,545.91	642,091.89	-631,545.98	1.6%
Program Investments				
Capacity Building	0.00	120,000.00	-120,000.00	0.0%
Innovation Funding	0.00	1,500,000.00	-1,500,000.00	0.0%
Priority Funding	0.00	7,502,906.30	-7,502,906.30	0.0%
Summer Programmatic Funding	0.00	1,600,000.00	-1,600,000.00	0.0%
Total Program Investments	0.00	10,722,906.30	-10,722,906.30	0.0%
Reserves/Community Grants	0.00	381,619.82	-381,619.82	0.0%
Total Expense	57,527.47	12,506,762.01	-12,449,234.54	0.5%
Net Ordinary Income	-56,876.85	-4,864,308.59	4,807,431.74	1.2%
Net Income	-56,876.85	-4,864,308.59	4,807,431.74	1.2%

Executive Director's Report
Governing Council Meeting | Thursday, November 17, 2022

Summit on Children 2022

The Summit on Children 2022 was held on Thursday, November 3, from 9:00 a.m. – noon, at the Jim Moran Institute. The eighth annual event was a hybrid, with about 75 in-person attendees and another 100-125 online participants. The Council was well represented with attendance and two participants on the program. Supt. Rocky Hanna provided a recap of the school district's response during COVID and how they are working to address the challenges of returning to in-person learning and learning loss recovery. Also, Dr. Zandra Glenn provided the introduction of Ms. Green, who presented an overview of the Council's work to date, the draft strategic framework, and the summary of the Summer 2022 Investment funding. Additionally, Paul Mitchell, Sch. Bd. Chr. Jones, Comm. Carolyn Cummings, and former Council Chair Judge Jonathan Sjostrom were in attendance.

Grade Level Reading (GLR) Leon Campaign Update

Spearheaded by Early Learning Leon (ELL), the GLR Leon Campaign is underway and working earnestly to submit required documents to get the campaign started in our county. While the Letter of Intent from Leon County has been accepted, the workgroup is finalizing the Community Solutions Action Plan, or CSAP, to submit; this document provides an overview of the proposed activities that will be implemented to assist the school district in attaining its goal of at least 60% of third graders reading on level by the end of this academic year.

The CSC Leon has been a part of this planning and, as a part of the draft strategic framework, will propose that the Council be a financial partner in this initiative. Additional information will be presented during the 2023-25 Strategic Framework discussion.

"Trusted People": Partnership with Leon County, City of Tallahassee and United Way of the Big Bend

As reported in October 2022, subsequent to the "Breaking Bread" neighborhood meetings on food insecurity hosted this past summer 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, 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 has three (3) appointments to the steering committee; staff recommends the following county residents be the Council's selections to serve in this capacity:

- Rev. Anton G. Elwood, Pastor of New Mount Zion AME Church (Griffin Heights);
- Dr. Mary Simmons, Interim Dean of the School of Allied Health Sciences, Florida A&M University (Bond, Capitola, Chaires and other rural areas located in the county limits); and
- Mr. Walter McDonald, President of the Neighborhood Association of Providence (Providence).

These citizens are widely respected in the community and will make excellent choices to represent the Council on the steering committee. Each has been contacted and notified about this request. CSC Leon staff will notify the Council if replacement selections will need to occur in the instance one or more of these persons is not able to serve in this capacity.

Financial Audit Services RFP

Included in the consent agenda is the final draft of the RFP for Financial Auditing Services. As it is straight forward and has been reviewed by the Council Members, as well as the General Counsel, it only need final approval by the Council. Upon approval of the consent agenda, the RFP also will be approved and will be issued to the public via customary notifications on the CSC Leon website, Florida Administrative Weekly, etc.

Reminder: Council Member Appointments (as reported in October 2022)

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.

Submitted by:

Cecka Rose Green, CPM
Executive Director

Request for Proposals (RFP)

Financial Auditing Services

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

Issue Date: November 18, 2022

Questions Deadline: November 30, 2022 by 12:00 p.m.

Question Responses Posted: December 5, 2022

Response Deadline: December 16, 2022 by 2:00 p.m.

Estimated Notice of Recommendation of Award: January 6, 2023

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 RFP process to the following **Purchasing Official**:

Dina Snider, Director of Finance and Operations

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 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 Statue. 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 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.

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 addition, CSC Leon is required to complete an annual audit in accordance with chapter 10.550 of the Rules of the Auditor General of the State of Florida (9-30-22) (available at https://flauditor.gov/pages/pdf_files/10_550.pdf).

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 Financial 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.

E. CSC Leon Not Liable for Respondent's Cost

CSC Leon shall not be liable or responsible for any costs incurred by any Respondent for preparing and submitting any response to this RFP, attending any presentation, or for any other

activities or occurrences related in any way to this RFP on or prior to the execution of a contract.

F. Disclosure of Contents

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

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

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

G. Right to Cancel

CSC Leon, in its sole discretion, may cancel this RFP at any time and for any reason. Issuance of this RFP 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 RFP for any reason whatsoever.

H. Responsiveness and Responsibility

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

I. RFP 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 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

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 RFP. Explain very briefly how the Respondent satisfies the minimum qualifications to respond (see **Section 1.C**). Affirm that the Respondent has thoroughly reviewed the RFP and agrees to provide the services set forth in the SOW if awarded a Contract. If the Response includes any alleged trade secrets, confirm compliance with **Section 2.F**.

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

B. Respondent Experience, Qualifications and References

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. Proposed Pricing

Provide CSC Leon with the most competitive price for the completion of each activity included in the SOW.

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

B. Award Recommendation

The solicitation committee will formulate by consensus a recommendation of Contract award that will provide the best value to CSC Leon. “Best value” means the expected outcome that, in CSC Leon’s estimation, provides the greatest overall benefit in response to CSC Leon’s requirements. The solicitation committee will reduce its recommendation to writing, including a description of the basis of its recommendation, and convey that written recommendation to the Purchasing Official. The written recommendation will be a public record available for inspection (particular details may be redacted as authorized by Florida law).

SECTION 5 – AWARD PROCESS

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

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

FORM A – DISCLOSURES AND AFFIRMATION STATEMENT

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

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

- ❑ The Response is that of the Respondent and has not been copied or obtained from any other person or entity responding to any other competitive solicitation whether in Florida or elsewhere either in the past or present.
- ❑ The Respondent has not been convicted of or entered a plea of nolo contendere to fraud within a period of two years of such conviction.
- ❑ The Respondent and the agents, officers, principals, and professional employees thereof have not and will not participate in any communication prohibited in this ITN.

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

Authorized Signature (Manual)

Name and Title (Typed)

Date (Typed)

Respondent (Typed)

EXHIBIT 1 – DRAFT CONTRACT

THIS CONTRACT (the “Contract”) is between the Children’s Services Council of Leon County (“CSC Leon”), an independent special district, and _____ (“Contractor”), a _____ (each individually a “Party” and collectively the “Parties”).

WHEREAS, the Contractor responded to CSC Leon’s competitive solicitation entitled *Request for Proposals for Financial Auditing Services*; and,

WHEREAS, CSC Leon has relied on the Contractor's response, and explanations, demonstrations, and revisions thereof, to determine that the Contractor’s offer provides the best value to CSC Leon; and,

WHEREAS, the Parties desire to enter into the Contract pursuant to which the Contractor will provide the services hereafter described.

NOW THEREFORE, in consideration of the premises set forth herein, the Parties agree as follows:

1. The Contractor shall satisfy the requirements described in the Statement of Work attached as Schedule A, and to the Contract terms and conditions (the “Services”).
2. This is a fixed price Contract. In exchange for acceptable performance of the Services, CSC Leon agrees to pay, and Contractor agrees to accept, the fixed price of \$XX,XXX. The Contract price is all-inclusive, and CSC Leon will not compensate or reimburse the Contractor any other amounts related to Contract performance such as travel expenses, license fees, taxes, miscellaneous expenses, overhead, etc. CSC Leon will pay the Contractor in arrears the price agreed to for each Contract payment milestone identified in Schedule A. CSC Leon will not pay the Contractor any more than the Contract price in exchange for performing the Services. If it becomes necessary for CSC Leon to request the Contractor to render any additional services, either to supplement the Services or to perform additional work related to the Project, then the Parties will execute an amendment to the Contract. Such additional work shall not be performed unless set forth in an amendment. CSC Leon shall not be obligated to pay or reimburse the Contractor more than the amount obligated pursuant to the Contract including amendments.
3. The Contract effective date shall be February 1, 2023, or the date on which the last Party has signed the Contract, whichever is later (the “Effective Date”). The Contract term shall begin on the Effective Date and shall end on March 31, 2024, unless the Contract is terminated earlier as provided herein. CSC Leon’s shall not be obligated to pay for costs incurred related to the Contract prior to its Effective Date or after its ending date.

The Contract term may, upon mutual agreement, be extended for a period no longer than 90 days of the original Contract, if the Contractor's performance of the Services is delayed by causes outside the reasonable control of the Contractor. A Contract time extension is the sole remedy for delays. Contingent upon satisfactory performance, the Parties may, upon mutual agreement, renew the Contract for one additional fiscal year at the same annual audit price.

4. The Parties' contact information for all purposes related to this Contract is:

CSC Leon

Dina Snider
dsnider@cscleon.org
PO Box 1816
Tallahassee, FL 32302
(850) xxx-xxxx

Contractor

Name
Email
Address
Address
Phone No.

A Party may designate a different contact person after the Effective Date of the Contract by providing written notice of the change to the other Party's contact, without amendment of the Contract.

5. The Contractor warrants that its Services will be performed in a good and workmanlike manner, in accordance with the Contract, and that deliverables will materially comply with their applicable requirements. The Contractor will re-perform any work not materially in compliance with this warranty which is brought to its attention within 90 days after the work has been performed.
6. CSC Leon is an agency subject to Florida's public records laws. In performing the Services, the Contractor is acting on behalf of CSC Leon as provided under section 119.011(2), Florida Statutes. Accordingly, the Contractor shall:
 - (a) Keep and maintain public records required by CSC Leon to perform the Services.
 - (b) Upon request from CSC Leon's custodian of public records, provide CSC Leon with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Florida law.
 - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the contractor does not transfer the records to the public agency.
 - (d) Upon completion of the Contract, transfer, at no cost, to CSC Leon all public records in possession of the Contractor or keep and maintain public records required by

CSC Leon to perform the Services. If the Contractor transfers all public records to CSC Leon upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSC Leon, upon request from CSC Leon's custodian of public records, in a format that is compatible with the information technology systems of CSC Leon.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (*telephone number, e-mail address, and mailing address*).

7. CSC Leon may unilaterally cancel the Contract for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), Florida Statutes.
8. To preserve the public interest in the prudent expenditure of public funds, CSC Leon is authorized to inspect (a) financial records, papers, and documents of the Contractor that are directly related to the performance of the Contract or the expenditure of public funds; and (b) programmatic records, papers, and documents of the Contractor which CSC Leon determines are necessary to monitor the performance of the Contract or to ensure that the terms of the Contract are being met. The Contractor shall provide such records, papers, and documents requested by CSC Leon within 10 business days after the request is made.
9. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, subcontractors, officers or employees in the course of performing the Services, including, but not limited to, protected health information as defined in 45 CFR Part 160, personally identifiable information as defined in *HHS Policy for Preparing for and Responding to a Breach of Personally Identifiable Information (PII)* (version 2.0), Doc. No. HHS-OCIO-PIM-2020-05-003, or personal information as defined in section 501.171(1), Florida Statutes (2021). The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, or material that is otherwise obtainable under Florida law as a public record. To insure confidentiality, the Contractor shall take appropriate steps as to its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Contract.
10. All Services will be performed within the continental United States. All data related to or arising from the Contractor's performance of the Services shall remain in, and be maintained in, the continental United States. Neither the Contractor nor any subcontractor shall access such data from outside of the continental United States, nor will they send any

such data outside the continental United States. For purposes of this requirement, “data” means a subset of structured information in a format that allows such information to be electronically retrieved and transmitted.

11. CSC Leon is a public employer as defined in section 448.095, Florida Statutes. Therefore, the Contractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees (see <https://www.e-verify.gov/>). Any subcontractors engaged by the Contractor to provide Services for work on the Contract must provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall maintain a copy of such affidavit for the duration of the Contract.
12. The Contractor agrees to indemnify, protect, defend and hold harmless CSC Leon, its current and future Council members, officers, employees, agents, representatives, successors and assigns (the “CSC Leon Indemnitees”) from and against any and all claims, actions, suits, proceedings, investigations, audits, losses, liabilities, penalties, fines, sanctions, damages, demands, causes of action, costs and expenses including, but not limited to, all reasonable consulting, reasonable attorneys (in-house and outside counsel) or other professional fees including disbursements (collectively, “Losses”), which CSC Leon Indemnitees, or any of them, may incur or suffer by reason of the following arising out of relating to or resulting from the following actions in the Contractor’s performance of the Services or the activities of the Contractor in connection with the Services or the Contractor’s breach of this Contract: (i) bodily injury or death of any natural person; (ii) damage to property of any person or entity; (iii) violations of law; and (iv) misappropriation, infringement or misuse of intellectual property rights of a third party; except to the extent any such Losses were caused primarily by the willful misconduct or omissions of the CSC Leon Indemnitees, or any of them. The Contractor’s indemnity obligation hereunder shall not be limited in any way by any limitation on the amount or type of damages, compensation, penalty or benefits payable by or for the Contractor under any available insurance coverage or statutory program or scheme, including without limitation, any workers compensation, disability benefit or other employee benefit acts.
13. This Contract shall be governed by the laws of the State of Florida without regard to its conflict of laws provision. The exclusive venue for any lawsuits, actions or proceedings arising in connection with this Contract shall be the state courts of Leon County, Florida; in any such action Florida law will apply, the Parties waive any right to jury trial, and the prevailing Party is entitled to recovery of reasonable attorneys’ fees.
14. If any provision of this Contract is held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions, it being the intention of the Parties that this Contract be so construed as to render enforceable that portion of this Contract unaffected by such holding. The contractual provisions shall be deemed severable.

15. CSC Leon may terminate the Contract if the Contractor fails to (1) maintain adequate progress, thus endangering timely performance of the Contract, (2) honor any material term of the Contract, or (3) abide by any material legal requirement. Before exercising its right to terminate, CSC Leon will provide the Contractor at least ten days written notice and opportunity to cure.
16. If either Party shall be delayed or hindered in, or prevented from, the performance of any act required hereunder by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, riots, insurrection, adverse weather conditions (including but not limited to tropical storms and hurricanes), epidemic or pandemic, war or other reasons of a like nature not the fault of the Party delayed (all of such reasons or causes referred to as "Force Majeure"), then performance of such acts shall be excused for the period of the delay, and the period within which the performance of such act may be required hereunder shall be extended by a period equivalent to the period of such delay. The exclusive relief for a Force Majeure event will be receipt of an extension of the schedule for the performance of the Services or other act required under the Contract.
17. The relationship between CSC Leon and the Contractor is that of customer and service provider, and nothing contained in this Contract shall be deemed or construed as creating the relationship of principal and agent, or of partnership, or of a joint venture between CSC Leon and the Contractor in respect to the Services or otherwise.
18. The Contractor shall take all actions necessary to ensure that the Contractor's employees, subcontractors and other agents are not employees of CSC Leon. Such actions include, but are not limited to, ensuring that the Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensation, and unemployment) from an employer other than CSC Leon.
19. The Contractor shall not permit this Contract or any of its obligations or rights hereunder to be delegated or assigned voluntarily, involuntarily or by operation of law, without the express prior written authorization of CSC Leon at its sole and absolute discretion. No such written authorization, however, shall be construed as discharging or releasing the Contractor from the fulfillment of obligations under this Contract. This Contract shall inure to the benefit of and bind the Parties and their permitted successors and permitted assigns.
20. The execution and performance of this Contract by each Party has been duly authorized by all applicable laws and regulations and all necessary corporate action, and this Contract constitutes the valid and binding obligation of such Party, enforceable in accordance with its terms.

21. The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133, Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the CSC Leon in writing if its ability to perform is compromised in any manner during the term of the Contract.
22. CSC Leon and the Contractor are the exclusive Parties to this Contract, and no other individual or entity is intended to have, nor shall any individual or entity be deemed to have, any rights, benefits, privileges, causes of action, rights of action or remedies as a third-party beneficiary to or under this Contract or otherwise.
23. This Contract and any amendment made in accordance with the terms hereof may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.
24. Every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.
25. Failure by either Party to enforce any of the provisions hereof for any length of time shall not be deemed a waiver of its rights set forth in this Contract. Such a waiver may be made only by an instrument in writing signed by the Party sought to be charged with the waiver.
26. This Contract (including exhibits) contains all the agreements of the Parties with respect to the subject matter herein. There have been no representations made by either Party or understandings made between the Parties express or implied with respect to the subject matter hereof other than those set forth in this Contract. This Contract may not be modified except by a written instrument duly executed by the Parties. The Parties have had an opportunity negotiate this Contract and to consult with counsel; accordingly, the rule of interpretation known as "construction against the drafter" will not apply to this Contract.

[signatures on next page]

IN WITNESS WHEREOF, each Party has caused this Contract to be executed by its duly authorized representatives.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

By:

Its:

Date: ____, 2023

[CONTRACTOR NAME]

By:

Its:

Date: ____, 2023

SCHEDULE A - 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 chapter 10.550 of the Rules of the Auditor General of the State of Florida (9-30-22) (available at https://flauditor.gov/pages/pdf_files/10_550.pdf).

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 2022-2023	November 2023 – January 2024	February 1, 2024	40%

MEMORANDUM

TO: Governing Council, CSC Leon
FROM: Chris Roe, General Counsel
DATE: November 11, 2022
SUBJECT: Ethics laws; voting conflicts and prohibited business relationships

Voting Conflicts:

- Governing Council members are subject to the state ethics laws applicable to local government officials (Chapter 112, Part III, Fla. Stat.).
- Governing Council members who are present at meetings must vote on all official actions of CSC Leon, *except where there is, or appears to be, a possible conflict of interest for the councilmember.* (Sec. 286.012, Fla. Stat.)
- Each member of the Governing Council MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. (Sec. 112.3143, Fla. Stat.)
- “Special private gain or loss” means an economic benefit or harm.
- Governing Council members also MUST ABSTAIN from knowingly voting on a measure which would inure:
 - to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained);
 - to the special private gain or loss of a relative; or
 - to the special private gain or loss of a business associate.
- A “relative” includes only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).
- While you must abstain from voting in the situations described above, you are not prohibited from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.
- If a conflict exists, the councilmember must:
 - Publicly announce the nature of his or her interest before the vote

- File a memorandum of voting conflict on Commission on Ethics Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter.
- The completed form will be incorporated into the meeting minutes.
- Form CE 8B is attached.

⇒ ***In the event of conflict of interest: announce...abstain....disclose....file***

Doing Business with One's Agency:

- Where an agency has the responsibility of providing specified services to a particular clientele, a contract with another entity to provide those services is a purchase of those services for the agency => a Children's Services Council is purchasing services for itself when it contracts with and awards funding to a private corporation to provide community services.
- A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. (Sec. 112.313(3), Fla. Stat.)
- A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. (Sec. 112.313(3), Fla. Stat.)
- Section 112.313(3) prohibits a Governing Council member from purchasing services from a business entity in which she serves as an officer, director, or proprietor, or has a material interest.

Conflicting Employment or Contractual Relationship:

- A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. (Sec. 112.313(7), Fla. Stat.)
- A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. (Sec. 112.313(7), Fla. Stat.)

Prohibited business relationships generally cannot be resolved by abstaining from votes:

- *Ex. Councilmember Allen owns 50% of Company A which provides early learning services. Company A is interested in seeking funding from CSC Leon. Councilmember Allen, acting in his official capacity as a public officer of CSC Leon, cannot purchase services from Company A, and Company A cannot sell services to CSC Leon. The conflict cannot be resolved by Councilmember Allen abstaining from voting on whether to award funding to Company A. CSC Leon cannot provide funding to*

Company A, and Company A cannot provide services on behalf of CSC Leon, while Councilmember Allen is a member of the Governing Council and owns more than 5% of Company A.

The ethics laws are extensive and contain numerous exceptions regarding conflicts of interest and prohibited business relationships, and each situation is fact-specific as to whether a conflict, prohibition or exception exists. Please contact me if you have any questions or concerns regarding voting conflicts or prohibited business relationships.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	CITY COUNTY OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: ELECTIVE APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ____ inured to my special private gain or loss;
- ____ inured to the special gain or loss of my business associate, _____ ;
- ____ inured to the special gain or loss of my relative, _____ ;
- ____ inured to the special gain or loss of _____, by
whom I am retained; or
- ____ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Children's Services Council of Leon County

P.O. Box 1816, Tallahassee, FL 32301



Date	To	From
November 4, 2022	Dr. Zandra Glenn CSC Leon County Council Chair	Brian Boyd, Spokesperson CSC Leon County RFP Solicitation Committee

SUBJECT: Recommendation for Award for Integrated Information Management Solution (Project No. 2022-01)

EXECUTIVE SUMMARY

Based on the finding below, the IIMS Solicitation Committee hereby recommends that CSC Leon award the referenced contract to Webauthor, which the Committee has determined will provide best value based on the criteria specified in the Request for Proposal entitled Integrated Information Management Solution ("RFP"). The initial contract price is \$148,500, with an annual renewal price of \$56,000.

BACKGROUND

On September 15, 2022, the CSC Leon governing council approved issuance of the RFP inviting responses from vendors interested in developing an integrated information management system (IIMS) to manage specific business functions efficiently and maximize data analysis capabilities. The RFP included a draft statement of work, which was informed by a comprehensive market research phase and request for information process earlier in the year. The RFP indicated that CSC Leon's contract budget was \$150,000 for the initial development with additional funds available for annual maintenance and license fees. Overall, the goal of the RFP was to select a single vendor that demonstrated its ability to integrate various data sets across software solutions without extensive supplemental systems, add-ons, or customization and meet specific needs of three business modules: Grant Making and Contract Management; Performance Measurement and Information Management; and Customer Relationship Management.

CSC Leon issued the RFP on September 16, 2022. On October 14, CSC Leon received two Responses. One response was deemed non-responsive. The designated Solicitation Committee member (Brian Boyd, Roxann Campbell, Eddie Gonzalez Loumiet, Don Lindsey, and Abigail Sanders) independently evaluated the responsive Response in accordance with the following high-level criteria and sub-domains:

- Experience, Qualifications and References: 15%
- Technical Capabilities: 30%
 - Form C was autoscored (83.3%)
 - Vendor Presentation (16.6%)
- Statement of Work: 55%

<ul style="list-style-type: none"> ○ Vendor IT Environment Responsibilities (15.4%) ○ ADA Compliance (7.7%) ○ User Type & Capacity (7.7%) ○ End User & Client Operating Environment (7.7%) 	<ul style="list-style-type: none"> ○ Business Modules (15.4%) ○ Integration Services (7.7%) ○ Training Services (7.7%) ○ Documentation (7.7%) ○ Vendor Personnel (7.7%) ○ Project Management (15.4%)
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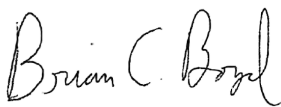
On November 3, 2022, the Committee met publicly to review their collective scores and formulate by consensus a recommendation of Contract award that will provide best value to CSC Leon.

The Committee unanimously decided to recommend Webauthor based on the following:

- Webauthor earned a 92.9% on its Form C response, demonstrating its ability to meet the technical requirement.
- Webauthor earned an 88.0% on its experience, qualifications and references, noting its extensive history working for and with multiple children’s services councils across Florida.
- Webauthor earned an 87.6% on the comprehensive evaluation of the Statement of Work.
- Webauthor submitted a price that is fair and reasonable as validated by the pre-solicitation market research.
- CSC Leon conducted a thorough and transparent competitive procurement process.

In consideration of the above, we respectfully recommend award of this contract to Webauthor, the best value response to the ITN with an initial contract amount of \$148,500 and an annual renewal price of \$56,000.

Respectfully,



Brian Boyd, Spokesperson
Children’s Services Council of Leon County
RFP Solicitation Committee

November 4, 2022

Date

HIGH-QUALITY EARLY LEARNING					
Theory of Change Reference: Increase the number of children who enter kindergarten socially, emotionally, and academically ready Baseline Data: Kindergarten Readiness – 50% (2021) Baseline Data: 3rd Grade Reading – 54% (2022)					
Objective	Create sustainable programs to leverage existing partnerships without duplicating ARPA or other investments to stabilize the childcare industry and increase overall quality				
Strategy	Description	Timeline	Annual Cost	Justification	
INCENTIVES	Pathways program to help stabilize and strengthen the childcare workforce through cash incentives paid directly to employees based on work history and education. Wage supplements range from \$200 to \$3,000, depending on level of education qualifications. Programs complements the non-recurring recruitment incentives being funded by ARPA through DEL but does not duplicate <i>Partner/Source: Children's Forum</i>	January 2023	\$400,000	Based on similar size community investment (Osceola ELC)	
	Programs meeting a threshold defined by CLASS assessments measuring teacher-child interactions will receive a payment differential on all children ages birth through 5 years old attending their program. Differential payments are tiered, from 3 to 15 percent, so that programs are rewarded when reaching higher levels of quality; Contract would include focus on increasing number of family child care homes that are licensed who are currently ineligible to leverage available (nonrecurring) ARPA/CSSR to improve quality ; Contract could also include an Accreditation Academy to increase number of Gold Seal accredited providers in order to leverage existing funding streams. <i>Partner/Source: Early Learning Coalition and Children's Forum</i>				
Quality Improvement System	Program that mails free, high-quality books to children from birth to age five, no matter their family's income; assumes a 65% participation rate and supplements the existing entitlement programs (e.g., New Worlds Reading) <i>Partner/Source: Grade-Level Reading Campaign of Leon County</i>	January 2023	\$35,000	Dolly Parton's Imagination Library Planning Tool	
Child Scholarship Program to level the ECE subsidy cliff (NEW)	Program based on the St. Lucie FATES model and building on the success of Leon County CARES that in essence expands eligibility of the SR subsidy to include ALICE families and lengthen the "step down" subsidy to a more gradual process than the one funded by the state <i>Partner/Source: Early Learning Coalition, CareerSource</i>	January 2024	TBA	Requesting data from ELC	

SUMMER BRIDGE PROGRAMS

Theory of Change Reference:

Increase school performance and reduce juvenile crime among school-age children and youth

Increase food security for children, youth and families

Baseline Data: 3rd Grade Reading – 54% (2022)

Baseline Data: 8th Grade Math – 29% (2021)

Baseline Data: Juvenile Crime – 18.9/1,000 (2020-2021)

Baseline Data: Childhood Food Insecurity – 21.2% (2020)

Objective	Provide short-term funding to support vulnerable children during the summer months to have access to high-quality expanded learning and feeding opportunities			
Strategy	Description	Timeline	Annual Cost	Justification
Expanded Learning Opportunities	Child and youth enrichment programs that adhere to minimum quality standards and offer opportunities for social-emotional learning, academic enrichment, life skills, health and wellness (e.g., healthy meals, nutrition education and physical activity), at no or very low cost to families in targeted neighborhoods; programs will be required to collect data and report specific gains using a uniform CSC tool. Program would exclude programs receiving DOE ARPA funds for summer programs through the school district. <i>Partner/Source: Competitive Procurement</i>	May 2023	\$1.5 M	Based on summer 2022 expenditures
Summer Feeding	Expansion of food delivery and pantry programs available to children, youth and families in targeted neighborhoods; must leverage community partners <i>Partner/Source: Competitive Procurement</i>	May 2023	\$250,000	Based on summer 2022 expenditure

FAMILY SUPPORT SERVICES				
<i>Theory of Change Reference:</i> Increase resiliency and reduce the number and consequences of adverse childhood events <i>Baseline Data: Children Experiencing Abuse – 607.1/100,000 (2020)</i> <i>Baseline Data: Youth Self Harm – 38.8/100,000 (2020)</i>				
Objective	Invest in a wide variety of evidence-based programs that reach children, youth and families in their neighborhoods to promote connectivity, better access to resources and increased parenting knowledge			
Strategy	Description	Timeline	Annual Cost	Justification
Parent Education Programs	Family strengthening programs designed to promote protective factors by helping at risk families develop and maintain stable and nurturing caregiver-child relationships; learn effective and appropriate parenting skills to support child development and improve child behavior; enhance family communication and conflict resolution skills; and provide caregivers with social support and linkages to existing community resources; may be home-based or center-based, one on one or in a group setting. Existing parent education programs are currently operating in Leon county. This Program would seek to expand the capacity of those programs to serve more families or enhance current service provision with additional supports as well as fund EBPs serving those not eligible for existing programs	July 2023	\$1.8 M	Based on extrapolated population to budget comparison of Broward programs
	<i>Partner/Source: Competitive Procurement</i>			
Family Resource Centers (FRCs)	Place-based resource hubs where families can access formal and informal supports to promote their health and well-being. Services may include parent skill training, job training, substance abuse prevention, mental health services, housing support, crisis intervention services, literacy programs, and concrete supports such as food or clothing banks. FRCs are distinct in that they are uniquely community-focused, are driven by family needs, and offer a multitude of programs and resources. They also operate using a set of nationally recognized standards.	July 2023	\$800,000	Must start small and then scale; Estimate based on the average costs of establishing 2-3 new FRCs
	<i>Partner/Source: Competitive Procurement</i>			
Mental Health Services	Program to increase the availability of mental health specialists in Leon County to serve the unique needs of children and families through family and child assessment, therapeutic intervention, community navigation, and targeted case management; services would also include training and outreach activities to community partners, providers and families	July 2023	\$500,000	Must start small and then scale upon proven effectiveness; Based on an average cost of \$2,500 to diagnose and treat a depressive episode for 170 individuals plus 10% indirect
	<i>Partner/Source: Competitive Procurement</i>			

PRENATAL/POSTNATAL SUPPORTS				
<p><i>Theory of Change Reference:</i></p> <p>Reduce infant and maternal mortality, increase infant health, improve oral health, and improve early identification of health problems</p> <p><i>Baseline Data: Births with Adequate Prenatal Care – 75% (2020)</i></p> <p><i>Baseline Data: Low-Birth Weight Babies – 10.4% (2018-2020)</i></p> <p><i>Baseline Data: Kindergarten Readiness – 50% (2021)</i></p>				
Objective	Increase available supports to new and expectant moms/caregivers to ensure the healthy early development of our youngest population by expanding existing programs and investing in innovative ideas to reduce transportation and other barriers			
Strategy	Description	Timeline	Annual Cost	Justification
Home Visiting	Home-based delivery of evidence-based new parenting programs initiating in the prenatal period designed to improve access to health related resources, increase knowledge of child development, and promote positive parent-child interactions. Existing home visiting programs currently operate in Leon county (e.g., Health Families, Healthy Start, etc.). This Program would seek to expand the capacity of those programs to serve more families or enhance current service provision with additional supports as well as fund EBPs serving those not eligible for existing programs	Oct 2023	\$400,000	Must start small and then scale upon proven effectiveness of reaching new families that would not otherwise be served; Estimate based on community feedback
	<i>Partner/Source: Competitive Procurement</i>			
Mobile Family Health Units	Mobile delivery of needed family health services directly to underserved populations to include preventive health screenings, pediatric care, prenatal care, chronic disease management, dental care and vision care; funding includes the purchase, fitting and operation of at least four mobile units (e.g., bus, van, RV, and trailer) that can operate independently from or as extensions of an existing healthcare organizations	Oct 2023	\$2 M	Based on similar project in Manatee county and assuming costs to purchase, fit and operate 4-5 mobile units
	<i>Partner/Source: Competitive Procurement</i>			
Developmental Screenings	Neighborhood-based comprehensive screening for children, 0-5, that rotates neighborhoods and is offered at least quarterly to ensure early detection and linkage to services to support the healthy development of all young children; screenings must engage child health providers in the screening, surveillance and follow up of services. Existing screening programs currently operate in Leon county (e.g., Help Me Grow, Whole Child Leon, ELCBB, etc.). This Program would seek to expand the capacity of those programs and/or fund new ones to host events more frequently and in more neighborhoods.	Oct 2023	\$250,000	Based on extrapolated population to budget comparison of Hillsborough, St. Lucie and Martin programs
	<i>Partner/Source: Competitive Procurement</i>			

YOUTH GUN VIOLENCE PREVENTION				
<i>Theory of Change Reference:</i> Increase school performance and reduce juvenile crime among school-age children and youth <i>Baseline Data: Juvenile Crime – 18.9/1,000 (2020-2021)</i> <i>Baseline Data: School Absentism – 25.6% (2020-2021)</i>				
Objective	Invest in evidence-based and promising juvenile crime prevention programs as part of a continuum of programs available in the community to children, youth and families			
Strategy	Description	Timeline	Annual Cost	Justification
Community-based Mentoring	<p>Programs that provide services and opportunities for youth involved in or at high risk for being involved in gangs, high-risk street activities and community violence through the provision of pro-social modeling and mentoring; Programs should be based on national anti-violence models developed by the United States Office of Juvenile Justice and Delinquency Prevention (OJJDP)</p> <p><i>Partner/Source: Competitive Procurement in partnership with the City of Tallahassee, Leon County, and the Council on the Status of Men & Boys</i></p>	2024	\$500,000	Based on similar project in St. Lucie county
School-based Education	<p>Implementation of a comprehensive school-based curriculum/program where students learn how to make better, safer decisions, and how to resolve conflicts without violence through role playing, goal setting, and developing leadership skills. Examples of programs include Straight Talk About Risks (STAR), Eddie Eagle (NRA), Solutions Without Guns (Cleveland, Ohio), and WARN (Weapons Are Removed Now).</p> <p><i>Partner/Source: Competitive Procurement in partnership with Leon County Schools</i></p>	2024	TBD	More research on investments made by new community partners is needed

YOUTH HOMELESSNESS				
<i>Theory of Change Reference:</i> Increase opportunities for safe, stable, secure and affordable housing <i>Baseline Data: Youth Experiencing Homelessness – 1.5% (2020-2021)</i> <i>Baseline Data: Housing Cost Burdened – 52.6% (2020)</i>				
Objective	Working in partnership with the Big Bend Continuum of Care, identify the opportunities for collaboration and funding to meet the unique needs of children, youth and families who are or are at risk of experiencing homelessness			
Strategy	Description	Timeline	Annual Cost	Justification
Planning	Convene committee to develop a plan of action addressing the unique housing needs of vulnerable children, youth and families; ensure neighborhood and vulnerable population representation	2024	None	Issue requiring "out of the box" thinking; may be candidate for innovative funding and evaluation services
	<i>Partner/Source: Big Bend Continuum of Care</i>			
Family Stabilization	Funds to provide immediate assistance to families in crisis including emergency shelter, rapid rehousing, rental assistance, childcare assistance, transportation support, and access to food.	2023	\$100,000	Based on summer 2022 expenditure
	<i>Partner/Source: Eligibility Procurement in partnership with the Big Bend Homeless Coalition - HOPE Community</i>			

APPRENTICESHIPS/MENTOR OPPORTUNITIES				
<i>Theory of Change Reference:</i> Increase occupational skills, career pathways, and economic opportunities for youth <i>Baseline Data: Youth and Young Adult Workforce Participation – TBD</i> <i>Baseline Data: High School Graduation Rate – 94% (2021)</i>				
Objective	Working in partnership with ASPIRE, identify the opportunities for collaboration and funding to advance workforce development programs and initiatives that target middle to high school youth			
Strategy	Description	Timeline	Annual Cost	Justification
Planning	<p>Convene committee to review impact of initial investment into TalentHub, specifically as it relates to youth career ideation and apprenticeship/job placements, and develop plan of action for measuring success beyond graduation; ensure neighborhood and vulnerable population representation</p> <p><i>Partner/Source: ASPIRE, Leon County Schools</i></p>	2024	None	\$92k invested during summer 2022 with the expectation that it would continue to have an impact beyond summer
Career and Technical Education	<p>Educational programs that prepare individuals for occupations important to Leon County's economic development using project-based learning and other evidence-based practices to build academic and technical skills required to be successful in tomorrow's workforce</p> <p><i>Partner/Source: Competitive Procurement</i></p>	2024	\$500,000	

Children's Services Council of Leon County

2022 Future Meetings

Dates & Locations

(All times are E.T.)

DATE	TIME	SUBJECT	LOCATION
Thursday, November 3	2:00 pm	IIMS RFP Public Meeting	TBA
Thursday, November 10	4:00 pm	Executive Cmte	The Southern Group
Monday, November 14	3:30 pm	Investment Workgroup Meeting	Via Zoom: https://us06web.zoom.us/j/89939935420
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 ITN Public Opening	Law Offices of Bryant, Miller, Olive
Thursday, December 8	10:00 am	Capacity Building ITN Evaluation Team Public Meeting	Leon County Commission Chambers, 5 th Floor, Leon County Courthouse, 301 S. Monroe Street
Thursday, December 15	2:00 pm	Capacity Building ITN Negotiation Team 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	2002 Old. St. Augustine Rd., Suite A-50
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