

# Children's Services Council of Leon County

P.O. Box 1816, Tallahassee, FL 32301



<b>Date</b>	<b>To</b>	<b>From</b>
December 15, 2022	Dr. Zandra Glenn, Council Chair, CSC Leon	Irene Gaines, Lead Negotiator, CSC Leon ITN Negotiation Team

**SUBJECT:** Recommendation for Intent to Award for Capacity Building Services (Project No. 2022-02)

**EXECUTIVE SUMMARY**

Based on the findings below, the Capacity Building Negotiation Team hereby recommends that the referenced contract be awarded to **United Partners for Human Services (UPHS) in collaboration with the Institute for Nonprofit Innovation and Excellence (INIE)**, which the Team has determined to meet the business and technical needs for the Invitation to Negotiate entitled Capacity Building Services (“ITN”). The contract price is **\$288,452.55** for the life of the contract (20-months).

**BACKGROUND**

On October 20, the CSC Leon governing council approved issuance of the ITN inviting responses from vendors interested in providing capacity building services to support community providers’ ability to respond to funding applications issued by CSC Leon more competitively. The ITN included a draft statement of work for two service lines and indicated a budget of \$150,000 for the duration of the contract. Overall, the goal of the ITN was to select a vendor or vendors that demonstrated its ability to provide the best value solution to the challenge of assisting the provider community in building its capacity to meet funding and reporting expectations of CSC Leon’s competitive funding processes.

CSC Leon issued the ITN on October 21, 2022. On November 28, CSC Leon received one response from UPHS/INIE. The designated Evaluation team members (Tera Bivens, Talethia Edwards, Irene Gaines, Barbara Gershman, and Paul Mitchell) independently evaluated the Response in accordance with the following high-level criteria and sub-domains:

- **Service Line 1: Technical Assistance for Grant Seekers**

- Background, General Experience, and References: 15 pts
  - Specialized Qualifications & Experience specific to this Service Line: 15 pts
  - Quality, Clarity, and Responsiveness of the Service Description: 50 pts
- **Service Line 2: Communities of Practice for Unselected Applicants**
    - Background, General Experience, and References: 15 pts
    - Specialized Qualifications & Experience: 15 pts
    - Quality, Clarity, and Responsiveness of the Service Description: 50 pts

On December 8, 2021, the Evaluation Team met publicly to review their collective scores and to establish a competitive range of Responses reasonably susceptible of award. The Response from UPHS/INIE scored an 84.5% for Service Line 1 and 82.0% for Service Line 2.

The Evaluation Team was authorized to decide if the Respondent should advance to the negotiation phase. The Evaluation Team decided to advance the single Response. That Respondent was notified to appear for negotiations beginning December 13, 2022.

After the public meeting of the Evaluation Team, the designated Negotiation team members (Beverly Barrington, Irene Gaines, Barbara Gershman, and Paul Mitchell) convened a series of closed strategy sessions and a closed negotiation with the Respondent. Note, Mr. Paul Mitchell participated in the first strategy session before withdrawing due to scheduling conflicts. Ms. Gershman served as the alternate.

After the closed negotiation on December 13, the Purchasing Official sent the Respondent a written request for an addendum to its Proposal as a final Response (“best and final offer”), due by 11:00 a.m. on December 15, 2022.

On December 15, 2022, the Negotiation Team members received and reviewed the final Responses and then met in a closed negotiation strategy session to determine if any further negotiations were needed. The Negotiation Team then convened a public meeting to discuss the merits of the final Responses and formulate by consensus a recommendation of award that will provide best value to CSC Leon.

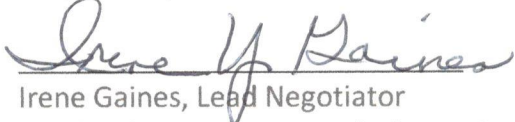
The Committee unanimously decided to recommend UPHS/INIE based on the following characteristics:

- The goals of the proposal properly align with the expectations of the ITN.
- The experience of the respondents clearly demonstrates expertise in the provision of capacity building services and connections to the provider community.
- The scores from the evaluation team were above average for both service lines, 84.5% and 82.0%, respectively.

- The services proposed will be a value add to CSC Leon in order to better serve children, youth and families and Leon County as a whole.

In consideration of the above, we respectfully recommend that CSC Leon issues an intent to award to United Partners for Human Services in collaboration with the Institute for Nonprofit Innovation and Excellence, the best value response to the ITN with a contract amount of \$288,452.55.

Respectfully,



Irene Gaines, Lead Negotiator  
Children's Services Council of Leon County  
ITN Negotiation Team

12/20/2022  
Date