



Children's Services Council of Leon County

2002 Old St. Augustine Rd., Bldg. A, Suite 50,
Tallahassee, FL 32301

Date:

December 14, 2023

To:

Dr. Zandra Glenn
CSC Leon County
Council Chair

From:

Rob Renzi, Spokesperson
CSC Leon FRC
Management Negotiation
Team

SUBJECT:

Recommendation for Contract Award for the Family Resource Center (FRC) Management Invitation to Negotiate (ITN), Project No. 2023-05.

EXECUTIVE SUMMARY

Based on the findings below, the FRC Management Negotiation Team hereby recommends that the contract be awarded to Children's Home Society of Florida (CHS), which has been determined to provide the best value to meet the service delivery expectations outlined in the FRC Management ITN. The team also recommends that the initial contract with CHS include a mandatory subcontract with Whole Child Leon (WCL) for specific services. The Team further recommends the contract be executed in stages, with the first stage not to exceed nine months from date of execution.

BACKGROUND

On Thursday, September 14, CSC Leon approved its issuance of an ITN seeking proposals for the creation and management of Family Resource Centers located in targeted neighborhoods. FRCs are place-based resource hubs where families can access formal and informal supports to promote their health and well-being. These hubs operate using a set of nationally recognized standards centered on collaboration with families to solve problems using a strengths-based approach.

CSC Leon published the ITN on September 18, 2023, and held a mandatory Bidder's Conference on September 26, 2023. The procurement invited responses from vendors who could demonstrate at least five (5) years of experience providing materially similar services to those specified in the Statement of Work (SOW). Vendors were not required to be based in Leon County. Further, Vendors who had previously submitted responses to a like ITN were permitted to apply.

The following agencies participated in the Bidder’s Conference and, therefore, were the only agencies permitted to submit a Response as the primary Vendor:

- Bethel Empowerment Foundation
- Capital Area Healthy Start Coalition
- Children’s Home Society of Florida
- Florida Alliance of YMCAs
- Whole Child Leon

On Monday, October 30, 2023, CSC Leon received two Responses to the ITN—one from Whole Child Leon (WCL) and one from Children’s Home Society of Florida (CHS). The designated Evaluation Team (Ms. Pebbles Edelman, Ms. Yolanda Gillette, Ms. Liza McFadden, Mr. Paul Mitchell, and Dr. Darice Richard-Mitchell) independently evaluated the Responses in accordance with the following rating categories and corresponding points (totally an available 100 points):

- Relevant Experience & Background, up to 10 points
- Collaborative Partners, up to 15 points
- Suggested Locations, up to 10 points
- Program Design, up to 30 points
- Evidence of Effectiveness, up to 15 points
- Proposed Pricing, up to 20 points

On Monday, November 13, 2023, during a duly noticed public meeting, 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 Whole Child Leon scored a 77.0. The Response from CHS scored a 67.2.

The Evaluation Team was authorized to decide which, if any, of the Responses should advance to the negotiation phase; they decided to advance both Responses. The Vendors were notified and asked to provide additional written materials in advance of appearing in person for negotiations beginning on Monday, November 27, 2023.

After the public meeting of the Evaluation Team, the designated Negotiation Team (Ms. Amanda Douglas, Ms. Christic Henry, Mr. Paul Mitchell, Mr. Rob Renzi, and Mr. Frank Shaw) convened a series of closed strategy sessions and closed negotiations with the Vendors on November 13, November 22, November 27, and December 12, 2023.

After closed negotiations on Monday, November 27, the Procurement Official sent the Vendors a written request for a revised Proposal as a “best and final offer” (BAFO), due by 12:00 noon on Wednesday, December 6, 2023. The written instructions were unique to each Vendor based on the negotiations. Both Vendors returned a BAFO on schedule.

On Tuesday, December 12, the Negotiation Team convened a final closed strategy session to discuss the revised proposals. At this meeting, they determined that Children’s Home Society of

Florida presented as the strongest candidate and *capable* of providing “best value” for the services outlined in the ITN based on the following:

1. CHS has a long history of family-focused service provision in the community.
2. CHS has the professional support of a statewide office and is engaged in similar work in other communities.
3. CHS demonstrated responsiveness to all requests of the Evaluation and Negotiation Teams throughout the process.
4. CHS demonstrated complete understanding of the national standards in the design of the proposed services, especially as related to community engagement.
5. CHS included valuable collaborative partnerships with existing organizations to strengthen its ability to meet the expectations of the ITN.
6. CHS provided a detailed budget that was reasonable and expected for the services and delivery modalities proposed.

However, the Negotiation Team determined that additional negotiations were needed to *ensure* the best value proposition for CSC Leon. As such, the Team continued negotiations with CHS on December 12 to propose alternate contract terms for their proposed services. CHS accepted the proposed terms, as summarized below.

CONTRACT SUMMARY

The FRC Management contract will be divided into distinct phases to allow a scaled approach for the creation and implementation of Family Resource Center(s) with significant oversight by CSC Leon. The initial contract terms will not exceed nine (9) months from date of execution and the value of said contract will only allow for specific expenses to achieve the deliverables listed below. The amount of the initial contract will not exceed the “year one” proposed budget. However, all allocated funds for the program (\$4 million) will remain encumbered.

- The first FRC will be established at the site of the CSC Leon Administrative Office and serve as an “incubator” and “proof of concept” for the service modality.
- The Vendor will engage in mandatory coaching/consultation with the National Family Support Network and may engage with coaching from similar sites in Florida.
- The Vendor will ensure a variety of services are provided as outlined in the ITN and will include, at minimum, a subcontract with Whole Child Leon for comprehensive childhood screenings and pediatric behavioral health navigation.
- The Vendor will establish data collection and reporting protocols for the management of FRC services in collaboration with CSC Leon.
- The Vendor will complete a neighborhood readiness assessment for **each** of the proposed locations to better evaluate specific needs and demand. This will include the development of a community engagement strategy using **vetted** neighborhood leaders in the proposed locations of Griffin Heights/Frenchtown, Fort Braden, and Macon/Town N’ Country.

- Neighborhood leaders will serve in a *paid* advisory capacity with clearly delineated deliverables including assistance with the completion of neighborhood readiness assessments.
- The Vendor will propose the second and possible third locations, complete with build out and management budgets, based on the readiness of the communities served, as agreed upon by the CSC Leon staff, before consideration of contract extension.

In consideration of the above, we respectfully recommend that CSC Leon issues its Intent to Award an initial contract for FRC Management services to the Children’s Home Society of Florida and direct staff to present the initial contract for a nine-month period with an amount not to exceed \$620,000 for approval at its January 2024 meeting.

Respectfully submitted,



Rob Renzi, Lead Negotiator
CSC Leon FRC Management Negotiation Team



Date