



Children's Board  
HILLSBOROUGH COUNTY

[www.ChildrensBoard.org](http://www.ChildrensBoard.org)

## REQUEST FOR PROPOSALS (RFP)

### LEVEL (3) LEADING GRANT

### SUMMER SERVICES ENHANCEMENTS

**RFP Designation Number:** PRO 2023 – 11

**Release Date:** 1/5/2023

**Addendum #1:** 1/20/2023

**Addendum #2:** 2/13/2023

**Amount Per Proposal:** - Up to \$30,000 for more than 40 children/youth served  
- Up to \$20,000 for 25 - 40 children/youth served

**Total Grant Allocation:** \$500,000

**Contract Term if Awarded:** 5/15/2023 – 8/4/2023

**Mandatory Information Session – 1/30/2023 @ 1:00 p.m.**

[www.gotomeet.me/ChildrensBoard/information-session](http://www.gotomeet.me/ChildrensBoard/information-session)

Kelley Parris, Executive Director  
Andrew Mayts, Board Chair

**Written Proposer questions may be submitted to:**  
[CBHCFundingRelease@ChildrensBoard.org](mailto:CBHCFundingRelease@ChildrensBoard.org)

Use RFP Designation number in subject line.

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## ABOUT HILLSBOROUGH COUNTY

According to the most current American Community Survey, Hillsborough County is the fourth most populous county in the state of Florida with approximately 1,478,194 residents, of which approximately 6% are children under five (5) years, and 22% are children under eighteen (18). The unemployment rate is 61.3%; total population without health care coverage is 14.9% and there are 539,919 total households.

## ABOUT THE CHILDREN'S BOARD

### BACKGROUND

In 1988, Hillsborough County residents agreed that improving supports and services to our county's children and families was a major priority for our community's future. Thus, the Children's Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per \$1,000 of the assessed property tax.

Strategic investments in the community include developing local prevention and early intervention services; convening community partners to work on outcomes that improve the lives of children and their families; and providing venues for community engagement and advocacy. The Children's Board is committed to funding opportunities through strategic grant development principles, leveraging strategies and catalyzing the research with community perspective to promote wellness, learning, professional development, and enhance service delivery systems.

### VISION

Hillsborough County will be recognized as one of the top places in the nation to raise children.

### MISSION

The Children's Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

**CORE VALUES:** Integrity - Excellence - Team Work - Respect

**FUNDING PLATFORMS:** The Children's Board of Hillsborough County has established four main levels of funding platforms to support its strategic focus areas:

- Level (1) - Investment Grants;
- Level (2) - Uniting Grants;
- Level (3) - Leading Grants; and

- Level (4) - Technical Assistance Grants.

## FOCUS AREAS

*Children are Healthy and Safe:* Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners including healthcare systems and primary care providers.

*Children are Developmentally on Track:* Early Identification of developmental needs for children birth to age five is essential for optimizing a child's potential and serves as an opportunity for caregivers to learn more about their child's current developmental functioning.

*Children are Ready to Learn and Succeed:* School readiness services for young children should be designed in a way that foster a nurturing, safe and healthy environment for children and respects a family's cultural values. In addition, quality early learning must also promote early caregiver involvement and professional development for early care educators.

School success works best in collaboration with teachers, administrators and parents to provide support consistent with developmental or grade level benchmarks. Successful services support leadership development, provides positive role modeling, and motivates students to learn in safe environments.

*Family Support:* Support for the whole family is essential for developing informal supports, stability and overall well-being. Family Support plays an important role in a young child's brain development because early experiences develop through positive relationships which establishes the foundation for secure attachments and future physical, cognitive, and social-emotional health.

Additional information may be accessed on the website at [www.childrensboard.org](http://www.childrensboard.org).

## 2022 COMMUNITY IMPACT

The Children's Board works in partnership with funded programs to evaluate the impact of services provided to children and families. We assess the overall effectiveness of the investments within a Results-Based Accountability framework by measuring: *How much did we do; how well did we do it; and is anyone better off?*

The following are select results of summer performance efforts from 2022 which served 511 Hillsborough County youth:

1. STEM - Programs provided a total of 433 hours of STEM activities which included at least 78 hours of computer coding and robotics.
2. Safety - 93% of youth showed increased knowledge of safety practices.
3. Character Development - 91% of youth demonstrated increased knowledge of positive social skills by the end of the summer.
4. Fitness - Youth participated in 362 hours of physical activities.

5. Literacy - Children and youth logged 101 hours of reading.
6. Art - 93% of youth, demonstrated their newly learned skills by completing art projects and performing at end-of-summer celebrations.

## SECTION ONE – BACKGROUND INFORMATION

### 1 STATEMENT OF PURPOSE

The Children’s Board of Hillsborough County (CBHC) approved the release of this competitive Level (3) Leading Grant Request for Proposals (RFP) on October 27, 2022. The purpose of this RFP is for CBHC funding to support accessibility and high-quality summer services for underserved children and youth not traditionally enrolled **to enhance** existing/funded summer programs throughout Hillsborough County.

Existing summer programs will be enhanced by opportunities for children/youth enrolled to receive services by highly qualified **content experts** in six service areas:

1. *Safety (to include swim lessons or water safety education);*
2. *Literacy (reading, language arts and writing only);*
3. *Science, Technology, Engineering and Math (STEM);*
4. *Character Development (may include financial literacy);*
5. *Fitness/Nutrition; and*
6. *Arts (visual or performing).*

**Failure to include all six service areas to serve all children/youth proposed in the submission will result in disqualification.**

#### CBHC Priority Populations:

- Families with children/youth ages six (6) to fourteen (14) years old.
- Summer camps **designed to serve children with special needs ages (6) to (14) as their main target population.**

#### Geographic Focus:

- Services are provided in one or more specific region(s) or neighborhood(s) in Hillsborough County.

**Contract Term:** If awarded, will be **May 15, 2023** and **August 4, 2023** and is subject to renewal in year two upon successful contract compliance.

**Service Period:** **May 29, 2023** through **August 4, 2023**. Proposers may provide summer programming from (1) up to (10) weeks.

The Children’s Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval. Currently, the CBHC is **not** seeking to fund the following services, organizations, locations or target populations:

- Charter Schools;
- Full-time summer program staff or other vendor services;
- Camp administrators or grant writers;
- Staff or vendors that are not content experts and who are not hired specifically to provides services in one or more of the six primary service areas;
- School-based programs that collect School Readiness funds for children enrolled;
- Occupancy costs;
- Stipends for volunteers and prepaid "gift" cards;
- Computers or technology updates;
- Scholarships or slots for children/youth;
- Transportation outside of Hillsborough County or to and from home to program sites;
- Costs to be paid by other sources for the summer program (including registration fees);
- Program sites that have a Class One Violation from Child Care Licensing;
- Breakfast and Lunch; or
- Virtual/online services.

**SPECIAL NOTES:**

- Grantee Service Locations must comply with American Disabilities Act, please refer to: <https://adata.org/factsheet/ADA-overview>.
- CBHC will consider funding qualified individual(s)/company legally operating in Florida or partially reimburse for qualified employees to perform services in each of the six primary service areas.
- Funding will not be re-released; this will be the only opportunity to apply.
- Proposers may submit more than one proposal if summer programs will be provided in distinct geographic regions or neighborhoods.

## 1.1 GENERAL REQUIREMENTS

- Read Relevant Governing Board Policies in **Appendix (#1)**.
- CBHC funding or resources shall not be used to supplant funding for activities which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support.
- CBHC accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of such Proposal. Such expenses shall be borne exclusively by the Proposer.
- Services and resources funded by the CBHC are available to all families and children who are eligible for services and resources, as determined by the funded agency's program eligibility and admission criteria.
- Any CBHC Grantee deemed out of compliance with contractual obligations may be ineligible for CBHC funding.
- There is an expectation that all Proposers will ensure they are informed and comply with federal, state, and local requirements for background screening. Please refer to <http://www.myflfamilies.com>.
  - PROVIDER must be able to submit a payment invoice as proof of the most recent level two background screening for all personnel who have contributed their time to a CBHC funded program, including volunteers, vendors or those indicated in the "Other Vendor Services" line of the budget providing direct service to clients and any employee whose pay has been funded, wholly or in part, by CBHC.
- A Grantee will be responsible to register with and use an E-Verify system, to ensure compliance with E-Verify requirements, and verify the work authorization status of all employees upon award of Children's Board of Hillsborough County funding as referenced in Florida Statute s. 448.095.
- The Children's Board reserves the right to reject any recommendation for funding with any organization that is unable to demonstrate minimum fiscal standards as part of the application process.
- There is an expectation that all Proposers will ensure they are informed and comply with federal, state, and local requirements for childcare. Please refer to <http://www.myflfamilies.com>.

## 1.2 RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Proposals, from date of release through Board review or approval may result in disqualification of the proposal.

## 1.3 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

DEADLINE / DUE DATE	ACTIVITY
January 30, 2023 @ 1 p.m. <b>No pre-registration required.</b>	<u>*Mandatory Information Session</u> <i>*At least one (1) Proposer agency representative must attend.</i>
2/12/2023	Written Proposer Questions
2/16/2023	Final Answers to Questions posted on CBHC website
3/1/2023 by 4:00 p.m.	Proposal Submission
Week of 3/27/2023	Community Review Team Session(s)
To Be Determined	Questions for Recommended Proposer(s)
4/27/2023	Board Review for Approval of Funding Recommendation(s)
5/16/2023	<b>If awarded:</b> Contract Start Date

### 1.3.1 MANDATORY INFORMATION SESSION

- **To join from a computer, tablet or smartphone:**  
<https://www.gotomeet.me/ChildrensBoard/information-session>
  - **Virtual attendance via GoTo Meeting:** Must use the chat or audio to sign in with organization name, full name of attendee, main contact email.
- **To join in-person:** (subject to most current room capacity)  
**1002 E. Palm Avenue, Tampa, FL 33605**
  - **Attendance via In-Person Meeting:** Must sign in with organization name, full name of attendee, main contact email.



#### 1.4 DATA COLLECTION AND MEASUREABLE OUTCOMES

If awarded, Grantees will be required to collect and submit demographic data located in **Appendix (#4)** for all participants served. In addition, Grantees will work together with Children’s Board staff in the evaluative effort to prepare a Matrix/Work Plan that will be included in the contract and guide the assessment of program performance for the following outcomes:

1. Demographic composition of children/youth enrolled in the summer program.
2. 80% of children/youth will remain engaged in summer programming.
3. 80% of children/youth served will increase their knowledge of safety practices.
4. 80% of children/youth will increase their skills or knowledge in science, technology, engineering, or math.
5. 80% of children/youth will demonstrate increased knowledge or behavior in positive social skills.
6. 80% of children/youth will actively participate in physical activity.
7. 80% of a minimum of children/youth will engage in reading and writing activities.
8. 80% of children/youth will demonstrate increased knowledge in the Arts.
9. 80% of parents/caregivers will express high levels of satisfaction with summer programming.

#### 1.5 BUDGET

Expenses should only be included the budget that directly relate to producing outcomes. Please refer to the Budget Instructions for Summer Funding (**Appendix #5**) to develop the budget summary, salary detail, and budget narrative.

**END OF SECTION ONE**

## SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

### 2. COVER SHEET ATTACHMENT (#1) (6 POINTS) - REQUIRED

Submit a completed Cover Sheet, **Attachment (#1)**. The organization's Authorized Official or Designee and Board Chair must date, print, and sign (in blue ink) an original copy of the Cover Sheet. Refer to the Cover Sheet Instructions, **Appendix (#3)**.

**Failure to comply with providing a signed original copy may result in disqualification.**

### 2.1 PROPOSAL NARRATIVE GUIDELINES

The Proposal Narrative must include the following information and cannot exceed **(6)** pages (excluding the Cover Sheet and required and/or other applicable attachments).

#### 2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- a) Include the organization's Mission Statement, years of operation, and experience with **summer programs** offered in Hillsborough County;
- b) Briefly describe qualifications and background of the management and finance staff and include if they are paid employees, volunteers, or contracted personnel;
- c) Briefly name formal designations, licensures or accreditations for your organization;
- d) Provide an example of how the organization ensures equal opportunity to employ staff, recruit volunteers, and recruit Board members based on the needs of the organization and demographic composition of Hillsborough County;
- e) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes;
- f) Describe organization's internal quality assurance procedures for managing grant funding by describing resources available in the following areas:
  - a. Contract compliance;
  - b. Meeting reporting deadlines; and
  - c. Fiscal accountability.
- g) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s).

### 2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- a) List current AGENCY revenue sources (earned revenue, family fees, development efforts, fundraising, endowment, membership/program fees, or other grants);
- b) Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules, and regulations applicable to your organization; and
- c) Indicate if the organization has written financial policies and procedures and briefly provide an example of how one is used in daily operations for managing grants; and
- d) Disclose cash reserve amount and how organization plans to sustain a reserve amount for up to 2 months of the proposed budget to pay for and invoice CBHC.

### 2.1.3 STATEMENT OF NEED AND POPULATION TO BE SERVED (10 POINTS)

- a) Clear description of the population you propose to serve;
- b) Specify ages of children to be served by this proposal;
- c) Specify program eligibility for participants; and
- d) Detail evidence from families, local community partners, schools, or community assessments that supports the **need in Hillsborough County** for the proposed model.

#### SPECIAL NOTES:

- Background data and statistics should not be requested from the School District of Hillsborough County and under no circumstances should individual schools be contacted for data.
- Should the Proposer require any background data or statistics in support of a proposal, this information should be obtained from publicly available data sources, such as the following website from the Florida Department of Education (FDOE): <https://edudata.fldoe.org/>.

### 2.1.4 SUMMER PROGRAM MODEL (15 POINTS)

- a) Describe how the program will provide a safe and healthy environment for children;
- b) Describe how the program will accommodate children with special needs;
- c) Describe how linguistic and culturally competent work will be initiated and sustained;
- d) Include strategies to both engage and retain children/youth/families in services;
- e) Include a camp schedule **overview** for a typical camp week; and
- f) Describe summer program meal plan options available.

#### 2.1.5 PROPOSED ENHANCEMENTS TO PROGRAM DESIGN (15 POINTS)

- a) Explain how the funding request will enhance the existing program and/or increase access through the six primary services; and
- b) Provide detail relevant to the content expertise of staff or vendors to be used to provide services in each of the six primary service areas.

#### 2.1.6 PARTNERSHIP AND COLLABORATION

The Children’s Board encourages partnership and collaboration when an organization deems it necessary to deliver efficient and improved services for children and their families. It may be accomplished through in-kind services or products.

In this section, list the in-kind partnerships and their areas of expertise to support the summer program. In addition, see Letter of Support requirements as applicable in (Section 2.2.5).

#### **SPECIAL NOTES:**

- Do not include vendors in Section 2.1.6, as vendors will go in **Attachment #3**.
- If Proposer plans to offer a summer program at Hillsborough County Public School (HCPS) locations, the HCPS reserves the right of final approval for program(s) recommended for funding and may redirect Proposers to other similar schools.
- HCPS and the Children’s Board reserves the right to deny a recommended or awarded program if there is a duplication of services (to include existing HCPS out of school time summer program); school closures, conflict with existing initiatives or operations; the school is no longer able to accommodate the program; or as a result of other federal, state, or local requirements.

**END OF PROPOSER NARRATIVE**

## 2.2 ADDITIONAL PROPOSAL ATTACHMENTS (#2 THROUGH #7)

### 2.2.1 BUDGET – ATTACHMENT (#2) (20 POINTS)

Proposals for time-limited grants (Summer of 2023) will be considered based on number of children enrolled:

- Up to \$30,000 for more than 40 children/youth served; or
- Up to \$20,000 for 25 - 40 children/youth served.

The budget should only request what is needed to meet the measurable outcomes. Appropriate expenditures may include, but are not limited to, grade-specific activity books, educational materials, activity supplies, educational field trip costs, snacks for participants only or food for parent engagement events, t-shirts (only if branded with the Children’s Board and Board of County Commissioners name or logo), and/or use of specialized staff, instructors, or vendors to address the six primary service areas. For additional instructions please refer to **Appendix (#5)**.

Complete and submit the required budget for the period of **May 15, 2023 to August 4, 2023**, using the excel file posted with the release which includes three (3) tabs:

- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail
- Tab (3) – First Year Budget Narrative

#### **SPECIAL NOTES:**

- **Do not change or alter the excel form.**
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.
- Prepare the budget based on full summer camp capacity (with no restrictions because of COVID-19).
- If awarded, Year-Two budget will be determined in 2024 **and renewed upon program performance, contract compliance, and** Board approval.

### 2.2.2 ACTIVITY AND VENDOR SUMMARY – ATTACHMENT (#3) (8 POINTS)

The Activity and Vendor Summary should not exceed three pages. For each service area, indicate content expert(s) as vendor or staff. If applicable, only list anticipated educational field trips and type of transport for which you are requesting CBHC to pay for.

#### **SPECIAL NOTES:**

- All six services should not be performed by the same Proposer, individual or company.
- There may be more than one vendor per service area to address needs of different age groups.
- Proposers should communicate with potential vendors before including them in Proposals.
- Content expert vendors must be legally operating in the state of Florida, must comply with background screening and have insurance.
- Refer to **Appendix (#8)** for a list of 2023 Summer Services Vendors.

### 2.2.3 BOARD OF DIRECTORS – ATTACHMENT (#4) (3 POINTS)

Complete the template provided.

**SPECIAL NOTE:** This list will not be shared or used to solicit donations.

### 2.2.4 PARENT / CAREGIVER SURVEY – ATTACHMENT (#5) (3 POINTS)

The utilization of a parent/caregiver satisfaction survey is required for all children enrolled in summer programming and the draft survey you are proposing to use should be included with the submission.

#### 2.2.5 LETTER(S) OF SUPPORT – ATTACHMENT (#6) (NO SCORE)

**Up to three (3) letters per proposal may be applicable, only if services proposed include:**

- Operating any part of the program in community-based locations (that are not owned or leased by Proposer).

**Letter(s) must be:**

- On official letterhead indicating space provided for 2023 program; and
- Signed and dated by an Authorized Official.

If proposed programs are located at Hillsborough County Public School (HCPS) sites, a SDHC letter of support is NOT required at time of Proposal submission. Grantees will:

- Be subject to negotiation upon receipt of funding notice pending the confirmation of schools that will be open for summer programming;
- Meet all background screening requirements for volunteers, vendors and staff;
- Receive final approval from **HCPS** to operate the school-based summer program even if there is a recommendation of award by the Children’s Board;
- Agree to age appropriate and developmentally appropriate services based on standards from the Florida Afterschool Network;
- Follow all HCPS procedures and policies, such as, but not limited to, those related to business, privacy, security, and programmatic concerns; and
- Agree to follow the HCPS Summer Calendar and programs will not offer services at school sites when schools are closed.

#### 2.2.6 AUDITED FINANCIAL STATEMENTS –ATTACHMENT (#7) (NO SCORE)

Submit **one (1) copy** of the agency’s most recent audited financial statements.

Agency’s that have never received an audit or does not have a current audit must submit:

- Most recent, complete set of Annual Financial Statements that have been reviewed and approved by the organization’s Board of Directors. They must be signed by the Board Chair and notarized to include:
  - Income Statement
  - Statement of Cash Flow
  - Statement of Changes in Equity
  - Notes to the Financial Statements

## 2.3 SUBMISSION INSTRUCTIONS

Submission must include:

1. **One (1) original** application and **(5) black and white copies**, including attachments.
  - Exception: Submit only (1) copy of Audited Financial Statements, Attachment (#7).
  - DO NOT bind original or copies, only use staples or paper clips.
2. **One (1)** electronic copy of the proposal in its entirety on a USB drive in **.pdf** format.

Formatting:

- Organize narrative using the same RFP section numbers, titles, and letters;
- Proposal Narrative must be **single space** in a Microsoft Word document format;
- Use consistent font, no smaller than **12pt**;
- All pages must be **(1) sided** on (8 1/2 x 11) paper with (1) inch margins;
- All pages must be **numbered**, including required or applicable attachments; and

Proposals **will not** be accepted by e-mail; Please mail (USPS), hand deliver, or courier proposals before **4:00 p.m.** (Children's Board Lobby Clock) on **3/1/2023** to:

*Children's Board of Hillsborough County  
1002 E. Palm Ave., Tampa FL 33605  
Attention: Procurement & Grant Specialist*

**Failure to comply with the submission instructions above may result in disqualification.**

## 2.4 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

1. Relative Governing Board Policies
2. General Terms and Conditions
  - \* Sections 14 b/d/g will be waived for FY2023 Summer Services Grantees
3. Cover Sheet Instructions
4. Required Demographic Data
5. FY2023 Summer Funding Budget Instructions
6. Glossary
7. Community Review Team (CRT) Scoring Criteria
8. 2023 Summer Services Vendor List