

Lee County Board Of County Commissioners
Agenda Item Summary

January 13, 2003

Blue Sheet No. 20030064

1. REQUESTED MOTION:

ACTION REQUESTED: Approve criteria for the Partnering for Results Request for Proposal (RFP) process and approve FY 2003-2004 funding amount not to exceed \$2,762,511. Approve a maximum of \$30,000 of the \$2,762,511 to be allocated to United Way of Lee County for Information & Referral services for FY 2003-2004.

WHY ACTION IS NECESSARY: To provide policy direction and establish the Partnering for Results Request for Proposal process.

WHAT ACTION ACCOMPLISHES: Establishes the RFP guidelines and funding amount for FY 2003-2004 Partnering for Results and approves a maximum of \$30,000 to be allocated to United Way.

2. DEPARTMENTAL CATEGORY: 05
COMMISSION DISTRICT # cw C5A

3. MEETING DATE: 01-28-2003

4. AGENDA:

CONSENT
 ADMINISTRATIVE
 APPEALS
 PUBLIC
 WALK ON
TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

STATUTE
 ORDINANCE
 ADMIN.
 CODE
 OTHER

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER N/A
 B. DEPARTMENT Human Services
 C. DIVISION

BY: Karen B. Hawes, Director

7. BACKGROUND: The Partnering for Results Request for Proposal (RFP) process provides general fund dollars to not-for-profit human service agencies to purchase services, which demonstrate a measurable outcome. The Partnering for Results RFP will include the following criteria:

- Services must be based on a unit cost and produce measurable outcomes that support the departmental outcomes
- Bidders must be a private non-profit entity with tax-exempt status under Section 501 (c) 3.
- Bidders have completed twelve months of operation and service delivery prior to proposal release date.
- Bidders must have an independent financial audit of the prior fiscal year.
- Bidders must provide direct services to clients and may not act as a lead agency for the proposed program.
- Proposed program must specifically benefit residents of Lee County.
- Minimum amount for each proposal considered is \$15,000.
- Proposals for mental health services, substance abuse treatment programs, medical programs, capital outlay, programs that require religious participation, and educational or extracurricular programs for youth that operate during the school day will not be considered.
- Proposed program must receive non-county cash revenue to support operations.
- Proposals not meeting the Bidder Qualifications and/or Fatal Criteria may be appealed.
- The annual increase in funding is based upon a 6% growth rate in taxable values. Staff is recommending continuation of core level service guidelines for the FY 2003-2004 RFP process.
- Funds will be made available in the FY2003-2004 budget in an amount not to exceed \$2,762,511

Attachment: Calculation of General Fund Dollars; Proposal criteria

8. MANAGEMENT RECOMMENDATIONS:
 Approve the action

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>[Signature]</i>	N/A	N/A		<i>[Signature]</i>	OA	QM	Risk	GC	<i>[Signature]</i>
					<i>RK 1/14</i>	<i>1/15/03</i>	<i>1/14/03</i>	<i>1/14/03</i>	

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY
 COUNTY ADMIN. *RK*
 1-14-03
 2:25
 COUNTY ADMIN.
 FORWARDED TO:
[Signature]

REC'D.
 by CO. ATTY.
 1/14/03
 2:30 PM
 CO. ATTY.
 FORWARDED TO:
 City Admin
 2:33 PM

**CALCULATION OF FUNDING FOR FY04
(REVISED 12/4/02)
USES GROWTH RATE OF 6.0%**

Fiscal Year	Actual EXCLUDING SW Florida Addiction Services (SWFAS)	General Fund Property Tax Actual - FY93-FY02 Budget - FY03 Projected - FY04 - 06	Percent Funding of General Fund Property Tax	Differential
1993	\$1,472,939	\$84,748,770	1.74	
1994	\$1,585,714	\$86,812,823	1.83	
1995	\$1,577,209	\$89,944,443	1.75	
1996	\$1,546,896	\$89,899,069	1.72	
1997	\$1,510,114	\$90,716,378	1.66	
1998	\$1,664,576	\$95,956,717	1.73	
1999	\$1,742,011	\$101,274,640	1.72	
2000	\$1,841,630	\$109,078,413	1.69	
2001	\$2,074,737	\$116,875,664	1.78	
2002	\$2,270,776	\$134,228,613	1.69	\$196,039
2003	\$2,387,894	\$151,661,367	1.57	\$117,118
2004	\$2,762,511	\$160,882,987	1.72 Avg of Percents FY93-FY03	\$374,617
2005	\$2,928,261	\$170,535,966	1.72 Avg of Percents FY93-FY04	\$165,751
2006	\$3,100,807	\$180,768,124	1.72 Avg of Percents FY93-FY05	\$172,545
FY00 Amount As Millage:			0.0729	
FY01 Amount As Millage:			0.0743	
FY02 Amount As Millage:			0.0712	
FY03 Amount As Millage:			0.0647	
FY04 Amount As Millage:			0.0706	
FY05 Amount As Millage:			0.0706	
FY06 Amount As Millage:			0.0705	

Note #1:

Calculation of FY04 Property Tax for Determination of Amount

\$36,916,753,496	2002 (FY03) Taxable Value for Lee County
<u>1.060</u>	Times Percent Growth of 6.0%
\$39,131,758,706	2003 (FY04) Projected Taxable Value for Lee County
\$39,131,759	Projected Value of 1 Mill for FY04
<u>4.3277</u>	Times Millage Rate (4.3277 General Fund)
\$169,350,512	
<u>0.95</u>	Times 95% for Budgeting Purposes
\$160,882,987	Projected Property Taxes - General Fund for FY04

Calculation of FY05 Property Tax for Determination of Amount

\$39,131,758,706	2003 (FY04) Taxable Value for Lee County
<u>1.060</u>	Times Percent Growth of 6.0%
\$41,479,664,228	2004 (FY05) Projected Taxable Value for Lee County
\$41,479,664	Projected Value of 1 Mill for FY05
<u>4.3277</u>	Times Millage Rate (4.3277 General Fund)
\$179,511,543	
<u>0.95</u>	Times 95% for Budgeting Purposes
\$170,535,966	Projected Property Taxes - General Fund for FY05

Calculation of FY06 Property Tax for Determination of Amount

\$41,479,664,228	2004 (FY05) Taxable Value for Lee County
<u>1.060</u>	Times Percent Growth of 6.0%
\$43,968,444,082	2005 (FY06) Projected Taxable Value for Lee County
\$43,968,444	Projected Value of 1 Mill for FY06
<u>4.3277</u>	Times Millage Rate (4.3277 General Fund)
\$190,282,235	
<u>0.95</u>	Times 95% for Budgeting Purposes
\$180,768,124	Projected Property Taxes - General Fund for FY06

Actual Average of Annual Growth Rates in Taxable Value Over Five Years (FY98-99 to FY02-03): 10.8% (This Example Uses 6.0%)



LEE COUNTY
S O U T H W E S T F L O R I D A

Department of Human Services

**Partnering for Results
Request for Proposal
(RFP) for FY2004**

Contract Period: October 1, 2003 - September 30, 2004

Department of Human Services
83 Pondella Road - Suite 1
North Fort Myers, Florida 33903
Karen B. Hawes, Director

This Document can be made available in alternative accessible formats upon request.

Released: February 10, 2003

Lee County Department of Human Services

**Partnering for Results
Request for Proposal**

for the period

October 1, 2003 - September 30, 2004

Contact Persons:

Ann Arnall, Deputy Director (239) 652-7930
Joe Byers, Contracts Specialist (239) 652-7919
Diana Childers, Contracts Specialist (239) 652-7944
Carol Sue Gonzalez, Contracts Specialist (239) 652-7918

Applicant Workshops:

February 11, 2003 10:00 a.m. - 12:00 p.m.
(or)
February 12, 2003 1:00 p.m. - 3:00 p.m.

Location:

Lee County Public Works Building
1500 Monroe Street - 1st Floor Conference Rm-1B
Fort Myers, FL 33901

Letter of Intent Due Date:

February 21, 2003

Proposals Due Date:

On or before March 14, 2003
no later than 5:00 p.m.

Proposals Submitted to:

Lee County Department of Human Services
83 Pondella Road - Suite 1
North Fort Myers, FL 33903

Copies of this RFP may be picked up at the above address or the RFP is available on-line and can be downloaded from the Lee County web site at:

<http://www.lee-county.com/NEWS2/default.asp>

Request for Proposal may be sent to agencies via e-mail upon request.

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**Lee County
Department of Human Services**

VISION:

Empowered Individuals and Neighborhoods

MISSION:

Promote and provide solutions for Lee County's diverse human service needs through progressive leadership and community partnerships.

I. INTRODUCTION

The Lee County Department of Human Services requests proposals from qualified non-profit organizations that provide direct services.

To determine the priorities for the current funding cycle, the Department considered existing services provided through Federal, State, and County funds, as well as the unmet needs expressed by the citizens in a needs assessment conducted in the year 2000. The needs assessment by the Shimberg Center, Policy and Management Research, University of Florida included telephone surveys, door-to-door interviews, and neighborhood focus groups. Proposals submitted to the Partnering for Results program must address one or more of the outcome priorities for Fiscal Year 2003-2004 that are listed below.

Priority Outcomes	Target Funding Percentages
➤ Supportive Housing/Living – Special populations achieve their highest potential	30%
➤ Economic Opportunity – People have the job skills and economic opportunities they need to become self-sufficient	30%
➤ Activities for Youth – Youth make safe, responsible decisions	25%
➤ Basic Assistance – Families and individuals meet their subsistence needs	15%

The amount of funding projected for FY2003-2004 is \$2,762,511. This funding is subject to availability. The County reserves the right to reduce, amend, and/or rescind this RFP any time prior to the final award and approval of any contract for services by the Board of County Commissioners.

SUPPORTIVE HOUSING/LIVING

Outcome #1: Special populations achieve their highest potential

Populations: Adults and children with physical, developmental, and/or mental disabilities, homeless, elderly, and farm workers

The outcome is supported through:

- assisting families and individuals in finding safe, accessible housing that they can afford
- maintaining or improving the ability of an individual to be independent
- helping families and individuals remain in permanent housing

Examples of services:

- activities which promote health, well-being, and integration into the community
- home based services such as personal care and housekeeping
- respite services and support for caregivers
- life skills activities
- case management
- therapies to enhance activities of daily living

ECONOMIC OPPORTUNITY

Outcome #2: People have the job skills and economic opportunities they need to be self-supporting and self-sufficient

Populations: Low and moderate-income households, people with physical, developmental, and/or mental disabilities, homeless, elderly, farm workers, immigrants, and ex-offenders

The outcome is supported through:

- assisting individuals in obtaining, maintaining and increasing employment
- assisting individuals in finding and maintaining employment that leads to independence
- assisting individuals in acquiring or increasing the language skills necessary to succeed in the work place
- assisting individuals in acquiring knowledge about workplace practices and expectations
- assisting individuals and families with childcare and/or transportation to enable them to increase their skills and/or be employed

Examples of services:

- vocational training, job readiness, workplace conduct training, internships, job placement, and job retention
- employment-related language skills
- childcare related to employment or education for employment
- transportation related to employment or education for employment
- case management related to employment or education for employment

ACTIVITIES FOR YOUTH

Outcome #3: Youth make safe, responsible decisions

Populations: School age, at-risk youth (youth who experience extreme economic and social deprivation, family conflict, engage in problem behaviors and/or have friends who engage in problem behaviors)

The outcome is supported through:

- providing safe activities for youth that reduce personal risk
- preventing youth violence
- creating opportunities that build character and promote making good choices
- providing youth with opportunities to succeed by increasing their knowledge, skills, and abilities

Examples of services:

- after-school and summer activity programs
- tutoring and other educational programs
- mentoring and/or inter-generational programs
- conflict resolution and anger management programs
- activities that promote cultural awareness, character building, and citizenship
- substance abuse prevention programs
- delinquency prevention and/or dropout prevention programs
- teen pregnancy prevention programs
- youth community service programs

* Educational and/or extracurricular programs for youth that operate during the school day will not be considered.

BASIC ASSISTANCE

Outcome #4: Families and individuals meet their subsistence needs

Populations: Low and moderate-income households, people with physical, developmental and/or mental disabilities, homeless, elderly, and farm workers

The outcome is supported through:

- enabling families and individuals to meet their subsistence needs for food, clothing, emergency shelter, transportation, and other essential items
- providing one-time or occasional emergency financial assistance to pay for housing related expenses such as rent, mortgage costs and/or utilities for families and individuals in need of housing or at risk of losing their housing
- educating or advising families and individuals regarding financial and consumer related matters

Examples of services:

- emergency food assistance
- emergency shelter
- clothing
- short-term emergency financial assistance
- financial and consumer related counseling
- child abuse or domestic violence prevention, counseling and/or treatment

II. BIDDER QUALIFICATIONS

In order for an agency to submit a proposal all of the following requirements must be met:

- A. Be a private non-profit entity with tax-exempt status under Section 501 (c) 3.
- B. Have completed twelve months of operation and service delivery prior to proposal release date.
- C. Have an independent financial audit of the prior fiscal year. The management letter and management's response should also be provided if issued. An unmodified opinion of the Independent Audit firm's current peer review should be included.
- D. Submit a mandatory Letter of Intent by February 21, 2003 using form letter specified in proposal that indicates the outcome and the program name of each proposal for which funding will be requested. Proposals for which a Letter of Intent is not received will not be considered.
- E. Must provide direct services to clients and may not act as the lead agency for the proposed program.
- F. Proposed program must specifically benefit residents of Lee County.
- G. Minimum amount for each proposal considered is \$15,000.
- H. Proposals for mental health services, substance abuse treatment programs, medical programs, capital outlay, programs that require religious participation, and educational or extracurricular programs for youth that operate during the school day will not be considered.
- I. Proposed program must receive non-county cash revenue to support operations.

III. FATAL CRITERIA OR DISQUALIFYING EVENTS

In order to be considered by the Proposal Review Panel the agency's proposal must comply with all of the following:

- A. Received by the stated deadline of March 14, 2003 No later than 5:00 p.m.
- B. Complete and organized in the manner specified on the proposal checklist (all questions answered and all current forms utilized).
- C. Include specified number of copies (should not include extraneous materials).
- D. If Independent Audit report and/or management letter of the prior fiscal year includes weaknesses, findings, and/or concerns a corrective action plan that has been accepted and approved by the agency's Board of Directors and the Independent Auditor is required.

(GAAP) to ensure an adequate audit trail. (Includes all items listed on Exhibit 1 Section A and B)

- F. Indicate that personnel policies and procedures are in place to ensure compliance applicable with state and federal employment requirements. (Includes all items listed on Exhibit 1 Section C)
- G. Indicate that program operating policies and procedures are in place to ensure fair and equal treatment of persons served and documentation of service delivery and performance. (Includes all items listed on Exhibit 1 Section D)
- H. Provide written documentation of firmly committed or renewed cash revenue from non county sources

IV. DEPARTMENT REVIEW PROCESS

- A. Department of Human Services staff will review all proposals to ensure that the bidder qualifications were met. Proposals submitted by agencies not meeting all the bidder qualifications will be rejected and a notice stating the reason will be sent to the proposing agency via certified mail.**
- B. All proposals from agencies that meet all the bidder qualifications will then be reviewed by Department of Human Services staff to verify that any of the fatal criteria or disqualifying events do not apply to said proposal. If any of the fatal criteria or disqualifying events apply to the proposal, said proposal will be rejected and a notice stating the reason will be sent to the proposing agency via certified mail.**
- C. Proposals rejected based on non-compliance with the bidder qualifications, fatal criteria or disqualifying events will not be forwarded on to the Proposal Review Panel for consideration. The proposing agency may request an appeal in accordance with V. APPEALS PROCESS.**

Lee County Department of Human Services reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received.

V. APPEALS PROCESS

- A. Proposals that did not meet the Bidder Qualifications and/or Fatal Criteria (Section II and III) may be appealed.**
- B. Appeals must be requested in writing and delivered to the Department of Human Services within 10 calendar days of the date on the rejection notice. The appeal must clearly state the specific actions or decisions being appealed. No new information may be submitted for consideration.**
- C. The Department of Human Services Director shall forward information to the Appeals Panel for consideration. The Appeals Panel shall meet and render a written decision**

regarding the appeal, which shall be delivered to the appealing agency by certified mail.

- D. **If the appeal is approved, the proposal will be forwarded to the Proposal Review Panel.**
- E. **If the appeal is denied, the Appeals Panel's written decision shall be the final administrative action.**

VI. EVALUATION PROCESS

- A. **Accepted proposals will be read and evaluated by the Proposal Review Panel. All review meetings are open to the public; however there will be no interaction between panel members and agency representatives.**
- B. The review panel may consist of County staff, other community funders, or representatives and citizens.
- C. **The proposals will be evaluated and scored based solely on the contents of the proposal and in accordance with the established evaluation criteria. The panel members will individually read and score the proposals assigned to them for review. The scores will be submitted to the Department of Human Services to calculate an average score and rank by outcome area. The Proposal Review Panel will consider the average score and average rank and how the proposals provide for the most comprehensive service delivery county-wide.**
- D. The Proposal Review Panel will prepare a recommended funding list in priority order. Proposals will be fully funded in priority order until allocated amount is reached. Any residual funds may be used to partially or fully fund any remaining proposals.
- E. **Public comment regarding the review process may be made at the final Proposal Review Process meeting.**
- F. Bidders will be notified of the review panel's recommendations in June 2003 by certified mail.
- G. The review panel will submit the recommendations to the Board of County Commissioners for adoption as part of the county-wide budget for fiscal year 2004.
- H. Public comment may be made at the budget hearings in September, 2003.

EVALUATION CRITERIA

PARTNERING FOR RESULTS REVIEW PANEL FY 2003-2004 PROPOSAL EVALUATION CRITERIA

Agency Name: _____ Amount of Request: \$ _____

Outcome: Supportive Housing/Living Economic Opportunity Activities for Youth Basic Assistance

Program Name: _____ Unit Description: _____

Total Unit Cost: \$ _____ Total # of Units: _____
Unit Cost funded by Lee County: \$ _____ # of Units purchased by Lee County: _____

Administrative and Fiscal Capacity

0					5					10					15	Points
Agency has: <ul style="list-style-type: none"> minimally acceptable accounting system limited program experience Board of Directors with limited involvement. 								Agency has: <ul style="list-style-type: none"> active and diverse Board of Directors extensive program experience documentation of acceptable and accountable fiscal management system. 								

JUSTIFICATION OF SCORE:

Knowledge of the Needs and Experience with Target Population

0					5					10					15	Points
Proposal inadequately documents: <ul style="list-style-type: none"> target population need for service how need is not met by other organizations methodology used to determine appropriateness of service delivery program partners. 								Proposal clearly documents: <ul style="list-style-type: none"> target population need for service how need is not met by other organizations methodology used to determine appropriateness of service delivery program partners 								

JUSTIFICATION OF SCORE:

Program Design

0					5					10					15	Points
Proposal inadequately describes: <ul style="list-style-type: none"> program activities marketing capacity. 								Proposal thoroughly describes: <ul style="list-style-type: none"> program activities marketing capacity. 								

JUSTIFICATION OF SCORE:

Outcomes

0 | | | | 5 | | | | 10 | | | | 15

Points

Program outcomes are: <ul style="list-style-type: none"> • not measurable • inconsistent with agency mission 	Program has: <ul style="list-style-type: none"> • measurable outcomes • measurement method can be accomplished within the contract period.
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JUSTIFICATION OF SCORE:

Budget and Cost Effectiveness

0 | | | | 5 | | | | 10 | | | | 15

Points

Budget: <ul style="list-style-type: none"> • is incomplete • does not clearly describe unit of service • does not correctly calculate unit cost 	Budget clearly describes: <ul style="list-style-type: none"> • all revenues and expenses • unit of service • unit cost. 	Budget shows: <ul style="list-style-type: none"> • Non county cash resources constitute the majority of revenue
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JUSTIFICATION OF SCORE:

Total Available Points = 75

Total Score = _____

GENERAL COMMENTS:

Reviewer: _____

Date: _____

PLEASE RUSH

**MEMORANDUM FROM
THE DEPARTMENT OF
HUMAN SERVICES
ADMINISTRATION**

03 JAN 15 AM 2:21
LEE O'NEAL RICHLEY

Date: January 14, 2003

To: All Concerned Departments

From: Joan Brown
Office Manager

Re: RUSH Blue Sheet Number 20030064

The attached blue sheet number 20030064 needs to be rushed through the approval/routing process in order to meet the 5:00 p.m. Public Resources deadline today for the January 28, 2003 Board meeting. It is important that the funding allocation and guidelines for the Partnering For Results process be approved by the Board on this date so we can meet public advertising requirements for the process.

If you have any questions regarding this, please contact Diana Childers at (239) 652-7944.

Thank you.

*Confirmed with Ms Geren -
cut off for 1/28 mtg is*

1/15 @ 5pm

[Signature]