



# Request for Proposals for Administration of Childcare Services

Seminole County Community Assistance  
534 West Lake Mary Boulevard ♦ Sanford, FL 32773  
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## **PROGRAM BACKGROUND**

Seminole County Community Services (SCCS) is accepting proposals for the administration of childcare services in an amount not to exceed \$200,000. It is the intent of Seminole County Community Services department to enter into a vendor relationship with an agency capable of providing the services described within this Request for Proposals (RFP).

Childcare services include subsidized school readiness funding, Summer Day Camp scholarships, and before and after school care. Services are to be administered for the period of October 1, 2018 through September 30, 2019.

Funds will be provided as approved by the Seminole County Board of County Commissioners and as requirements are clearly shown and proven by the various agencies that meet the guidelines as set by the County.

## **PROJECT OVERVIEW AND KEY COMPONENTS**

The administrator of childcare services shall develop and maintain a system to oversee the provision of childcare services for eligible Seminole County residents. The administrator will develop and maintain a current inventory of licensed and/or exempt unlicensed providers and will assist families in locating an appropriate childcare provider. The administrator will have the capacity to maintain auditable records and to submit regular requests for reimbursement. The proposal must be responsive to the service delivery requirements below.

The administrator of the provision of childcare services shall:

1. Develop and maintain a system to coordinate the provision of childcare services for participants enrolled in childcare services.
2. Maintain a current inventory of childcare providers that are licensed. It is the responsibility of the administrator to verify that the provider holds a current license or is exempt from licensing. Administrator will maintain documentation of provider license.
3. Assist families in locating childcare and making placement of dependents at agencies that adequately meet the childcare needs of the families and children referred.
4. Provide sufficient information to referred parents to enable them to make an informed choice among all available care options.
5. Provide for parental choice of providers.

6. Establish mutually acceptable agreements with childcare providers for the payment of direct childcare costs.
7. Establish guidelines for parental share in direct childcare costs.
8. Maintain all records of expenditures and program activity in complete and auditable condition.
9. Submit regular requests for reimbursement to SCCS.
10. Monitor the expenditure of funds by funding source as required by SCCS.
11. Allocate twenty percent (20%) of the total awarded amount to Summer Camp scholarships.

#### **TIMELINE OF FUNDING APPLICATION PROCESS**

A Notice of Funding Availability (NOFA) will be released in the Seminole Section of the Orlando Sentinel on **Sunday, May 6, 2018**. The Request for Funding (RFP) is distributed **Monday, May 7, 2018** to the general public on the Seminole County Community Assistance website.

- The completed RFP/application is due by **4:00 p.m. on Monday, May 21, 2018** to the address below:  
**Seminole County Community Assistance  
Childcare Services Program  
ATTN: Kiauna Carbin  
534 West Lake Mary Boulevard  
Sanford, Florida 32773**
- After applications are submitted, the Application Review Committee will meet in May to review applications and scoring instructions pursuant to the formalized process as approved by the Seminole County Board of County Commissioners. Members of the team individually review and score each application and then meet again in June to compile their scores for County staff.
- Funding recommendations are compiled and finalized during the month of June. The Board of County Commissioners receives staff recommendations on Childcare Services funding and makes the final award determination. All agencies that applied are notified of the funding recommendations provided to the Commissioners by July 2017.
- During the months of August and September, the Community Assistance Division will be working with the County Attorney's Office and the recommended agencies to draft agreements for review and execution. Once the County issues the agreement to an agency

for review and signature, the agency must have the original signed agreement back to the County Community Services Department within 10 business days. Failure to provide the original signed agreement with appropriate signatures within the 10 business days may result in denial of funding for FY 2018-2019.

- The Childcare Services contract year begins October 1 with the distribution of an executed agreement to the funded agencies in October. A mandatory training session for any Agency awarded funds is held to describe and explain funding and reporting requirements, which include monthly reimbursement reports, quarterly financial and performance measurement reports. It is recommended that the organization's Finance Manager, Monitor, Manager/Supervisor that oversees the program attends this session. There are also monitoring requirements that are carried out to secure and maintain contract compliance throughout the year.

## **CHILDCARE SERVICES APPLICATION GUIDELINES**

### **REQUEST FOR PROPOSAL (RFP) APPLICATION:**

The Request for Funding (RFP) is distributed in May to the general public on the Seminole County Community Assistance website. Each agency is required to submit one (1) original and three (3) hard copies of the application prior to the posted deadline. Each agency will also be required to submit an electronic version on a USB drive of their complete application as well. Emailed applications will not be accepted.

**ELIGIBILITY CRITERIA:** Only the applications meeting the following criteria will be considered:

- ❖ The nonprofit agency is chartered or otherwise authorized to do business in the State of Florida for charitable purposes and exempted from the Federal income tax by the Internal Revenue Service [501(c)(3)] for a minimum of three years.
- ❖ The purposes for which the nonprofit agency is organized provides benefits to Seminole County residents.
- ❖ The services or activities to be provided by the nonprofit agency, and funded with County funds, shall address an essential or supportive life service, such as, but not limited to, the needs of the poor, youth, seniors, those with disabilities, education, culture and arts, and health crisis.
- ❖ The nonprofit agency shall have a governing board whose members serve without compensation and have no conflict of interest between their regular occupations and the services provided by the nonprofit.
- ❖ The nonprofit agency has bylaws or policies which describe the manner in which business is conducted, including management, audit, and fiscal policies and procedures, polices on nepotism, and policies on management of potential conflict of interest.
- ❖ The nonprofit has at least three years' experience providing the service or activity for which the funds are requested or can otherwise demonstrate to the satisfaction of the County sufficient expertise to successfully carry out the service or activity.

- ❖ The nonprofit must be licensed and accredited in accordance with applicable requirements of Federal, State and County laws.
- ❖ The nonprofit agency may not use a funding agency or other third party arrangement to meet program requirements for eligibility.
- ❖ Nonprofit must provide the previous year's fundraising plan and a statement on future fundraising efforts.
- ❖ Grants will be made only to nonprofit agencies whose programs and activities benefit the residents of Seminole County.

An application that does not meet these minimum requirements will not be scored and the agency will be notified.

APPLICATION REVIEW COMMITTEE:

The Application Review Committee (ARC) will be selected by the Division Manager to evaluate all approved applications based on the categories of essential life services and supportive services. The ARC will be comprised of a minimum of three (3) individuals who are familiar with social service programs in Seminole County. Each team member will individually review and score the submitted applications. The team will meet at a time & date as designated by the Program Manager to review and discuss the results of the scoring process. At this time, the team will review scores and submit to the Program Manager.

RECOMMENDATION SUMMARY:

The ARC evaluations will be compiled and a summary will be presented to the Community Assistance Division Manager and the Community Services Director. The Community Services Department Director will make the funding recommendations to the County Manager and Board of County Commissioners.

FUNDING DECISIONS:

Final funding decisions will be determined by the Board of County Commissioners at the designated Board meeting. Agreements will be prepared for the agencies that were granted funding, and letters will be mailed to all agencies who applied to notify them of the final funding decisions.

SPECIAL PREFERENCES:

Preference will be given to organizations that have the ability to leverage the County's funds at a minimum of 2:1 ratio.

- ❖ Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means. Funding to this program should lead to broad and lasting benefits to the community.