



Children's Board  
HILLSBOROUGH COUNTY

**REQUEST FOR PROPOSALS (RFP)**

**LEVEL (3) LEADING GRANT**

**HOLIDAY OUT OF SCHOOL TIME**

**RFP Designation Number:** PRO 2025 – 01

**Release Date:** 08/29/2024

**Amount Per Proposal:** \$125,000

**Total Grant Allocation:** \$250,000

**Contract Term if Awarded:** 12/9/2024 – 8/8/2025

Rebecca Bacon, Executive Director  
Robin Wright DeLaVergne, 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, the total population in Hillsborough County, Florida is 1,513,301, of which almost 5.6% are children under five (5) years of age, and 21.5% are children under eighteen (18). In addition, 45% of the population is white alone (not Hispanic or Latino), 30.5% is Hispanic, and 15.8% is Black or African American alone.

## ABOUT THE CHILDREN'S BOARD

### BACKGROUND

In 1988, Hillsborough County residents agreed that improving support 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. The Children's Board is committed to funding opportunities through strategic grant development principles, leveraging strategies and research with community perspectives in mind to promote wellness, learning, professional development, and enhance service delivery systems.

Strategic investments in the community include:

- developing local prevention and early intervention services;
- convening community partners to support outcomes that improve the lives of children and their families; and
- providing venues for community engagement and advocacy.

### 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 primary funding platforms to support its strategic focus areas:

- Level (1) - Investment Grants (more than \$800,000);
- Level (2) - Uniting Grants (between \$200,000 and \$799,999);
- Level (3) - Leading Grants (up to \$199,999); and
- Level (4) - Technical Assistance Grants (under \$10,000).

## LEVEL (3) - LEADING GRANT

A contract awarded to an organization that primarily serves a specific geographic area or region with a collaborative approach to service delivery that supports at least one strategic focus area; proposes to meet an emerging need; or targets an underserved population. Level (3) Leading Grants are expected to meet at least three measurable outcomes annually.

## 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 ages birth to five should be designed in a way that fosters 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. Later school success works best in collaboration with teachers, administrators, and parents to provide support consistent with developmental and grade level benchmarks.

*Family Support:* Support for the whole family is essential for strengthening stability and overall well-being. Family Support plays an important role in a young child's brain development because early experiences developed through positive relationships establish 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).

## 2023 COMMUNITY IMPACT

The Children's Board has invested more than \$39 million in one hundred and twenty-five programs to address the needs of our community. Contracted programs served 138,732 children and their families with an additional 4,345 professionals who received support services. 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?*

# SECTION ONE – BACKGROUND INFORMATION

## 1 STATEMENT OF PURPOSE

On August 22, 2024, the Children’s Board of Hillsborough County (CBHC) approved the release of this competitive Level (3) Leading Grant Request for Proposals (RFP). The Children’s Board is responsive to community needs and regularly seeks feedback from citizens of Hillsborough County as well as obtaining information from local stakeholders and demographic databases. Data is also collected and analyzed from current and past grantees that demonstrate what social services are successful in our community.

**Grant Intent:** To fund out of school time services through full-day camps that address early intervention to include at least one week in winter, one week in spring and four to eight weeks of summer. Services must reflect best practices and improve access for families that reside in Hillsborough County and have children with varying abilities. Grants are time-limited and may be renewed for one additional year. The RFP is open in two Children’s Board focus areas:

- Children are Ready to Learn and Succeed
- Family Support

**Priority Populations:** Children of elementary school age with varying abilities.

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:

- Sub-contracted services;
- Virtual Services; and
- Service locations in Hillsborough County licensed Family Child Care Centers; Family Child Care Homes; School District properties; Charter or Private Schools.

## 1.1 GENERAL REQUIREMENTS

- Read 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.
- 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 (current or former) deemed out of compliance with contractual obligations may be ineligible for CBHC funding.
- 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 compensated with Children’s Board of Hillsborough County dollars as referenced in Florida Statute s. 448.095.
- There is an expectation that all Proposers are informed and comply with:
  - American Disabilities Act. Refer to <https://adata.org/factsheet/ADA-overview>
  - Federal, state, and local requirements for Level two background screening. Refer to [www.myflfamilies.com](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

<i>DEADLINE / DUE DATE</i>	<i>ACTIVITY</i>
<b>09/04/2024 at 1:00pm</b>	<u>Information Session</u> <i>In-Person at 1002 E. Palm Ave. Tampa, FL 33605</i> <b>No pre-registration required.</b>
<b>09/11/2024 by 11:59pm</b>	Written Proposer Questions
<b>09/16/2024</b>	Final Answers to Questions posted on CBHC website
<b>09/23/2024 by 4:00pm</b>	Proposal Submission
<b>Week of 10/07/2024</b>	Community Review Team Session(s)
<b>Week of 10/14/2024</b>	Questions for Recommended Proposer(s) - Optional
<b>10/24/2024</b>	Board Review for Approval of Funding Recommendation(s)
<b>12/09/2024</b>	If awarded: Contract Start Date

### 1.3.1 INFORMATION SESSION

- Must sign in with the organization name, name of attendee, and contact email.

## 1.4 DEMOGRAPHIC DATA COLLECTION

If awarded, Grantees will be required to collect and submit demographic data located in **Appendix (#3)** for all participants and/or professionals served.

### END OF SECTION ONE

## SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

### 2. COVER SHEET – ATTACHMENT (#1) (6 POINTS)

Submit a completed Cover Sheet, **Attachment (#1)**. Two distinct individuals (Agency Official and Board Chair) must date and sign the original copy.

**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 six pages (excluding the Cover Sheet and required and/or other applicable attachments).

**Special Note:** Narrative pages that exceed allotted amount are subject to removal.

#### 2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- a) Organization's Mission Statement;
- b) Indicate years of operation and camps currently offered in Hillsborough County;
- c) Briefly describe qualifications and background of the management and finance staff and include if they are paid employees, volunteers, or contracted;
- d) Briefly name formal designations, licensures, or accreditations; (if applicable)
- e) 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;
- f) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s); and
- g) Describe organization's internal quality assurance procedures for managing grant funding in the following areas:
  - o Contract compliance;
  - o Meeting reporting deadlines; and
  - o Fiscal accountability.

#### 2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- a) Indicate which accounting system is used by the organization;
- b) Indicate if written financial policies and procedures have been established; and
- c) Provide an example of how one is used in daily operations for managing grants.

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

- a) Provide a clear description of the population you propose to serve, including age focus;
- b) Specify program eligibility for participants to be enrolled in proposed program; and
- c) Detail evidence from families, local community partners, or community assessments that supports the **need in Hillsborough County** for the proposed model.

#### 2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (25 POINTS)

- a) Camp schedule overview for each season, in addition to
  - i. Where will services be delivered and
  - ii. How will services be accessible.
- b) Specify research-based or evidence-based practices and/or curriculum(s) to be embedded in camp program and describe how will model fidelity be sustained;
- c) Describe staff training requirements for the model to be used;
- d) Describe volunteer training (if applicable);
- e) Describe strategies to enroll and retain participants;
- f) Describe how you incorporate developmentally appropriate practices; linguistic and culturally competent staff;
- g) Provide one example of how you will engage program participants to assist you with program evaluation and/or improvement; and
- h) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes.

#### 2.1.5 PARTNERSHIP AND COLLABORATION (NOT SCORED)

Informal partnerships, such as in-kind services or Other Vendor Services are often necessary for agencies to deliver quality services, however, those partnerships do not require Sub-contract agreements for the purposes of this RFP. See Appendix (#4) for definition of Other Vendor Services and Sub-Contractors.

- a. If there are informal partners, name partners and describe their role in this proposed program.

**END OF PROPOSER NARRATIVE**



## 2.2 ADDITIONAL ATTACHMENTS

### 2.2.1 MATRIX/WORK PLAN – ATTACHMENT (#2) (10 POINTS)

The Matrix/Work Plan is a simple way for the Proposer to outline how outcomes will be measured and achieved. Refer to **Appendix (#5)** Matrix/Work Plan Instructions. Complete **Attachment (#2)** for Year One.

**Outcomes:** Select the two outcomes that are required as written from the list below and one additional outcome to complete the Matrix Work Plan. Select the outcome that aligns with the program model or agency expertise, and for which you can collect the best data (one page per outcome).

1. Demographic composition of children/youth enrolled. **(Required)**
2. 80% of children/youth will remain engaged in summer programming. **(Required)**
3. 80% of children/youth served will increase their knowledge of safety practices.
4. 80% of children/youth will demonstrate increased knowledge or behavior in positive social skills.
5. 80% of children/youth will actively participate in physical activity.
6. 80% of a minimum of children/youth will engage in reading and writing activities.
7. 80% of children/youth will demonstrate increased knowledge in the Arts.

**Objective:** One sentence that includes the total number of participants that will be enrolled with a target population descriptor, main service, and main service location.

**Responsible Parties:** List staff, volunteers, or community partner contributing to outcome.

**Activities:** Brief and specific service titles, frequency, and duration to meet each outcome. Activities reflect services offered to the target population to meet the outcome. Activities are not for program administrative tasks such as entering data.

**Indicator Measurements:** Proposers are encouraged to select validated measurement tools that have proven to be effective in quantifying the intended outcomes.

**Special Note:** Indicators set specific expectations as evidence that the outcome was achieved by the program participant. Indicators must correspond to the measurement instrument proposed for each outcome in the Matrix/Work Plan and will be finalized if an award is granted.

### 2.2.2 BUDGET – ATTACHMENT (#3) (20 POINTS)

The Children’s Board is seeking to invest in programs that deliver high quality services for children and families in Hillsborough County. Proposers should request necessary funds to operate the program according to the service delivery model and include expenses that are necessary to operate effectively to meet outcomes. The Children’s Board encourages Proposers to pay fair market wage for all employees listed in the Salary Detail (Budget Tab 2).

Please refer to the New Program Funding Budget Instructions, **Appendix (#4)** to develop the budget summary, salary detail, and budget narrative for First Year and Second Year Operating Budget.

**First Year Operating Budget** is the amount deemed necessary for startup and services or to fully operate a year-round program between **December 9, 2024 and August 8, 2025**.

- First Year Operating Budget amount may not exceed **\$125,000**.

**Second Year Operating Budget** is the amount deemed necessary to fully operate the program between **November 1, 2025 and August 14, 2026**.

- Second Year Operating Budget amount to include Thanksgiving break may not exceed **\$140,000**.

Complete and submit the required budget for both First- and Second-Year funding using the excel file posted with the release which includes four tabs:

- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail,
- Tab (3) – First Year Budget Narrative, and
- Tab (4) – Second Year Budget Narrative.

#### **SPECIAL NOTES:**

- Do not change or alter the Excel form.
- First Year budget may include one-time expenses that may not be necessary in Second Year.
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.
- If the program charges fees for services, they must be included in the “other funding sources” line of the budget under the revenue section.

**Failure to comply with submission/completion of all budget tabs may result in disqualification.**

**2.2.3 IMPLEMENTATION PLAN – ATTACHMENT (#4) (6 POINTS)**

Use template provided to submit a one-page Implementation Plan based on the **First Year Activities and Operating Budget** which includes anticipated start date for services. Implementation Plan may only be one page, delete unused rows, and begin in the same month as contract term.

**2.2.4 LETTERS OF SUPPORT – ATTACHMENT (#5) (NOT SCORED)**

A Letter(s) of Support is required ONLY IF Proposer intends to:

- Use space in locations not owned or rented by Proposer.

**2.2.5 BOARD OF DIRECTORS – ATTACHMENT (#6) (3 POINTS)**

Complete the template provided.

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

**2.2.6 AUDIT, REVIEW, OR UNAUDITED ANNUAL FINANCIAL STATEMENTS – ATTACHMENT (#7)**

Please submit one copy of the agency’s most recent Audit, Review or Unaudited Annual Financial Statements. Definitions are as follows:

- Audit is required if the agency’s total expenses are greater than or equal to \$300,000.
- Review is allowed if the agency’s total expenses are less than \$300,000.
- Unaudited Annual Financial Statements allowed if the agency’s total expenses are less than \$300,000, there is no current Audit or Review and the agency is not currently funded by the Children’s Board. Unaudited Annual Financial Statements are:
  - Income Statement
  - Statement of Cash Flow
  - Statement of Changes in Equity

**If submitting a most recent Audit or Review please refer to the table below:**

<b>Agency Fiscal Year</b>	<b>Audit / Review to be included with submission to CBHC</b>
4/1/2023 - 3/31/2024	Year End for 2024
7/1/2023 – 6/30/2024	Year End for 2023
10/1/2023 - 9/30/2024	Year End for 2023
1/1/2024 – 12/31/2024	Year End for 2023

**Failure to submit required attachments may result in disqualification.**

## 2.3 SUBMISSION INSTRUCTIONS

- Organize Proposal Narrative using the **same RFP section numbers, titles, and letters;**
- Use (12) point font size consistently throughout document; and
- All submission pages must be single-spaced, single sided, and **numbered, except Audit, Review, or Unaudited Annual Financial Statements.**
- **One original** proposal and **four black and white copies,** including attachments.
- **One electronic version** of the proposal in its entirety on a USB in .pdf format EXCEPT for Budget. Budget on USB drive should be in Excel format.
- Failure to submit required attachments may result in disqualification.

Proposals will not be accepted by e-mail. Please mail, hand deliver, or courier before **4:00 p.m.** (Children’s Board Lobby Clock) before or on **9/23/2024** to:

*Children’s Board of Hillsborough County  
1002 E. Palm Ave., Tampa FL 33605*

### **SPECIAL NOTES:**

- DO NOT bind original or copies, only use staples or paper clips.
- Do not include active web links anywhere throughout the document.
- Attachments that are not requested in this RFP or page separators will not be included in Community Review Team packets.

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

## 2.4 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

1. Relative Governing Board Policies/Standard Conditions for Procurement
2. General Terms and Conditions
3. Required Demographic Data
4. New Program Funding Budget Instructions
5. Matrix/Workplan Instructions
6. Community Review Team Scoring Criteria