

Lee County Board Of County Commissioners

January 13, 2004

Agenda Item Summary

Blue Sheet No. 20040041

1. REQUESTED MOTION:

ACTION REQUESTED: Approve criteria for the Partnering for Results Request for Proposal (RFP) process and approve FY 2004-2005 funding amount not to exceed \$3,172,394. Approve a maximum of \$38,000 of the \$3,172,394 to be allocated to United Way of Lee County for the Information & Referral (211) services for FY 2004-2005

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 2004-2005 Partnering for Results and approved a maximum of \$38,000 to be allocated to United Way.

2. DEPARTMENTAL CATEGORY 05

COMMISSION DISTRICT # CW

C5B

3. MEETING DATE:

01-27-2004

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 N/A
- BY: Karen B. Hawes, Director

Karen B. Hawes 1/13/04

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 rate and produce measurable outcomes that support the departmental outcomes
- Bidders must be private non-profit entity with tax-exempt status under Section 501(c) 3
- Bidders must 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.
- Services must benefit residents of Lee County
- Minimum amount for each proposal considered is \$15,000
- Programs must receive cash to support operations from sources other than Lee County
- Proposals for mental health or substance abuse prevention or treatment programs, medical education or services, construction or purchase of capital equipment, programs requiring religious participation, and educational or extracurricular programs for youth operating during the school day will not be considered. (Continued on page 2)

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	N/A	<i>[Signature]</i>	OA <i>[Signature]</i>	OM <i>[Signature]</i>	Risk <i>[Signature]</i>	GC <i>[Signature]</i>	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
 Date: *1/13/04*
 Time: *10:20 am*
 Forwarded To: *[Signature]*

RECEIVED BY
 COUNTY ADMIN:
1/13/04
11:25 am SLT
 COUNTY ADMIN
 FORWARDED TO: *[Signature]*
1-14-04
MOON

Agencies will be required to submit a letter of intent by specified due date along with required documentation. Department of Human Services staff will verify receipt of letter of intent and required supporting documentation. If any supporting documentation is missing, agencies will be notified of the missing document(s) via fax and may submit the document(s) within three (3) working days of the fax notification

Proposals with disqualifying events will be rejected and a notice sent via certified mail stating the reason. Proposals will not be considered if any of the following disqualifying events apply:

- Mandatory Letter of Intent including all required attachments not submitted to the Lee County Department of Human Services by February 9, 2004 by 5:00 p.m.
- Agency does not fulfill all the bidder qualifications.
- Proposed program does not provide direct services.
- Proposed program does not benefit residents of Lee County.
- Proposal is less than \$15,000.
- Proposal is for ineligible services which are mental health or substance abuse prevention and treatment programs, medical education or services, construction or purchase of capital equipment, programs

The remaining proposals will be evaluated by the Partnering for Results Proposal Review Panel.

The RFP for FY2004-2005 will be available on-line. Agencies will be required to submit proposals on-line by the determined due date. Workshops will be held to assist agencies with the on-line proposal. Agencies must attend workshops to receive a user ID and password to access the on-line proposal.

Staff is recommending continuation of core level service guidelines for the FY 2004-2005 RFP process. Funds will be made available in the FY 2004-2005 budget in an amount not to exceed \$3,172,394

ATTACHMENTS: Calculation of General Fund Dollars
Proposal criteria

**CALCULATION OF FUNDING FOR FY04
(REVISED 12/30/03)
USES GROWTH RATE OF 6.0%**

Fiscal Year	Actual EXCLUDING SW Florida Addition Services (SWFAS)	General Fund Property Tax Actual - FY93-FY03 Budget - FY04 Projected - FY05 - 07	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	\$1,577,208	\$89,944,443	1.75	
1996	\$1,548,898	\$89,899,069	1.72	
1997	\$1,510,114	\$90,718,378	1.66	
1998	\$1,664,576	\$95,956,717	1.73	
1999	\$1,742,011	\$101,274,640	1.72	
2000	\$1,841,830	\$109,078,413	1.69	
2001	\$2,074,737	\$116,875,684	1.78	
2002	\$2,270,776	\$134,228,813	1.69	\$196,039
2003	\$2,387,894	\$153,814,711	1.55	\$117,118
2004	\$2,405,576	\$177,361,780	1.36	\$17,682
2005	\$3,172,394	\$188,251,291	1.69	Avg of Percents FY93-FY04 \$766,818
2006	\$3,353,955	\$199,546,369	1.68	Avg of Percents FY94-FY05 \$181,561
2007	\$3,529,493	\$211,519,151	1.67	Avg of Percents FY95-FY06 \$175,536
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:			0.0521	
FY05 Amount As Millage:			0.0693	
FY06 Amount As Millage:			0.0691	
FY07 Amount As Millage:			0.0686	

Note #1:

Calculation of FY05 Property Tax for Determination of Amount

\$43,196,777,176	2003 (FY04) Taxable Value for Lee County
1,080	Times Percent Growth of 6.0%
\$45,788,583,807	2004 (FY05) Projected Taxable Value for Lee County
\$45,788,584	Projected Value of 1 Mill for FY05
4.3277	Times Millage Rate (4.3277 General Fund)
\$198,159,254	Projected Value of 1 Mill for FY05
0.95	Times 95% for Budgeting Purposes
\$188,251,291	Projected Property Taxes - General Fund for FY05

for
#20040041

Calculation of FY06 Property Tax for Determination of Amount

\$45,788,583,807	2004 (FY05) Taxable Value for Lee County
1,080	Times Percent Growth of 6.0%
\$48,535,898,835	2005 (FY06) Projected Taxable Value for Lee County
\$48,535,899	Projected Value of 1 Mill for FY06
4.3277	Times Millage Rate (4.3277 General Fund)
\$210,048,809	Projected Value of 1 Mill for FY06
0.95	Times 95% for Budgeting Purposes
\$199,546,369	Projected Property Taxes - General Fund for FY06

Calculation of FY07 Property Tax for Determination of Amount

\$48,535,898,835	2005 (FY06) Taxable Value for Lee County
1,080	Times Percent Growth of 6.0%
\$51,448,052,765	2006 (FY07) Projected Taxable Value for Lee County
\$51,448,053	Projected Value of 1 Mill for FY07
4.3277	Times Millage Rate (4.3277 General Fund)
\$222,651,738	Projected Value of 1 Mill for FY07
0.95	Times 95% for Budgeting Purposes
\$211,519,151	Projected Property Taxes - General Fund for FY07

Actual Average of Annual Growth Rates in Taxable Value Over Six Years (FY98-99 to FY03-04): 10.1% (This Example Uses 6.0%)

Lee County
Department of Human Services
Partnering for Results
Request for Proposals Guidelines

INTRODUCTION

The Lee County Department of Human Services requests proposals from qualified non-profit organizations that provide direct services which address one of the priority outcome areas and meet all other bidder qualifications.

The maximum amount of funding projected for FY2004-2005 is \$ 3,134,394. 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. This funding is subject to availability. Submission of a proposal does not guarantee funding. Costs associated with proposal preparation shall be the responsibility of the bidder. Proposals will become the property of Lee County.

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 2002. 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.

BIDDER QUALIFICATIONS

All the following requirements must be met for proposal submission:

- Private non-profit tax-exempt status under IRS Section 501 (c) 3.
- Twelve months of service delivery prior to proposal submission date.
- Independent certified audited financial statement.

PROPOSAL MILESTONES

- February 9, 2004 by 5:00 p.m. - Mandatory Letter of Intent with all required attachments
- March 26, 2004 by 12:00 p.m. (noon) - Proposal due must be submitted on-line
- April 2, 2004 by 5:00 p.m. – Proposal signature page with signature of authorized official, documentation of formal partnerships (i.e. Memorandums of Understanding, Letters of Agreement, etc.), and written confirmation of financial support from other funding sources must be delivered to:

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

DISQUALIFYING EVENTS

Proposals will not be considered if any of the following disqualifying events apply:

- Mandatory Letter of Intent including all required attachments not submitted to the Lee County Department of Human Services by February 9, 2004 by 5:00 p.m.
- Agency does not fulfill all the bidder qualifications.
- Proposed program does not provide direct services.
- Proposed program does not benefit residents of Lee County.
- Proposal is less than \$15,000.
- Proposal is for ineligible services which are mental health or substance abuse prevention and treatment programs, medical education or services, construction or purchase of capital equipment, programs

requiring religious participation, educational or extracurricular programs for youth operating during the school day.

- Proposed program does not receive cash to support operations from sources other than Lee County.
- Proposal is not received on-line by **March 26, 2004 no later than 12:00 p.m. (noon).**

DEPARTMENT REVIEW PROCESS

Department of Human Services staff will verify receipt of letter of intent and required supporting documentation. If any supporting documentation is missing, agencies will be notified of the missing document(s) via fax and may submit the document(s) within three (3) working days of the fax notification. Proposals with disqualifying events will be rejected and a notice sent via certified mail stating the reason. The remaining proposals will be evaluated by the Partnering for Results Proposal Review Panel.

EVALUATION PROCESS

The Partnering for Results Proposal Review Panel is a Board appointed committee that will read and evaluate the accepted proposals and make funding recommendations to the Board of County Commissioners.

Review team members are assigned specific proposals to read and score. The proposals will be evaluated and scored based on the contents and in accordance with the established evaluation criteria. No additional information after the state proposal deadline will be accepted.

Teams meet as needed to discuss scoring and determine ranking of proposals. The Review Panel will convene for team presentations and to finalize funding recommendations.

Applicants will be notified of the Panel's preliminary recommendations. A written summary of the funding recommendations will be forwarded to the Board of County Commissioners. All Partnering for Results Review Panel meetings are open to the public. Public comment regarding the review process may be made at the final Proposal Review Panel meeting.

The Partnering for Results allocation will be formally adopted at the County budget hearings in September, 2004.

AWARD REQUIREMENTS

Upon award, a contract will be executed by the Board of County Commissioners and administered by the Department of Human Services. This contract will be based upon the information submitted in the proposal and all accompanying exhibits and attachments. Modifications and updates to proposal exhibits may be required prior to contract execution.

Included in this Request for Proposal is a draft of the standard contract used by the Lee County Department of Human Services. The standard contract will be used for all awards. Contract language is not negotiable. Successful bidders are expected to comply with all requirements of the request for proposal and county contract.

PRIORITY OUTCOME AREAS

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 individuals and/or families in:

- finding safe, accessible, and affordable housing
- 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
- resource coordination
- 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 and/or families in:

- obtaining, maintaining and improving employment opportunities
- acquiring or increasing the language skills necessary to succeed in the work place
- acquiring knowledge about workplace practices and expectations

Examples of services:

- vocational training, job readiness, workplace conduct training, internships, job placement, and job retention
- employment-related language skills
- childcare, transportation, or resource coordination 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

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:

- providing food, clothing, emergency shelter, transportation, and other essential items
- providing emergency financial assistance for housing related expenses
- providing financial education or counseling

Examples of services:

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