

REQUEST FOR APPLICATION
RFA 25-416-PM
SMALL GRANT INITIATIVE (SGI)

Alachua County, Florida
County Administration Building
Gainesville, FL 32601

RELEASE DATE: July 3, 2024

DEADLINE FOR QUESTIONS: August 4, 2024

RESPONSE DEADLINE: August 14, 2024, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenw.com/portal/alachuacounty>

Alachua County, Florida
REQUEST FOR APPLICATION
Small Grant Initiative (SGI)

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A - 25-416 SGI Budget Template

1. Introduction

1.1. Summary

The Alachua County Board of County Commissioners (hereinafter referred to as "Board") is seeking applications from qualified non-governmental Emerging Small Businesses and that have a physical business location in Alachua County (hereinafter, referred to as "Applicant") for the Request for Application for Small Grant Initiative (hereinafter known as "SGI"). Emerging Small Business is defined as one having 25 or fewer permanent, full-time employees and have a net worth not exceeding \$1,000,000.00. Additionally, to be qualified for the SGI, an Applicant must be registered with the Florida Department of State in accordance with the provision of Chapter 607, Florida Statutes, prior to the application submission date. The following apply to this Request For Application (RFA): Instruction to Proposers, Terms and Conditions, Insurance, Scope of Work, Proposed Requirements and Organization, Request for Proposal Selection Procedures, Evaluation Phases, Attachments, and Application.

Purpose: SGI is intended to support the development and growth of organizations that exist to benefit Alachua County residents living at or below 150% Federal Poverty Level.

1.2. Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

1.3. Contact Information

Precious Merriweather

Procurement Agent I

Email: pmerriweather@alachuacounty.us

Phone: [\(352\) 337-6269](tel:(352)337-6269)

Department:

Community Support Service's

1.4. Timeline

Solicitation Release Date	July 3, 2024
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<p>Pre-Solicitation Meeting (Non-Mandatory)</p>	<p>July 16, 2024, 1:00pm</p> <p>Community Support Services Conference Room A 218 SE 24th ST, Gainesville, FL 32641</p> <p>Microsoft Teams Need help? Join the meeting now https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmUwMjc0NTAtYzM3ZC00ZDhhLWEwM2ltOGZiMWVhYzBmNDkx%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22a7415bac-2a66-4acb-a196-d73a8994b0a7%22%7d Meeting ID: 277 790 237 893 Passcode: 5v3Pd3 Dial in by phone +1 469-998-7938,,915246106# United States, Dallas Find a local number Phone conference ID: 915 246 106# For organizers: Meeting options Reset dial-in PIN</p> <p>If you have a disability and need an accommodation in order to participate in a County program, service or public meeting, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. TDD/TTY users, please call 711 (Florida Relay Service)</p>
<p>Question Submission Deadline</p>	<p>August 4, 2024, 12:01am</p>
<p>Solicitation Submission Deadline</p>	<p>August 14, 2024, 2:00pm</p>

<p>Solicitation Opening – Teams Meeting:</p>	<p>August 14, 2024, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting: the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2IxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate in a County program, service or public meeting, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. TDD/TTY users, please call 711 (Florida Relay Service)</p>
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2. Instruction to Applicants

2.1. [Submission of Request for Application](#)

The County posts and distributes information pertaining to its procurement solicitations on the County [Public Portal](#). In order to submit a application response to this solicitation the vendor must be registered with the County's [Public Portal](#).

Applications must be submitted with all required submissions included. Failure to comply may preclude consideration of the application.

Each Applicant is responsible for full and complete compliance with all laws, rules and regulations which may be applicable.

Costs for the preparation and submittal of applications in response to this Request for Application are entirely the obligation of the applicant and shall not be chargeable in any manner to Alachua County.

Upon submission, all applications become the property of Alachua County which has the right to use any or all ideas presented in any application submitted in response to this Request for Application, whether or not the application is accepted.

All work papers/products developed as part of the contract performance become property of the County upon termination or completion of the provision of services.

The application response, containing all required documents, must be received by 2:00 pm on Wednesday, August 14, 2024. The applicants submittal must be completed in the [Public Portal](#) prior to the 2:00 pm deadline. Any required uploaded documents should be done in PDF format and be labeled correctly, unless the solicitation states otherwise. The pdf document should be titled with Applicant's name, RFA number, and if the response is submitted in parts, include "Part # of x".

THE COUNTY and the PUBLIC PORTAL PLATFORM WILL NOT ACCEPT LATE SUBMITTALS

Modifications to or withdrawal of a Applicant's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in the [Public Portal](#) in order to be recognized by the County.

The response must be submitted with the firm name by an officer or authorized representative of the business who is legally authorized to enter into a contractual relationship in the name of the applicant. An authorized representative who is not an officer may submit the application, in this case the Applicant must say yes to the [Submittals](#) section granting authorization to the officer or authorized representative to execute on behalf of the business.

2.2. [Withdrawal of Request for Application](#)

Modifications to or withdrawal of a Applicant's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in the County's [Public Portal](#) in order to be recognized by the County. Any Applicant may withdraw their application, either personally, electronically, or written request, at any time prior to the scheduled closing time for receipt of applications. Any submittal not withdrawn will constitute an irrevocable offer, for a period of one

hundred twenty (120) days, to provide the County adequate time to award the Contract for the services specified in this solicitation.

2.3. Request for Information - Addendum and Notices - Question and Answers

After thoroughly reading this Request for Applications and Exhibits, any Applicant in doubt as to the true meaning of the Request for Application or related documents may submit a written interpretation request, via the question and answer tab, at least ten (10) days prior to closing date set for receipt of applications to be considered for a response.

Any and all such interpretations and any supplemental instructions will be in the form of a written addendum; duly issued, and a copy of such addendum will be posted to the [Public Portal](#). Oral answers will not be authoritative. All addenda so issued shall become part of the RFA documents.

Addenda Notification: Bidders are required to register for an account via the County's e-Procurement [Public Portal](#). Once bidder has completed registration, you will receive addenda notifications to your email by clicking "Follow" on this project. Ultimately, it is sole responsibility of each bidder to periodically check the site for any addenda at <https://secure.procurenw.com/portal/alachuacounty>

2.4. Acceptance/Rejection of Applications

Alachua County reserves the right to reject any application which may be considered irregular, show serious omission, unauthorized alteration of form, unauthorized alternate applications, incomplete or unbalanced applications or irregularities of any kind.

Submittal requirements of this Request for Applications are for evaluation and selection purposes only. The County may allow alterations, modifications, or revisions to individual elements of the successful application at any time during the period of the contract which results from this Request for Applications.

Alachua County reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, or to accept applications or portions thereof which, in the County's judgment, best serve the interests of the County, or to award a contract to the next most qualified Applicant if a selected Applicant does not execute a contract within thirty (30) days after the award of the application.

The thirty day (30) time period may be extended an additional twenty (20) days where the selected Applicant is unavailable during the initial thirty-day period.

2.5. Electronic Signatures

The Parties agree that an electronic version of the submitted application shall have the same legal effect and enforceability as a paper version. The Parties further agree that the Electronic Submittal, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. The County shall determine the means and methods by which electronic signatures may be used to execute an Agreement with the awarded vendor and shall provide the awarded vendor with instructions on how to use said method. Delivery of this Agreement or any other document contemplated hereby bearing an manually written or electronic signature by facsimile transmission (whether directly from one facsimile

device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

2.6. Drug Free Workplace

Vendor certifies that they are a drug-free workplace shall complete [Submittals](#) section.

2.7. Term of Contract/Renewal

The contract shall be effective upon execution by both parties and continuing through the term, subject to allocation by the Board of County Commissioners.

2.8. Consideration of Applications

Applications will be considered from Applicant normally engaged in providing and performing services as specified herein. The Applicant must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

2.9. Appeal Process

Only the RFA process may be appealed. RFA Evaluation Committee Funding Recommendations are not released prior to the resolution of any appeal or prior to the appeal deadline. The Funding Recommendations made by the RFA Evaluation Committee cannot be appealed. The final funding decision made by the Board of County Commissioners can also not be appealed. All decisions made by the Board of County Commission shall be finalized at a scheduled County Commission Board meeting.

Applicant complaints or grievances shall first be submitted in writing to the Procurement Manager, Theodore White at twhite@alachuacounty.us. The deadline for filing an appeal is Sunday, August 4, 2024.

The Procurement Manager will investigate the complaint and present the findings in writing to the applicant. If the funding applicant is dissatisfied with the Procurement Manager's decision and desires to continue with the appeal, s/he may make an appeal in writing to the County Manager within 5 (five) days of the Procurement Manager’s written finding. The County Manager will render a written response to the funding applicant. All decisions by the County Manager shall be considered final, and no further appeal is allowed.

Failure of any funding applicant to submit an appeal within the time frames provided in this section shall constitute a waiver of funding applicants’ right to appeal.

All appeals must have had a final decision rendered, or formal withdrawal of the appeal, before the RFA Evaluation Committee funding recommendations can be released.

3. Terms and Conditions

The following are the general terms and conditions, supplemental to those stated elsewhere in the Request for Proposal, to which the selected Applicant must comply in order to be consistent with the requirements for this Request for Application. Any deviation from these or any other stated requirements should be listed as exceptions in a separate appendix of the proposal.

3.1. Non-Warranty of Request for Applications

Due care and diligence has been used in preparing this Request for Application. The County shall not be responsible for any error or omission in this Request for Application, nor for the failure on the part of the Applicants to ensure that they have all information necessary to affect their proposals.

3.2. Request for Clarification

The County reserves the right to request clarification of information submitted and to request additional information of one or more Applicants, either orally or in writing.

3.3. U.S. Department of Homeland Security E-Verify System

Pursuant to F.S. sec. 448.095, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Contractor during the term of the Agreement. Contractor shall require any subcontractors performing work or providing Services under this Agreement to register and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the subcontractor during the term of this Agreement, and otherwise comply with Florida law. The E-Verify system is located at <https://www.uscis.gov/E-Verify>. Failure to comply with this section is grounds for termination and the contractor (a) may not be awarded a contract with the County for at least 1 year after the date on which the contract was terminated and (b) is liable for any additional costs incurred by the County as a result of termination of this Agreement.

3.4. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a application on a contract to provide any goods or services to a public entity, may not submit a application on a contract with a public entity for the construction or repair of a public building or public work, may not submit applications on leases of real property to a public entity, may not be awarded or perform work as a Consultant, supplier, subconsultant, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

3.5. Workplace Violence

Employees of Applicant's are prohibited from committing any act of workplace violence. Violation may be grounds for termination. Workplace violence means the commission of any of the following acts by a Applicant's employee.

Battery: intentional offensive touching or application of force or violence to another.

Stalking: willfully, maliciously and repeatedly following or harassing another person.

3.6. Governing Law

This agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

3.7. Payments

All payments will be made in accordance with the Agreement.

All applications for payment shall be processed and paid in accordance with the provisions of Chapter 218, Part VII Florida Statutes (“Local Government Prompt Payment Act”).

3.8. Laws, Permits and Regulations

The selected Applicant shall obtain and pay for all necessary permits, permit application fees, licenses or any fees required.

The selected Applicant shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated in the application. The selected Applicant is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the work. Ignorance on the part of the selected Applicant will in no way relieve it of responsibility.

The selected Applicant must agree to abide by and conduct its programs and provide its services in compliance with the provisions of the Civil Rights Act of 1866, Civil Rights Act of 1871, Equal Pay Act of 1963, Civil Rights Act of 1964, Age Discrimination and Employment Acts of 1967, Rehabilitation Act of 1973, 1990 Americans with Disabilities Act, 1991 Federal Civil Rights Act, 1992 Florida Civil Rights Act, and all other applicable ordinances, statutes, laws and amendments thereto.

3.9. Indemnification

To the maximum extent permitted by Florida law, the Grantee shall defend, indemnify, and hold harmless the County, its officers, and its employees from any and all liabilities, claims, damages, penalties, demands, judgments, actions, proceedings, losses, or costs, including, but not limited to, reasonable attorneys’ fees and paralegals’ fees, whether resulting from any claimed breach of an agreement resulting from this RFA by the Grantee or from personal injury, property damage, direct or consequential damages, or economic loss, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Grantee or anyone employed or utilized by the Grantee in the performance of an agreement resulting from this RFA.

The duty to defend under this article is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of the Grantee, the County, and the indemnified party. The duty to defend arises immediately upon presentation of a claim by any party and written notice of such claim being provided to the Grantee. The Grantee’s obligation to indemnify and defend under this article will survive the expiration or earlier termination of an agreement resulting from this RFA until it is determined by final judgment that an action against the County or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions of Florida Statutes 768.28.

3.10. Default and Termination

The failure of either party to comply with any provision of the contract shall place that party in default. Prior to terminating the contract, the non-defaulting party shall notify the defaulting party in writing. Notification shall make specific reference to the provision which gave rise to the default.

The defaulting party shall be given seven (7) days in which to cure the default. The Department Director is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the County Manager is authorized to provide final termination notice on behalf of the County to the selected Applicant.

The County may terminate the contract without cause by first providing at least 24 hours written notice to the selected Applicant prior to the termination date. The County's Department Director is authorized to provide written notice of termination on behalf of the County.

In the event funds to finance the contract become unavailable, the County may terminate the contract with no less than twenty-four hours' notice in writing to the selected Applicant. The County shall be the final authority as to the availability of funds.

3.11. Non Waiver

The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or noncompliance.

3.12. Independent Applicant

In the performance of this agreement, the Applicant will be acting in the capacity of an independent Applicant and not as an agent, employee, partner, joint venturer, or associate of the County. The Applicant shall be solely responsible for the means, method, technique, sequences, and procedures utilized by the Applicant in the full performance of the agreement.

3.13. Interest in Government Contracting

In accordance with F.S. sec. 287.05701, Alachua County, including any members of a selection committee utilized by the County, will not (a) give preference to a vendor based on the vendor's social, political or ideological interests, and (b) request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

3.14. Conflict of Interest

The applicant certifies that to the best of their knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order.

Applicants are required to answer the questions located in the [Submittals](#) section.

3.15. Collusion

The Applicant, by submitting their application form, declares that the application is made without any previous understanding, agreement, or connections with any persons, firms or corporations making a bid on the same items and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

The Applicant, by submitting their application form, declares that no County Commissioner, other County officer, or County employee, directly or indirectly owns more than five (5) percent of the total assets or capital stock of the bidding entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract.

3.16. Amendments

This agreement may be amended by mutual written agreement of the parties and may be changed only by such written amendment.

3.17. Assignment of Personnel

All personnel assigned to the project will be subject to the approval of the County and no changes shall be allowed unless prior written approval is obtained.

3.18. Basis for Contract Negotiation

The application will serve as the basis for negotiating the contract.

3.19. Examination of Request for Application

Before submitting a application, it shall be the Applicant's responsibility to examine thoroughly the Request for Application or other related documents (where applicable) to be informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under the Contract. Failure to do so will not relieve the selected Applicant of complete performance under the contract.

3.20. Award of Contract(s)

The County reserves the right to award contracts to more than one (1) Applicant as determined to be in the best interest of the County.

4. Scope of Work

The services requested, herein, are for Small Grant Initiative (SGI).

4.1. [General Requirements:](#)

The Applicant selected will provide the following services, including but not limit to:

4.2. [Alachua County Resident Poverty Alleviation & Amount Available](#)

All applicants must serve to alleviate the symptoms of poverty for eligible Alachua County residents. Because the SGI Program is intended to be a poverty reduction initiative, SGI funded services must therefore benefit Alachua County residents at or below 150% of the Federal Poverty Level, based on the applicant's household size. Adherence to this income eligibility criteria must be adequately documented. The anticipated total amount of funding available for allocation by the Board of County Commissioners for SGI is \$140,000.00. with a maximum individual proposal award of \$15,000.00

The number of individual awards is anticipated to be 9-10 based on availability of funds.

4.3. [Funding Priorities](#)

All Applicants must fit into one of the BoCC's approved funding priority areas (1) Safe, Affordable Housing, (2) Quality Childcare and Education, (3) Adequate Food, and (4) Quality Healthcare. It is the intent of the Alachua County Board of County Commissioners that SGI funds are to be used for one-time projects that are focused on:

- Capacity building - Capacity building is defined as what is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future.
- Infrastructure - Infrastructure involves facilities, staff, training, software, auditing, education, consulting and other such business operations.

SGI Budget Template

Download the SGI Budget Template, available in the Attachments section, for which grant funds will be used and the dollar amount anticipated for each. Fill out and upload the SGI Budget Template in the Submittals section.

4.4. [Additional Information](#)

Agencies who previously received funding in the Special Projects and Community Enhancements (SPACE) 24-416 RFA are not eligible for funding from this solicitation. Agencies who are receiving or who have previously received funding through CAPP or CHOICES are not eligible for funding from this solicitation.

Only 1 application per agency will be accepted.

4.5. [Funding Restriction for One-Time Awards](#)

Funds cannot be used to supplant existing and ongoing administrative expenses not solely attributed to the proposed project, i.e., general administrative salaries and fringes, financial audit, liability insurances, utilities, indirect charges, etc. Funds awarded through this solicitation must be expended prior to October 1, 2025 and are not subject to further appropriation, i.e., one-time funding for Fiscal Year 2025. There is no expectation of future funding for a solicitation of this RFA.

5. Request for Application Selection Procedures

The Applicant selected to provide the services described herein will be selected from the qualified Applicants submitting responses to this request for proposal. The selection process will be as follows:

5.1. [Contact with Members of the Evaluation Committee](#)

To ensure fair consideration for all Applicants, the County prohibits communication to or with any department, employee, elected official, or anyone evaluating or considering the proposals during the submission process, except as provided in Section A. Additionally, the County prohibits communications initiated by a Consultant to any department, employee, elected official, or anyone evaluating or considering the proposals prior to the time an award decision has been made.

- A. Any communication between Consultant and the County will be initiated by the County's Procurement Division in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Communications initiated by a Consultant to anyone other than the appropriate Procurement Representative may be grounds for disqualifying the offending Consultant from consideration of award of the proposal being evaluated and/or any future proposal.
- B. It will be the responsibility of the Consultant to contact the County's Division of Procurement prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda and to return executed addenda with the proposal.

5.2. [RFA Submittals](#)

Applications will be distributed to the county approved evaluation committee for a thorough review, evaluation, ranking and funding recommendation to the Board of County Commissioners (BoCC).

5.3. [RFA Evaluation Committee](#)

The Evaluation Committee will evaluate each application in accordance with the evaluation criteria identified in [Proposed Requirements and Organization](#) and [Evaluation Phases](#).

In a Public Meeting, officiated by Procurement, the Committee discusses issues appropriate to the scoring. Members do not have to agree on exact scores, but each member's score shall be justified, whether zero, high or low.

Depending on the complexity of the solicitation, additional meetings may be required, up to and including oral presentations. Oral presentations shall be made at no cost to Alachua County. During oral presentations the Consultant shall further detail their qualifications, approach to the project and ability to furnish the required services.

In the event that the total funding requests of successful applicants, based off scoring, exceed the County's available funding allocation, the RFA Evaluation Committee will apply a ratio to determine the amount each applicant qualifies for as based on its score in order to distribute available funds. (Scores are not rounded-up.) This ratio will be determined by dividing the total funding allocation by the total amount of applicants' qualifying for funding as determined by their respective scores and applying this

ratio to each agency's qualifying funding award, in order to make an adjusted award amount that remains within the funding allocation.

5.4. [RFA Contract Negotiation](#)

The County will negotiate a contract with any, all, or none of the Applicants for the provision of services requested in this Request for Applications.

6. Evaluation Phases

The Evaluation Committee will evaluate the proposals as follows:

The Evaluation Criteria will assess each responding Applicant's ability based on experience and qualifications particularly in the County or in Florida. The Evaluation Committee will assess how effectively the application furnishes a clear, concise and well-written description of the proposed project, is responsive to application questions, and is logical, doable, and within the applicants' abilities, how reasonable given evidence of need, requested budget and other resources, and is achievable given the timeline and budget. Application submissions will be evaluated and scored by RFA Evaluation Committee members on the basis of the criteria below, with points awarded within a designated scoring range for each criteria. RFA Evaluation Committee members may offer their unique perspectives and practical insights based on areas of professional or personal expertise; education, training and/or knowledge; and community involvement. The number of individual awards is anticipated to be 9-10 based on availability of funds. Responsive applications will be evaluated using the evaluation criteria listed below. Applications will be ranked during a Noticed Public Meeting. The first ranked proposal will be recommended for funding, the second ranked proposal will be recommended for funding, and so on until funds are exhausted.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Capability</p> <p>The degree to which the request is reasonable given evidence of need, requested budget and other resources, and is achievable by the requesting organization.</p>	Points Based	50 <i>(25% of Total)</i>
2.	<p>Project Description</p> <p>The degree to which the application furnishes a clear, concise and well-written request, is responsive to application questions, and is logical, doable, and within the applicants' abilities</p>	Points Based	50 <i>(25% of Total)</i>
3.	<p>Consideration</p> <p>The degree to which the proposed budget is reasonable and is in alignment with the description of capacity building or infrastructure needs, and the degree to which the costs are reasonable for Alachua County taxpayers considering the request.</p>	Points Based	50 <i>(25% of Total)</i>

4.	Consistent with Priorities The degree to which the request addresses community need related to a priority area of Adequate Food, Safe and Affordable Housing, Quality Childcare and Education or Quality Healthcare.	Points Based	50 <i>(25% of Total)</i>
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7. Submittals

7.1. Corporate Resolution Granting Signature*

The response must be submitted by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach or upon request provide a corporate resolution granting authorization to the representative to execute on behalf of the business. Are you authorized to submit this RFA?

Please confirm

*Response required

7.2. Drug Free Workplace*

In accordance with §287.087, Florida Statute

Do you certify that you meet the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Yes

No

*Response required

7.3. Conflict of Interest*

The bidder certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order. (Select yes, if there is no conflict of interest)

Please confirm

*Response required

7.4. Responsible Agent Designation*

The Consultant shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the County and the Consultant by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the Consultant.

RESPONSIBLE AGENT:

ADDRESS:

PHONE NO.:

EMAIL ADDRESS:

ALTERNATE RESPONSIBLE AGENT:

ADDRESS:

PHONE NO:

EMAIL ADDRESS:

*Response required

7.5. Has your agency received funding in the Special Projects and Community Enhancements (SPACE) 24-416 RFA, CAPP or CHOICES?*

Yes

No

*Response required

7.6. How many permanent, full-time employees are employed with your agency?*

*Response required

7.7. What is your agency's net worth?*

*Response required

7.8. Provide your Employer Identification Number (EIN)*

Do not include dashes.

Maximum response length: 9 characters

*Response required

7.9. Provide physical address in Alachua County.*

Maximum response length: 200 characters

*Response required

7.10. Provide a mailing address.*

Maximum response length: 200 characters

*Response required

7.11. Project Name*

*Response required

7.12. Amount of funds being requested*

Maximum of \$15,000

Maximum response length: 7 characters

*Response required

7.13. Does your proposed project benefit residents of Alachua County living at or below 150% Federal Poverty Level?*

Yes

No

*Response required

7.14. Does your proposed project fit into one of the BoCC's approved funding category?*

Select all that apply

Quality Child Care and Education

Adequate Food

Quality Healthcare

Safe, Affordable Housing

*Response required

7.15. Please describe the proposed project, and quantify the anticipated benefits to residents of Alachua County living at or below 150% Federal Poverty Level*

Maximum response length: 2500 characters

*Response required

7.16. Please describe how your project will build capacity, enhance effectiveness and/or efficiency of your agency's service delivery*

Maximum response length: 2500 characters

*Response required

7.17. Describe measurable outcomes for the project.*

Maximum response length: 2500 characters

*Response required

7.18. Describe the timeline and anticipated milestone dates for the project.*

Maximum response length: 2500 characters

*Response required

7.19. SGI Budget Template for which grant funds will be used and the dollar amount anticipated for each.*

Download and fill out the SGI Budget Template provided in the attachments, and upload it here.

*Response required

7.20. Acknowledgement of Requirements*

Did you review and complete all the required documents, attachments, addenda and questions and answers?

Please confirm

*Response required