

# IGB Education Response

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## CONTACT INFORMATION

Company

IGB Education

Email

jeffp@igbmentoring.com

Contact

Jeff Parker

Address

1831 NW13th St

Suite 8

Gainesville, FL 32609

Phone

(352) 664-8534

Website

[www.igbmentoring.com](http://www.igbmentoring.com)

Submission Date

Jul 26, 2024 2:18 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Aug 4, 2024 1:09 PM by Jeff Parker*

## QUESTIONNAIRE

### 1. Corporate Resolution Granting Signature\*

Pass  Fail

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?

Confirmed

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**2. Drug Free Workplace\*** Pass  Fail

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

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**3. Conflict of Interest\*** Pass  Fail

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)

Confirmed

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**4. Responsible Agent Designation\*** Pass  Fail

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:

Jeff Parker

1831 NW 13th St Suite 8 Gainesville FL 32609

352.664.8534

[jeffp@igbmentoring.com](mailto:jeffp@igbmentoring.com)

Heather Keel

1831 NW 13th St Suite 8 Gainesville FL 32609

352.664.8534

[hkeel@igbmentoring.com](mailto:hkeel@igbmentoring.com)

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

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

No

Pass  Fail

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

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

Pass  Fail

1

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**7. What is your agency's net worth?\***

Pass  Fail

\$50,136.35

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**8. Provide your Employer Identification Number (EIN)\***

Pass  Fail

Do not include dashes.

Maximum response length: 9 characters

863922477

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**9. Provide physical address in Alachua County.\***

Pass  Fail

Maximum response length: 200 characters

1831 NW 13th St Suite 8 Gainesville FL 32609

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**10. Provide a mailing address.\***

Pass  Fail

Maximum response length: 200 characters

1831 NW 13th St Suite 8 Gainesville FL 32609

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**11. Project Name\***

Pass  Fail

IGB SPARK Proposal (Strengthening Potential through Agile Resources and Knowledge)

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**12. Amount of funds being requested\***

Pass  Fail

Maximum of \$15,000

Maximum response length: 7 characters

\$15,000

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

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

Yes

Pass  Fail

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

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

Pass  Fail

Quality Child Care and Education

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

**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

Pass  Fail

*I Gotcha Back (IGB) Education, serving Alachua County's youth since 2007, qualifies as an Emerging Small Business under the Small Grant Initiative (SGI) criteria. Our focus on empowering youth from underserved backgrounds aligns with the SGI's purpose of benefiting residents living at or below 150% of the Federal Poverty Level.*

*The \$15,000 SGI funding would significantly enhance our capacity and program quality:*

1. *Technology Upgrade (\$8,000):*
  - *4 staff laptops for enhanced program management and data collection*
  - *5 tablets for interactive learning activities*
  - *Educational software licenses and a portable projector*
2. *Curriculum Enhancement (\$3,500):*
  - *Customized workbooks for our four core areas*
  - *Additional hands-on learning materials*
3. *Staff Development (\$2,500):*

- *Specialized training in trauma-informed care and financial literacy education*
  - *Professional development for improved program delivery*
4. *Outreach and Marketing (\$1,000):*
- *Multilingual promotional materials*
  - *Targeted social media campaign*

*These investments would allow IGB Education to:*

1. *Increase participant capacity, particularly for youth at or below 150% of the Federal Poverty Level.*
2. *Enhance program quality through improved technology, curriculum, and staff capabilities.*
3. *Streamline operations and improve data management.*
4. *Provide more interactive and engaging learning experiences.*
5. *Reach a more diverse group of eligible participants.*

*Benefits and Impacts of Enhanced Data Collection:*

1. *Comprehensive participant progress tracking for timely interventions.*
2. *Improved impact measurement to demonstrate program effectiveness.*
3. *Data-driven program refinement for continuous improvement.*
4. *Enhanced reporting capabilities for stakeholders and funders.*

*Addressing Privacy Issues:*

1. *Implement robust security measures on all new devices.*
2. *Provide staff training on data privacy best practices and legal requirements.*
3. *Ensure secure storage of participant data with restricted access.*

*Updating staff laptops will significantly increase our operational efficiency, allowing for better program management, more accurate data collection, and improved communication with participants and their families. This technological upgrade, combined with enhanced curriculum resources and staff development, will ensure that our participants receive high-quality, relevant education in financial literacy, socio-emotional wellness, critical thinking, and communication skills.*

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**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*

Pass  Fail

IGB Education's project, supported by SGI funding, will significantly enhance our service delivery to Alachua County's youth by building capacity, improving effectiveness, and increasing efficiency.

We will build capacity by:

1. *Increasing participant reach, focusing on youth at or below 150% of the Federal Poverty Level.*
2. *Expanding technological resources with new laptops and tablets for interactive learning.*
3. *Enhancing our curriculum with customized materials.*

To improve effectiveness, we will:

1. *Upgrade technology for more dynamic sessions.*
2. *Provide specialized staff training to better address participant needs.*
3. *Deliver tailored learning materials for greater impact.*

Efficiency improvements include:

1. Streamlining operations with better program management tools.
2. Implementing enhanced data management for data-driven improvements.
3. Improving communication with all stakeholders.

Enhanced data collection will allow us to:

1. Track participant progress more comprehensively.
2. Measure and demonstrate our impact more effectively.
3. Continuously refine our programs based on data insights.
4. Provide more detailed reports to stakeholders and funders.

We will address privacy concerns by:

1. Implementing robust security measures on all devices.
2. Training staff on data privacy best practices and legal requirements.
3. Developing clear consent protocols for data collection and use.
4. Practicing data minimization and ensuring secure data storage.

These enhancements will create a ripple effect across our organization, allowing us to deliver our curriculum more effectively, reach more participants, and better track our impact while ensuring privacy. Our improved outreach capabilities will help us engage a more diverse group of eligible participants.

**This project will transform our capacity to serve Alachua County's youth by:**

- 1. Providing more interactive and engaging learning experiences.**
- 2. Offering personalized support based on comprehensive data tracking.**
- 3. Continuously improving our programs using data-driven insights.**
- 4. Demonstrating our impact more effectively to stakeholders.**
- 5. Ensuring the privacy and security of participant information.**

By building a stronger, more efficient organization, we can provide more effective, data-driven tools for personal growth, academic success, and future achievement. This holistic approach will benefit both immediate participants and contribute to the long-term development of Alachua County's youth population.

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#### 17. Describe measurable outcomes for the project.\*

Pass  Fail

Maximum response length: 2500 characters

IGB Education's project, supported by SGI funding, aims to achieve the following measurable outcomes:

1. *Increased Participant Reach:*
  - *Expand the number of youth served compared to the previous year*
  - *Focus on new participants from families at or below 150% of the Federal Poverty Level*
2. *Improved Program Effectiveness:*
  - *Demonstrate an increase in pre-post assessment scores across our four core areas*
  - *Achieve high satisfaction rates from participants and their families through post-program surveys*
3. *Enhanced Technological Integration:*
  - *Implement interactive learning activities using new tablets*
  - *Ensure consistent program management and data collection with new staff laptops*
4. *Staff Development:*

- *Provide specialized training to all program staff*
- *Demonstrate improvement in staff competency scores in areas such as trauma-informed care and financial literacy education*

5. *Curriculum Enhancement:*

- *Develop and implement customized workbooks for all four core program areas*
- *Incorporate new hands-on activities per core area, with positive feedback from participants*

6. *Participant Progress Tracking:*

- *Establish individual progress profiles for all participants*
- *Conduct regular progress reviews for each participant, with personalized interventions as needed*

7. *Program Refinement:*

- *Implement data-driven program improvements based on collected insights*

8. *Stakeholder Reporting:*

- *Produce comprehensive quarterly reports demonstrating program impact, with positive feedback from stakeholders and funders*

9. *Diversity and Inclusion:*

- *Increase the diversity of our participant base, as measured by demographic data*
- *Develop multilingual materials in additional languages beyond English*

10. *Long-term Impact:*

- *Track participants post-program, measuring continued use of skills learned*
- *Demonstrate improvement in academic performance among participants, as reported by schools or parents*

*These measurable outcomes will allow us to quantify the impact of the SGI funding on our capacity, effectiveness, and efficiency. They provide clear benchmarks for success and will guide our continuous improvement efforts. By achieving these outcomes, we will demonstrate the tangible benefits of our enhanced program for Alachua County's youth, particularly those from low-income backgrounds, and provide solid evidence of the value of this investment in our community's future.*

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**18. Describe the timeline and anticipated milestone dates for the project.\***

Pass  Fail

*Maximum response length: 2500 characters*

IGB Education's project timeline for implementing the SGI-funded enhancements spans 12 months, with key milestones as follows:

Month 1-2: Planning and Procurement

- Finalize a detailed project plan
- Purchase new technology (laptops and tablets)
- Begin development of curriculum materials
- Initiate staff training needs assessment

Month 3-4: Implementation Phase I

- Set up new technology and software
- Complete staff training on new systems and data privacy protocols
- Finalize and print the first set of customized workbooks

- Develop new data collection and management procedures

#### Month 5-6: Implementation Phase II

- Implement new curriculum materials and interactive learning activities
- Conduct the first round of specialized staff training
- Begin using a new data management system for participant tracking
- Develop multilingual outreach materials

#### Month 7-8: Mid-Project Review and Adjustment

- Make initial data-driven program refinements
- Complete development of all customized curriculum materials
- Conduct a second round of specialized staff training

#### Month 9-10: Expansion and Outreach

- Fully implement expanded participant capacity
- Conduct the first post-program participant survey
- Implement additional data-driven improvements

#### Month 11-12: Evaluation and Reporting

- Conduct a full pre-post assessment comparison
- Evaluate staff competency improvements
- Assess diversity and inclusion outcomes
- Develop a long-term tracking plan for participants

#### Key Milestones:

1. Technology Integration Complete: End of Month 4
2. New Curriculum Fully Implemented: End of Month 6
3. First Comprehensive Data Analysis: End of Month 8
4. Multilingual Outreach Launch: Beginning of Month 10
5. Final Project Evaluation and Reporting: End of Month 12

We will conduct ongoing participant progress tracking, regular staff check-ins, and continuous data collection throughout the project. This timeline allows for a phased implementation approach, ensuring that each component of our enhanced program is thoroughly integrated and evaluated. It also provides flexibility to make adjustments based on early insights and feedback, maximizing the impact of the SGI funding on our capacity to serve Alachua County's youth effectively.

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#### 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.

Pass  Fail

 [IGB\\_Spark\\_SGI\\_Budget\\_Template.xlsx](#)

**Please Note:** Responses to this question may be publicly displayed after the due date has passed.

#### 20. Acknowledgement of Requirements\*

Pass  Fail

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

Confirmed

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