

RFP REGISTRATION

You MUST register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number and Title: 11-052, Community Development Block Grant (CDGB) and Emergency Shelter Grant (ESG) Funding

Description: The Polk County Housing and Neighborhood Development Division is seeking qualified organizations to administer public/homeless services programs which will provide Health Care, Neighborhood Services, Children's Services or Homeless Emergency Shelter and Support Services to low and moderate income persons and households.

Receiving Period: Prior to 2:00p.m., Wednesday, April 27, 2011

Bid Opening: Wednesday, April 27, 2011 at 2:00 p.m. or as soon as possible thereafter.

This form is for bid registration only. Please scroll down for additional information.

Special Instructions: A **MANDATORY** pre-proposal meeting will be held on Tuesday, April 12, 2011, 9:00 a.m. located at Community Health Social Services, 2135 Marshall Edwards Dr., Media Room 129, Bartow, Florida (863)534-5200. A **MANDATORY** technical assistance workshop will immediately follow. All proposers **must** attend both meetings in order to be eligible.

**RFP REGISTRATION
FAX THIS FORM BACK IMMEDIATELY
FAX: (863) 534-0055**

Carefully complete this form and mail or fax it to the Procurement Division. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Cut along the outer border and affix this label to your sealed envelope to identify it as a "Sealed RFP". Be sure to include the name of the company submitting the RFP where requested.

SEALED RFP • DO NOT OPEN

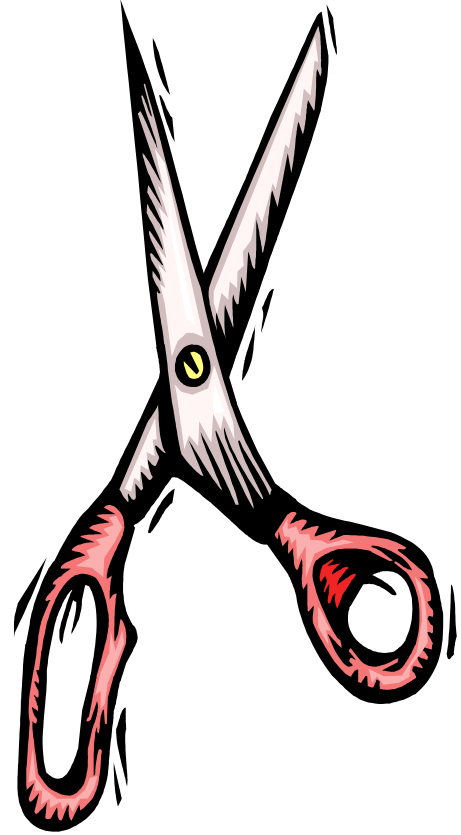
SEALED RFP NO.: RFP 11-052

RFP TITLE: Community Development Block Grant
(CDBG) and Emergency Shelter Grant (ESG) Funding

DUE DATE/TIME April 27, 2011 prior to 2:00 p.m.

SUBMITTED BY: _____

DELIVER TO: PROCUREMENT DIVISION
2470 Clower Lane
Bartow, Florida 33830



POLK COUNTY BOARD OF COUNTY COMMISSIONERS

**Procurement Division
Christine Rewis, CPPB
Interim Procurement Director**

REQUEST FOR PROPOSAL 11-052 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND EMERGENCY SHELTER GRANT (ESG) FUNDING

Sealed proposals will be received in the Procurement Division, **April 27, 2011 prior to 2:00p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal. Failure to follow these instructions could result in Proposer disqualification.

This document is issued by Polk County and as such shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the proposer to determine issuance of documents directly with the Procurement Division. The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the proposer should not rely on such sources for information regarding the solicitation

Questions regarding this proposal must be in writing and must be sent to Carolyn Cusano, Procurement Specialist, email: carolyncusano@polk-county.net; fax (863) 534-0055. All questions must be received by April 18, 2011.

Prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, any employee of Polk County other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of the final contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

Proposals may be mailed, express mailed or hand delivered to:

**Procurement Division
2470 Clower Lane
Bartow, Florida 33830**

REQUEST FOR PUBLIC/HOMELESS SERVICES PROPOSALS

RFP 11-052

**Community Development Block Grant (CDBG) and
Emergency Shelter Grant (ESG) FUNDING**

FY 2011-2012



**POLK COUNTY BOARD OF COUNTY COMMISSIONERS
HOUSING AND NEIGHBORHOOD DEVELOPMENT DIVISION**

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PROGRAM DESCRIPTIONS

The County is seeking organizations to assist in developing and administering programs to address the *public/homeless services in the unincorporated areas of Polk County and with the Municipal Partners* as stated in its five year Consolidated Plan and Strategy. Descriptions of this year's eligible programs are provided to assist applicants in developing qualified proposals to help meet this objective. Applicants may apply for one grant under each funding source; directly related to the provided service. That is, one grant under the CDBG funding source and one grant under the ESG funding source. Proposals must clearly identify the program for which funding is requested. The Community Development Block Grant (CDBG) funding is earmarked for the, Neighborhood Services Program, and Children Services Program. Emergency Shelter Grant (ESG) funding is earmarked for the Homeless Emergency Shelter and Support Services Program.

Emphasis on Outcome Measurement

Measuring program effectiveness is a priority at national, state, and local levels. The Community Development Block Grant and the Emergency Shelter Grant are part of the framework for measuring outcomes. Grantees and subrecipients are required to collect specific data relating to program activities. Standard performance measures have been identified for each program area.

Providers of services for homeless individuals will be required to participate in the Homeless Management Information System (HMIS) administered by the Homeless Coalition. Please contact Mark Spiker at (863) 687- 8386 for information about system requirements.

Community Development Block Grant (CDBG) Public Services funding will be capped at \$75,000. Emergency Shelter Grant (ESG) funding for homeless emergency shelter and support services will be capped at \$62,274.

NEIGHBORHOOD SERVICES

Purpose: Ongoing neighborhood improvement programs consisting chiefly of physical improvements and crime prevention have begun to improve the overall quality of life in Polk County. However, these efforts need to be complemented with increased availability of human and social services. When this happens, some of the socioeconomic factors that contribute to neighborhood decline will be addressed.

Program Description: This program is intended to provide essential neighborhood services. These services include, but are not limited to: childcare, prevention and early intervention programs, job training, remedial education, recreation programs and equipment, tutoring and mentoring, computer education classes and equipment, information and referral services, drug abuse and gang resistance training, parenting and life skills training, family support services, and employment referrals. The program may be implemented by governmental agencies or neighborhood-based non-profit organizations.

The successful respondent(s) is expected to develop innovative ways to expand and deliver neighborhood services, which may involve partnerships between civic organizations, secular arms of religious organizations and/or government agencies. Innovative marketing and information dissemination strategies are also needed.

Duration: FY 2011-2012, October 1, 2011 – September 30, 2012

Funding: Maximum funding not to exceed \$75,000 and is subject to adjustment based on number of qualified applicants and available funding

Area/Clients Served: Funding will be limited to programs serving low and moderate income persons/ neighborhoods. The CDBG and ESG programs define low and moderate incomes as follows:

Low and Moderate Income: Low and moderate income means family or household annual income less than the Housing Choice Voucher (formerly Section 8) Low Income Limit, generally 80 percent of the area median income, as established by HUD.

Note: Third party verification of household income will be required to complete client eligibility requirements.

Definition of Success: Success will be achieved when socioeconomic factors that contribute to low incomes are reduced.

Minimum Performance Measures: Applicants should **select performance measures that demonstrate program outputs and outcomes.**

1. Output measures:
 - a. Numbers of program participants
 - b. Units of service rendered

- c. Types of service units
- 2. Outcome measures based on target population (examples)
 - a. Improved school readiness for pre-school children
 - b. Improved school performance for children and youth
 - c. Improved employability for youth and adults
- 3. Outcome measures based on target neighborhood (examples)
 - a. Reduced levels of criminal activity in neighborhood
 - b. Reduced levels of child abuse and neglect in neighborhood

YOUTH SERVICES

Purpose: Access to services for children is a critical human service need in Polk County. This need has grown with the implementation of welfare reform. Many families have been forced off welfare rolls and now fall into the category of "working poor" families. Subsidies for childcare and health care are overtaxed, leaving many children at risk of substandard care. Teen parents are particularly affected, as many of them lack the academic, occupational, parenting, and social skills needed to increase their incomes.

Program Description: The program will provide essential human and social services to children from low and moderate income families, with emphasis upon working poor households. Appropriate services include, but are not limited to, childcare (preschool and after-school), family support, parenting and life skills training, early intervention, tutoring and mentoring, and remedial education.

Duration: FY 2011-2012, October 1, 2011 - September 30, 2012

Funding: Maximum funding not to exceed \$75,000 and is subject to adjustments based on the number of qualified applicants and available funding

Area/Clients Served: **Children** from low and moderate income families countywide. Note: Third party verification of household income will be required to complete client eligibility requirements.

Definition of Success: Long-term successful outcomes will be achieved when families who have been assisted are able to increase their incomes and standard of living. Short-term outcomes will be measured by improved access to childcare, and prevention and early intervention programs. Intermediate outcomes will show improvements in educational performance, reductions in incidences of child abuse and neglect, and decreased involvement with the juvenile justice system.

Potential Performance Measures:

1. Output measures:
 - a) Number of participants
 - b) Units of service by type
2. Outcome measures based on project type:
 - a) Increase in the number of families able to obtain affordable childcare
 - b) Decreased number of child abuse and neglect incidents
 - c) Increase in unsubsidized family income
 - d) Improved developmental growth, including school readiness, and improved health
 - e) Increase in educational performance
 - f) Decreased number of children involved with the juvenile justice system

HOMELESS EMERGENCY SHELTER GRANT (ESG) PROGRAM

Purpose: On January 25, 2007, the local homeless providers performed a Point In Time Survey and determined that there were at least 825 persons needing shelter in Polk County. These persons are in need of services ranging from emergency shelter and assistance to finding permanent housing. The Homeless Emergency Shelter Program will provide basic needs to individuals and households to assist in their stabilization.

Program Description: Each program request for funds should address the appropriate service components of the homeless continuum of care including intake/outreach/assessment, emergency shelter, support services, and transitional housing. Shelter operating costs may also be included. The services may be provided by a single agency or a consortium of agencies. A mechanism for referrals must be in place if the program cannot provide full continuum of care services.

Duration: FY 2011-2012, October 1, 2011 – September 30, 2012

Funding: Maximum funding not to exceed \$62,247 and is subject to adjustment based on the number of qualified applicants and available funding

Area/Clients Served: Program is open to Polk County residents.

Definition of Success: Success will be achieved when persons/households receiving the services are placed in permanent housing and returned to self-sufficiency.

Minimum Performance Measures:

1. Outputs:
 - a. Number of unduplicated persons/households served
 - b. Units of Service by Type
2. Outcomes:
 - a. Number of persons/households assisted who are placed in transitional housing
 - b. Number of persons/households assisted that are placed in permanent housing
 - c. Number of persons/households assisted that become self-sufficient

Providers of services for homeless individuals will be required to participate in the Homeless Management Information System (HMIS) administered by the Homeless Coalition of Polk County. Please contact Mark Spiker (863) 687- 8386 for information about system requirements.

GENERAL INFORMATION

PLEASE READ THROUGH THE ENTIRE INSTRUCTION SECTION BEFORE COMPLETING YOUR PROPOSAL.

Interested parties are invited to submit one (1) original marked "ORIGINAL" and fifteen (15) copies each marked "COPY" of their submittal in a sealed envelope to the Procurement Division. Please make sure that one (1) COPY is unbound and secured with a binder clip. The envelope should be labeled "**RFP 11-052 PUBLIC HOMELESS CDBG/ESG FUNDING**" and marked with the respondents name and address. The proposal may be mailed or delivered to:

**Polk County Procurement Division
2470 Clower Lane
Bartow, FL 33830**

The submittal shall be received by the County **only** at the above address prior to **2:00 p.m., Wednesday, April 27, 2011.**

The delivery of the submittal on the above date and prior to the specified time is solely the responsibility of the respondent.

The submittal may be withdrawn either by written notice to the Procurement Director or in person, if properly identified, at any time prior to the above submittal deadline.

Housing and Neighborhood Development Division (HND) staff is available to answer questions and provide technical assistance during normal working hours, either in person or by phone. We suggest you make an appointment in advance, as staff members are not always available. HND is located at 1290 Golfview Avenue, Suite 167, in Bartow. If you call, please ask for Melody Frederick at 534-5252.

A **mandatory** technical assistance workshop for all interested applicants will be held Tuesday, April 12, 2011, 9:00 a.m. at 2135 Marshall Edwards Drive, Media Room #129 (Old Bartow Hospital) Bartow Florida. Individual technical assistance will be available from April 12 through April 22nd, 2011. An appointment must be scheduled for individual technical assistance.

The Federal government stresses accountability and achievement of measurable outcomes to meet identified needs in use of its funds by grantees and subrecipients. We strongly recommend that applicants review Federal regulations regarding administration of the CDBG and ESG programs, reporting, and procurement practices. a reference copy of the form that will be used to rank competing proposals.

There are three proposal requirements that must be met:

1. Complete the Proposal Coversheet and assemble the required listed documents.
2. Develop the Proposal Narrative using the requirements and instructions.
3. Fill out the three Attachments: implementation schedule, budget summary, and evaluation strategy.

PROPOSAL COVERSHEET
Public/Homeless Services Proposal

APPLICANT BACKGROUND INFORMATION

Type of Program: _____ Public Services _____ Homeless Services

Funding Requested: _____ CDBG _____ ESG

Amount of Funds Requested: _____

Project Title: _____

Project Location (Address if available): _____

Name of Organization: _____

Contract Person: _____

Title: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title of Authorized Representative: _____

CHECKLIST OF REQUIRED DOCUMENTS

- ☐ Articles of Incorporation and Organization's Bylaws
- ☐ State and Federal tax exemption determination letters
- ☐ List of Board of Directors
- ☐ Board of Directors authorization to receive funds
- ☐ Board of Directors designation of authorized official
- ☐ Organizational chart
- ☐ Resume of program administrator
- ☐ Job descriptions of positions for which salaries and benefits are requested
- ☐ Financial statement and most recent audit (**1 Copy in a separate sealed envelope**)
- ☐ Certificate of Insurance (indicate type of insurance)
- ☐ Copies of required licenses and permits
- ☐ Qualifications of parties performing evaluations

PROPOSAL NARRATIVE

NARRATIVE REQUIREMENTS and EVALUATION CRITERIA

(Using the narrative instructions following these requirements, answer all questions completely, clearly, and concisely) The ranking score sheet that will be used to evaluate your proposal is included in the appendix.

A. Project Description and Statement of Qualifications (Maximum 45 points)

1. Identify and describe the need(s) the agency will be addressing.
2. Provide a brief statement of the project's purpose.
3. Describe the project and explain how the agency activities will impact the problem. If the program is currently in existence, describe how it will be expanded to better serve the target population either through increased capacity or an additional program component.
4. Provide a description of how the project will be implemented.
5. Describe how the agency intends to involve other groups/organizations in the delivery of the service(s) being provided, as well as in the marketing of the project.
6. Describe the agency's qualifications to implement the above-described projects(s) along with the qualifications of all project managers and/or directors. Also, include evidence that the current clients/customers are satisfied with the service(s) they are receiving from the organization.

B. Implementation Tasks and Schedule (Maximum 25 Points)

1. List major project tasks and provide a one-year time frame for their completion. Use the Proposal Implementation Schedule provided with the Narrative Attachments to list the tasks and completion schedule.
2. Describe the agency's capacity to carry out the project or to obtain the necessary resources to complete. Include information that what is being proposed is consistent with your organization's mission. Also provide information regarding the agency's record of regulatory compliance.
3. State what provisions have been made to ensure that the project will be ready to start when funding becomes available. This would include, but not be limited to, sufficient time to hire and train staff, obtain and occupy additional space, procure furnishings and start up supplies, etc.

C. Project Budget (Maximum 10 Points)

Match Funds or Leveraged Funds Bonus (Maximum 5 Bonus Points)

1. Provide a line item budget using the Budget Summary Sheet provided in the Attachments. Include all funding sources and in-kind hours and contributions. Include copies of commitment letters or award letters to show evidence of match or leveraged funds.
2. Spending Limitations: CDBG and ESG Funds may not be used for administrative purposes. Additionally, no more than 10% of the ESG Grant may be used for staff costs.

**D. Expected Outcomes, Project Evaluation and Continuation Strategies
Maximum (20 Points)**

1. List the specific outcomes expected from your proposal. Distinguish between short-term, intermediate, and longer-term outcomes. Use the left-hand column of an Evaluation Strategy Table. Also, list benefits of the project which you do not intend to measure but will identify.
2. Describe the performance measures you are proposing to use in addition to the minimum standards listed in the Program Descriptions. Indicate what data is to be collected, how it will be analyzed, and when the evaluation will occur. Use the remaining columns of the Evaluation Strategy Table to answer this question.
3. Indicate how the agency proposes to continue funding the project if it is successful. Describe the strategy to phase in alternative funding sources.

NARRATIVE INSTRUCTIONS

This is the most critical section of the application because agencies must describe and justify its proposal to the Citizens Advisory Committee and the Board of County Commissioners. It is important to make logical connections between the needs of the persons and areas served by your program and your plans to meet those needs. It is also important understand, and evaluate the limitations, as well as, the strengths of your proposed project design. The burden of proof is on the agency to convince the decision makers that the project will achieve the expected outcomes of the applicable program description more effectively than competing projects.

A. Project Description and Statement of Qualifications:

The following guidelines should be used as an aid in preparing the project description:

- Describe the need(s) the agency is addressing, and, in more detail, what it proposes to do to address the defined need(s). Indicate whether the approach is a new or expanded service and describe how it differs from the agency's current activities.
- Describe how the agency proposes to achieve a successful outcome(s), and document that the approach to be used has previously been successful.
- Address the type of involvement to be used with other service providers. Do not discuss performance measures, budgets, time frames, etc. as it is addressed elsewhere in the proposal.
- Address the agency's marketing program. Outreach may be a vital part of a successful project, but making potential clients aware of your services can be difficult. Economically disadvantaged households are often difficult to reach due factors such as distrust of outsiders, language barriers, illiteracy, and limited access to mass communications. Consequently, the agency's proposal should identify appropriate outreach strategies.
- Document the agency's past experience in implementing similar programs and the qualifications of those who will administer and lead the program.

B. Implementation Tasks and Schedule:

The implementation plan is the work schedule for completion of the project. Development is a two-step process:

- Translate the program description into tasks. For example, if the agency is proposing to expand a drug-screening and referral service, startup program tasks might be (but not limited to) to secure office space, hire and train additional counselors and support people, publicize the expansion, develop an outreach program, purchase materials and supplies, and set operating hours.
- Establish a sequence and time frame for each of the tasks identified above. A sample Implementation Schedule (Attachment 1) is provided to complete this section. To complete the form list all tasks in the left-hand column followed by a start up date then place a mark under each month for which the task will be ongoing during the contract. What emerges is a complete picture of how the proposal will be implemented and how the tasks relate to each other. It may then be seen if

completion of one task overlaps and conflicts with another or if one has planned too much for a given month. This will allow for necessary revisions and refinements.

Should the proposal be funded, the completed Implementation Schedule will be incorporated into the Subrecipient Agreement, and will be the basis for required progress reports. All implementation schedules will be reviewed for feasibility and revised, if necessary, before finalization. The agency will be held to this schedule, excluding unforeseeable delays beyond your control. Consequently, the agency needs to identify potential startup delays. Past projects have often been delayed by the necessity to complete unforeseen startup tasks. These tasks need to be identified and incorporated into a feasible work program.

C. Project Budget:

All proposals must contain line item budgets. A sample Budget Summary Sheet is provided in the Narrative Attachments (Attachment 2). **Applicants are required to provide at least a one-year project budget, although developing a one- year spending plan that demonstrates program sustainability is strongly encouraged.**

- The first column labeled "Category" separates line items into related groups. The categories listed are typical expense groupings. **(Please note that salaries and benefits can be paid for service delivery only.)**
- The second column, "Line Item" is for specific items in each category. The dollar amount should be entered in this column under the appropriate funding source (CDBG, ESG, in-kind, or other). The dollar value of in-kind services (e.g., volunteer labor, donated services, space, supplies or furnishings, etc.) needs to be estimated and entered.
- The last column is for totaling the amounts of each line item. There is an additional row for totaling CDBG, ESG and other funding source amounts at the bottom of the chart.

The budget is the heart of the proposal. It helps the evaluators judge the feasibility of the project. The budget also helps the agency to plan the project in detail. Should the proposal be funded, the budget will become part of the Agreement authorizing the expenditures.

Also note, that both the CDBG and the ESG are intended to be used in combination with other funding sources. **It is the policy of Polk County that all applicants applying for CDBG and/or ESG funds must leverage funds from other sources so as not to rely solely upon CDBG/ESG funds as a source of operating revenue.**

D. Expected Outcomes, Project Evaluation and Continuation Strategies

The success of the project will be measured in terms of outcome-specific and measurable changes in the behavior of persons and/or improved quality of life in neighborhoods served by the proposed activity. The proposal must describe the specific and measurable outcomes expected from the service(s) provided.

- For example, a day care center expects to provide subsidized childcare for 40 children from working poor families. This is not an outcome, but rather the output

generated by that agency. The availability of the service means that both parents can now work. Thus, the household's earning potential is increased. This is an outcome of the service. Moreover, this outcome is measurable almost immediately.

- Other outcomes, particularly for public service activities, are not measurable in the scope of a short-term project but should be noted. Examples include outcomes such as building community goodwill, making referrals to other agencies, etc.

The following sample evaluation strategy should be used when constructing a strategy for the agency applicant. It describes how the above outcomes would be presented along with the identified performance measures and the data to be collected.

EVALUATION STRATEGY EXAMPLE

EXPECTED OUTCOMES	PERFORMANCE MEASURE	DATA COLLECTION METHOD	PROGRAM ACCOMPLISHMENTS
Increased earning potential	Before & After unsubsidized family annual income in dollars	Case records, interviews, survey, IRS, SSI	Compare income before and after service rendered.
Improved school attendance and academic achievement	Before & after school grades, school attendance	School records	Compare grades and attendance after service.

The steps outlined below explain how to complete this worksheet:

1. List the expected outcomes under the appropriate heading in the “Expected Outcomes” column. The example stated two outcomes: The short term/intermediate expected outcome is that earning potential will be increased. The expectation that school performance of children receiving the service will be improved is a longer-term outcome. Both outcomes are shown in the left hand column of the chart.
2. Develop performance measures for these outcomes. List the measures in the second column opposite the outcome being measured. Again referring to the example, unsubsidized family income expressed in dollars per year would be the measure. The second set of measures would be school grades and attendance.
3. Devise a way to collect the data that will measure performance. Again, referring to the above example, family income information could be obtained from case records, interviews, or a survey. School performance (grades and attendance) can be obtained from school records. Both data collection methods are listed in the third column.
4. Decide when to collect the data and how to evaluate it. An appropriate methodology for the first example above would be comparison of unsubsidized income before and after the service was rendered, or comparison of school grades and attendance between children who had received the service and a control group who had not. These are listed opposite each outcome in the fourth column of the Evaluation Strategy chart.
5. **Providers of services for homeless individuals will be required to participate in the Homeless Management Information System operated by the Homeless Coalition. Please contact Mark Spiker (863) 687- 8386 for information about system requirements.**

Sustainability

In preparing your proposal, the agency must consider how the project will continue to operate after grant funds end. CDBG funds are intended to be used as seed or expansion money, not to subsidize an activity indefinitely. Therefore, the agency must make provision for alternative funding sources in order to ensure the survival of your proposed activity beyond the start-up or expansion years.

IMPLEMENTATION SCHEDULE

(Attachment 1)

Prepare a schedule for the program

[illegible]

BUDGET SUMMARY SHEET

(Attachment 2)

Category	Line Item	Funding				Total
		CDBG	ESG	In-kind	Other Matching Funds	
Salaries & benefits						
Supplies & materials						
Space rental						
Utility expenses						
Travel						
Consultants & contract services						
Other operating expenses						
Other Expenses						
Totals						

EVALUATION STRATEGY

(Attachment 3)

[illegible]

APPENDIX: RANKING SHEET

EVALUATION FACTOR	POINTS ASSIGNED	SUB-TOTALS
A. Project Description and Statement of Qualifications		
The description identifies the needs that are to be addressed, and clearly outlines how they will be met.		
Up to 15 points		
The description clearly states and quantifies expected outcomes that will benefit the client.		
Up to 10 points		
The stated outcome(s) will effectively address the identified needs.		
Up to 5 points		
The description addresses involvement of other entities to deliver the service(s).		
Up to 5 points		
The description addresses marketing the program.		
Up to 5 points		
The description presents evidence that current clients/customers are satisfied with the services received, or, for new agencies, evidence of community support.		
Up to 5 points		
Subtotal (Maximum 45 points)		
B. Implementation Tasks and Schedule		
The proposal provides a complete and feasible implementation plan and schedule.		
Up to 10 points		
The proposal demonstrates that applicant has the capacity and capability to carry out the project and identifies key personnel.		
Up to 5 points		
The proposal demonstrates that applicant has a satisfactory record of regulatory compliance or identifies management or fiscal controls in place to establish regulatory compliance.		
Up to 5 points		
The proposal outlines provisions in place to ensure a timely start to the project.		
Up to 5 points		
Subtotal (Maximum 25 points)		
C. Project Budget		
The proposal provides a complete budget, including other funding sources and in-kind hours and contributions.		
Up to 10 points		
The proposal leverages or matches (HND staff will complete during screening)		
More than 100% of the funds requested - 5 bonus points		
80% - 100% of the funds requested - 4 bonus points		
50% - 79% of the funds requested - 3 bonus points		
20% - 49% of the funds requested - 1 bonus point		
Less than 20% of the funds requested - 0 bonus points.		
Subtotal (Maximum 10 points and maximum 5 bonus points)		
D. Project Evaluation and Continuation Strategies		
The proposal describes an evaluation strategy that will successfully measure how the stated outcomes will benefit the client		
Up to 5 points		
The proposal contains continuation strategies, pending successful outcomes.		
Up to 15 points		
Subtotal (Maximum 20 points)		
TOTAL POINTS (MAXIMUM 105)		

VENDOR APPLICATION (SUBMITTAL PAGE)

<i>Please type or print</i>		
Date:		Federal Employer ID#/Social Security #
Company Name:		
Pay to Address:		Business Tax Receipt #
City:	State: Zip:	
Phone: ()	Fax: ()	Professional License # (If Applicable)
Physical Address:		
City:	State: Zip:	Contractor's License # (If Applicable)
Phone: ()	Fax: ()	
Organization: (check one) ☐ Individual ☐ Partnership ☐ Corporation (Incorporated under the laws of the state of _____)		COMPANY CLASSIFICATION MUST CHECK ONE ☐ Caucasian ☐ African American ☐ Hispanic American ☐ Asian-Pacific American ☐ Native American ☐ Asian-Indian American If one of the above is checked please indicate whether ☐ Female ☐ Male ☐ Publicly Traded Corporation ☐ Employee Owned Company Companies that are not classified will NOT be added to the County's Vendor Database
Person to contact for Quotes or Bids: E-Mail Address (must be completed in order to receive bid/quote solicitations):		
Contacts Phone #:		
Type of Business: <i>List the commodity code number(s) for your business - A complete list of codes can be found at http://www.polk-county.net, Procurement & Bids, Vendor Registration</i> _____ _____		

I have previously completed an application and there have been no changes

Signature

Date

You will be registered for the following commodity code(s).

<u>Code</u>	<u>Description</u>

To be solicited for other types of work, go to the Procurement website at www.polk-county.net, Procurement & Bids, Vendor Registration. Review the commodity codes listed and email any additional codes to Procurement@polk-county.net along with your company name and contact information.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: 11-052

PROJECT NAME: CDBG and ESG Funding for FY 2011/2012

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature	Title	Date
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STATE OF: _____

COUNTY OF: _____

The foregoing instrument was signed and acknowledged before me this ____ day of _____, 20____, by

_____ who has produced

(Print or Type Name)

_____ as identification.

(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration