



**Interoffice Memorandum**

May 17, 2021

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

**CONTACT:** Angela Chestang, Manager, Citizens' Commission for Children Division  
407-836-9504

**SUBJECT:** Approval of Amendment No. 3, Contract Y20-2055, Provision of Community Services and Facility Use

**ACTION REQUESTED:**

Approval of Amendment No. 3, Contract Y20-2055, Provision of Community Services and Facility Use, with Rollins College, in the amount of \$84,235, for a revised estimated total contract of \$182,985.

**PROCUREMENT:**

Amendment No. 3 will provide additional funding for Rollins College to expand the capacity building program offered to small non-profit organizations funded through Orange County Citizens' Commission for Children (CCC), by enrolling new non-profit organizations in Phase 2 of the program, while continuing to provide services to the non-profit organizations that participated in the Phase 1 pilot program. Additionally, the amendment will renew the contract for the period of July 1, 2021 through June 30, 2022.

**FUNDING:**

Funding is available in account number 0001-062-2556-8610.

**APPROVALS:**

The Citizens' Commission for Children Division concurs with this recommendation.

**REMARKS:**

During FY18-19, the CCC received \$16.7 Million for Children's Services Funding and greatly expanded the Nonprofit organizations that received funding. As part of the initiative for this funding, the CCC piloted a project with Rollins College's Edyth Bush

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Institute for Philanthropy and Nonprofit Leadership to assist smaller non-profit organizations to build their capacity and grow by providing access to education, training, consulting and coaching services. The pilot program (Phase 1) has been a great asset to the organizations involved and with the renewal of the contract, will expand the program to two phases where Rollins College can continue to work with the initial organizations as well as bring on new organizations. Phase 2 will add more CCC funded organizations that did not previously participate in Phase 1. This group will go through the strategy and analysis evaluation process and then participate in coaching sessions to help grow their capacity.

The contract was previously amended as follows:

Amendment No. 1: Updated Attachment A, Scope of Work with minor language changes.

Amendment No. 2: Modified the contract end date from May 31, 2021, to June 30, 2021, to allow one additional month for coaching services, due to delays from COVID-19 at the beginning of the contract term.