




**Interoffice Memorandum**

December 12, 2022

To: Mayor Jerry L. Demings  
-AND-  
County Commissioners

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

Contact: Angela Chestang, Manager, Citizens' Commission for Children Division  
407-836-6541

SUBJECT: Approval of Contract Y23-2004, Reading and Math Coaches Sectors 1, 2 and  
3

ACTION REQUESTED:

Approval of Contract Y23-2004, Reading and Math Coaches Sectors 1, 2 and 3, with Big Brothers Big Sisters of Central Florida, Inc., in the total contract award amount of \$180,000 for a three-year term.

PURPOSE:

This contract will provide funds to provide youth with tutoring in a small group setting for three to six months either at school, a local library, or virtually. The performance period is January 1, 2023 through December 31, 2025.

FUNDING:

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

APPROVALS:

The Citizens' Review Panel for Human Services (CRP) recommended Big Brothers Big Sisters of Central Florida, Inc. to receive CRP funding to provide and Reading and Math Coaches Sectors 1, 2 and 3. The Citizens' Commission for Children Division concurs with the funding recommendation.

REMARKS:

In accordance with the Code of Ordinances, Part 1, Chapter 17, Article III, Section 17-286 – Application and Exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

Big Brothers Big Sisters of Central Florida, Inc. will provide Reading and Math Coaches in Sectors 1, 2 and 3. The goal of the program will be for each student to demonstrate positive character-building improvements in academics, overall social skills, and self-esteem.