



**Interoffice Memorandum**

December 11, 2019

**TO:** Mayor Jerry L. Demings  
and the Board of County Commissioners

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

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

**SUBJECT:** Approval of Amendment No 6, Contract Y19-2102, Children's Services Programming

**ACTION REQUESTED:**

Approval of Amendment No. 6, Contract Y19-2102, Children's Services Programming, with Boys & Girls Clubs of Central Florida, in the amount of \$51,975, for a revised total contract amount of \$2,146,901.

**PROCUREMENT:**

This amendment will provide additional funding for the After School Zone which will allow summer programming to be available on Fridays.

**FUNDING:**

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

**APPROVALS:**

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

**REMARKS:**

On September 18, 2018, the Board authorized the award of Contract Y19-2102 to the Boys & Girls Clubs of Central Florida, Inc. in the amount of \$1,517,939 for a 1-year term, with two additional 1-year renewals.

During fiscal year 2017-2018, the Board commissioned the services of Forefront, LLC, an independent Florida-based consulting, research, and advisory firm, to provide recommendations for the utilization of \$20 million in new funding earmarked for children's programs and services in Orange County. Forefront, LLC published a final report outlining focus areas for targeted services of juvenile prevention and diversion, mental and physical health, early childhood education/care, and child/student homelessness.

Approval of Amendment No 6. Y19-2102 for Children's Services Programming

The report recommended that this programming should be provided in Orange County zip codes 32703, 32801, 32805, 32808, 32810, 32811, 32818, 32822, and 32839.

The allocation of the available funding has occurred in three phases. The first phase of allocation amended currently contracted nonprofit organizations meeting contractual expectations. Phase 2 involved a competitive funding process facilitated by the Citizens' Review Panel for Human Services (CRP). The CRP received over 450 applications from nonprofit organizations. Prior to making funding recommendations, panel members are provided orientation and training on the fund distribution process. This training includes, but is not limited to, evaluation of all facets of the funding proposal, such as budgets, program design, and review of organization documents comprised of bylaws, financial statements, Internal Revenue Services form 990, strategic plans, and other supporting documentation submitted by organizations. CRP members also received Results-Based Accountability training from Forefront, LLC prior to participating in the evaluation process.

Phase 3 in fund distribution is a mixed method of distribution utilizing new contracts and amendments which are both competitive and non-competitive based on the type of services to be funded.

The After School Zone program is offered to students at 30 middle schools throughout Orange County. The program allows a safe place for middle school students to participate in educational and recreational activities after school. The program is also available during the summer to middle school students as well as incoming students. The summer program offers a positive environment for students during summer break, keeping the students safe while participating in numerous fun activities.

During Phase 1, children's services funding assisted with expanding the After School Zone summer program. The program became free to middle school students in Orange County. To ensure the program continues to be free, the Citizens' Commission for Children (CCC) participated in discussions with agency partners to understand the additional expenses incurred due to the overwhelming response from the community. Last summer the program had an upsurge of nearly 900 students and is anticipating more students with our request that they operate on Fridays during the upcoming summer. Orange County Public Schools (OCPS) is not historically open on Fridays during the summer. The CCC assisted the agency partners with obtaining an agreement with OCPS to have access to the school facilities on Fridays. The cost for facility use was unanticipated; therefore, additional funding is needed to ensure the agency partners have facility use at the schools on Fridays as well as the ability to provide food to the children who attend the program.

Previous contract amendments are as follows:

Amendment No. 1: Revised Article II Authorization. The total contract amount increased by \$75,896.95 to partially fund the startup of Middle School Site 37-M-SW-4, for a revised contract amount of \$1,593,834.95.

Approval of Amendment No 6. Y19-2102 for Children's Services Programming

- Amendment No. 2: Revised Article II Authorization. The total contract amount increased by \$24,103.55 to complete the funding for the startup of Middle School Site 37-M-SW-4, for a revised contract amount of \$1,617,938.50.
- Amendment No.3: Revised Article V Sessions, The Grantee, Article VII Funding Provisions, Section 7 The Grantor, and Article XXIV General Requirements, Section 24.4. The total contract amount increased by \$400,000 to provide additional operating days for the After School Zone to Orange County Public Schools, for a revised contract amount of \$2,017,938.50.
- Amendment No. 4: Renewed the contract for the period of October 1, 2019, through September 30, 2020. Revised Article IV Services, Article V Sessions, Article VII Funding Provisions, Article VIII Fees and Revenue, IX Reporting, XVII Recording Keeping, Monitoring and Audits, and XIV Other Conditions. The total contract amount increased by \$76,987.50 to add a additional school site, for a revised contract amount of \$2,094,926.
- Amendment No. 5: Revised Article II, Authorization in Amendment No.1 to correct the contract increase amount from 75,896.95 to \$75,895.95.