



Interoffice Memorandum

September 7, 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 Y23-2042, Financial Management Workshop and
Seminar Series for Non-Profits

ACTION REQUESTED:

Approval of Contract Y23-2042, Financial Management Workshop and Seminar Series for Non-Profits, with the University of Central Florida Research Foundation, Inc., in the contract award amount of \$175,410 for a one-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PURPOSE:

This contract will provide a pilot financial management workshop and seminar series to nonprofit agencies funded by the Citizens' Commission for Children.

FUNDING:

Funding is available in account number 0001-062-2556-3197.

APPROVALS:

The Citizens' Commission for Children Advisory Board concurs with this request.

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.

The goal of the financial management for nonprofits workshop is to provide a high-level overview to serve as a basis in preparation for the Orange County contract building and implementation process. The workshop will focus on financial management practices on how to be a responsible steward of awarded grant funding and how to build and maintain a stable and fiscally sound organization.

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The goal of the eight-week financial management for nonprofits seminar series is to help nonprofits better compete for awards, competently administer the financial awards entrusted to them, then to be audit ready upon completion of sponsored award requirements.