



3304 SE Lake Weir Avenue, Suite 2, Ocala, FL 34471
352-369-2315 FAX 352-369-2475



www.elc-marion.org

RFP COMMITTEE MEETING MINUTES

Date: April 5, 2010
Time: 8:30 a.m.
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

MEMBERS PRESENT

Brenda Ford, Roberta Brant

MEMBERS ABSENT

Judy Johnson (RFP Committee Chair)

STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Tee Rosario (Support Services Director)

OTHER ATTENDEES

None

CALL TO ORDER

Roberta Brant called the meeting to order.

ROLL CALL

Tee Rosario called roll and a quorum was present.

CONSENT AGENDA

Brenda Ford moved and Roberta Brant seconded the approval of the Consent Agenda. The Consent Agenda included the March 18, 2010 RFP Committee Meeting Minutes. The motion carried unanimously.

DISCUSSION ITEM

Four responses were received from three organizations for the 2010 Summer Programs:

- Kingdom Christian Academy (KCA) –
The Committee agreed that the response received from KCA was not appropriate to consider for funding due to non-compliance submission. Roseann Fricks will send a letter to Mr. Bobby James regarding the Committee decision on the response received from KCA. Mr. James delivered the response to the ELCMC office. The response does not contain any contact information. Roseann Fricks saw Bobby James at another meeting and he agreed to receive the letter on behalf of KCA. A copy of the RFP for Summer Programs will also be included in the letter to KCA and the areas that WERE not complied with will be highlighted for review.
- Marion County Children's Alliance (MCCA) (two responses received) -
The Committee requested that Roseann Fricks acquire the following information from the MCCA concerning their responses:
 1. Eliminate Spanish from the daily activities. The children are already at risk for academics and the Committee would rather see that time being spent on additional academic activities, such as math, reading, etc.
 2. The details of the program daily activities only include three hours of instructional time. Re-evaluate the program daily activities and submit a daily program that includes more instructional time.
 3. Clarification is needed on the Program Coordinator's time for the program.
 4. There was a question about the cost for liability insurance.
 5. Clarification on the mileage cost for each program.
 6. Reevaluate the names of the programs for participation purposes.

Roberta Brant moved and Brenda Ford seconded the approval to recommend to the Executive Committee to fund the MCCA programs contingent upon receipt of the additional information requested. The motion carried unanimously.

- Shores Assembly of God (SAOG) -

The Committee requested that Roseann Fricks acquire the following information from SAOG concerning their response:

1. Submit a revised budget at \$200 per child for 140 children (40 additional) to be served.

The response from SAOG is appropriate and includes a detailed curriculum and assessment information. SAOG will be conducting their summer programs after funds awarded to them by ELCMC have ended. Post assessment will be requested through the period that ELCMC funds the program.

Roberta Brant moved and Brenda Ford seconded the approval to recommend to the Executive Committee to fund the SAOG program contingent upon receipt of a revised budget. The motion carried unanimously.

OTHER BUSINESS

- Roseann Fricks distributed the revised timeline for the RFP for SR and VPK Services to the Committee members. The timeline was revised to allow the RFP Committee and Board an opportunity to continue discussion and approval of the responses received. The revised timeline will be presented at the Executive Committee meeting on April 14, 2010.
- Childhood Development Services, Inc. has agreed to extend their contract for services with ELCMC into FY 2010 – 2011 until the Board finalizes their decision regarding the response received.
- Roseann Fricks suggested that any future RFP for Summer Programs include a section that if proposers are submitting more than one proposal, to submit a budget that will incorporate administration for all programs as oppose to separate budgets.
- Anita Winter, ELCMC Community Resource Manager will host a one-hour workshop on responding to ELCMC's RFP for Summer Programs. Anita Winter can specifically address items for clarification purposes for those planning to respond.
- Once Roseann Fricks has received the information requested by proposers she will begin working on their contract. The goal is to have recommendations presented at the Executive Committee meeting next week for the April 14th meeting.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned with no further discussion.

Note taker: Tee Rosario

Approved By

<u>(signature on file)</u>	4/27/2010
Signature	Date