

**EVALUATION COMMITTEE MEETING
RFP-4502-16-RL**

PAB

AFTERCARE AND SUMMER CAMP PROGRAM

MARCH 23, 2016 - HOLLYWOOD CITY HALL, ROOM 303 – 2:00 P.M.

The City of Hollywood invites qualified individuals or firms to submit a proposal for the operation of these programs [Aftercare and Summer Camp] at two additional sites (Driftwood Community Center and David Park Community Center) during the 2016 – 2019 school calendar years (June-June) with the possibility to add additional sites if the need should arise. The mission of the aftercare and summer programs is to provide participants with 1) an inclusive child care program that is safe and nurturing; 2) a cultural enriching program that promotes physical, intellectual, emotional and social development of each child; and 3) a program that meets the highest quality of child care standards.

Evaluation Committee: Renee Richards – PRCA
Maria Little – PRCA
Hilde Johnson – Finance

Proposers: Sunshine After School Child Care, Inc. – Plantation, FL
Casely Tennis Foundation, Inc. – Davie, FL (NON-RESPONSIVE)

The proposal submitted by Casely Tennis Foundation, Inc. was found non-responsive as they did not meet the minimum qualifications (page 28), did not offer aftercare (page 30) and did not submit the required reference forms (page 53).

The Evaluation Committee consisting of three (3) City employees met to review and discuss the one (1) responsive proposal received. The scoring criteria for the evaluation committee is as follows;

1. 10 Points – Letter of Transmittal
 2. 25 Points – Experience & Financial Stability
 3. 20 Points – Project Organization & Technical Qualifications
 4. 25 Points – Project Understanding, Proposed Approach & Methodology
 5. 25 Points – Revenue Benefit & Fee Structure to the City of Hollywood
 6. 15 Points – References and Success in Completing Similar Projects
- 120 Point Maximum Total**

The RFP document stated that the successful proposer is to “To provide an aftercare program (Driftwood only) that includes no-school days, and winter and spring breaks (may be at David Park if Driftwood unavailable), as well as a nine (9) to eleven (11) week summer program excluding legal City holidays at both Driftwood and David Park.”

The RFP document stated that the initial term of this contract shall be for a period of three (3) years beginning upon June 13, 2016. The City of Hollywood may renew this contract for two (2) additional one (1) year periods, by mutual written agreement of the parties and approval by the City of Hollywood.

The proposals were evaluated and the scores were compiled to arrive at the following rankings, (highest score), first to third choice (matrix attached).

1. Sunshine After School Child Care, Inc. – 296 points

The evaluation committee agreed that the RFP submittal received from Sunshine After School Child Care, Inc. would best meet the City's operational needs based on the completeness of the proposal, the pricing offered to the City and prior experience performing similar services.

The evaluation committee requested that Procurement Services move forward with the RFP award process based upon their recommendation to award a contract to the highest ranked firm. The Parks, Recreation and Cultural Arts Department and Procurement Services will prepare a resolution for the next regular Commission Meeting.

The meeting was facilitated by Rob Lowery a Procurement Contracts Officer from Procurement Services.

Approved:



Chuck Ellis, Director, PRCA

dated: 3.24, 2016



EVALUATION MATRIX

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Evaluation Meeting: March 23, 2016

Proposers: Evaluation Committee Members:	Sunshine After School Child Care, Inc. Plantation, FL	Casely Tennis Foundation, Inc. Davie, FL	
Renee Richards	96 / 120	N/A	
Maria Little	104 / 120	N/A	
Hilde Johnson	96 / 120	N/A	
TOTALS	296 / 360	Non-Responsive	
RANKINGS	1	N/A	