



Legislation Details (With Text)

File #: R-2017-340 **Version:** 1 **Name:** Tutoring Services
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File created: 10/16/2017 **In control:** Department of Parks, Recreation & Cultural Arts
On agenda: 11/15/2017 **Final action:** 11/15/2017
Title: A Resolution Of The City Commission Of The City Of Hollywood, Florida, Ranking The Proposer For Tutoring Services; And Further Authorizing The Appropriate City Officials To Issue The Attached Blanket Purchase Order Between Russell Life Skills Reading Foundation DBA Russell Education Foundation And The City Of Hollywood For An Estimated Annual Amount Of \$94,800.00.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution - RFP-4557-17-RL Tutoring Services_REVISED.pdf, 2. B003072 Russell Life Skills and Reading Foundation.pdf, 3. Eval Checklist.pdf, 4. Evaluation Committee Notes.pdf, 5. Evaluation Matrix.pdf, 6. bid_RFP-4557-17-RL_-_Tutoring_Services_Line_Item_Tab_Report.pdf, 7. Packet_for_Bid_RFP-4557-17-RL.pdf, 8. Russell Life Skills Proposal.pdf, 9. Term Sheet - Russell Life Skills and Reading Foundation, Inc..pdf, 10. BIS 18-021R.pdf

Date	Ver.	Action By	Action	Result
11/15/2017	1	Regular City Commission Meeting	adopt	Pass

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Ranking The Proposer For Tutoring Services; And Further Authorizing The Appropriate City Officials To Issue The Attached Blanket Purchase Order Between Russell Life Skills Reading Foundation DBA Russell Education Foundation And The City Of Hollywood For An Estimated Annual Amount Of \$94,800.00.

Staff Recommends: The Approval Of The Attached Resolution

Explanation:

The Department of Parks, Recreation and Cultural Arts requires an agreement with a qualified individual or firms for tutoring for approximately four hundred (400) students during the Summer Camp and homework assistance/project based learning projects for approximately seventy five (75) students at Kay Gaither and an additional forty (40) students at McNicol in Kindergarten through fifth (5th) grade at school Aftercare.

The Department of Parks, Recreation and Cultural Arts has been awarded a grant from Children's Services Council of Broward County for summer camp and afterschool care which requires certified teachers to provide a portion of the program objectives.

Tutoring services will be available after school (Aftercare) during the school year, Monday through Thursday only.

Tutoring services will also be available during regularly scheduled school year summer break, Monday through Thursday.

On June 28, 2017, Request for Proposals Number RFP-4557-17-RL was electronically advertised via bidsync in accordance with the City's Purchasing Ordinance, Section 38.42(A).

Bidsync successfully electronically invited 7,117 potential vendors.

On July 3, 2017 Procurement Services sent invitation emails to five (5) prospective vendors notifying them of the bid.

As of the RFP due date, forty-two (42) potential vendors viewed the solicitation on bidsync.

RFP-4557-17-RL was opened at 3:00 p.m. On July 26, 2017, and resulted in the following response:

Russell Life Skills and Reading Foundation, Inc. DBA Russell Education Foundation
Davie, FL

On October 5, 2017, the proposals were evaluated by a four (4) member committee representing the Parks, Recreation and Cultural Arts Department.

The scoring criteria the evaluation committee used to score the proposal included the Letter of Transmittal, Profile of Proposer, Summary of Proposer's Qualifications, Project Understanding, Proposed Approach & Methodology and Pricing.

The single responsive proposal was evaluated and the scores were compiled to arrive at the following ranking:

1. Russell Life Skills and Reading Foundation, Inc. DBA Russell Education Foundation - 395 Points

The evaluation committee agreed that the submittal from Russell Life Skills and Reading Foundation, Inc. DBA Russell Education Foundation meets the City's operational needs.

The estimated annual amount to be paid to the proposer is \$94,800.00.

The initial agreement term shall be for a period of three (3) years and may be renewed for two (2) additional one (1) year periods.

Award is subject to the City's receipt and approval of all insurance certificates required by the City's Risk Manager, and indemnity to the City, along with signed Statement of Hold Harmless and Indemnity in favor of the City.

Funding for the attached blanket purchase order has been provided for in the fiscal year 2018 budget in the Department of Parks, Recreation and Cultural Arts Account Numbers 11.3100.77336.574.003117 and 11.3100.77336.574.005201.

Recommended for inclusion on the agenda by:

Dr. Wazir A. Ishmael, City Manager

Gus Zambrano, ACM, Sustainable Development

George R. Keller, Jr., ACM/Interim Director, Finance & Administration

Steve Joseph, Director, Public Utilities

Paul Bassar, Director of Procurement & Contract Compliance