

RFP#DCAX-170005-DD

RFP required components

CITY OF GAINESVILLE		
GENERAL GOVERNMENT PURCHASING DIVISION		
RFP #: DCAX-170005-DD		
RFP NAME: Wilhelmina Johnson Resource Center Educational Programming		
DUE DATE: 9/13/2016		
Evaluator #: <u>1</u>		
PAGE # of RFP Document	<u>MINIMUM REQUIREMENTS (Must/Should)</u>	PAGE #(s) of Cultural Arts Coalition, Inc. Proposal
<u>OPERATIONAL COMPONENT</u>		
	<i>The City desires WJRC to be operated as a community resource center for use by neighborhood, social and civic groups as meeting space. The proposing organization shall provide information as to how they will accomplish this goal. The proposal shall state:</i>	
8	1) The expected number of weekly operational hours (no less than 40).	3
8	2) How their operating plan was determined (neighborhood or community survey, experience in field, etc.).	3-4
8	3) Their plan to promote the center for public use.	1 ?
8	4) Their plan for staffing and maintenance of the building during operational hours.	4
	<i>It shall be the responsibility of the successful proposer to staff and maintain the building during the term of the contract. Therefore, the proposer must include as part of their RFP:</i>	
8	5) A budget for the cost to staff the building, clean and maintain the building, and to supply the building.	8
8	6) A facility-cleaning schedule shall be provided as part of the operational component.	4
8	7) The schedule shall include the number of times per week the floors shall be mopped and vacuumed, and the bathrooms will be cleaned and restocked.	4
8	8) The schedule shall also include the number of times per year the floors shall be stripped and re-waxed; and the number of times per year the windows shall be cleaned.	4
<u>PROGRAM COMPONENT</u>		
	<i>In addition to operation of the facility as a resource center the organization shall provide a minimum of 20 weekly hours of quality onsite programs from the following categories: recreation, education, or cultural arts. Holiday week schedules may vary from this requirement.</i>	

RFP for Wilhelmina Johnson Center Educational Programming
RFP#DCAX-170005-DD
RFP required components

8	9) Proposal shall also include a program budget which will include the cost for instructors, and programming supplies. The budget shall also include a revenue side which will show the cost of all proposed classes, and the estimated number of participants in each class.	8
8	10) Proposals shall also include examples of customer service surveys that will be utilized to evaluate programs. Program surveys shall be conducted by the proposer, no less than four times per year.	<i>attached</i> <i>No plan for program surveys</i>
9	11) Operational hours for all programs shall meet the needs of the public and be offered at varying hours of the day during the week in addition to weekend hours.	<i>4 & 6</i>
9	12) The cost of programs offered shall be free or minimal in nature and for both youth ages 3-17 and adults 18 and over.	?
9	13) All program fees generated shall be put back into improving the programs or utilized to offset operational cost at WJRC.	?
9	14) The bid package shall include a list of proposed programs and their cost. The City shall have final approval over all programming fees.	?
<u>OTHER</u>		
9, 10	15) The Proposer must be a non-profit organization, and a copy of the organization's current 501 C3 certification, or proof of non-profit status, must be included as part of the RFP.	<i>Attach 6</i>
10	16) The Proposer must have a minimum of five years demonstrated programming experience in either the field of recreation, education or cultural arts	<i>Attach 3.</i>
10	17) The Proposer must supply as part of their proposal a list of the current board of directors for the organization, along with their titles and background information.	<i>7</i>
10	18) The Proposer must supply as part of their proposal estimated operational and programming budgets inclusive of staff cost, instructors, building maintenance (utilities, repairs, upkeep, cleaning), program supplies, insurance and advertising. Proposers should use the fillable Organizational Budget Summary Form supplied with the RFP to provide this information.	<i>8</i>
9	19) All proposals shall include a list of employees to be involved in this project and their current resumes.	<i>10 - Attach</i>

3+4

TECHNICAL PROPOSAL QUALIFICATIONS EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFP#: DCAX-170005-DD
 EVALUATOR No.: / DATE: 9/20/16
 ORGANIZATION NAME: Cultural Arts Coalition, Inc.

TECHNICAL QUALIFICATIONS (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
o Ability	55	50	
o Capability of Meeting Time and Budget	45	40	
TOTAL	100	90	

WRITTEN PROPOSAL EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD
 EVALUATOR No.: 1 DATE: 9/20/16
 ORGANIZATION NAME: Cultural Arts Coalition, Inc.

WRITTEN PROPOSAL (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
o Project Understanding/Experience	30	25	Proposal missing promotion plan, Survey plan, cost of programs detail, income use toward program detail. CAO however, has a long history managing facilities & presenting important programs for the community.
o Project Approach	30	27	
o Project Manager	15	14	
o Project Team	15	12	
o Project Schedule	5	4	
o Project Organization	5	3	
TOTAL	100	85	

TECHNICAL & WRITTEN RECAP PROPOSAL QUALIFICATIONS EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD
 EVALUATOR No.: / DATE: 9/20/16

	ORGANIZATION NAME	TECHNICAL QUALIFICATIONS (0-100)	WRITTEN PROPOSAL (0-100)	TOTAL POINTS	RANKING
1	Cultural Arts Coalition, Inc.	90	85	175	1
2					
3					
4					
5					
6					
7					
8					
9					

RFP for Wilhelmina Johnson Center Educational Programming

RFP#DCAX-170005-DD

RFP required components

CITY OF GAINESVILLE		
GENERAL GOVERNMENT PURCHASING DIVISION		
RFP #: DCAX-170005-DD		
RFP NAME: Wilhelmina Johnson Resource Center Educational Programming		
DUE DATE: 9/13/2016		
Evaluator #: <u>2</u>		
PAGE # of RFP Document	<u>MINIMUM REQUIREMENTS (Must/Shall)</u>	PAGE #(s) of Cultural Arts Coalition, Inc. Proposal
<u>OPERATIONAL COMPONENT</u>		
	<i>The City desires WJRC to be operated as a community resource center for use by neighborhood, social and civic groups as meeting space. The proposing organization shall provide information as to how they will accomplish this goal. The proposal shall state:</i>	
8	1) The expected number of weekly operational hours (no less than 40).	2, 4
8	2) How their operating plan was determined (neighborhood or community survey, experience in field, etc.).	3
8	3) Their plan to promote the center for public use.	4
8	4) Their plan for staffing and maintenance of the building during operational hours.	4
	<i>It shall be the responsibility of the successful proposer to staff and maintain the building during the term of the contract. Therefore, the proposer must include as part of their RFP:</i>	
8	5) A budget for the cost to staff the building, clean and maintain the building, and to supply the building.	11
8	6) A facility-cleaning schedule shall be provided as part of the operational component.	4
8	7) The schedule shall include the number of times per week the floors shall be mopped and vacuumed, and the bathrooms will be cleaned and restocked.	4
8	8) The schedule shall also include the number of times per year the floors shall be stripped and re-waxed; and the number of times per year the windows shall be cleaned.	4
<u>PROGRAM COMPONENT</u>		
	<i>In addition to operation of the facility as a resource center the organization shall provide a minimum of 20 weekly hours of quality onsite programs from the following categories: recreation, education, or cultural arts. Holiday week schedules may vary from this requirement.</i>	

RFP for Wilhelmina Johnson Center Educational Programming
RFP#DCAX-170005-DD
RFP required components

8	9) Proposal shall also include a program budget which will include the cost for instructors, and programming supplies. The budget shall also include a revenue side which will show the cost of all proposed classes, and the estimated number of participants in each class.	8-11
8	10) Proposals shall also include examples of customer service surveys that will be utilized to evaluate programs. Program surveys shall be conducted by the proposer, no less than four times per year.	Att. 5
9	11) Operational hours for all programs shall meet the needs of the public and be offered at varying hours of the day during the week in addition to weekend hours.	4
9	12) The cost of programs offered shall be free or minimal in nature and for both youth ages 3-17 and adults 18 and over.	5
9	13) All program fees generated shall be put back into improving the programs or utilized to offset operational cost at WJRC.	?
9	14) The bid package shall include a list of proposed programs and their cost. The City shall have final approval over all programming fees.	? no breakdown
<u>OTHER</u>		
9, 10	15) The Proposer must be a non-profit organization, and a copy of the organization's current 501 C3 certification, or proof of non-profit status, must be included as part of the RFP.	Att. 6
10	16) The Proposer must have a minimum of five years demonstrated programming experience in either the field of recreation, education or cultural arts	1
10	17) The Proposer must supply as part of their proposal a list of the current board of directors for the organization, along with their titles and background information.	Cover page Done
10	18) The Proposer must supply as part of their proposal estimated operational and programming budgets inclusive of staff cost, instructors, building maintenance (utilities, repairs, upkeep, cleaning), program supplies, insurance and advertising. Proposers should use the fillable Organizational Budget Summary Form supplied with the RFP to provide this information.	8-11
9	19) All proposals shall include a list of employees to be involved in this project and their current resumes.	Attach. 3, 4

Several are old

no breakdown

TECHNICAL PROPOSAL QUALIFICATIONS EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD
 EVALUATOR No.: 2 DATE: 9/16/16
 ORGANIZATION NAME: Cultural Arts Coalition, Inc.

TECHNICAL QUALIFICATIONS (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
o Ability	55	40	The resources appear to be strained as a result of the lack of financial reserves. Based on the proposal it does not appear the organization has a plan for garnering reserves of staff, resources or finances.
o Capability of Meeting Time and Budget	45	35	
TOTAL	100	75	

WRITTEN PROPOSAL EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD

EVALUATOR No.: 2 DATE: 9/16/16

ORGANIZATION NAME: Cultural Arts Coalition, Inc.

WRITTEN PROPOSAL (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
o Project Understanding/Experience	30	30	This group has been involved w/this facility/contract for many years and knows what is expected.
o Project Approach	30	20	-Lacking details. How many participants? Breakdown of each program's costs is missing.
o Project Manager	15	15	
o Project Team	15	10	Small staff. Two people cannot implement a full range of programs. This is why most programming belongs to other groups and only use the facility.
o Project Schedule	5	3	Programming schedule not specific for Actual CAC programs.
o Project Organization	5	3	
TOTAL			
	100	80 81	as corrected by Purchasing J.S.

TECHNICAL & WRITTEN RECAP PROPOSAL QUALIFICATIONS EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD
 EVALUATOR No.: 2 DATE: 9/16/16

	ORGANIZATION NAME	TECHNICAL QUALIFICATIONS (0-100)	WRITTEN PROPOSAL (0-100)	TOTAL POINTS	RANKING
1	Cultural Arts Coalition, Inc.	75	82	157	1
2					
3					
4					
5					
6					
7					
8					
9					

CITY OF GAINESVILLE	
GENERAL GOVERNMENT PURCHASING DIVISION	
DCAX-170005-DD	
Wilhelmina Johnson Resource Center Educational Programming	
9/13/2016	
<u>3</u>	
<u>MINIMUM REQUIREMENTS (Must/Should)</u>	PAGE #(s) of Cultural Arts Coalition, Inc. Proposal
<u>OPERATIONAL COMPONENT</u>	
<i>The City desires WJRC to be operated as a community resource center for use by neighborhood, social and civic groups as meeting space. The proposing organization shall provide information as to how they will accomplish this goal. The proposal shall state:</i>	
1) The expected number of weekly operational hours (no less than 40).	2
2) How their operating plan was determined (neighborhood or community survey, experience in field, etc.).	3,4
3) Their plan to promote the center for public use.	2
4) Their plan for staffing and maintenance of the building during operational hours.	4
<i>It shall be the responsibility of the successful proposer to staff and maintain the building during the term of the contract. Therefore, the proposer must include as part of their RFP:</i>	
5) A budget for the cost to staff the building, clean and maintain the building, and to supply the building.	8
6) A facility-cleaning schedule shall be provided as part of the operational component.	4
7) The schedule shall include the number of times per week the floors shall be mopped and vacuumed, and the bathrooms will be cleaned and restocked.	4
8) The schedule shall also include the number of times per year the floors shall be stripped and re-waxed; and the number of times per year the windows shall be cleaned.	4
<u>PROGRAM COMPONENT</u>	
<i>In addition to operation of the facility as a resource center the organization shall provide a minimum of 20 weekly hours of quality onsite programs from the following categories: recreation, education, or cultural arts. Holiday week schedules may vary from this requirement.</i>	

RFP for Wilhelmina Johnson Center Educational Programming
RFP#DCAX-170005-DD
RFP required components

9) Proposal shall also include a program budget which will include the cost for instructors, and programming supplies. The budget shall also include a revenue side which will show the cost of all proposed classes, and the estimated number of participants in each class.	8,9
10) Proposals shall also include examples of customer service surveys that will be utilized to evaluate programs. Program surveys shall be conducted by the proposer, no less than four times per year.	Attachment 5
11) Operational hours for all programs shall meet the needs of the public and be offered at varying hours of the day during the week in addition to weekend hours.	4
12) The cost of programs offered shall be free or minimal in nature and for both youth ages 3-17 and adults 18 and over.	?
13) All program fees generated shall be put back into improving the programs or utilized to offset operational cost at WJRC.	?
14) The bid package shall include a list of proposed programs and their cost. The City shall have final approval over all programming fees.	4,5
<u>OTHER</u>	
15) The Proposer must be a non-profit organization, and a copy of the organization's current 501 C3 certification, or proof of non-profit status, must be included as part of the RFP.	Attachment 6
16) The Proposer must have a minimum of five years demonstrated programming experience in either the field of recreation, education or cultural arts	1
17) The Proposer must supply as part of their proposal a list of the current board of directors for the organization, along with their titles and background information.	7
18) The Proposer must supply as part of their proposal estimated operational and programming budgets inclusive of staff cost, instructors, building maintenance (utilities, repairs, upkeep, cleaning), program supplies, insurance and advertising. Proposers should use the fillable Organizational Budget Summary Form supplied with the RFP to provide this information.	8 thru 12
19) All proposals shall include a list of employees to be involved in this project and their current resumes.	Attachment 3,4

TECHNICAL PROPOSAL QUALIFICATIONS EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD

EVALUATOR No.: 3 DATE: 9/20/2016

ORGANIZATION NAME: Cultural Arts Coalition, Inc.

TECHNICAL QUALIFICATIONS (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
o Ability	55	40	
o Capability of Meeting Time and Budget	45	30	
TOTAL	100	75	

WRITTEN PROPOSAL EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD

EVALUATOR No.: 3 DATE: _____

ORGANIZATION NAME: Cultural Arts Coalition, Inc.

WRITTEN PROPOSAL (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
o Project Understanding/Experience	30	30	The proposal addressed the intent of the City for WJRC
o Project Approach	30	20	I think the approach lack distinctiveness
o Project Manager	15	15	Project Manager appears to be stable in job history
o Project Team	15	10	Somewhat, project manager and a parttime staffer
o Project Schedule	5	5	
o Project Organization	5	3	
TOTAL	100	83	

TECHNICAL & WRITTEN RECAP PROPOSAL QUALIFICATIONS EVALUATION

PROJECT: Wilhelmina Johnson Resource Center Educational Programming RFP/RFQ#: DCAX-170005-DD

EVALUATOR No.: 3 DATE: 9/20/2016

	ORGANIZATION NAME	TECHNICAL QUALIFICATIONS (0-100)	WRITTEN PROPOSAL (0-100)	TOTAL POINTS	RANKING
1	Cultural Arts Coalition, Inc.	75	83	158	
2					
3					
4					
5					
6					
7					
8					
9					