

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: February 7, 2017      [ X ] Consent           [ ] Regular
                                      [ ] Ordinance          [ ] Public Hearing

Department
Submitted By:      Community Services
Submitted For:     Community Action Program
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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to:

A) **approve** the listed pre-qualified non-profit pool of agencies to provide various training services for the Community Action Program on an as needed basis selected in accordance with the Request for Proposals (RFP) completed on November 1, 2016; and

B) **delegate** signature authority to the County Administrator, or designee, to sign contracts, amendments or required documents for employment and self-sufficiency training services provided by the pre-qualified non-profit agencies for amounts not to exceed \$75,000, and to the Department Director, for amounts not to exceed \$15,000.

**Summary:** The Community Action Program issued an RFP for vocational training on October 6, 2016 and the agencies listed in Attachment "A" responded to the request. A selection committee reviewed and scored the proposals. The vocational training funds are provided by the Community Service Block Grant (CSBG), and are allocated according to the amount of funding received every grant year. The agencies selected will provide vocational training to low-income individuals who reside within Palm Beach County. The Community Action Program provides services under several categories including entrepreneurship, employment skills, health and wellness, education, childcare, and life skills. **No County funds are required.** (Community Action Program) Countywide (HH)

**Background and Justification:** The Community Action Program provides vocational training through non-profit entities throughout Palm Beach County for low-income residents. Non-profit entities that provide vocational training are exempt from the purchasing code. In order to maximize participation, the Community Action Program posted a public notice in various locations encouraging agencies to participate in the RFP. Responses were received from the agencies listed in Attachment "A".

**Attachments:** Attachment "A" – Notice of Request for Proposal

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Recommended By: James E. G...                1/12/17
                  Department Director                Date
    
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Approved By: Nancy L. Bolton                1/24/17
              Assistant County Administrator       Date
    
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**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	250,000				
External Revenue	(250,000)				
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>-0-</b>				

No. ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No \_\_\_\_\_

Budget Account No.:

Fund 1003 Dept 145 Unit 1455 Object VAR Program Code VAR Program Period VAR

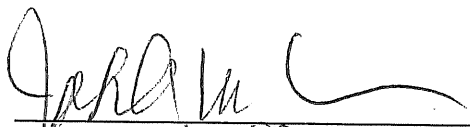
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

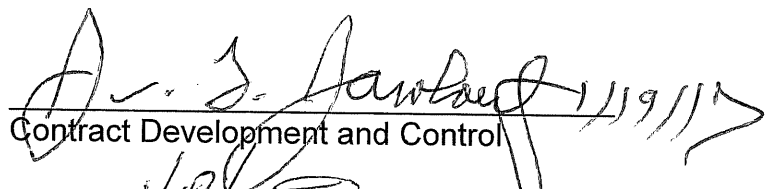
Funding source is Community Services Block Grant from the Florida Department of Economic Opportunity. These are estimated expenditures.

C. Departmental Fiscal Review:   
 Julie Dowe, Director of Finance & Support Services

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

  
 OFMB 2/1/17 <sup>OB</sup> 1/17

  
 Contract Development and Control 1/19/17  
 1/18/17

**B. Legal Sufficiency:**

  
 Assistant County Attorney 1-24-17

**C. Other Department Review:**

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 Department Director

**This summary is not to be used as a basis for payment.**



**PALM BEACH COUNTY  
COMMUNITY SERVICES DEPARTMENT  
COMMUNITY ACTION PROGRAM  
NOTICE OF REQUEST FOR PROPOSALS**

Palm Beach County, Community Services Department (CSD), Community Action Program (CAP) posted a request for proposals (RFP) for the Fiscal Year 2017 (October 1, 2016 – September 30, 2017). Results are listed below.

Agency	Training Category
Community Caring Center of Greater Boynton Beach, Inc. d/b/a Secret Garden Café	Entrepreneurship
Community Caring Center of Greater Boynton Beach, Inc. d/b/a Secret Garden Café	Food Preparation
Nurse Assistant Training School, Inc. d/b/a Academy for Nursing and Health Occupations	Patient Care Technician, Home Health Aide/Nurse Assistant
Gulfstream Goodwill Industries, Inc.	Security Class D, Childcare, Commercial Driver's License (CDL), Home Health Aide, Food Preparation, Fork Lift Operator, Job Readiness Skills, Microsoft Office Suite
Business Loan Fund of the Palm Beaches, Inc. d/b/a Center for Enterprise Opportunity	Entrepreneurship
Haitian Empowerment Foundation, Inc.	GED, Job Readiness