

# Memorandum



**Date:** July 2, 2015

**To:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez   
Mayor

**Subject:** New Competitive Process for Community-Based Organizations Status Report

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This report provides the Board of County Commissioners (Board) with an update on the status of the new competitive process to award grants to community-based organizations (CBOs) in FY 2015-16.

As described in my June 2, 2015 memorandum to the Board, staff from the Office of Management and Budget (OMB) conducted five (5) publicly noticed town hall meetings from June 4 - 13, 2015. Overall, the meetings were attended by more than 230 participants, mainly representatives of CBOs. During the meetings, staff provided an overview of the County legislation that initiated this process and my March 3, 2015 memorandum to the Board, which outlined initial recommendations related to the development of the new process. Participants then offered general comments, specific recommendations, and public testimony to share their thoughts about the process. An additional 27 written observations and detailed recommendations were received via the dedicated web page (<http://www.miamidade.gov/grants/community-based-organizations-rfp.asp>) and e-mail address ([cbo-rfp@miamidade.gov](mailto:cbo-rfp@miamidade.gov)) established for this process. Comments ranged from submission procedures to the proposed timeline and from funding priority categories to evaluation criteria and weighted points.

Also during the month of June, OMB staff met with representatives from a broad cross-section of other local funding sources to discuss the process and obtain their feedback including: United Way; The Miami Foundation; Allegany Franciscan Ministries; Peacock Foundation; The Women's Fund; South Florida Behavioral Health Network, Inc.; Health Foundation of South Florida; Florida Department of Juvenile Justice; Alliance for Aging; Miami-Dade County Health Department; Knight Foundation; Florida Department of Children and Families; and The Children's Trust. Representatives from the County's Youth Crime Task Force and the Dade-Miami Criminal Justice Council were also consulted.

Staff is now in the process of reviewing all of the feedback and recommendations from the various sources and drafting the new solicitation documents that will be posted online by the end of this month for public review and comment before bringing the documents back to the Board for final approval. An updated proposed timeline is attached.

If you have any questions or concerns, please feel free to contact Deputy Mayor Edward Marquez at 305-375-1451.

## Attachment

C: Robert A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Jennifer Moon, Budget Director, Office of Management and Budget  
Charles Anderson, Commission Auditor

**CBO Competitive Solicitation Process**  
**Proposed Timeline**

July 2015	Release draft RFP for industry comment and obtain feedback
August 2015	Prepare final draft of RFP and solicitation materials
September 2015	Board approval of final RFP; RFP released
Early October 2015	Pre-proposal conferences (five held throughout the county)
Late October 2015	Proposal submission deadline
November 2015	Staff due diligence review and proposal cure period
December 2015	Evaluation/Selection Committee trainings
January 2016	Evaluation/Selection Committee meetings
February 2016	Mayor issues funding recommendations
March 2016	Appeals process
April 2016	Board approval of award recommendations
May 2016	Anticipated contract start date