

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD

POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228

TELEPHONE: (843) 255-2000

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www.bcgov.net

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DEPUTY COUNTY ADMINISTRATOR
SPECIAL COUNSEL

THOMAS J. KEAVENY, II
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA
COMMUNITY SERVICES COMMITTEE

Monday, April 25, 2016

4:15 p.m.

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:

William McBride, Chairman
Gerald Dawson, Vice Chairman
Rick Caporale
Steve Fobes
Alice Howard
Roberts "Tabor" Vaux

Staff Support:

Monica Spells, Assistant County Administrator
Civic Engagement and Outreach

1. CALL TO ORDER – 4:15 P.M.

2. CONSIDERATION OF CONTRACT AWARD

- A. Request to Purchase One New ADA Bus from State Contract for Beaufort County's Department of Disabilities and Special Needs ([backup](#))
- B. Summer Camp Services for Beaufort County's Parks and Leisure Services Department ([backup](#))
- C. Senior Care Services for Beaufort County's Parks and Leisure Services Department ([backup](#))

3. ADJOURNMENT

2016 Strategic Plan Committee Assignments
Connectivity in Rural Areas / Wi-Fi Expansion
Smoke Free Campus
Residential Homes (2) (South)





COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman William L. McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Request to Purchase One (1) New ADA Bus from State Contract for Beaufort County's Department of Disabilities and Special Needs

DATE: April 11, 2016

BACKGROUND: The Purchasing Department received a request from the Department of Disabilities and Special Needs (DSN) to purchase one new Phoenix ADA Coach from Interstate Transportation Equipment, a State contract vendor. This bus is for the Adult Employment (Day) Program, whose numbers have increased dramatically in FY 2016. It is designed for up to twelve passengers and two wheelchairs. Increased engine size and heavier frame are required due to the weight of the large powered wheelchairs. The backup camera is a necessary safety feature. DSN's vehicles travel long distances daily, often on unpaved roads, which contributes to constant wear and repairs. The safety of the consumers served by DSN is paramount.

STATE CONTRACT VENDOR INFORMATION

COST

Interstate Transportation Equipment	2016 Phoenix DRW ADA Coach including 3 keys, tax, increased engine size and back up camera	\$55,572.00
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FUNDING: General Fund, Account# 24420011-54000, Disabilities and Special Needs-Vehicle Purchases. This account has \$64,705.00 available. These funds are received from the South Carolina Department of Disabilities and Special Needs.

FY 2015 COST: \$72,091.00

FOR ACTION: Community Services Committee meeting occurring April 25, 2016.

RECOMMENDATION: The Purchasing Department recommends that the Community Services Committee approve the contract award to purchase the vehicle from the aforementioned vendor for a total cost of \$55,572.00.

CC: Gary Kubic, County Administrator *GK*
Josh Gruber, Deputy Administrator/Special Counsel
Alicia Holland, Assistant County Administrator, Finance *cl*
Monica Spells, Assistant County Administrator, Civic Engagement and Outreach *Spells*
Bill Love, Disabilities and Special Needs Executive Director *BL*

Attachments: State Contract Pricing, quote



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road, Bldg 3 Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman William McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director *det*

SUBJ: **RFP # 033016, Summer Camp Services for Beaufort County's Parks and Leisure Services Department**

DATE: April 21, 2016

BACKGROUND: Beaufort County's Purchasing Department received one proposal for Summer Camp from Love House Academy for the Parks and Leisure Services (PALS) Department as requested in RFP #033016. The services provided will include: summer camp activities throughout Beaufort County, Monday through Friday, 11 hours per day. The sites will include Burton Wells, Dale, Lind Brown, Port Royal, Broomfield, Seaside, Scott, and Bluffton Centers. The program is designed to help children make new friends, connect with nature, explore local points of interest, learn social skills, develop lifelong skills, and spend the day being physically active. Contract term is for one year from July 1, 2016, to June 30, 2017, with the option of four renewals for a one year period.

VENDOR INFORMATION:

Love House Learning Academy, Beaufort, SC (Summer Camp)

CONTRACT PRICE:

\$150 per child x 450 = \$67,500

FUNDING: 10001601-51160, Professional Services *Chally*

FOR ACTION: Community Services Committee meeting occurring on April 25, 2016.

RECOMMENDATION: The Community Services Committee approves the contract award to Love House Learning Academy for \$67,500 for Beaufort County's PALS Summer Camp from the funding source listed above.

CC: Gary Kubic, County Administrator *GKubic*
Joshua Gruber, Deputy Administrator/Special Council *for*
Alicia Holland, Assistant County Administrator, Finance *Chally*
Phil Foot, Assistant County Administrator, Public Safety *Phil Foot*
Shannon Loper, PALS Interim Director *SL*

Att: Love House Proposal

ORIGINAL

PROPOSAL NOTICE NO: 033016

CLOSING DATE AND TIME:

March 30, 2016, 3:00 PM

PROPOSAL TITLE:

PALS – Afterschool Care, Intercession Care, and Summer Camp

**Love House Academy
\$1 A Day After School Care Program
Summer Learning Center**



Love House Academy
RFP Proposal 033016

PALS – Afterschool Care, Intercession Care, and Summer Camp

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COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2350 FAX: (843) 255-9437

PROPOSAL NOTICE NO. 033016

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CLOSING DATE AND TIME: March 30, 2016

PROPOSAL TITLE: PALS – Afterschool Care, Intercession Care, and Summer Camp

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

There will be a Pre-Proposal meeting on March 9, 2016 at 2:00 pm at the Finance conference room located at 106 Industrial Village Road, Building #2, Beaufort, SC 29906. All vendors are encouraged to attend.

In order for your proposal to be considered, it must be submitted to the Purchasing Office no later than the date and time as listed above, at which time respondents to this request will be recorded in the presence of one or more witnesses. Proposals received by the Purchasing Office after the time specified will be returned to the offeror unopened. Due to the possibility of negotiation with all offerors, the identity of any offeror or the contents of any proposal shall not be public information until after the contract award is made; therefore, the public is not invited to the proposal closing.

The proposals must be signed by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposals. **Proposals must be submitted in a sealed opaque envelope/container showing the above proposal number, closing date, and title.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by County Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of the top two rated firms shall be required.

This solicitation does not commit Beaufort County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this proposal, if it is in the best interests of the County to do so.

BEAUFORT COUNTY

David L. Thomas, CPPO
Purchasing Director

PART I

GENERAL INFORMATION

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
2. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
4. **One (1) clearly identified original and four (4) copies of your proposal are required.**
5. Qualification Statements will be received by the Beaufort County Purchasing Department until 3:00 p.m. on the closing date shown.

Qualification Statements are to be mailed to:

Beaufort County Purchasing Department
P. O. Drawer 1228
Beaufort, SC 29901-1228

Hand deliver and/or Express mail to:

Beaufort County Purchasing Department
102 Industrial Village Road, Building # 3
Beaufort, SC 29906-4291

The submitting offeror is required to have printed on the envelope or wrapping containing his proposal the RFP number, closing date, and title.

Offerors who desire to receive a copy of the Statement of Award must include a self-addressed stamped envelope.

6. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination,

claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

7. Questions: Fax or e-mail (e-mail questions are preferred) any questions you have, at least ten (10) calendar days prior to proposal closing date to:

Dave Thomas, Beaufort County Purchasing Department, (843) 255-9437. Confirm receipt of fax by calling Dave Thomas at 843-255-2350, or e-mail Dave Thomas at dthomas@bcgov.net.

Linda Maietta, Beaufort County Purchasing Department, 843-255-2297 or lmaietta@bcgov.net.

Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have received the original Request for Proposal.

PART II

BACKGROUND

Beaufort County is requesting after school care for children during such days that school is in session and intercession care when school is not in session; and summer camp care for eight (8) weeks during the summer months, with the understanding that additional locations may be added and listed locations may change, depending on program needs. Below is the estimated number of participants:

Beaufort County Statistical Overview (estimated)

After school – 125 School Children

Intercession- 75 School Children

Summer camp – 450 School Children

SCOPE OF SERVICES AND REQUIREMENTS

- A. The selected provider shall provide after school care for children of Beaufort County at the locations below during such days that school is in session and intercession care when school is not in session at times mutually agreed upon by the provider and Beaufort County Parks and Leisure Services:
1. Charles Lind Brown Activity Center, 1001 Hamar St., Beaufort, SC 29902
 2. Burton Wells Recreation Center, I Middleton Recreation Drive, Beaufort, SC 29906
 3. Port Royal Recreation Center, 1514 Richmond Avenue, Port Royal, SC 29935
 4. Bluffton Recreational Center, 61 Ulmer Road, Bluffton, SC 29910
 5. Broomfield Center, 205 Brickyard Point Road North, Lady's Island, SC 29907

6. Dale Center, 15 Community Center Road, Dale, SC 29914
7. Gloria Potts Community Center, 130 Seaside Road, St. Helena, SC 29920 or Scott Community Center, 242 Scott Hill Road, St. Helena, SC 29920

B. The provider shall provide summer camp care for children of Beaufort County at the locations below during eight weeks of summer as mutually agreed upon by the provider and Beaufort County Parks and Leisure Services at the locations below:

1. Broomfield Recreation Center, 205 Brickyard Point Road North, Lady's Island, SC 29907
2. Burton Wells Recreation Center, I Middleton Recreation Drive, Beaufort, SC 29906
3. Port Royal Recreation Center, 1514 Richmond Avenue, Port Royal, SC 29935
4. Bluffton Recreational Center, 61 Ulmer Road, Bluffton, SC 29910
5. Booker T. Washington Center, 182 Booker T. Washington Circle, Sheldon, SC 29941
6. Gloria Potts Seaside Recreation Center, 130 Seaside Road, St. Helena, SC 29920 or Scott Center, 242 Scott Hill Road, St. Helena, SC 29920
7. Dale Community Center, 15 Community Center Road, Seabrook, SC 29940
8. Charles Lind Brown Activity Center, 1001 Hamar St., Beaufort, SC 29902

Service locations may be added and listed locations may change upon mutual agreement of the parties and shall be stated in an addendum to this agreement.

COUNTY RESPONSIBILITIES:

A. County shall provide facility access, utilities and maintenance for after school care and intercession care (as needed) at the following locations:

1. Charles Lind Brown Activity Center, 1001 Hamar St., Beaufort, SC 29902
2. Burton Wells Recreation Center, I Middleton Recreation Dr., Beaufort, SC 29906
3. Port Royal Recreation Center, 1514 Richmond Ave., Port Royal, SC 29935
4. Bluffton Recreation Center, 61 Ulmer Rd., Bluffton, SC 29910
5. Broomfield Center, 205 Brickyard Point Road North, Lady's Island, SC 29907
6. Dale Center, 15 Community Center Road, Dale, SC 29914

7. Gloria Potts Community Center, 130 Seaside Road, St. Helena, SC 29920 or Scott Community Center, 242 Scott Hill Road, St. Helena, SC 29920
- B. County shall provide facility access, utilities and maintenance for summer camp care at the following locations:
1. Broomfield Recreation Center, 205 Brickyard Point Road North, Lady's Island, SC 29907
 2. Burton Wells Recreation Center, 1 Middleton Recreation Drive, Beaufort, SC 29906
 3. Port Royal Recreation Center, 1514 Richmond Avenue, Port Royal, SC 29935
 4. Bluffton Recreational Center, 61 Ulmer Road, Bluffton, SC 29910
 5. Booker T. Washington Center, 182 Booker T. Washington Circle, Sheldon, SC 29941
 6. Gloria Potts Seaside Recreation Center, 130 Seaside Road, St. Helena, SC 29920 or Scott Center, 242 Scott Hill Road, St. Helena, SC 29920
 7. Dale Community Center, 15 Community Center Road, Seabrook, SC 29940
 8. Charles Lind Brown Activity Center, 1001 Hamar St., Beaufort, SC 29902
- C. County will make reasonable accommodations, as necessary, to ensure that the provider can maximize the use of the facility in the delivery of after school, summer camp, and senior services.
- D. County will refer all registration for after school programs, senior programs, and summer camp programs through the Parks and Leisure Services web site.
- E. County will provide access to certain Beaufort County Vehicles ("Vehicles") for purposes of providing transportation from elementary schools to after school locations in the event the school district can't provide transportation, use of buses for summer camp field trips, and where feasible for transportation for senior citizen services programs. The provider must coordinate and obtain approval from Beaufort County Parks and Leisure services prior to use. Prior to use Beaufort County shall require proof of valid driver's license, CDL license when applicable and acceptable driving record. All employees that drive must attend a Beaufort County driver's education training session. If they are unable to attend they must provide a certificate of attendance with a national driver's education program. Beaufort County shall be responsible for maintenance and repair of vehicles associated with general use.

AFTER SCHOOL CARE/INTERCESSION CARE

- A. The provider shall provide after school care for children at the locations identified above in Scope of Services and Requirements during such days that school is in session and intercession care when school is not in session. Times shall be mutually agreed upon by the provider and Beaufort County Parks and Leisure Services. This program should be offered to Beaufort County residents only.
- B. The provider shall conduct registration for services, to include reasonable attempts to advertise and make after school programs available to any Beaufort County child, without regard to race, creed, color or religion.
- C. The provider shall set after school tuition at a rate not to exceed \$100.00 per participant, per month. Intercession tuition at a rate not to exceed \$15.00 a day. **SEE ANNUAL PRICE ADJUSTMENT SECTION BELOW.**
- D. The provider shall provide all fuel for any vehicles used and will also maintain the vehicles so as to have a clean appearance while in use.
- E. The provider shall provide after school staff with proper training, adequate supervision and compensation. This training should include CPR/AED and criminal background check with results provided to Beaufort County. Beaufort County will be provided a list of the entire vendor's staff to include: name, address, phone number, date started and ended, providing programming and training certifications before the program begins. It is mutually agreed that the provider, its agents and personnel, are independent contractors and will exercise complete control over their actions, and the actions of their employees, staff, agents or contractors, in performing the services described herein. Employees of the provider shall not be considered employees of Beaufort County for any purpose.

SUMMER CAMP

- A. The provider shall provide after school care for Beaufort County children at the locations identified within Scope of Services and Requirements during the summer for eight (8) weeks. Times shall be mutually agreed upon by the provider and Beaufort County Parks and Leisure Services. This program should be offered to Beaufort County residents only.
- B. The provider shall conduct registration for services, to include reasonable attempts to advertise and make summer camp programs available to any Beaufort County child, without regard to race, creed, color or religion.
- C. The provider shall set summer camp tuition at a rate not to exceed \$350.00 per participant. **SEE ANNUAL PRICE ADJUSTMENT SECTION BELOW.**

- D. The provider shall provide all fuel for any vehicles used and will also maintain the vehicles so as to have a clean appearance while in use.
- E. The provider shall provide after school staff with proper training, adequate supervision and compensation. This training should include CPR/AED and criminal background checks. Beaufort County will be provided a list of the entire vendor's staff to include: name, address, phone number, and starting and ending date of providing programming and training certifications before the program begins. It is mutually agreed that the provider, its agents and personnel, are independent contractors and will exercise complete control over their actions, and the actions of their employees, staff, agents or contractors, in performing the services described herein. Employees of the provider shall not be considered employees of Beaufort County for any purpose.

ANNUAL PRICE ADJUSTMENT

The price shall remain firm for the first year following award of the contract. Thereafter, the Contractor or Beaufort County shall be entitled to request an annual price adjustment which shall be calculated in the manner provided by this paragraph. The request for price adjustment by the Contractor shall be submitted to the Purchasing Director within thirty (30) days before the contract anniversary date of each year, beginning with the end of the 1st year of the contract term. The Purchasing Director shall notify the Contractor of its request for an extension of the term of the agreement within the same time period.

Price adjustment shall be based upon the Index for "All Urban Consumers, for United States City Average" of the Consumer Price Index, as published by the United States Department of Labor, Bureau of Labor Statistics.

A price increase or decrease will be determined by dividing the current index for a contract anniversary month by the same prior year month's index. All calculations will be carried to two places only, with rounding to the next digit. Increases shall not exceed two percent (2%) annually from one adjustment period to the next.

The consideration of escalation and the renewal of each contract year are at the discretion of Beaufort County.

MINIMUM QUALIFICATIONS

- A. **Prior Experience.** The provider must provide experience of a minimum of five years of successful programming.
- B. **Offeror's Capacity.** The Offeror must demonstrate the capability to perform the potential volume and type of services described in Scope of Services and Requirements. The Offeror must be available at all times to render services required under the Contract for all the areas in which the Offeror proposes to provide services.

EVALUATION CRITERIA

EVALUATOR: _____ DATE: _____

RFP#: _____ TITLE: _____

OFFEROR: _____

	<u>POINT RANGE</u>	<u>POINTS ASSIGNED</u>
1.0 Demonstrated understanding of the problems and needs presented by the project.	<u>Points</u>	_____
2.0 Soundness of offeror's approach to the problems and needs presented by the project, including offeror's methodology for achieving specific tasks and objectives.	<u>Points</u>	_____
3.0 Experience and capacity of offeror, including recent and related experience. Name of Project Manager and Resumes of Key Personnel.	<u>Points</u>	_____
4.0 Qualifications of project personnel and offeror's ability to commit a capable staff and support for a project of this size under the time constraints as listed in the RFP.	<u>Points</u>	_____
5.0* Cost effectiveness and reasonableness of offeror's proposed fee.	<u>Points</u>	_____
TOTAL POINTS:	<u>100 Points</u>	=====

PART III

CONTRACTUAL REQUIREMENTS

- 1.0 EXCUSABLE DELAY: The Contractor shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- 2.0 S.C. LAW CLAUSE: Upon award of a contract under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Beaufort County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in Beaufort County, by submission of this signed proposal the offeror agrees to subject itself to the jurisdiction and process of the Fourteenth Judicial Circuit Court of Beaufort County, as to all matters and disputes arising or to arise under the contract and the performance thereof including any questions as to the liability for taxes, licenses, or fees levied by State or local government.
- 3.0 OFFEROR'S QUALIFICATIONS: Offeror must, upon request of the County, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this proposal. The Purchasing Department reserves the right to make the final determination as to the offeror's ability to provide the services requested herein, before entering into any contract.
- 4.0 OFFEROR RESPONSIBILITY: Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this proposal. It is expected that this will sometimes require on-site observation. The failure or omission of an offeror to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this proposal or to the contract.
- 5.0 AFFIRMATIVE ACTION: The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical handicap.
- 6.0 PRIME CONTRACTOR RESPONSIBILITIES: The Contractor will be required to assume sole responsibility for the complete effort, as required by this RFP. The County will consider the Contractor to be the sole point of contact with regard to contractual matters.

- 7.0 SUBCONTRACTING: If any part of the work covered by this RFP is to be subcontracted, the Contractor shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved, in writing by the County, or when applicable a political subdivision within the County with the County's concurrence. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the vendor. The County reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein.
- 8.0 OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
- 9.0 PAYMENT AND PERFORMANCE BOND: The successful Contractor shall furnish, within ten (10) days after written notice of acceptance of proposal, **a Payment and Performance Bond. Contractor shall provide and pay the cost of a Payment and Performance Bond. The Bond shall be in the amount of one-hundred percent (100%) the annual contract cost, issued by a Surety Company licensed in South Carolina with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the Contract Price. The Bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.**
- 10.0 NONRESIDENT TAXPAYERS: If the offeror is a South Carolina nonresident taxpayer and the contract amount is \$10,000.00 or more, the offeror acknowledges and understands that in the event he is awarded a contract offeror shall submit a Nonresident Taxpayer Registration Affidavit (State form #1-312-6/94), before a contract can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A)(2)(3) of S.C. Code of Laws (1976) as amended.
- 11.0 BUSINESS LICENSE: In accordance with the *Beaufort County Business License Ordinance, 99-36, Article III*, as enacted November 22, 1999, any business or individual generating income in the unincorporated area of Beaufort County is required to pay an annual license fee and obtain a business license. The ordinance referenced is available on the Beaufort County website at www.bcgov.net or by calling the Business License Administrator at (843) 255-2270 for a list of schedules.
- 12.0 ADDITIONAL ELIGIBILITY: Other Beaufort County Public Procurement units shall, at their option, be eligible for use of any contracts awarded pursuant to this Invitation.
- 13.0 INSURANCE REQUIREMENTS: Prior to commencing work hereunder, Contractor, at his expense, shall furnish insurance certificate showing the certificate holder as Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901-1228, Attention: Purchasing Director and with a special notation naming Beaufort County as an Additional Insured on the liability coverages. If not otherwise specified, the minimum coverage shall be as follows:
- 13.1 Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the

work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.

- 13.2 Commercial General Liability Insurance - Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: BODILY INJURY of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
- 13.3 Comprehensive Automobile Liability Insurance - The Contractor shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
- 13.4 The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- 13.5 The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- 13.6 The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Contractor's liability.
- 14.0 INDEMNITY: The Contractor hereby agrees to indemnify and save harmless the County, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement, whether by act of omissions of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.
- 15.0 TERMINATION FOR DEFAULT:
 - 15.1 The performance of Work under the Agreement may be terminated by the Purchasing Director, in accordance with this clause, in whole or in part, in writing, whenever the Director of Purchasing shall determine that the Contractor has failed to meet the performance requirements of this Agreement.

15.2 The Purchasing Director has the right to terminate for default, if the Contractor fails to make delivery of the supplies or perform the Work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provisions of the Agreement.

16.0 TERMINATION FOR CONVENIENCE: The County may without cause terminate this contract in whole or in part at any time for its convenience. In such instance, an adjustment shall be made to the Contractor, for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the Contractor or its subcontractors, and/or failure to include termination for convenience clause into its subcontracts and material purchase orders shall not expose the County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. Contractor expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the County's election to terminate this contract in whole or in part for its convenience.

PART IV

SPECIAL INSTRUCTIONS

1.0 INTENT TO PERFORM: It is the intent and purpose of Beaufort County that this request permits competition. It shall be the offeror's responsibility to advise the Purchasing Department if any language, requirements, etc., or any combinations thereof inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than ten (10) days prior to the proposal closing date. A review of such notifications will be made.

2.0 RECEIPT OF PROPOSAL: Proposals, amendments thereto, or withdrawal requests received after the time advertised for proposal closing will be void, regardless of when they were mailed.

3.0 PREPARATION OF PROPOSAL

3.1 All proposals should be complete and carefully worded and must convey all of the information requested by the County. If significant errors are found in the offeror's proposal, or if the proposal fails to conform to the essential requirements of the RFP, the County and the County alone will be the judge as to whether that variance is significant enough to reject the proposal.

3.2 Proposals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

3.3 Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

3.4 If your proposal includes any comment over and above the specific information requested in our Request for Proposal (RFP), you are to include this information as a separate appendix to your proposal.

4.0 AMENDMENTS: If it becomes necessary to revise any part of the RFP, an amendment will be provided to all offerors who received the original Request for Proposal. The County shall not be legally bound by an amendment or interpretation that is not in writing.

5.0 ADDITIONAL INFORMATION: Offerors requiring additional information may submit their questions, in writing to the Purchasing Department. Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all offerors via an amendment.

6.0 ORAL PRESENTATION/DISCUSSIONS: Any offeror or all offerors may be requested to make an oral presentation of their proposal to the County, after the proposal opening. Discussions may be conducted with responsible offerors, who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirement.

Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. The purpose of these presentations/discussions will be to:

6.1 Determine in greater detail such offeror's qualifications.

6.2 Explore with the offeror the scope and nature of the project, the offeror's proposed method of performance, and the relative utility of alternative methods of approach.

6.3 Determine that the offeror will make available the necessary personnel and facilities to perform within the required time.

6.4 Agree upon fair and reasonable compensation, taking into account the estimated value of the required services/equipment, the scope and complexity of proposed project, and nature of such services/equipment.

7.0 FUNDING: The offeror shall agree that funds expended for the purposes of the contract must be appropriated by the County Council for each fiscal year included within the contract period. Therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated. In the event that funds are not appropriated for the contract, the offeror shall not prohibit or otherwise limit the County's right to pursue and contract for alternate solutions and remedies, as deemed necessary by the County for the conduct of its affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the contract.

8.0 AWARD: An award resulting from this request shall be awarded to the responsive and responsible offeror whose proposal is determined to be most advantageous to the County, taking into consideration price and the evaluation factors set forth herein; however, the right is reserved to reject

any and all proposals received, and in all cases the County will be the sole judge as to whether an offeror's proposal has or has not satisfactorily met the requirements of this RFP.

- 9.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION: No such documents or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential, will not be disclosed. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors, therefore, must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information.
- 10.0 DEVIATIONS: Any deviations from the requirements of this RFP must be listed separately and identified as such in the table of contents.
- 11.0 ALTERNATES: Innovative alternative proposals are encouraged, provided however, that they are clearly identified as such and all deviations from the primary proposal are listed.
- 12.0 GRATUITIES: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee; or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement, or a contract or subcontract, or to any solicitation or proposal therefore.
- 13.0 KICKBACKS: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontractor order.
- 14.0 PROTEST PROCEDURES
- 14.1 Right to Protest: Any actual or prospective proposer, offeror, or contractor who is aggrieved, in connection with the solicitation or award of a contract, may protest to the Purchasing Director. The protest shall be submitted in writing fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.
- 14.2 Authority to Resolve Protest: The Purchasing Director shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved proposer, offeror, or contractor; actual or prospective, concerning the solicitation or award of a contract.
- 14.2 Decision: If the protest is not resolved by mutual agreement, the Purchasing Director shall issue a decision, in writing within ten (10) days. The decision shall,

- 14.2.1 State the reasons for the action taken; and
- 14.2.2 Inform the protestant of its right to administrative review as provided in this Section.
- 14.4 Notice of Decision: A decision under Subsection (3) of this Section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- 14.5 Finality of Decision: A decision under Subsection (3) of this Section shall be final and conclusive, unless fraudulent, or
 - 14.5.1 Any person adversely affected by the decision appeals administratively, within ten (10) days after receipt of decision under Subsection (3) to the County Council in accordance with this Section.
 - 14.5.2 Any protest taken to the County Council or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs when it is determined that the protest is without standing.

15. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The contractor certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department or agency. It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify this statement, it shall attach an explanation to this solicitation/bid.

State whether or not your company has been involved in any litigation within the past five (5) years arising out of your performance by circling YES or NO.

If you circled YES, explain fully in a separate attachment.

PART V

SUBMISSION REQUIREMENTS

To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

1.0 Letter of Transmittal - limit to four printed pages.

1.1 Briefly state your firm's understanding of the work to be done, and make positive commitment to perform the work.

Love House Ministries was established in 2001. Since our ministry began, we have been able to strategically develop programs that have helped our community and the entire Beaufort County. We developed the After School program for at-risk youth in 2010 which has grown to service almost 200 children every day after school. In August 2010, our main location for our summer program started with 57 students enrolled. Throughout the course of time, we serviced up to 450 students a day while fostering a safe environment of learning and cohesiveness.

With the success and continued growth of these programs, we have been able to train and provide support to other agencies so they may have the necessary tools to open and create duplicate programs throughout our community. Our \$1 A Day After school program was so successful that the School Board adopted a similar program before school to assist parents in dropping their children off before school. For the past six years, we have partnered with United Way to provide children in Beaufort County with toys for Christmas. Through the success and continued growth of this program, we were able to provide our community with tens of thousands of toys every year through this venture. Through the success of this program, we are now the primary drop off site and distribution for Toys for Tots in the Beaufort area where we now distribute all toys donated through their collections. In September of 2013, we were successful with purchasing the old Ribaut Lanes Bowling Center. We turned this facility around to be a Community Outreach Center to again help support our community by providing services to those with needs like the Department of Special Needs, Department of Social Services Adoptions, Breast Cancer Awareness, Beaufort Memorial Hospital Volunteer appreciation, Rape and Defense Courses, health and human services awareness. Since our opening in November 2013, we have successfully introduced to our community monthly outreach programs for the youth within the community. We have had youth lock-ins which allowed us to house approximately 375 children from the hours of 11:00 pm until 7:00 am while entertaining them with hours of music, games, challenges, rap session, food, bowling and so much more.

After researching resources that are available to families for school-aged children in Beaufort County, it was astounding to discover the lack thereof of affordable summer learning centers for children that meet every day for the entire length of summer break. Parents are left seeking for summer care alternatives that are close to their places of employment to allow some type of engagement with their child over the summer, since over 40% of households in South Carolina are ran by single-parents. 1Wallace Research Foundation indicates that, on average, students lose skills over the summer, particularly in mathematics. However, not all students

1 <http://www.wallacefoundation.org/knowledge-center/summer-and-extended-learning-time/summer-learning/Documents/Making-Summer-Count-How-Summer-Programs-Can-Boost-Childrens-Learning.pdf>

experience "average" losses. It was found that summer learning loss disproportionately affects low-income students. Low-income students lose substantial ground in reading during the summer, while their higher-income peers often gain. In fact, 70 percent of children with learning disabilities report having "major difficulty with peers," when only 15 percent of non-disabled students experience "major difficulty."

After following families over the years, we have come to find that families who struggle with their finances often turn their frustration to their children. So, our goal is to prevent these types of frustration and others summer annoyances created by lack of after school programs and summer camp program for youth, by assisting them with affordable programs by assisting with aftercare 3.5-hours a day 5-days a week during the school year and from 7:00am until 6:00pm, 5-days a week during the summer. We understand when a child has a well-balanced meal; he/she has a better ability to stay focused at school and sleep better at night. When all these events are brought together, it produces a healthy child and a safer home environment which in turns produces a healthy youth.

We understand when parents have a safe and loving place to care for their children; while it helps to produces productive youth within our society it allows parents to remain focused at work place. The acts of worrying about children are greatly reduced because we offer a structured safe-haven that teach the fundamental and enrichment techniques needed for daily living. Because family with reduced income often struggle with their ability to feed nutritious meal, we fed our children three nutritious meals daily with snacks while developing lasting relationships with the parent and with the child. When a safe environment, nutritious meals, continual learning, fun, accessible and affordable are all placed within a single unit, it produces a healthy child and a happier home environment which in turns produces a healthy family.

1.2 Identify your proposal's principal strengths.

Research has found that there are few to no full day, full service summer camp available for students after seventh grade throughout high school aged children within our community, so we have partnered with these teens to offer them mentoring opportunities. With these opportunities, we offer the youth a place that is safe, learning and where they receive experience needed to be competitive in the work force. Instead of teens staying home unattended over the summer, we offer a selected group of students the opportunity to be mentored in our summer program free of charge. As our program grows it will aid in youth accountability which could be fostered during the exploratory/experimental phases of their lives and prevent disciplinary issues from developing when boredom strikes. We utilize our time with the youth to assist us with teaching elementary students who may be struggling with learning subjects. We also allow the youth to stand alongside our teachers to learn how to conduct a classroom while entertaining students during summer learning. These spaces are limited, so every child must go through an interview process, a mock teaching example and a panel with questions to determine if they show the maturity needed to work with smaller children every day. With these training, many of our mentored youth learned that they enjoyed teaching and some have declared teaching as their major as they move forward to further their educational studies.

Our \$1 A Day After School Care program is in (8) facilities throughout Beaufort County. The cost of this program was designed to be economical for the low to average income families, with cost of only one dollar a day. This fee covers entry into the center, activities and all meals served. Children are required to attend the center on a regular basis and to bring homework upon their arrival. We have a schedule for children to monitor their daily assignments to stay on task. They are given a pass to enter the next level of completion when their assignment has been completed and reviewed by a site leader. There are 4 levels of daily achievements each child must complete before they are allowed to have play time. The levels and their order

are as follows but may alter in time depending upon their arrival. Level (1) Homework – 30 min level (2) Test Review - 30 min, level (3) Reading - 20 min, level (4) Computer Lab - 30 min, level (5) Activity time – 45-60 mins. When a level has been achieved, the child moves forward to the next level. When homework is not available, we have taken advantage of Beaufort County online learning by allowing the children to log into Compass learning, Edmodo, IXL, Moby max, or learning apps to prepare children for upcoming tests and review previous coursework. \$1 A Day After School Care is a safe harbor for underprivileged youth of Beaufort County. It provides hands on mentorship and character building while giving boys and girls the opportunity to achieve academically by a host of talented professionals and dedicated volunteers. In this program every child is given personal attention based upon their individual needs and potentials. The mentoring component challenges boys and girls to take ownership of their future while embracing the present with determination. The tutoring format provides children with tools needed for academic success. The program also provides rewards for achievement. For daily goal settings, children receive BUCKS which can be used to purchase small, medium or large toys from the prize store. This program rewards positive behavior while also helping to control bad behavior. Although this program is extremely beneficial to children residing within Beaufort County, we found it necessary to create additional sites to assist with our high demand for aftercare to cover more school districts, so our services are now in Dale, Big Estate, Burton, Port Royal, St. Helena, Lady's Island, Bluffton, Broomfield, and Beaufort.

1.3 Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.

- April Redd, Grant Writer, PO Box 522, St. Helena SC 29920. (843) 592-2799
- Portia Siler, Educator, 4401 Pinewood Circle, Bft, SC 29906 (843) 252-4147
- Tamekia Judge, Administrative Support, 5 Horse Nettle Ln, Seabrook SC 29940 (843) 476-1580
- Pastor Randy Roberts, Senior Pastor, PO Box 4132, Bft, SC 29903. (843) 525-1043
- Theresa A. Roberts, Director, 423 Parris Island Gtwy, Bft, SC 29906 (843) 525-1043

1.4 State whether or not your firm has been involved in any litigation within the past five (5) years, arising out of your performance. Explain fully if it has been involved in any litigation.

- We have not been involved in any litigation.

1.5 Indicate the number and dates of amendments that you have received.

- None

2.0 Table of Contents - clearly identify the material, by section and page number.

3.0 Proposed implementation plan.

In order to achieve the many goals that we have set, and have the impact we desire, we plan to encourage parents to register their children for these program, even after their child attends high school. We will help with their homework assignments, book reports, and study for test and/or quizzes. We will ensure that the environment is conducive for learning and the equipment will be operational at all times. We will ensure that all field trips, guest speakers, and activities are educational, unifying, or physically, mentally and emotionally strengthening. We will ensure the \$1 A Day After School Care and Summer Learning Centers offers healthy meals as a supplement to promote healthy eating in a home-like environment; which assists parents struggling to provide daily meals due to various circumstances. In these programs, we will give every child personal attention based upon their individual needs and potentials. Through the mentoring component we will challenge boys and girls to take ownership of their futures while embracing the present with determination. Through the tutoring component we will provide them the tools needed for academic success. We will also provide additional extra-curriculum programs such as basketball, bowling, keyboard and drum lessons, culinary skills, and computer technology designed to stimulate the mind, provide exposure to the arts and gain lifelong skills.

We have partnered with several members within the community, who are committed and dedicated to volunteer on a daily basis and to share with our children their professional careers, skills, and hobbies. This component is essential to our program because our children are encouraged and empowered with hope that greater is coming, but it will take hard work and determination.

The children that have been involved in our programs have come out with stronger math and reading skills. The MAP/PASS Test Scores and Report Cards for our children produced an 80% average growth with 20% returning without a decline in their scores. This shows not only the achievement of our goals, but also the need more programs like the one we have developed.

Program goals

Goal 1: To increase Mathematic, Reading levels and test scores at least one full grade.

Goal 2: To ensure that every child will receive a hot, healthy and nutritious meal.

Goal 3: To engage our youth in Physical activities and health awareness and reduce childhood obesity.

Goal 4: Improve homework completion, socialization and improve test scores to the best of their abilities

Goal 5: Have fun

4.0 List several of Offeror's prior similar projects with name, address, and phone of a contact with whom County can discuss proposers past performance.

Child and Adult Care Food Program. Kara Moore, Child and Senior Hunger Programs Manger, LowCountry Food Bank, 2864 Azalea Dr, Charleston, SC 29405 (843) 747-8146, x110

Child and Adult Care Food Program. Susan Haire, Child and Senior Hunger Programs Manger, LowCountry Food Bank, 2864 Azalea Dr, Charleston, SC 29405 (843) 747-8146

"Everyone Counts". Fred Leyda, Director of Human Services for COZY, 801 Carteret St, Bft SC 29902, RM 118 (843)521-3153

"The Giving". Steve Curless, Director Helps of Beaufort, 1910 Baggett St, Beaufort, SC 29902, (843) 524-1223

"Operation Holiday Heroes". Chrystie Turner, United Way, 2266 Boundary St Ste 101, Bft, SC 29902. (843) 982-3040

5.0 List any exceptions to this RFP.

There are no exceptions.

6.0 Other information and materials which the proposer wishes to submit in support of his proposal, qualifications, etc.

6.1 See Attached for Budget and requested proposal requested amount..

LOCAL VENDOR PREFERENCE – PARTICIPATION AFFIDAVIT

SECTION 2.537.1

A competitive procurement made by Beaufort County shall be made from responsive and responsible resident vendors in the County for procurement, if such bid does not exceed the lowest qualified bid from a non-county vendor by more than five (5%) percent or Ten Thousand (\$10,000.00) Dollars, whichever is less, of the lowest non-county bidder. The resident vendor has the discretion to match the bid submitted by the non-county vendor and receive the contract award.

A vendor shall be deemed to be a "local vendor" if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in Beaufort County, has a business license of Beaufort County or one of the municipalities within Beaufort County, and maintains a representative inventory of commodities within Beaufort County or one of the municipalities on which the bid is submitted and has paid all taxes duly assessed.

If no bids are received from a Beaufort County Local Vendor a vendor shall be deemed to be a "local vendor" if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in Jasper, Hampton, and Colleton Counties (local preference only applies if Jasper, Hampton and Colleton Counties offer reciprocity to Beaufort County). A competitive procurement made by the county shall be made from responsive and responsible resident vendors in the respective counties for procurement, if such bid does not exceed the lowest qualified bid from a non-local vendor by more than five (5%) percent or \$10,000.00, whichever is less, local vendor has the discretion to match the bid submitted by the non-local vendor and receive the contract award.

If the procurement is to be made pursuant to state or federal guidelines which prohibit or restrict a local or state preference, there shall be no local or state preference unless a more restricted variation is allowed under the guidelines. Local/state preference shall not be applied to the procurement of construction services.

The undersigned hereby attests that the criteria of the "RESIDENT VENDOR PREFERENCE, SECTION 2.537.1" are met for the purposes of bid document 033016, dated March 29, 2016.

Company Name: LOVE HOUSE MINISTRIES Principal Name: LOVE HOUSE ACADEMY
Company Address: 423 PARRIS ISLAND GTWY, BFT, SC 29906
PO BOX 4132, BFT, SC 29903-4132

Secretary of State Designation: (Corporation) Individual, Partnership, other) _____

Beaufort County Business License/Classification: NON-FOR PROFIT

Tax Obligation Current: No, We do not owe any past taxes

Signature of Principal/Date: Thomas A. Roberts 3/29/16

Witness/Date: Fredy Robert 03 29 2016

Form 2.537.1

Summer Camp Grant Proposed Budget (page 1 of 2)

Summer Camp Sites	Children	Staff Needed	Regular Rate	Reduced Lunch Rate	Free Lunch Rate	
Fees Per Child Rate			\$375.00	\$225.00	\$225.00	
Port Royal	60	6	\$22,500.00	\$13,500.00	\$13,500.00	
Broomfield	20	2	\$7,500.00	\$4,500.00	\$4,500.00	
Bluffton	90	9	\$33,750.00	\$20,250.00	\$20,250.00	
Love House	50	5	\$18,750.00	\$11,250.00	\$11,250.00	
Burton Wells	90	9	\$33,750.00	\$20,250.00	\$20,250.00	
Dale	40	4	\$15,000.00	\$9,000.00	\$9,000.00	
Sea Side Gloria Potts	20	2	\$7,500.00	\$4,500.00	\$4,500.00	
Charles Lind Brown	60	6	\$22,500.00	\$13,500.00	\$13,500.00	
Scott Center	40	4	\$15,000.00	\$9,000.00	\$9,000.00	
Booker T. Washington	25	3	\$9,375.00	\$5,625.00	\$5,625.00	
Bus Drivers		7				
Kitchen Support		4				
Admin Staff		2				
Activites Coordnitor		1				
Site Supervisor		1				
Executive Assistant		1				
Total Monthly	495	66	\$185,625.00	\$111,375.00	\$111,375.00	
Teacher to Student Ratio	8					
Average Income	Summer		Average Expense	Summer		
Average Monthly Income	\$148,500.00		Estimated Salary Budget	\$ 221,465.20		
United Way Grant	\$8,000.00		Total Gasoline Fees	\$ 4,037.00		
Beaufort County	\$86,625.00	(\$175*495)	Total Supplies	\$ 4,701.20		
Collect Gas Trip Funds	\$ 3,025.00		Total Subscriptions	\$ -		
Registration Fee	\$12,375.00		Total Maintenance	\$ -		
			New Hire Training	\$ 6,288.00		
			Total Benefits	\$ 4,069.70		
			Salary Taxes Expense	\$ 16,942.09		
Total Yearly Income	\$258,525.00		Total Expense	\$ 257,503.18	Debt - Income	\$1,021.82
Requested Proposal Amount \$175.00 (Per Child)						

Summer Camp Proposed Budget (page 2 of 2)

Average Salary	\$ 9.18						
Summer Hours of Operation							
Daily Hours	12						
Days Per Week	5						
Total Weekly Hours	60						
Number of Days in Service	44						
Monthly Hours	484						
Estimated Salaries	Per Person	Staff	Admin Staff	GM / Dir	Bus Driver	Cooks	Delivery
Hrly Salary (\$7.35 - \$11)	\$ 9.18	33	\$ 5	1	7	2	2
Daily	\$ 110.10	\$ 3,633.30	\$ 480.00	\$ 160.00	\$ 420.00	\$ 180.00	\$ 160.00
Weekly	\$ 550.50	\$ 14,533.20	\$ 2,400.00	\$ 800.00	\$ 2,100.00	\$ 900.00	\$ 800.00
Monthly	\$ 2,202.00	\$ 58,132.80	\$ 9,600.00	\$ 3,466.67	\$ 8,400.00	\$ 3,600.00	\$ 3,200.00
45 Days of Camp Total	\$ 4,844.40	\$ 159,865.20	\$ 21,120.00	\$ 7,040.00	\$ 18,480.00	\$ 7,920.00	\$ 7,040.00
Estimated Salary Budget		\$ 221,465.20					
Transportation Fees	Daily	Weekly	Monthly	Summer Break			
Buses (5)	68.75	\$ 343.75	\$ 1,375.00	\$ 3,025.00			
Food Delivery (2)	23	\$ 115.00	\$ 460.00	\$ 1,012.00			
Weekly Travel Fees	\$ 91.75	\$ 458.75	\$ 1,835.00	\$ 4,037.00			
Supplies	Mthly	Summer					
Desk Supplies	\$ 450.00	\$ 900.00					
Cleaning Supplies		\$ 250.00					
Printing (.03)	\$ 356.40	\$ 2,851.20					
Advertisement	\$ 75.00	\$ 300.00					
Web Site Maintenance	\$ 100.00	\$ 400.00					
Total Supplies		\$ 4,701.20					
Hiring							
Background Checks	8	\$ 524.00					
Drug Screening	33	\$ 2,161.50					
First Aid	30	\$ 1,965.00					
Sexual Harrassment	25	\$ 1,637.50					
New Hire Training		\$ 6,288.00					
Benefits							
Unemployment	\$ 350.00	\$ 3,500.00					
Full Time	2						
Part-Time	11						
Taxes	34.66666667	\$ 319.70	\$ 3,836.35				
Insurance		\$ 250.00					
Total Benefits		\$ 4,069.70					
Salary Taxes							
Social Security	(Salary * .062)	\$ 13,730.84					
Medicare	(Salary * .0145)	\$ 3,211.25					
Total Salary Taxes		\$ 16,942.09					

After School Program Proposed Budget (Page 1 of 2)

Monthly	Children	Staff Needed	Regular Fee	Reduce Fee	Free Lunch		
MONTHLY RATE			\$75.00	\$65.00	\$20.00		
Port Royal	15	1	\$1,125.00	\$975.00	\$300.00		
Broomfield	15	1	\$1,125.00	\$975.00	\$300.00		
Bluffton	40	3	\$3,000.00	\$2,600.00	\$800.00		
Love House	50	4	\$3,750.00	\$3,250.00	\$1,000.00		
Burton Wells	20	1	\$1,500.00	\$1,300.00	\$400.00		
Dale	20	1	\$1,500.00	\$1,300.00	\$400.00		
Sea Side Gloria Potts	20	1	\$1,500.00	\$1,300.00	\$400.00		
Charles Lind Brown	30	2	\$2,250.00	\$1,950.00	\$600.00		
Total Monthly	210	10	\$15,750.00	\$13,650.00	\$4,200.00		
Average Income	Yearly	% Rate	Total Expense	Yrly Expense	% Rate		
Average Monthly Income	\$ 11,200.00		Total Holiday Salaries	\$ 22,405.35	1.5%		
Est Yearly Income	\$ 112,000.00	7.6%	Estimated Salary Budget	\$ 141,448.50	9.6%		
United Way Grant	\$ 20,000.00	1.4%	Transportation Fees	\$ 8,425.08	0.6%		
Beaufort County	\$ 10,000.00	0.7%	Total Supplies	\$ 10,368.00	0.7%		
Holiday Income	\$ 38,850.00	2.6%	Total Subscriptions	\$ 5,632.33	0.4%		
Fund Raisers	\$ 6,000.00	0.4%	Total Maintenance	\$ 2,400.00	0.2%		
Feeding Program	\$ 1,275,861.30	86.9%	New Hire Training	\$ 940.33	0.1%		
Registration Fee	\$ 5,250.00	0.4%	Total Benefits	\$ 4,069.70	0.3%		
			Feeding Program	\$ 1,275,861.30	86.7%		
Total Yearly Income	\$ 1,467,861.30	100%		\$ 1,471,550.59	100%	Debt - Income =	(\$3,589.29)
Proposal Requested Amount \$30,000							

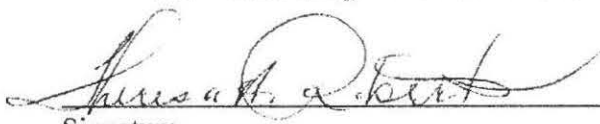
After School Proposed Budget (page 2 of 2)

Average Salary	\$	9.18		700			
Service Hours of Operation							
Daily Hours		3					
Days Per Week		5					
Total Weekly Hours		15					
Monthly Hours		300					
School In Service Days		180		36			
Yrly Hours in Operation		540					
Intercession Day	Full Work Days	Hrs Per Day = 11	Staff per Day	Per Day Payroll	Payroll (6-Staff)		
In Service Work Days	18	198	6	\$ 1,816.65	\$ 10,899.90		
Spring Break Hours	5	55	6	\$ 504.63	\$ 3,027.75		
Christmas Break	3	33	6	\$ 302.78	\$ 1,816.65		
Holidays/in-service	10	110	6	\$ 1,009.25	\$ 6,055.50		
Thanks Giving Break	1	11	6	\$ 100.93	\$ 605.55		
Total Holiday Salaries	37			\$ 3,734.21	\$ 22,405.35		
Estimated Salaries	Per Person	Staff of (13)	Admin Staff (1)	GM / Dir (1)	Bus Driver (2)	Cooks (2)	
Hrly Salary (\$7.38 - \$11)	\$ 9.18	\$ 8.27	\$ 10.00	\$ 20.00	\$ 10.00	\$ 8.00	
Daily	\$ 27.53	\$ 357.83	\$ 80.00	\$ 160.00	\$ 60.00	\$ 64.00	
Weekly	\$ 137.63	\$ 1,789.13	\$ 400.00	\$ 640.00	\$ 900.00	\$ 320.00	
Monthly	\$ 550.50	\$ 7,156.50	\$ 1,733.33	\$ 2,560.00	\$ 3,600.00	\$ 1,280.00	
Yearly	\$ 4,954.50	\$ 64,408.50	\$ 20,800.00	\$ 33,280.00	\$ 10,800.00	\$ 12,160.00	
Estimated Salary Budget		\$ 141,448.50					2080
Transportation from School	Monthly	Yearly					
Transport Agreement	\$ 842.51	\$ 8,425.08					
Total Transportation Fees	\$ 842.51	\$ 8,425.08					
Supplies	Mthly	Yearly					
Desk Supplies	\$ 250.00	\$ 3,000.00					
Cleaning Supplies	\$ 250.00	\$ 3,000.00					
Printing (.03)	\$ 226.80	\$ 2,268.00					
Advertisement	\$ 75.00	\$ 900.00					
Web Site Maintenance	\$ 100.00	\$ 1,200.00					
Log-in & Tracking System	\$ 1,800.00	\$					
New login units	\$ 294.00	\$					
Total Supplies		\$ 10,368.00					
Subscriptions							
Moby Max	\$99.00	\$ 99.00	http://www.mobymax.com/learning				
Ten Marks	\$20.00	\$ 4,200.00	http://www.tenmarks.com/				
IXL		\$ 1,333.33	http://www.ixl.com/				
ABC Mouse	\$0.00	\$	http://www.abcmouse.com/				
Total Subscriptions		\$ 5,632.33					South Carolina: Math Language arts Science So Ages up to 7
Building Maintenance							
Rent		\$					
Electricity		\$					
Internet	\$200.00	\$ 2,400.00	Gloria Potts / Bluffton Ctr				
Total Maintenance		\$ 2,400.00					
Hiring (Afterschool)							
Background Checks	10	\$ 82.67					
Drug Screening	10	\$ 341.00					
First Aid	10	\$ 310.00					
Sexual Harassment	10	\$ 206.67					
New Hire Training		\$ 940.33					
Benefits							
Unemployment	\$ 269.23	\$ 3,500.00					
Full Time	2						
Part-Time	11						
Taxes	34 6666667	\$ 319.70	\$ 3,836.35				
Insurance		\$ 250.00					
Total Benefits		\$ 4,069.70					
Salary Taxes							
Social Security	(Salary * .062)	\$ 8,769.81					
Medicare	(Salary * .0145)	\$ 2,051.00					
Total Salary Taxes		\$ 10,820.81					
Fund Raiser							
Belk Charity Day	\$5 Per Ticket Sale	\$ 3,000.00					
Belk Charity Day	\$5 Per Ticket Sale	\$ 3,000.00					
Total Salary Taxes		\$ 6,000.00					
Intercession Income	Days						
School Closure Days	37						
Children in Attendance	105						
Total Intercession Income	\$ 38,850.00						
Feeding Cost	Per Meal Cost	Daily Cost	Weekly Cost	Monthly Cost	Yearly Cost		
Breakfast	\$2.09	\$ 438.90	\$ 2,194.50	\$ 48,279.00	\$ 112,797.30		
Lunch	\$3.68	\$ 772.80	\$ 3,864.00	\$ 85,008.00	\$ 142,968.00		
Dinner	\$3.68	\$ 772.80	\$ 3,864.00	\$ 85,008.00	\$ 1,020,096.00		
Total Feeding Cost	\$ 9.45	\$ 1,984.50	\$ 9,922.50	\$ 218,295.00	\$ 1,275,861.30		

NON-DISCRIMINATION STATEMENT (SEC 2.537.2.1)

The offeror certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any RFP submitted to Beaufort County or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Beaufort County to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.


Signature

Executive Director
Title

COUNTY COUNCIL OF BEAUFORT COUNTY
Title VI Statement to Contractors and Subcontractors



It is the policy of the County Council of Beaufort County, South Carolina, hereafter referred to as "Beaufort County" or "the County", to comply with Title VI of the 1964 Civil Rights Act (Title VI) and its related statutes. To this end, Beaufort County gives notice to all Prime Contractors, Subcontractors, Architects, Engineers, and Consultants that the County assures full compliance with Title VI and its related statutes in all programs, activities, and contracts. It is the policy of Beaufort County that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs, activities, or contracts on the basis of race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not.

Pursuant to Title VI requirements, any entity that enters into a contract with Beaufort County including, but not limited to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants, may not discriminate on the basis of race, color, national origin, age, sex, disability, religion, or language in their selection and retention of first-tier subcontractors, and first-tier subcontractors may not discriminate in their election and retention of second-tier subcontractors, including those who supply materials and/or lease equipment. Further, Contractors may not discriminate in their employment practices in connection with highway construction projects or other projects assisted by the U.S. Department of Transportation (USDOT) and/or the Federal Highway Administration (FHWA).

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to Beaufort County to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under the contract and the Title VI regulations relative to nondiscrimination on the basis of race, color, national origin, age, sex, disability, religion, or language by providing such a statement in its bidding and contract documents.

Upon request, the Contractor shall provide all information and reports required by Title VI requirements issued pursuant thereto, and shall permit access to its books, records, accounts and other sources of information, and its facilities as may be determined by Beaufort County, USDOT, and/or FHWA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of a Contractor is in

the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to USDOT or FHWA, as appropriate and via Beaufort County, and shall set forth what efforts it has made to obtain the information. In the event of the Contractor's non-compliance with nondiscrimination provisions of this contract, USDOT may impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of this direction to comply with Title VI, the Contractor may request USDOT to enter into such litigation to protect the interests of USDOT and FHWA. Additionally, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Any person or Subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI has a right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action. Any such complaint must be filed in writing or in person:

**Beaufort County Compliance Department
Post Office Drawer 1228 · Beaufort, SC 29901-1228
843.255.2354 Telephone · 843.255.9437 Facsimile**

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK

(Proposals should respond to the Scope of Work point by point by numeric reference.)

AFTER SCHOOL CARE/INTERCESSION CARE

- A. Aftercare will be provided for all children afterschool, school closures and non-federal holidays. Afterschool will operate from 3:00 – 6:00 Monday – Friday and from 7:30-6:00 on school closure days.
- B.
- C. The public will be notified of camp sites and its availability through various forms of advertisement which will include commercials, email notification to previous attendees, fliers in schools and throughout the local community, the academy's website, newspapers, talk shows, community news, church news, posting in local markets, to children currently in attendance and by word of mouth.
- D. Afterschool rates will continue to be affordable for families within our community. Our \$1 a day rate is meant to help give by our community with community oneness. With this program, we require parents or families to volunteer back into the community with community service hours of 3-hours a week. In return, their daily rate for attendance in aftercare is only \$1 a day. This partnership helps us to keep our overhead low while developing cohesion instead of charity. Our standard rates will not exceed \$100 a month for services rendered
- E. We have set up an agreement with a local car detailer that helps us maintain all vehicles with an internal and external detailing that will be conducted on as needed basis. In the interim, our staff will maintain vehicles to keep them looking and in good physical condition. We have created an account with a local fueling station that gives us the ability to purchase gasoline at a discounted rate while producing for us a monthly reporting of all activities of usage.
- F. We have scheduled training to be conducted with every hired personnel of Love House Academy. We evaluate, assess and monitor their abilities before allowing employees of Love House Academy to interact with children. We will provide for you a list of our personnel that we have hired and the Site Supervisor which will conduct on the job monitoring.

Love House Learning Academy After School Care Center

MONDAY - FRIDAY
3:00 PM - 6:00 PM
10 LOCATIONS

- Bluffton
- Booker T Washington
- Broomfield
- Burton Wells
- Charles Lind Brown
- Dale
- Love House
- Port Royal
- Seaside
- Scott Center

**EVERY CHILD
DESERVES A BRIGHT
FUTURE**

CHARACTER AND LEADERSHIP DEVELOPMENT
EDUCATION AND CAREER DEVELOPMENT
NUTRITION AND HEALTHY EATING
ARTS AND CULTURE EXPERIENCE
ONLINE LEARNING
MENTORSHIP AND LIFE SKILLS

The Beaufort County School District does not endorse, sponsor or supervise the organization or activity represented in this material. The distribution or display of this material is provided as a community service. The sponsoring organization has agreed to hold the Beaufort County School District harmless and has indemnified the district from any legal action associated with the sponsoring organization.

Proverbs 22:6

To Register Online Visit:
www.LoveHouseAcademy.com
(843) 525-1043

SUMMER CAMP

- A. Summer Camp will be advertised for 10 locations throughout Beaufort County to include Booker T. Washington, Dale, Burton Wells, Charles Lind Brown, Love House, Port Royal, Broomfield, Seaside Gloria Potts, Scott Center and Bluffton Recreation. We will require that every available site have a minimum of 15 children to remain open for the summer, 10 are required for afterschool care. This gives us the ability to produce a program that is enjoyable and economical. We will focus on the outline areas of Beaufort County with paper advertisement and by physically visiting the facilities to help promote a program with will introduce a summer and after school program one that will be re-visited year after year.
- B. Advertisement, marketing and registration will be geared toward children of all race, creed, color or religions.
- C. Summer Camp Rates are agreed that tuition will not exceed \$375.00. We do require a \$25.00 non-refundable registration fee to prevent parents from holding a child's spots that they have no desire to keep. Registration starts three months before school is released for the summer and ends thirty days before camp starts. This will give us an accurate number of registered children to properly prepare for hiring staff, activities planning, field trips and tee shirt ordering.
- D. We have set up an agreement with a local car detailer that helps us maintain all vehicles with an internal and external detailing that will be conducted on as needed basis. In the interim, our staff with maintain vehicles to keep them looking and in good physical condition. We have created an account with a local fueling station that gives us the ability to purchase gasoline at a discounted rate while producing for us a monthly reporting of all activities of usage.
- E. Summer camp training is conducted one week before camp starts. This is our new hire week. We go over rules, regulations, training, planning, and creating cohesion. We also use this week to complete our CPR, First Aid, drug screening, and background checks. During this training we are able to evaluate, assess and monitor their abilities before allowing the employees of Love House Academy to interact with children. We will provide for you a list of our personnel that we have hired and the Site Supervisor which will conduct on the job monitoring. Since these are temporary personnel, this information will not be available until the month before camp starts.

RFP NO. 033016
PAGE 4 of 4

EXHIBIT A

Sample Summer Camp Flier is Attached



LOVE HOUSE MINISTRIES
423 PARRIS ISLAND GATEWAY,
BEAUFORT, SC 29906

"It Takes A Village to Raise A Child"

LOVE HOUSE ACADEMY PRESENTS

SUMMER

8 WEEKS OF CAMP • GRADES K5 - 8

LEARNING

THREE MEALS PROVIDED

ACADEMY

STARTS JUNE 6TH

MONDAY-FRIDAY 7:00 AM-6:00 PM

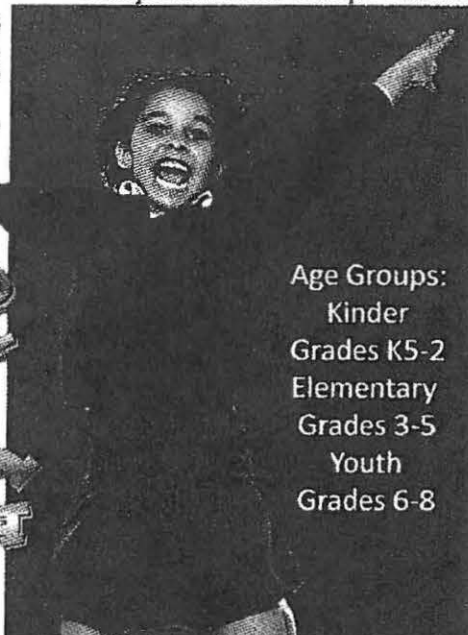


SUMMER CAMP LOCATIONS:

BLUFFTON, BROOMFIELD, BURTON WELLS, CHARLES LIND
BROWN, DALE, LOVE HOUSE, PORT ROYAL, BOOKER T.
WASHINGTON, SCOTT CENTER, AND SEA SIDE CENTER

**TEEN CAMP GRADES 6 - 8 AT BURTON WELL AND BURTON CENTER ONLY!!!
REGISTER EARLY, LIMITED SEATING!**

****Must have completed K4 to attend, proof will be required.****



Age Groups:

Kinder
Grades K5-2
Elementary
Grades 3-5
Youth
Grades 6-8

**MATH VIRTUAL LEARNING
ENGLISH VIRTUAL LEARNING
MUSIC CLASSES
FIELD TRIPS
GAMES
AND SO MUCH MORE!**

Cost: \$375.00 Per Child
Includes 8 - weeks of camp
[Field Trips NOT Included]

\$25 Registration Fee

Reduced Lunch Fees: \$225
MUST apply in person with
proof of Reduced Lunch to
qualify.

Registration Ends May 1st

www.lovehouseacademy.com

Email: LHLA@LoveHouseMinistries.com

DIRECTOR, THERESA A. ROBERTS

SCHEDULE OF EVENTS

The Offeror should briefly describe each step of the schedule of events in this proposed plan of action to accomplish the scope of work in a sequential manner, identifying the specific assignment of key personnel and the time required to complete each step.

Step #	Schedule of Events			Time Required	Person Assignment
Sample Summer Camp / Intercession Schedule					
7:00	Brain Building	Brain Building	Brain Building	Brain Building	Brain Building
7:30	Daily Goals/ Get to Know You	Daily Goals/ Get to Know You	Daily Goals/ Get to Know You	Daily Goals/ Get to Know You	Daily Goals/ Get to Know You
8:00	Morning Charge Breakfast	Morning Charge Breakfast	Morning Charge Breakfast	Morning Charge Breakfast	Morning Charge Breakfast
8:30	Morning Stretch	Morning Stretch	Morning Stretch	Morning Stretch	Morning Stretch
9:00	Math	English	Math	English	Math
9:30					English
10:00	Math/Science	English/writing	Math/Science	English/writing	Writing
10:30	Science	Writing	Science	Refueling with Lunch	
11:00					
11:30	Refueling with Lunch	Refueling with Lunch	Refueling with Lunch	Leave Site	Refueling with Lunch
12:00	Getting Order	Getting Order	Game Time	Bowling! (\$5) 1140 Ribaut Road, Beaufort, SC	Art
12:30	Leave Site	Leave Site			Refresh with Air Outside Play Time
1:00	Movie!!!	Fire Dept.	Leaders Game Choice		
1:30					Basketball Challenge
2:00		Leave Site	Break Time		
2:30		Getting Order			Leave Site
3:00		Campers Choice	Campers Choice	Campers Choice	Freeze Tag
3:30					Art
4:00	Travel Time				
4:30	Getting Order				
5:00	Silent Reading	Silent Reading	Silent Reading	Silent Reading	Silent Reading
5:30	Recharge with Dinner	Recharge with Dinner	Recharge with Dinner	Recharge with Dinner	Recharge with Dinner
6:00	Rap Session	Rap Session	Rap Session	Rap Session	Rap Session
6:30	Clean Site	Clean Site	Clean Site	Clean Site	Clean Site

After School Care Center Schedule					
3:00	Homework	Homework	Homework	Homework	Reading
3:30	Reading/Quiz	Reading/Quiz	Reading/Quiz	Reading/Quiz	Computer Lab
4:00	Computer Lab	Computer Lab	Computer Lab	Computer Lab	Game Room
4:30	Dinner	Dinner	Dinner	Dinner	Dinner
5:00	Sanitize / Catch up time	Sanitize / Catch up time	Sanitize / Catch up time	Sanitize / Catch up time	Store Purchase
5:30	Play Time / Private Tutoring	Play Time / Private Tutoring	Play Time / Private Tutoring	Play Time / Private Tutoring	Outside
6:00	Pick up	Pick up	Pick up	Pick up	Pick up

Level of Achievements

After a student reaches level 6 for 1-week straight, their reward is bucks. Bucks are accumulated to win prizes and an opportunity to shop in the toy closet. Prizes start with small item like candies, toy cars, and school supplies. Medium prizes includes board games, footballs, basketballs and Legos. The large prizes takes hard work and dedication, but when achieved, the student is given the opportunity to shop in the toy store where they can purchase large prizes like skate boards, scooters, and other surprises. These are incentives to achieve goals of success.

DAILY LEVELS OF SUCCESS

Level	Response	Reward
Level 1	Back Pack Check	
Level 2	Homework	
Level 3	Quiz / Test	
Level 4	Reading	
Level 5	Computer Lab	
Level 6	Game Room	2 Bucks

Bucks are kept at each center on display for the children. The Site Supervisors will award bucks daily to be stored in the Awards Board. This is a public display to motivate everyone to stay on task. Everyone and anyone can participate and everyone is a daily winner.

Prizes are awarded every Friday, or bucks can be recorded and stored away for saving to purchase a large prize. The winner decides their purchase or learn how to save to earn greater awards.

Large prizes are stored at Love House headquarters at 423 Parris Island gateway for grand prize winners.

Love House Academy Store House

Goal or Award Board	Bucks Received
Grade improvement on Test or Quiz	1
Improvement on Grade STEP UP YOUR GRADE From B to A (or) (OR) C to B	1
Homework completion done on time 1-week straight	1
A or B Honor Roll	A=4 / B=3
Bringing a copy of your Report Card	2
Excellent Citizenship	1
Good Leadership	1
Supporting A Friend	1
Disrespect or Disciplinary Corrections	-2
Max Weekly BUCKS	12

BUCKS PURCHASE BOARD	Tickets Needed
Small Prize	5
Medium prize	20
Large Prize Prizes Picked up at LHLA HQTRS	45

RFP NO. 033016EXHIBIT BPAGE 4 of 4

Some of our other supporters are listed below.

April J. Redd	Grant Writing and Finance, PO Box 522, St. Helena SC 29920. (843) 592-2799
Beaufort County Government	Fred Leyda, Director of Human Services for COZY, 801 Carteret St, Bft SC 29902, RM 118 (843)521-3153
Bessie Washington	Supervisor of Port Royal Senior Day Program, 1514 Richmond Ave, Port Royal, SC 29935 (843) 255-6745
Clarissa Douglas	Supervisor of Scott Senior Day Program, 81 Scott Hill Rd, St. Helena, SC 29920 (843) 255-6781
Denise Gibbs	Manager of Site Supervisors, PO Box 4132, Beaufort, SC (843) 592-0359
Kara Moore	Low Country Food Bank, Kids Café Feeding Program, 2864 Azalea Dr., Charleston, SC 29405 (843) 747-8146 x110
Susan Haire	Low Country Food Bank, Kids Café Feeding Program, 2864 Azalea Dr., Charleston, SC 29405 (843) 747-8146
Love House Community Bowling Center	Pastor Randy Roberts, Contributor, PO Box 4132, Bft, SC 29903. (843) 379-2695
Love House Ministries	Pastor Randy Roberts, Contributor, PO Box 4132, Bft, SC 29903. (843) 525-1043
Monique Dawson	Public Health Educator, PO Box 4241, Bft, SC 29903 , (843) 812-0874
Portia Siler	Educator, C&S Services Director, 4401 Pinewood Circle, Bft, SC 29906 (843) 252-4147
Second Helpings of Beaufort	Maureen Korzik, Executive Director, PO Box 23621, Hilton Head, SC 29925. (843) 689-3689
Sandra Redwood	Community Treatment Alternatives, Behavior Management Specialist, yeretu50@yahoo.com (843) 476-1204
George Mitchell Jr	Community Treatment Alternatives (CTA) Behavior Management Specialist Regional Director, georgesmitchell@gmail.com , 704-267-6288
Tamekia Judge	Administrative Support, 5 Horse Nettle Ln, Seabrook SC 29940 (843) 476-1580
United Way of Beaufort	Chrystie Turner, Grant Supporter, 2266 Boundary St Ste 101, Bft, SC 29902. (843) 982-3040
Vivian Watts	Health Care Specialist, 34 Brindlewood Dr, Bft, SC 29907, (843) 473-8823
Wal-Mart of Beaufort	Shaniequa Washington, Grant Contributor, 113 Prescott Dr, Bft, SC 29902 (843) 441-9535

RFP NO. 033016

EXHIBIT C

PAGE 1 of 1

OFFEROR'S EXPERIENCE

1. Contract Title: PALS – SENIOR CARE SERVICES & SUMMER CAMP & AFTER SCHOOL PROGRAM
2. Contract Period: From 4/2015 To CURRENT
3. Geographic Area Serviced: BEAUFORT COUNTY
4. Scope of Work: AFTER SCHOOL PROGRAM, INTERCESSION & SUMMER CAMP FOR NINE CENTERS THROUGHOUT BEAUFORT COUNTY

References: Contracting Office BEAUFORT COUNTY PALS
Title: PALS – AFTERSCHOOL PROGRAM
Address: 1 MIDDLETON ROAD
City: BEAUFORT State SC Zip 29906
Telephone #(s): 843-255-6680

OFFEROR'S EXPERIENCE

1. Contract Title: \$1 A DAY AFTER SCHOOL CARE CENTER
2. Contract Period: From 8/2009 To CURRENT
3. Geographic Area Serviced: BURTON AREA OF BEAUFORT COUNTY
4. Scope of Work AFTER SCHOOL CARE CENTER FOR CHILDREN AND FAMILIES

References: Contracting Office CHRYSTIE TURNER, UNITED WAY OF THE LOWCOUNTRY
Title: DIRECTOR OF ALLOCATION AND COMMUNITY ENGAGEMENT
Address: 2266 BOUNDARY ST, STE 101
City: BEAUFORT State SC Zip 29902
Telephone #(s): (843) 982-3040

RFP NO. 033016

EXHIBIT D

PAGE 1 of 1

PERSONNEL STAFFING

STAFF MEMBER BACKGROUND AND EXPERTISE OF PERSONNEL

1. THERESA A. ROBERTS, OVER 20 YEARS OF PROGRAM DEVELOPMENT AND COMMUNITY INVOLVEMENT WITH A FOCUS ON FAMILY ENRICHMENT, AFTERSCHOOL PROGRAMS, SUMMER LEARNING CENTERS AND INTERCESSION CAMPS
EXECUTIVE DIRECTOR
(Title)
2. DENISE GIBBS, 20 YEARS OF SERVICE WITH AFTERSCHOOL/SUMMER PROGRAMS
SITE SUPERVISOR OF AFTERSCHOOL / SUMMER CAMP PROGRAM
(Title)
3. BESSIE WASHINGTON, 30 YEARS OF SERVICE WITH CHILDREN AFTERSCHOOL & SUMMER PROGRAMS
SITE SUPERVISOR OF PORT ROYAL SENIOR DAY / AFTERSCHOOL PROGRAM
(Title)
4. CLARISSA DOUGLAS, 33 YEARS OF SERVICE WITH SENIOR CITIZEN PROGRAMS AND AFTERSCHOOL PROGRAM
SITE SUPERVISOR OF SENIOR DAY PROGRAM, ACTIVITIES PLANNER, AFTERSCHOOL PROGRAM
5. MARY BENNETT, 15 YEARS OF CDL DRIVING, SERVING CHILDREN WITH SPECIAL NEEDS
(Name)
CDL DRIVER, AFTERSCHOOL SUPPORT (Title)
6. SUMMER CAMP SEASONAL WORKERS FROM BEAUFORT COUNTY SCHOOL DISTRICT, COLLEGE STUDENTS RETURNING HOME FOR SUMMER AND HIGH SCHOOL CHILDREN WITH CHILDREN WHOSE EDUCATION AS THEIR INTEREST

RFP NO. 033016

EXHIBIT E

PAGE 1 of 3

PRICE PROPOSAL AND CERTIFICATION

The undersigned LOVE HOUSE LEARNING ACADEMY, having carefully examined the information (Name of Offeror) contained in the Beaufort County RFP Number # 033016 dated March 29, 2016, proposes to provide PALS – Afterschool Care, Intercession Care, and Summer Camp services to Beaufort County Government, as outlined in this proposal, at the prices specified below:

In compliance with the Request for Proposal #033016, and subject to all conditions thereof, the undersigned agrees:

- (a) This proposal, as stated, is open for acceptance for a period of 90 calendar days from the date of opening; and
- (b) To furnish all services, materials, and equipment necessary and incidental to perform the subject audits.

CERTIFICATION

CONTRACTOR

HAS A FEDERAL AGENCY OR A FEDERALLY CERTIFIED STATE OR LOCAL AGENCY PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY GRANT OR CONTRACT WITHIN ANY GRANT OR CONTRACT WITHIN THE PAST TWELVE MONTHS?

☒ YES

☐ NO

(IF "YES" GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

United Way of the Low Country,
2266 Boundary St Ste 101, Bft, SC 29902.
(843) 982-3040

Howard and Eddies Tax Services
12 Jenkins Road
Yemassee, SC 29945
843-644-5100

RFP NO. 033016

EXHIBIT E

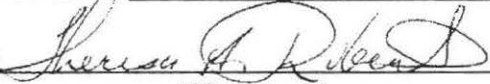
PAGE 2 of 3

This proposal is submitted for use in connection with and in response to Beaufort County RFP # 033016. This is to certify, to the best of my knowledge and belief, that the cost and pricing data summarized herein are complete, current, and accurate as of March 29, 2016, and that a financial accounting capability exists to fully and accurately account for the financial transactions under this project. I further certify that I understand that the sub-agreement price may be subject to downward renegotiation and/or recoupment where the above cost and pricing data have been determined, as a result of audit, not to have been complete, current, and accurate as of the date above.

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: LOVE HOUSE LEARNING ACADEMY

BY:  DATE: 3/29/2016
(Signature)

TYPE/PRINT: THERESA A. ROBERTS, DIRECTOR
(Name) (Title)

ADDRESS: 423 PARRIS ISLAND GTWY
(Street Address and/or P. O. Box Number)

BEAUFORT SC 29906
(City) (State) (Zip Code)

PHONE: (843) 525-1043 FAX: ()
(Area Code) Phone Number (Area Code) Fax Number

EMAIL: THERESA@LOVEHOUSEMINISTRIES.ORG

FEDERAL ID#: 57-1122533 S.C. TAX #: 2128719-000

EXHIBIT E

IS YOUR FIRM:

1.	SOLE PROPRIETORSHIP	<u> </u>	YES	<u> </u>	NO
2.	PARTNERSHIP	<u> </u>	YES	<u> </u>	NO
3.	CORPORATION	<u> X </u>	YES	<u> </u>	NO

DATE OF CERTIFICATION: _____



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road, Bldg 3 Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman William McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director *dt*

SUBJ: **RFP # 032416, Senior Care Services for Beaufort County's Parks and Leisure Services Department**

DATE: April 20, 2016

BACKGROUND: Beaufort County's Purchasing Department received one proposal for Senior Services from Love House Academy for the Parks and Leisure Services (PALS) Department as requested in RFP #032416. The services provided will include: support to senior citizens throughout Beaufort County, Monday through Friday, 4-8 hours per day. The sites currently included are Booker T. Washington, Port Royal Center, and Scott Community Center. The program is designed to enhance learning, as it is never too late to learn new skills, enjoy friends, and enhance energy to keep the body and mind active and healthy. Contract term is an initial five years from July 1, 2016, to June 30, 2021.

VENDOR INFORMATION:

Love House Learning Academy, Beaufort, SC

CONTRACT PRICE:

\$120,000 x 5 = \$600,000

cl **FUNDING:** Account #10001606 -51160, Professional Services

FOR ACTION: Community Services Committee meeting occurring on April 25, 2016.

RECOMMENDATION: The Community Services Committee approve and recommend to County Council the contract award to Love House Learning Academy for \$600,000 for Beaufort County's PALS Senior Services from the funding source listed above.

CC: Gary Kubic, County Administrator *GKubic*
Joshua Gruber, Deputy Administrator/Special Council *JG*
Alicia Holland, Assistant County Administrator, Finance
Phil Foot, Assistant County Administrator, Public Safety *PF*
Shannon Loper, PALS Acting Director *SL*

Att: Love House Proposal

ORIGINAL

RECEIVED

MAR 18 2016

PURCHASING DEPT.

PROPOSAL NOTICE NO: 032416

Qm
3/18/16

CLOSING DATE AND TIME:

March 24, 2016, 3:00 PM

PROPOSAL TITLE:

PALS –Senior Care Services

**Love House Academy
Senior Day Program**



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COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2350 FAX: (843) 255-9437

PROPOSAL NOTICE NO. 032416

Page 1 of 25

CLOSING DATE AND TIME: March 24, 2016, 3:00 PM

PROPOSAL TITLE: PALS –Senior Care Services

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

There will be a Pre-Proposal meeting on March 3, 2016 at 2:00 pm at the Finance conference room located at 106 Industrial Village Road, Building #2, Beaufort, SC 29906. All vendors are encouraged to attend.

In order for your proposal to be considered, it must be submitted to the Purchasing Office no later than the date and time as listed above, at which time respondents to this request will be recorded in the presence of one or more witnesses. Proposals received by the Purchasing Office after the time specified will be returned to the offeror unopened. Due to the possibility of negotiation with all offerors, the identity of any offeror or the contents of any proposal shall not be public information until after the contract award is made; therefore, the public is not invited to the proposal closing.

The proposals must be signed by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposals. **Proposals must be submitted in a sealed opaque envelope/container showing the above proposal number, closing date, and title.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by County Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of the top two rated firms shall be required.

This solicitation does not commit Beaufort County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this proposal, if it is in the best interests of the County to do so.

BEAUFORT COUNTY

David L. Thomas, CPPO
Purchasing Director

PART I

GENERAL INFORMATION

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
2. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
4. **One (1) clearly identified original and four (4) copies of your proposal are required.**
5. Qualification Statements will be received by the Beaufort County Purchasing Department until 3:00 p.m. on the closing date shown.

Qualification Statements are to be mailed to:

Beaufort County Purchasing Department
P. O. Drawer 1228
Beaufort, SC 29901-1228

Hand deliver and/or Express mail to:

Beaufort County Purchasing Department
102 Industrial Village Road, Building # 3
Beaufort, SC 29906-4291

The submitting offeror is required to have printed on the envelope or wrapping containing his proposal the RFP number, closing date, and title.

Offerors who desire to receive a copy of the Statement of Award must include a self-addressed stamped envelope.

6. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
7. Questions: Fax or e-mail (e-mail questions are preferred) any questions you have, at least ten (10) calendar days prior to proposal closing date to:

Dave Thomas, Beaufort County Purchasing Department, (843) 255-9437. Confirm receipt of fax by calling Dave Thomas at 843-255-2350, or e-mail Dave Thomas at dthomas@bcgov.net.

Linda Maietta-

Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have received the original Request for Proposal.

PART II

BACKGROUND

Beaufort County is requesting services for senior citizens of Beaufort County, with the understanding that additional locations may be added and the listed locations may change, depending on program needs. The estimated number of participants is 50 senior citizens.

SCOPE OF SERVICES AND REQUIREMENTS

- A. The Provider shall provide services for senior citizens of Beaufort County at the following locations with the understanding that additional locations may be added, and listed locations may change, as mutually agreed upon by the vendor and Parks and Leisure Services, depending on program needs. The locations are:
1. Port Royal Recreation Center, 1514 Richmond Ave., Port Royal, SC 29935
 2. Booker T. Washington Recreation Center, 182 Booker T. Washington Cr., Sheldon, SC 29941
 3. Scott Recreation Center, 242 Scott Hill Rd., St Helena, SC 29920
 4. Broomfield Recreation Center, 205 Brickyard Point Road North, Lady's Island, SC 29907.

Service locations may be added and listed locations may change upon mutual agreement of the parties and shall be stated in an addendum to this agreement.

COUNTY RESPONSIBILITIES:

- A. The County shall provide facility access, utilities and maintenance for the senior citizens service programs at the following locations:
1. Port Royal Recreation Center, 1514 Richmond Ave., Port Royal, SC 29935
 2. Booker T. Washington Recreation Center, 182 Booker T. Washington Cr., Sheldon, SC 29941
 3. Scott Recreation Center, 242 Scott Hill Rd., St Helena Island, SC 29920
 4. Broomfield Recreation Center, 205 Brickyard Point Road North, Lady's Island, SC 29907

- B. Beaufort County will make reasonable accommodations, as necessary, to ensure that the Provider can maximize the use of each facility in the delivery of senior services.
- C. Beaufort County will refer all registration for senior programs to the Provider through the Parks and Leisure Services' web site.
- D. Beaufort County will provide access to certain Beaufort County Vehicles (to be understood as the "vehicles" referred to herein) to provide senior citizens transportation from their homes to senior citizens program sites and scheduled field trips and outings associated with the program. The Provider must coordinate and obtain approval from Beaufort County Parks and Leisure services prior to use. Prior to use Beaufort County shall require proof of valid driver's license, CDL license when applicable, and acceptable driving record from each driver. All employees that drive a vehicle must attend a Beaufort County driver's education training session. If they are unable to attend they must provide a certificate of attendance with a national driver's education program. Beaufort County shall be responsible for maintenance and repair of vehicles associated with general use.

SENIOR CITIZEN SERVICES

- A. The Provider shall provide services for senior citizens of Beaufort County at the locations identified within the Scope of Services and Requirements during times mutually agreed upon by the Provider and Beaufort County Parks and Leisure Services. Senior services will include, but are not limited to: social interaction, general enrichment activities, and assistance as needed. This program shall be offered to Beaufort County residents only.
- B. The Provider shall conduct registration for services- to include reasonable attempts to advertise and make senior service programs available to any individual that meets the qualifications as a senior citizen- without regard to race, creed, color or religion.
- C. The Provider shall provide senior citizen program staff with proper training, adequate supervision and compensation. This shall include CPR/AED training and criminal background checks. Beaufort County will be provided a list of all staff providing services to the seniors to include: name, address, phone number, starting and ending dates in the program and training certifications before the program began. It is mutually agreed on that the Provider, its agents and personnel are independent contractors and will exercise complete control over their actions and the actions of their employees, staff, agents or contractor, in performing the services described herein. Employees of the Provider shall not be considered employees of Beaufort County for any purpose.
- D. The Provider shall provide all fuel for any vehicles used and will also maintain the vehicles so as to have a clean appearance while in use.

ANNUAL PRICE ADJUSTMENT

The price agreed upon for the rendering of these services shall remain firm for the first year following award of the contract. Thereafter, the Contractor, or Beaufort County shall be entitled to request an annual price adjustment which shall be calculated in the manner provided by this paragraph. The request for price adjustment by the Contractor shall be submitted to the Purchasing Director within thirty (30) days before the contract's anniversary date of each year- beginning with the end of the 1st year of the contract term. The Purchasing Director shall notify the Contractor of its request for an extension of the term of the agreement within the same time period.

Price adjustment shall be based on the Index for All Urban Consumers, for United States City Average of the Consumer Price Index, as published by the United States Department of Labor, Bureau of Labor Statistics.

A price increase or decrease will be determined by dividing the current index for a contract anniversary month by the same month's index from the previous year. All calculations will be carried to two places only, with rounding to the next digit. Increases shall not exceed two percent (2%) annually from one adjustment period to the next.

The consideration of escalation and the renewal of each contract year are at the discretion of Beaufort County.

MINIMUM QUALIFICATIONS

- A. **Prior Experience.** The provider must provide experience of a minimum of five years of successful programming.
- B. **Offeror's Capacity.** The Offeror must demonstrate the capability to provide for the potential volume and type of services described in Scope of Services and Requirements. The Offeror must be available at all times to render services required under the Contract for all the areas in which the Offeror proposes to provide services.

EVALUATION CRITERIA

EVALUATOR: _____ DATE: _____

RFP#: _____ TITLE: _____

OFFEROR: _____

	<u>POINT RANGE</u>	<u>POINTS ASSIGNED</u>
1.0 Demonstrated understanding of the problems and needs presented by the project.	<u>Points</u>	_____
2.0 Soundness of offeror's approach to the problems and needs presented by the project, including offeror's methodology for achieving specific tasks and objectives.	<u>Points</u>	_____
3.0 Experience and capacity of offeror, including recent and related experience. Name of Project Manager and Resumes of Key Personnel.	<u>Points</u>	_____
4.0 Qualifications of project personnel and offeror's ability to commit a capable staff and support for a project of this size under the time constraints as listed in the RFP.	<u>Points</u>	_____
5.0* Cost effectiveness and reasonableness of offeror's proposed fee.	<u>Points</u>	_____
TOTAL POINTS:	<u>100 Points</u>	_____

PART III

CONTRACTUAL REQUIREMENTS

- 1.0 **EXCUSABLE DELAY**: The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- 2.0 **S.C. LAW CLAUSE**: Upon award of a contract under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Beaufort County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in Beaufort County, by submission of this signed proposal the offeror agrees to subject itself to the jurisdiction and process of the Fourteenth Judicial Circuit Court of Beaufort County, as to all matters and disputes arising or to arise under the contract and the performance thereof including any questions as to the liability for taxes, licenses, or fees levied by State or local government.
- 3.0 **OFFEROR'S QUALIFICATIONS**: Offeror must, upon request of the County, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this proposal. The Purchasing Department reserves the right to make the final determination as to the offeror's ability to provide the services requested herein, before entering into any contract.
- 4.0 **OFFEROR RESPONSIBILITY**: Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this proposal. It is expected that this will sometimes require on-site observation. The failure or omission of an offeror to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this proposal or to the contract.
- 5.0 **AFFIRMATIVE ACTION**: The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical handicap.
- 6.0 **PRIME CONTRACTOR RESPONSIBILITIES**: The Contractor will be required to assume sole responsibility for the complete effort, as required by this RFP. The County will consider the

Contractor to be the sole point of contact with regard to contractual matters.

- 7.0 SUBCONTRACTING: If any part of the work covered by this RFP is to be subcontracted, the Contractor shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved, in writing by the County, or when applicable a political subdivision within the County with the County's concurrence. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the vendor. The County reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein.
- 8.0 OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
- 9.0 PAYMENT AND PERFORMANCE BOND: The successful Contractor shall furnish, within ten (10) days after written notice of acceptance of proposal, a Payment and Performance Bond. Contractor shall provide and pay the cost of a Payment and Performance Bond. The Bond shall be in the amount of one-hundred percent (100%) the annual contract cost, issued by a Surety Company licensed in South Carolina with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the Contract Price. The Bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.
- 10.0 NONRESIDENT TAXPAYERS: If the offeror is a South Carolina nonresident taxpayer and the contract amount is \$10,000.00 or more, the offeror acknowledges and understands that in the event he is awarded a contract offeror shall submit a Nonresident Taxpayer Registration Affidavit (State form #1-312-6/94), before a contract can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A)(2)(3) of S.C. Code of Laws (1976) as amended.
- 11.0 BUSINESS LICENSE: In accordance with the *Beaufort County Business License Ordinance, 99-36, Article III*, as enacted November 22, 1999, any business or individual generating income in the unincorporated area of Beaufort County is required to pay an annual license fee and obtain a business license. The ordinance referenced is available on the Beaufort County website at www.bcgov.net or by calling the Business License Administrator at (843) 255-2270 for a list of schedules.
- 12.0 ADDITIONAL ELIGIBILITY: Other Beaufort County Public Procurement units shall, at their option, be eligible for use of any contracts awarded pursuant to this Invitation.
- 13.0 INSURANCE REQUIREMENTS: Prior to commencing work hereunder, Contractor, at his expense, shall furnish insurance certificate showing the certificate holder as Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901-1228, Attention: Purchasing Director and with a special notation naming Beaufort County as an Additional Insured on the liability coverages. If not otherwise specified, the minimum coverage shall be as follows:

- 13.1 Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.
- 13.2 Commercial General Liability Insurance - Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: BODILY INJURY of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
- 13.3 Comprehensive Automobile Liability Insurance - The Contractor shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
- 13.4 The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- 13.5 The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- 13.6 The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Contractor's liability.
- 14.0 INDEMNITY: The Contractor hereby agrees to indemnify and save harmless the County, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement, whether by act of omissions of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.
- 15.0 TERMINATION FOR DEFAULT:
- 15.1 The performance of Work under the Agreement may be terminated by the Purchasing Director, in accordance with this clause, in whole or in part, in writing, whenever the

Director of Purchasing shall determine that the Contractor has failed to meet the performance requirements of this Agreement.

- 15.2 The Purchasing Director has the right to terminate for default, if the Contractor fails to make delivery of the supplies or perform the Work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provisions of the Agreement.

- 16.0 TERMINATION FOR CONVENIENCE: The County may without cause terminate this contract in whole or in part at any time for its convenience. In such instance, an adjustment shall be made to the Contractor, for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the Contractor or its subcontractors, and/or failure to include termination for convenience clause into its subcontracts and material purchase orders shall not expose the County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. Contractor expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the County's election to terminate this contract in whole or in part for its convenience.

PART IV

SPECIAL INSTRUCTIONS

- 1.0 INTENT TO PERFORM: It is the intent and purpose of Beaufort County that this request permits competition. It shall be the offeror's responsibility to advise the Purchasing Department if any language, requirements, etc., or any combinations thereof inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than ten (10) days prior to the proposal closing date. A review of such notifications will be made.
- 2.0 RECEIPT OF PROPOSAL: Proposals, amendments thereto, or withdrawal requests received after the time advertised for proposal closing will be void, regardless of when they were mailed.
- 3.0 PREPARATION OF PROPOSAL
- 3.1 All proposals should be complete and carefully worded and **must convey all of the information requested by the County**. If significant errors are found in the offeror's proposal, or if the proposal fails to conform to the essential requirements of the RFP, the County and the County alone will be the judge as to whether that variance is significant enough to reject the proposal.
- 3.2 Proposals should be prepared simply and economically, providing a straightforward, concise **description of offeror's capabilities to satisfy the requirements of the RFP**. Emphasis should be on completeness and clarity of content.

- 3.3 Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
- 3.4 If your proposal includes any comment over and above the specific information requested in our Request for Proposal (RFP), you are to include this information as a separate appendix to your proposal.
- 4.0 AMENDMENTS: If it becomes necessary to revise any part of the RFP, an amendment will be provided to all offerors who received the original Request for Proposal. The County shall not be legally bound by an amendment or interpretation that is not in writing.
- 5.0 ADDITIONAL INFORMATION: Offerors requiring additional information may submit their questions, in writing to the Purchasing Department. Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all offerors via an amendment.
- 6.0 ORAL PRESENTATION/DISCUSSIONS: **Any offeror or all offerors may be requested to make an oral presentation of their proposal to the County, after the proposal opening.** Discussions may be conducted with responsible offerors, who submit proposals determined to be reasonably susceptible of being selected for award **for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirement.**
- Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. The purpose of these presentations/discussions will be to:
- 6.1 Determine in greater detail such offeror's qualifications.
- 6.2 Explore with the offeror the scope and nature of the project, the offeror's proposed method of performance, and the relative utility of alternative methods of approach.
- 6.3 Determine that the offeror will make available the necessary personnel and facilities to perform within the required time.
- 6.4 Agree upon fair and reasonable compensation, taking into account the estimated value of the required services/equipment, the scope and complexity of proposed project, and nature of such services/equipment.
- 7.0 FUNDING: The offeror shall agree that funds expended for the purposes of the contract must be appropriated by the County Council for each fiscal year included within the contract period. Therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated. In the event that funds are not appropriated for the contract, the offeror shall not prohibit or otherwise limit the County's right to pursue and contract for alternate solutions and remedies, as deemed necessary by the County for the conduct of its affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the contract.

- 8.0 AWARD: An award resulting from this request shall be awarded to the responsive and responsible offeror whose proposal is determined to be most advantageous to the County, **taking into consideration price and the evaluation factors set forth herein; however, the right is reserved to reject any and all proposals received**, and in all cases the County will be the sole judge as to whether an offeror's proposal has or has not satisfactorily met the requirements of this RFP.
- 9.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION: No such documents or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential, will not be disclosed. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors, therefore, must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information.
- 10.0 DEVIATIONS: Any deviations from the requirements of this RFP must be listed separately and identified as such in the table of contents.
- 11.0 ALTERNATES: Innovative alternative proposals are encouraged, provided however, that they are clearly identified as such and all deviations from the primary proposal are listed.
- 12.0 GRATUITIES: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee; or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement, or a contract or subcontract, or to any solicitation or proposal therefore.
- 13.0 KICKBACKS: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontractor order.
- 14.0 PROTEST PROCEDURES
- 14.1 Right to Protest: Any actual or prospective proposer, offeror, or contractor who is aggrieved, in connection with the solicitation or award of a contract, may protest to the Purchasing Director. The protest shall be submitted in writing fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.

- 14.2 Authority to Resolve Protest: The Purchasing Director shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved proposer, offeror, or contractor; actual or prospective, concerning the solicitation or award of a contract.
- 14.2 Decision: If the protest is not resolved by mutual agreement, the Purchasing Director shall issue a decision, in writing within ten (10) days. The decision shall,
- 14.2.1 State the reasons for the action taken; and
- 14.2.2 Inform the protestant of its right to administrative review as provided in this Section.
- 14.4 Notice of Decision: A decision under Subsection (3) of this Section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- 14.5 Finality of Decision: A decision under Subsection (3) of this Section shall be final and conclusive, unless fraudulent, or
- 14.5.1 **Any person adversely affected by the decision appeals administratively, within ten (10) days after receipt of decision** under Subsection (3) to the County Council in accordance with this Section.
- 14.5.2 Any protest taken to the County Council or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs when it is determined that the protest is without standing.

15.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The contractor certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department or agency. It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify this statement, it shall attach an explanation to this solicitation/bid.

State whether or not your company has been involved in any litigation within the past five (5) years arising out of your performance by circling YES or NO.

If you circled YES, explain fully in a separate attachment.

PART V

SUBMISSION REQUIREMENTS

1.0 Letter of Transmittal - limit to four printed pages.

1.1 Briefly state your firm's understanding of the work to be done, and make positive commitment to perform the work.

The Senior Day Program is a program designed for the retired adults over the age of 60 who are looking for a place where they can stay healthy in their minds, bodies and souls. This is a day program that is local which benefits seniors who may be confined to their environment, but are looking for an outlet to help them enjoy life. This program is designed to support the child who is the care taker of their parent. Our target audience is the local seniors, but we welcome participation by the public as well. By creating this program within the Beaufort Community, our senior citizens have easy access to a facility which will therefore encourage their consist attendance.

We do understand that by providing a day center for the senior population, we become a partner with the individuals who assist and support these persons behind the scenes: the children who are raising their parents. We understand that although the senior citizens desire to have their independence they need support. Some assistance is welcomed while other support is rejected for fear of loss of independence. We are here to support these seniors while providing the family with time and freedom to complete daily tasks, errands, and work while their parents are at a place where they want to be.

1.2 Identify your proposal's principal strengths.

The Senior Day Program has four major goals:

1. Promote socialization and reduce feelings of isolation.
2. Engage our aging population with our younger generation to bridge the gap.
3. Promote health and nutrition awareness.
4. Increase physical wellness and daily activities to exercise the mind, body and soul.

Our goal is to create a daily curriculum where seniors will come together to develop skills that will help produce healthy lifestyles that would develop longer, happier lives. This program helps reduce feelings of isolation and promote socialization within our new growing majority population of the aging community. Our senior citizens will also aid our afterschool and summer program with mentorship and homework assistance, and simultaneously transferring knowledge and history to the next generation. This portion of support will allow the senior citizens to re-connect to the younger population who are struggling to find their way, and become mentors and adopted grandparents to at risk youth from the community. This relationship will help guide troubled youth into a world of hope, love and prosperity. The seniors will also aid the younger population by putting into the youth the wisdom they've gained from life experiences through story telling of the great historical moments experienced in their lives. ¹ Hopkins University found

¹ <http://chronicle.umbmentoring.org/mentoring-youth-promotes-cognitive-gains-in-older-adults/>

that “older adults who participated in a youth mentoring program made gains in key brain regions that support cognitive abilities important to planning and organizing one’s daily life.”

Our volunteer Fitness Director comes and teaches our seniors how to gain a healthy lifestyle in their current lives. Where many seniors have lost their ability to be completely mobile, our fitness director helps them learn how to exercise and move their bodies to re-gain strength, mobility and circulation that will prevent further loss of motor skills- all within their limits. Our volunteer Health and Food Specialist will partner with our seniors to develop creative meals that encourage healthy eating. We understand that our seniors are on fixed earnings which causes them to alter how well they eat so our Health Specialist will teach and train our seniors to eat better while living with financial constraints. The Second Helpings has committed to allow the distribution of food to our sites for our senior citizens. These added ingredients will aid in their longer independence.

Our volunteer local artist has committed to teach painting as a method of relaxation, releasing anxieties and fear- all while being creative with paint. This art course was designed to allow the senior citizens the ability to be creative from within. They will be given tools and canvases that will help them learn fun and creative works at the center and continue them when they go to their private residences. This is a creative way to help their minds remain active while developing a love for yet another great creative method of learning. Responsibly Artistry has committed to provide entertainment through voice lessons, old hymns and the “oldies but goodies” music. This reflection helps bring back to life their good old times while moving their bodies which produces laughter, entertainment and many memories.

We received numerous requests from the senior citizens within our community for support and entertainment. These seniors were looking for local activities, events and opportunities where they can participate and interact with individuals like themselves without accruing great costs to do so. This program provides a financial relief to this community through new methods of thinking and better methods of living. The Senior Day Program, an outreach program of Love House Ministries, is free to all participants and welcomes everyone regardless of race, religion, or national origin. It is believed that 42% of all seniors are living 200% below poverty level within our community. This number is staggering and cannot be changed, so local support is a necessity for this group of people and we are here to offer our services and assistance where we can to reduce further devastation to health and wellness of the mind, body and soul of people who hold the history of our community. With our seniors program, we provide service to approximately 50 individuals on a daily basis.

We are in the process of seeking more transportation for those seniors who do not have the ability to travel themselves. These vehicles will travel locally to transport these seniors so they will be able to participate in and benefit from the Senior Day Program.

We aim to become a venue where life is given a chance be live again. AARP has verified that the aging population for South Carolina is one of the fastest growing populations. Statistics project that within 25 years the number of South Carolinians age 60 and over will double from its current number of 638,000 to more than 1.3 million. It was also found that many participants in this group are expected to receive their assistance from at home health care programs and community based services which would allow these individuals the ability to remain in their homes and not be removed from their communities. South Carolina Aging network believes the primary services needed for this population are personal care, home delivery assistance, help with feeding and nutrition, transportation and home environmental support. This

information validates the need of our program to assist with meeting a great need of our aging community and supply them with service and assist with allowing them to remain in their residence longer. "Aging Research Statistics" 2

1.3 Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.

- April Redd, Grant Writer, PO Box 522, St. Helena SC 29920. (843) 592-2799
- Portia Siler, Educator, 4401 Pinewood Circle, Bft, SC 29906 (843) 252-4147
- Tamekia Judge, Administrative Support, 5 Horse Nettle Ln, Seabrook SC 29940 (843) 476-1580
- Pastor Randy Roberts, Senior Pastor, PO Box 4132, Bft, SC 29903. (843) 525-1043
- Theresa A. Roberts, Director, 423 Parris Island Gtwy, Bft, SC 29906 (843) 525-1043

1.4 State whether or not your firm has been involved in any litigation within the past five (5) years, arising out of your performance. Explain fully if it has been involved in any litigation.

- We have not been involved in any litigation.

1.5 Indicate the number and dates of amendments that you have received.

- We have not received any amendments.

2.0 Table of Contents - clearly identify the material, by section and page number.

3.0 Proposed implementation plan.

We are currently running and operating Beaufort Council's Seniors Day Programs in Port Royal, Scott Center and Booker T. Washington Center. Our plans for the centers and the upcoming development includes a daily curriculum where seniors will come together to develop skills that will help to produce healthy lifestyles that would in turn develop longer happier lives. We will introduce our seniors to a community who will embrace their knowledge, wisdom and historical expertise to include our Afterschool Program and Summer Learning Center. We are gradually engaging our seniors with our children's programs and allowing the seniors to become mentors and adopted grandparents to at risk youth from our community. This relationship will help gear a troubled youth into a world of hope, love and prosperity. We are in the process of training staff to prepare for the CDL testing to allow for transporting larger groups of seniors who do not have the ability to travel.

The senior program went under strategic planning for its grand re-opening in the fall of 2015 under the management of Love House Learning Academy. Because this is a program developed for those struggling to live beyond poverty, we will continue not to charge a fee for our service, dues or other unnecessary cost. Donations for these and other events are encouraged but, our service to this community is our contribution to preserving the History one life at a time.

2 <http://aging.sc.gov/SiteCollectionDocuments/A/AgingResearchAndStats.pdf>

We have partnered with several members within the community, who are committed and dedicated to volunteer on a daily basis and to share with our seniors their professional careers, skills, and hobbies. This component is essential to our program because our seniors are encouraged and empowered with hope that is great when demonstrated but, it will take hard work and determination to work together to make this possible.

- 4.0 List several of Offeror's prior similar projects with name, address, and phone of a contact with whom County can discuss proposers past performance.

Child and Adult Care Food Program. Kara Moore, Child and Senior Hunger Programs Manger, LowCountry Food Bank, 2864 Azalea Dr, Charleston, SC 29405 (843) 747-8146, x110

Child and Adult Care Food Program. Susan Haire, Child and Senior Hunger Programs Manger, LowCountry Food Bank, 2864 Azalea Dr, Charleston, SC 29405 (843) 747-8146

"Everyone Counts". Fred Leyda, Director of Human Services for COZY, 801 Carteret St, Bft SC 29902, RM 118 (843)521-3153

"The Giving". Steve Curless, Director Helps of Beaufort, 1910 Baggett St, Beaufort, SC 29902, (843) 524-1223

"Operation Holiday Heroes". Chrystie Turner, United Way, 2266 Boundary St Ste 101, Bft, SC 29902. (843) 982-3040

- 5.0 List any exceptions to this RFP.

None

- 6.0 Other information and materials which the proposer wishes to submit in support of his proposal, qualifications, etc.

LOCAL VENDOR PREFERENCE – PARTICIPATION AFFIDAVIT

SECTION 2.537.1

A competitive procurement made by Beaufort County shall be made from responsive and responsible resident vendors in the County for procurement, if such bid does not exceed the lowest qualified bid from a non-county vendor by more than five (5%) percent or Ten Thousand (\$10,000.00) Dollars, whichever is less, of the lowest non-county bidder. The resident vendor has the discretion to match the bid submitted by the non-county vendor and receive the contract award.

A vendor shall be deemed to be a "local vendor" if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in Beaufort County, has a business license of Beaufort County or one of the municipalities within Beaufort County, and maintains a representative inventory of commodities within Beaufort County or one of the municipalities on which the bid is submitted and has paid all taxes duly assessed.

If no bids are received from a Beaufort County Local Vendor a vendor shall be deemed to be a "local vendor" if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in Jasper, Hampton, and Colleton Counties (local preference only applies if Jasper, Hampton and Colleton Counties offer reciprocity to Beaufort County). A competitive procurement made by the county shall be made from responsive and responsible resident vendors in the respective counties for procurement, if such bid does not exceed the lowest qualified bid from a non-local vendor by more than five (5%) percent or \$10,000.00, whichever is less, local vendor has the discretion to match the bid submitted by the non-local vendor and receive the contract award.

If the procurement is to be made pursuant to state or federal guidelines which prohibit or restrict a local or state preference, there shall be no local or state preference unless a more restricted variation is allowed under the guidelines. Local/state preference shall not be applied to the procurement of construction services.

The undersigned hereby attests that the criteria of the "RESIDENT VENDOR PREFERENCE, SECTION 2.537.1" are met for the purposes of bid document 032416 dated March 17, 2016.

Company Name: LOVE HOUSE MINISTRIES Principal Name: LOVE HOUSE ACADEMY
Company Address: 423 PARRIS ISLAND GTWY, BFT, SC 29906
PO BOX 4132, BFT, SC 29903-4132

Secretary of State Designation: (**Corporation**, Individual, Partnership, other) _____

Beaufort County Business License/Classification: NON-FOR PROFIT

Tax Obligation Current: No, We do not owe any past taxes

Signature of Principal/Date: Theresa A. Roberts 3/17/16

Witness/Date: Megan Roberts 3/17/16

Form 2.537.1

NON-DISCRIMINATION STATEMENT (SEC 2.537.2.1)

The offeror certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any RFP submitted to Beaufort County or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Beaufort County to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.



Signature



Title

COUNTY COUNCIL OF BEAUFORT COUNTY

Title VI Statement to Contractors and Subcontractors



It is the policy of the County Council of Beaufort County, South Carolina, hereafter referred to as "Beaufort County" or "the County", to comply with Title VI of the 1964 Civil Rights Act (Title VI) and its related statutes. To this end, Beaufort County gives notice to all Prime Contractors, Subcontractors, Architects, Engineers, and Consultants that the County assures full compliance with Title VI and its related statutes in all programs, activities, and contracts. It is the policy of Beaufort County that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs, activities, or contracts on the basis of race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not.

Pursuant to Title VI requirements, any entity that enters into a contract with Beaufort County including, but not limited to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants, may not discriminate on the basis of race, color, national origin, age, sex, disability, religion, or language in their selection and retention of first-tier subcontractors, and first-tier subcontractors may not discriminate in their election and retention of second-tier subcontractors, including those who supply materials and/or lease equipment. Further, Contractors may not discriminate in their employment practices in connection with highway construction projects or other projects assisted by the U.S. Department of Transportation (USDOT) and/or the Federal Highway Administration (FHWA).

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to Beaufort County to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under the contract and the Title VI regulations relative to nondiscrimination on the basis of race, color, national origin, age, sex, disability, religion, or language by providing such a statement in its bidding and contract documents.

Upon request, the Contractor shall provide all information and reports required by Title VI requirements issued pursuant thereto, and shall permit access to its books, records, accounts and other sources of information, and its facilities as may be determined by Beaufort County, USDOT, and/or FHWA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to USDOT or FHWA, as appropriate and via Beaufort County, and shall set forth what efforts it has made to obtain the information. In the event of the Contractor's non-compliance with nondiscrimination provisions of this contract, USDOT may impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of this direction to comply with Title VI, the Contractor may request USDOT to enter into such litigation to protect the interests of USDOT and FHWA. Additionally, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Any person or Subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI has a right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action. Any such complaint must be filed in writing or in person:

Beaufort County Compliance Department
Post Office Drawer 1228 • Beaufort, SC 29901-1228
843.255.2354 Telephone • 843.255.9437 Facsimile
E-mail: compliance@bcgov.net

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK

(Proposals should respond to the Scope of Work point by point by numeric reference.)

- 1.1 The Senior Day Program is made to directly impact our senior citizens population; however we also intend to have a positive impact on the community outside of this demographic as well. Due to the largely growing population of children raising parents' households, we realize that helping one senior may make the difference in helping a family stay together. This day program gives our seniors a safe place to enjoy their day while their children are away at work. Last year our Senior Day Program directly serviced approximately 51 seniors a day, but had an indirect impact on approximately 4,800 people. We used the following formula to arrive at that calculation:

51 Senior citizens a day x (average of 4 family members) = 204 people a day
204 people x (average of 20 days a month at each sites)
4080 people are indirectly impacted every month

- 1.1.1 Our program helps senior citizens maintain lifestyles which allows them to continue living within their desired homes and outside treatment homes by:
- A. Helping them with these supportive features:
 - a. Maintain a healthy mind, healthy body and a healthy soul,
 - b. Develop and maintain motor skills,
 - c. Enhance their overall lifestyles.
 - B. Providing a welcoming environment that, for many, serves as a home away from home
 - C. Developing creativity
 - D. Creating new lifestyles
 - E. Reducing depression
 - F. Extending life by enhancing the lifecycle with friends and outings
 - G. Creating a place where new relationships are developed thru friends with like life experiences

Our motto is "Age causes you to grow older, Time allows you to grow wiser, and Friends help you to laugh louder."

- 1.1.2 We have partnered with several members within the community, who are committed and dedicated to volunteer on a daily basis and to share with our children on their professional careers, skills, and hobbies. This component is essential to our program because our children will be encouraged and empowered with hope that is greater when demonstrated but, it will take hard work and determination to work together to make this possible.
- 1.1.3 We are developing plans that would assist the senior citizens with physical fitness, healthy eating choices, reducing addictive behaviors, reading, writings, dancing,

storytelling, singing, entertainment and other creative activities that will produce healthy living. This aging population is at great risk when driving due to deteriorated hearing and sight loss, so local programs are a necessity for them; however, to be effective and meet a need, programs must be accessible to them.

- 1.1.4 Meals will be provided for our seniors by our local chef to help promote healthy eating and reduce loss of appetite by creating desired choice meals. These meals are currently only being prepared for breakfast and lunch, but dinner plans are being looked into for a full daily supplemental meals.
- 1.2 Combined, our current support advisory leaders offers almost 120 years of experience with senior citizen support and community involvement. Love House Ministries has been in existence since 2001. Since our ministry began we have been able to strategically develop programs that have helped our community. We developed a Food Closet in 2002 which fed hundreds of families within Beaufort County. Through our achievement, we introduced many organizations into this establishment and helped to create more entities throughout Beaufort County to become distribution sites- which many are still in existence today. We developed an After School program for at risk youth in 2009 which has grown to service over 200 children every day after school. With the success and continued growth of this program, we have been successful with training and supporting agencies with the necessary tools to open and create duplicate programs throughout our community. This program was so effective that the School Board has adopted a similar program before school to assist parents to drop their children off with their own \$1 A Day before school program. We have partnered with United Way for almost seven years to support children within Beaufort County with Christmas toys. Through the triumph and continued growth of this program, we have been able to support our community with tens of thousands of toys for the holidays. Through the success of this program, we were considered as the primary drop off site for Toys for Tots in Beaufort where we now distribute all toys donated through their collections within Beaufort. In September of 2013, we were successful with purchasing the old Ribaut Lanes Bowling Center. We turned this facility around to be a Community Outreach Center to again help support our community by providing services to those with needs. Since our opening, we have productively introduced to our community to monthly outreach programs for the youth and families within the community. We have had youth lock-ins which allowed us to house children from the hours of 11:00 pm until 7:00 am while entertaining them with hours of music, games, challenges, rap session, food, bowling and so much more. We have now come to meet the needs of another community who is seeking our support and we would like to offer them the same consistent support that we have with others in the past. We are proven to be an organization that is committed to the community with continued dedication and excellence.
- 1.3 We are partners with Second Helpings who have agreed to supply our seniors with foods and snacks to assist with healthy eating. With the support of our Healthy Eating Coach, they will teach senior citizens how to produce healthy eating choices within the food choices provided that are affordable. We will also partner with healthy choices experts for those individual who still struggle with breaking habits of smoking and/or other addictive behaviors. We have a retired educator who will entertain our seniors with storytelling, book reading and writing exercises. This is a mental stimulation which allows the mind to draw picture while causing

interactive communication within the audience.

Because this is a program developed for those struggling to live beyond poverty we will not charge fees, dues or other unnecessary cost for this service. Donations for these and other events are encouraged but our service to this community is our contribution to preserving the History one life's story at a time.

Some of our other supporters are listed below.

April J. Redd	Grant Writing and Finance, PO Box 522, St. Helena SC 29920. (843) 592-2799
Beaufort County Government	Fred Leyda, Director of Human Services for COZY, 801 Carteret St, Bft SC 29902, RM 118 (843)521-3153
Bessie Washington	Supervisor of Port Royal Senior Day Program, 1514 Richmond Ave, Port Royal, SC 29935 (843) 255-6745
Clarissa Douglas	Supervisor of Scott Senior Day Program, 81 Scott Hill Rd, St. Helena, SC 29920 (843) 255-6781
Janice Jones	Supervisor of Booker T. Washington Senior Day Program, 182 Yemassee, SC 29945 (843) 441-2975
Love House Community Bowling Center	Pastor Randy Roberts, Contributor, PO Box 4132, Bft, SC 29903. (843) 379-2695
Love House Ministries	Pastor Randy Roberts, Contributor, PO Box 4132, Bft, SC 29903. (843) 525-1043
Monique Dawson	Public Health Educator, PO Box 4241, Bft, SC 29903 , (843) 812-0874
Portia Siler	Educator, C&S Services Director, 4401 Pinewood Circle, Bft, SC 29906 (843) 252-4147
Second Helpings of Beaufort	Maureen Korzik, Executive Director, PO Box 23621, Hilton Head, SC 29925. (843) 689-3689
Tamekia Judge	Administrative Support, 5 Horse Nettle Ln, Seabrook SC 29940 (843) 476-1580
United Way of Beaufort	Chrystie Turner, Grant Supporter, 2266 Boundary St Ste 101, Bft, SC 29902. (843) 982-3040
Vivian Watts	Health Care Specialist, 34 Brindlewood Dr, Bft, SC 29907, (843) 473-8823
Wal-Mart of Beaufort	Shaniequa Washington, Grant Contributor, 113 Prescott Dr, Bft, SC 29902 (843) 441-9535

RFP NO. 032416

EXHIBIT B

PAGE of

SCHEDULE OF EVENTS

The Offeror should briefly describe each step of the schedule of events in his proposed plan of action to accomplish the scope of work in a sequential manner, identifying the specific assignment of key personnel and the time required to complete each step.

Step # Schedule of Events Time Required Person Assignment

1. Each of our facilities are currently staffed with a site supervisor with an average of 30-years of experience each. Each center is individually operated with a Daily Schedule for our programs by follow these standard guidelines:

9:00	Pick up seniors from residence, others drive who are available
10:00	Daily Devotional & Dialogues
10:30	Morning stretch and exercise time
11:00	Social Time for catching up on what our day contains
12:00	Lunch
1:00	Activities which include enhancement of motor skills and memory
2:00	Wrap up and wind down to prepare for departure
3:00	Delivery time on the bus with social conversations on a ride home

2. Monthly Activities include events to promote community awareness

January	Bingo Blitz
February	Valentine's Day Ball & Black History Events
March	Birthday Bash
April	Orlando Florida
May	Myrtle Beach Senior Retreat
June	Grandparents & Fathers' Day Celebration
July	Walk for Life Fund Raiser
August	Senior Beach Walk
September	Community Appreciation Luncheon
October	Breast Cancer Awareness Fund Raiser
November	Sports Health Event
December	End of Year Awards Banquet

RFP NO. 032416

EXHIBIT C

PAGE _____ of _____

OFFEROR'S EXPERIENCE

1. Contract Title: PALS – SENIOR CARE SERVICES & SUMMER CAMP & AFTER SCHOOL PROGRAM
2. Contract Period: From 4/2015 To CURRENT
3. Geographic Area Serviced: BEAUFORT COUNTY
4. Scope of Work: SENIOR CARE SERVICES & AFTER SCHOOL PROGRAM & SUMMER CAMP FOR NINE CENTERS THROUGHOUT BEAUFORT COUNTY

References: Contracting Office BEAUFORT COUNTY PALS
Title: PALS – AFTERSCHOOL PROGRAM
Address: 1 MIDDLETON ROAD
City: BEAUFORT State SC Zip 29906
Telephone #(s): 843-255-6680

OFFEROR'S EXPERIENCE

1. Contract Title: \$1 A DAY AFTER SCHOOL CARE CENTER
2. Contract Period: From 8/2009 To CURRENT
3. Geographic Area Serviced: BURTON AREA OF BEAUFORT COUNTY
4. Scope of Work AFTER SCHOOL CARE CENTER FOR CHILDREN AND FAMILIES

References: Contracting Office CHRYSTIE TURNER, UNITED WAY OF THE LOWCOUNTRY

Title: DIRECTOR OF ALLOCATION AND COMMUNITY ENGAGEMENT
Address: 2266 BOUNDARY ST, STE 101
City: BEAUFORT State SC Zip 29902
Telephone #(s): (843) 982-3040

RFP NO. 032416

EXHIBIT D

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PERSONNEL STAFFING

STAFF MEMBER BACKGROUND AND EXPERTISE OF PERSONNEL

1. THERESA A. ROBERTS, 15 YEARS OF PROGRAM DEVELOPMENT AND
COMMUNITY INVOLVEMENT WITH A FOCUS ON FAMILY ENRICHMENT
(Name)

EXECUTIVE DIRECTOR
(Title)
2. JANICE JONES, 33 YEARS OF SERVICE WITH SENIOR CITIZEN PROGRAMS
(Name)

SITE SUPERVISOR OF BOOKER T. WASHINGTON SENIOR DAY PROGRAM
(Title)
3. BESSIE WASHINGTON, 30 YEARS OF SERVICE WITH SENIOR CITIZEN
PROGRAMS
(Name)

SITE SUPERVISOR OF PORT ROYAL SENIOR DAY PROGRAM
(Title)
4. CLARISSA DOUGLAS, 33 YEARS OF SERVICE WITH SENIOR CITIZEN
PROGRAMS
(Name)

SITE SUPERVISOR OF SCOTT CENTER SENIOR DAY PROGRAM
(Title)
5. MARY BENNETT, 15 YEARS OF CDL DRIVING, SERVING CHILDREN WITH
SPECIAL NEEDS
(Name)

CDL DRIVER, SENIORS SUPPORT
(Title)

RFP NO. 032416

EXHIBIT E

PAGE 1 of 3

PRICE PROPOSAL AND CERTIFICATION

The undersigned LOVE HOUSE LEARNING ACADEMY, having carefully examined the information (Name of Offeror) contained in the Beaufort County RFP Number # 032416 dated March, 2016, proposes to provide Senior Service Program services to Beaufort County Government, as outlined in this proposal, at the prices specified below:

In compliance with the Request for Proposal #032416, and subject to all conditions thereof, the undersigned agrees:

- (a) This proposal, as stated, is open for acceptance for a period of 90 calendar days from the date of opening; and
- (b) To furnish all services, materials, and equipment necessary and incidental to perform the subject audits.

CERTIFICATION

CONTRACTOR

HAS A FEDERAL AGENCY OR A FEDERALLY CERTIFIED STATE OR LOCAL AGENCY PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY GRANT OR CONTRACT WITHIN ANY GRANT OR CONTRACT WITHIN THE PAST TWELVE MONTHS?

☒ YES

☐ NO

(IF "YES" GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

United Way of the Low Country,
2266 Boundary St Ste 101, Bft, SC 29902.
(843) 982-3040

Howard and Eddies Tax Services
12 Jenkins Road
Yemassee, SC 29945
843-644-5100

RFP NO. 032416

EXHIBIT E

PAGE 2 of 3

This proposal is submitted for use in connection with and in response to Beaufort County RFP # 032416. This is to certify, to the best of my knowledge and belief, that the cost and pricing data summarized herein are complete, current, and accurate as of March 17, 2016, and that a financial accounting capability exists to fully and accurately account for the financial transactions under this project. I further certify that I understand that the sub-agreement price may be subject to downward renegotiation and/or recoupment where the above cost and pricing data have been determined, as a result of audit, not to have been complete, current, and accurate as of the date above.

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: LOVE HOUSE LEARNING ACADEMY

BY: *Theresa A Roberts* DATE: 3/17/2016
(Signature)

TYPE/PRINT: THERESA A. ROBERTS. DIRECTOR
(Name) (Title)

ADDRESS: 423 PARRIS ISLAND GTWY
(Street Address and/or P. O. Box Number)

BEAUFORT SC 29906
(City) (State) (Zip Code)

PHONE: (843) 525-1043 FAX: ()
(Area Code) Phone Number (Area Code) Fax Number

EMAIL: THERESA@LOVEHOUSEMINISTRIES.ORG

FEDERAL ID#: 57-1122533 S.C. TAX #: 2128719-000

EXHIBIT E

IS YOUR FIRM:

1.	SOLE PROPRIETORSHIP	<u> </u>	YES	<u> </u>	NO
2.	PARTNERSHIP	<u> </u>	YES	<u> </u>	NO
3.	CORPORATION	<u> X </u>	YES	<u> </u>	NO

IF COMPANY IS A PARTNERSHIP, LIST THE PARTNERS' FULL LEGAL NAMES:

LOVE HOUSE OUTREACH MINISTRIES INCORP.

 YES X NO IF YES, SPECIFY: MBE WBE

IF YES, SPECIFY GOVERNMENTAL AGENCY: _____

DATE OF CERTIFICATION: _____

ORIGINAL

PROPOSAL NOTICE NO: 032416

CLOSING DATE AND TIME:

March 24, 2016, 3:00 PM

PROPOSAL TITLE:

PALS –Senior Care Services

**Love House Academy
Senior Day Program**



**LOVE HOUSE ACADEMY SENIORS DAY PROGRAM
BUDGET 2016-2017**

Income	Yearly Income	Expense	Yrly Expense			
Average Monthly Income	\$0.00	Weekend Travel Exp	\$ -			
Est Yearly Income	\$0.00	Salary Expense	\$ 142,464.00			
United Way Grant	\$0.00	Vehicle Gas Expense	\$ 13,800.00			
BFT Cty 2015 Grant	\$ 120,000.00	Supply Expense	\$ 3,978.00			
Holiday Income	\$0.00	Feeding Expense	\$ 102,060.00			
Feeding Grant	\$ 102,060.00	Hiring Expense	\$ 140.00			
Fund Raisers	\$ 10,000.00	Benefits Expense	\$ 4,069.70			
		Employer Taxes	\$ 10,898.50			
Total Yrly Income	\$232,060.00	Total Yrly Expenses	\$ 277,410.19			
2015-2016 Funding	\$ 120,000					
2016-2017 Proposal Operational Budget	\$ 165,350					
Increase	\$ 45,350					
Site Locations	Attendance	Staff Needed	Employment status			
Port Royal	15	1	full-time			
Broomfield	15	1	full-time			
Scott Center	20	1	full-time			
Booker T Washington	20	1	full-time			
Administration		1	part-time			
Cook		1	part-time			
Bus Driver						
Delivery		1	part-time			
Monthly Attendees	70	7				
Service Hours of Operation		Calendar				
Daily Hours	8	Days of Year	365			
Days Per Week	5	Weekend Days	104			
Total Weekly Hours	40	Holiday Closures	18			
Monthly Hours	800	Operation Hours	9:00am - 5:00pm			
Closure Days	18					
In Service Days	243					
Yrly Hours in Operation	1944					
Weekend Travel Trips	33					
Myrtle Beach Trip	3-Days	Hours =	30			
Orlando Florida Trip	2-Days	Hours =	20			
Charleston Trip	1-Day	Hours =	10			
Holidays	10 Days	Hours =				
Total Holiday Salaries		Hours included				
Average Salary	\$ 10.50					
Estimated Salaries	Per Person	Staff of (4) FT	Admin Staff (1) PT	GM / Dir (1)	Bus Driver (2)	Cooks (1) PT
Hrly Salary (\$10 - \$11)	\$ 10.50	\$ 42.00	\$ 10.50	\$ 15.00		\$ 9.00
Daily	\$ 84.00	\$ 336.00	\$ 52.50	\$ 120.00	\$ -	\$ 36.00
Weekly	\$ 420.00	\$ 1,680.00	\$ 420.00	\$ 600.00	\$ -	\$ 144.00
Monthly	\$ 1,820.00	\$ 7,280.00	\$ 1,820.00	\$ 2,600.00	\$ -	\$ 648.00
Yearly	\$ 20,412.00	\$ 81,648.00	\$ 21,840.00	\$ 31,200.00	\$ -	\$ 7,776.00
Estimated Salary Budget			\$ 142,464.00			
Gasoline Purchase	Daily	Weekly	Monthly	Yearly		
Senior Buses (4)	\$ 11.50	\$ 230.00	\$ 920.00	\$ 11,040.00		
Food Delivery (1)	\$ 11.50	\$ 57.50	\$ 230.00	\$ 2,760.00		
Total Gasoline Fees	\$ 23.00	\$ 287.50	\$ 1,150.00	\$ 13,800.00		

BUDGET 2016-2017

Supplies	Mthly	Yearly			
Desk Supplies	\$ 110.00	\$ 1,320.00			
Printing (.03 cents per page)	\$ 76.95	\$ 1,458.00			
Advertisement	\$ 50.00	\$ 600.00			
Web Site Maintenance	\$ 50.00	\$ 600.00			
Total Supplies		\$ 3,978.00			
Hiring					
Background Checks	3	\$ 21.00			
Drug Screening	3	\$ 21.00			
First Aid	7	\$ 49.00			
Sexual Harassment Violence Awareness	7	\$ 49.00			
New Hire Training		\$ 140.00			
Benefits					
Unemployment	\$ 350.00	\$ 3,500.00			
Full Time	4				
Part-Time	3				
Taxes	34.66666667	\$ 319.70	\$ 3,836.35		
Insurance		\$ 250.00			
Total Benefits		\$ 4,069.70			
Salary Taxes					
Social Security	(Salary *.062)	\$ 8,832.77			
Medicare	(Salary * .0145)	\$ 2,065.73			
Total Salary Taxes		\$ 10,898.50			
Daily Meals Served					
Days of Service		243			
Number of Attendees		70			
Avg Per Cost of meals		\$ 6.00			
Daily Feeding Cost		\$ 420.00			
Yrly Feeding Cost		\$ 102,060.00			
Fund Raisers					
Bowl for the Heart		\$ 5,000.00			
Walk for Life		\$ 5,000.00			
Funds from Contributions		\$ 10,000.00			

Increase in 2016 Budget due is due increase in the number of Senior Day Centers in Operation. This would require additional administration staff, Chef for preparing meals and Delivery personnel for meals. Meals will improve health and nutrition for seniors with a balanced healthy meal plan.