



Escambia Children's Trust RFP#2022-03 / Out-of-School-Time Program

TO: OST Program Proposers
DATE: December 14, 2022
SUBJECT: Application Status and Next Steps

The Escambia Children's Trust Board of Directors met last night ([the video recording can be viewed here](#)) and made the following decisions:

1. The board voted to execute Section 2.2.B, paragraph 11, of our ECT Policy Manual. This section states the following: *“Interview/site visit. As part of the review process and following the Grants Committee meeting, publicly noticed interviews and/or site visits may be conducted, at the Trust’s discretion, for projects being considered for funding recommendation. These interviews or site visits may be held at either the proposer’s site or the ECT offices. Members of the public may attend interviews and/or site visits as observers. The Grants Committee will reconvene immediately in a public meeting following the last interview/site visit to confirm or revise the recommendation list.”*
2. The board directed staff to reach out to the top 29 ranked proposers for additional due diligence, including reconsideration of your proposals by the Grants Committee.
 - a. Please bear with us: We are aiming to arrange a series of Grants Committee meetings with groups of proposers in the coming weeks.
 - b. ECT staff will notify you of the date and time of your agency’s individual interview with the Grants Committee.
3. The board also directed staff to collect agency documentation from the 29 top-ranked proposers. The Grants Committee and board will consider your documentation in their review process (see note 1 above).
 - a. You will receive a separate email listing the required documents along with instructions on uploading them electronically to a shared folder.
 - b. To prepare for the documentation you will need to submit, consult Appendix 3: Capacity Checklist and Appendix 6: Sample Monitoring Visit Checklist. While we will not need to collect each item listed in these appendices, we will need to collect many of them from the proposers.
4. As part of the Grants Committee’s due diligence in reconsidering your proposal:
 - a. Proposals will be read and scored on a 100-point scale against the scoring rubric specified in the RFP (Appendix 8).
 - b. All reviewers will be asked to disclose conflicts of interest. ECT will ensure that no reviewers review proposals from programs/organizations in which they serve as a staff member, board member, volunteer, or consultant.
 - c. Reviewers will participate in additional training that clarifies how to score proposals prior to beginning their reviews.



- d. During the evaluation, the Grants Committee may request additional information from the proposer. Failure to respond to such requests for information will result in the proposal being reviewed as submitted.

Cone of Silence/Limitations on Communications Still in Effect: Please note that from the release date of the RFP until the Board accepts the recommendations of the Grants Committee, there must be no communications concerning the RFP between any proposer and Grants Committee members, any employee of ECT, any member of the ECT Board of Directors, and any other individual regardless of his/her employment status who is in any way involved in the development of the RFP or the selection process. The only exception to this prohibition is as part of an interview necessary to make a recommendation decision. Any proposer that attempts any communications prohibited by our Cone of Silence/Limitations on Communication policy may be disqualified for consideration for this RFP.

For questions about this addendum, contact the Escambia Children's Trust via email at info@escambiachildrenstrust.org or visit www.escambiachildrenstrust.org.

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The Escambia Children's Trust is a special district established by the voters of Escambia County. The ECT supports educational, preventative, developmental, or rehabilitative services that further the well-being of all children in Escambia County.