

**Diversion Through Vocational Training Program  
RFP Review Committee  
Minutes of the August 28, 2009 Meeting**

ATTENDANCE:

Tameka Collins-Smith  
Nancy Daniels  
Chris Holley  
Wanda Hunter  
Owen McCaul  
Ken Morris  
Rosalind Tompkins

REPRESENTING:

Leon County Sheriff's Office, Jail Operations  
Public Defender's Office  
Leon County Administration  
Leon County Probation Department  
State Attorney's Office  
Leon County Administration  
Mothers In Crisis (MIC)

**Meeting was called to order at 10:07 A.M.**

ISSUES REVIEWED:

**Minutes Review** – Mr. Morris provided everyone the minutes from the August 24<sup>th</sup> meeting for approval and noted that there should be an addition to the minutes stating that everyone in the group was given a copy of the proposals submitted to the County. Ms. Daniels motioned to approve the minutes, seconded by Ms. Hunter, and carried unanimously by the selection committee.

**Process** – Mr. Morris provided an overview of the expectations for the meeting including the scoring of vendors, the opportunity to pose questions to vendors that are present, and the selection committee's options to schedule a formal interview or presentation, recommend a vendor, or reject all bids.

**Questions for Vendors** – Ms. Rosalind Y. Tompkins, Mothers in Crisis (MIC) Executive Director was invited by the selection committee to answer questions about her proposal. Ms. Hunter requested further explanation regarding MIC's standing with state and federal agencies and their current contracts.

Ms. Tompkins described how MIC is under contract with the Governor's Volunteer Florida Foundation to improve capacity in developing a database of clients and donors and to prepare a five year strategic plan. MIC is also partnering with the Florida Department of Health targeting pre-teen abstinence and the Florida Department of Children and Families for drug prevention. The committee thanked MIC for responding and providing clarity to their proposal. Following the committee's questions, Ms. Tompkins voluntarily excused herself from the meeting.

**General Committee Discussion** – Ms. Daniels wanted to clarify that MIC was requesting \$26,610 and could serve 75 individuals at a cost of \$354.80 a person. Ms. Daniels also added that their location was accessible by a bus stop less than a block away.

Ms. Hunter asked the committee to review DISC Village's response on page 5 regarding the program services description. Ms. Hunter did not feel that there was an avenue for pre-assessment and wanted to know what would happen should an individual not be ready for a vocational program. Ms. Collins-Smith added that it appeared to her that DISC Village was trying to add on to programs that were already in place by the jail but that pre-screening in the jail requires a GED or higher to be considered for vocational opportunities. Since a representative from DISC Village was not present at the meeting to address questions or clarify issues for the committee, Mr. Morris explained that there would be ample opportunity for comments and discussion during the scoring process.

**Scoring Discussion** – Ms. Daniels stated that she was uncomfortable making a final decision at that time and interested in setting up a future meeting for a potential interview or presentation. Ms. Daniels also added that drug counseling is already provided through other programs and there was no clear vocational or technical training aspect of the MIC proposal. MIC did show that they would be able to implement a program with surprisingly low overhead. Mr. Morris mentioned concerns that MIC's proposal focused on job readiness programs instead of vocational training and specifically referenced a "dress for success" program in MIC's proposal. Ms. Hunter added that MIC's proposal was not much different than the services it already provided.

When discussing DISC Village, Ms. Daniels liked the integration of the print shop and "hands on" training for those in the program. Several committee members noted their support of computer training as a prerequisite in today's marketplace. All committee members voiced concerns with the high overhead costs for DISC Village's program but there was no representative from DISC Village on hand to address these concerns.

Each committee member had an opportunity to comment as they provided their individual scores. The Committee scored Mothers in Crisis a total 360 and DISC Village a total of 411 out of a possible 500 (see attached chart for individual Committee members scoring).

Mr. Morris opened the floor to gauge the interest in conducting formal interviews for one or both of the responding agents, recommending one vendor to the County Commission, or rejecting all bids. Several committee members expressed an interest in following up with DISC Village regarding their transportation and administrative overhead costs, suggesting that the proposal could be salvageable with several modifications. Mr. Morris advised that a subsequent meeting with a vendor could not be used to significantly change a proposal. If the committee required such changes, Mr. Morris suggested re-bidding so all vendors would have an opportunity to respond.

**Committee's Conclusion** - Mr. McCaul made a motion to reject all bids which was seconded by Mr. Morris. The motion passed 4-1 with Ms. Collins-Smith in opposition. Ms. Collins-Smith favored interviewing DISC Village.

Mr. Morris agreed to update the PSCC with the recommendation of this committee and discuss potential modifications. The decision to reject all bids will also be presented to the County Commission for approval.

Ms. Collins-Smith and Ms. Daniels referenced the potential for a close analysis of what programs are offered by the jail and in the community relating to case management, job training, and diversion. Ms. Daniels also mentioned a vocational program in Jacksonville but could not recall the exact name. "Smart on Crime" was suggested and described as a vocational program to look into. Ms. Collins-Smith had not heard of this particular program but asked why there were no proposals from the local universities or technical schools. Mr. Morris noted that area universities, colleges, and technical schools were notified of this opportunity. He further explained that the RFP was publicly listed for less than three weeks in the interest of getting a program instituted as quickly as possible.

**Adjourned at 11:09 A.M.**