

<p>DELIVER TO: City of Fort Pierce 100 North U.S. #1 Fort Pierce, FL 34950</p> <p>MAIL TO: City of Fort Pierce Procurement Dept. P.O. Box 1480 Fort Pierce, FL 34954-1480</p>	<p>REQUEST FOR PROPOSALS</p> <p>and</p> <p>PROPOSER ACKNOWLEDGMENT</p>
<p>Bid Writer: Gelencia Carter, 772-467-3748</p>	<p>RFP No: 2021-027</p>
<p>Mandatory Pre-Bid Conference Date: 10:00AM, MONDAY, MAY 20, 2021</p>	<p>RFP Title: PROPERTY LEASE – MEANS COURT CENTER MULTI-SERVICE COMMUNITY HUB</p>
<p>Mandatory Pre-Bid Location: CITY HALL, 100 NORTH U.S. HIGHWAY 1 CITY COMMISSION CHAMBERS, ROOM 101, FIRST FLOOR FORT PIERCE, FL 34950</p>	<p>RFP Opening Location: City of Ft. Pierce Procurement Dept. 100 North U.S. #1, 1st Floor Ft. Pierce, Florida 34950</p>
<p>RFP Due Date & Time: 3:00 PM, MONDAY, JUNE 7, 2021</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.</p>
<p>Proposer Name: <u>Oleese DAVIDSON</u></p> <p>Mailing Address: <u>P.O. Box 103</u> <u>Ft. Pierce, FL</u> <u>34952</u></p>	<p><i>I hereby certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the proposer.</i></p> <p><u>x Oleese Davidson</u> Authorized Signature (Manual)</p>
<p>City, State, Zip Code: <u>Ft. Pierce, FL 34952</u></p>	<p>Typed or Printed Name: <u>Oleese Davidson</u></p>
<p>Type of Entity (Circle One): <input checked="" type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Proprietorship</p>	<p>Title: <u>CEO / FOUNDER</u></p>
<p>Incorporated in the State of: <u>Florida</u> Year: <u>2020</u></p>	<p>Delivery in _____ days, ARO</p>
<p>Phone Number: <u>321-722-7934</u></p>	<p>Payment Terms: <u>Net 30 Days</u></p>
<p>Fax Number:</p>	<p>FEIN or SS Number: <u>22-3900911</u></p>
<p>E-Mail Address: <u>info@stluciepfpe.org</u></p>	<p>Local Business: <u>Y</u> <u>N</u> MWBE: <input checked="" type="checkbox"/> <u>Y</u> <u>N</u></p>
<p>Bid Security is attached, when required, in the amount of \$ _____</p> <p>F.O.B. DESTINATION</p>	<p>If returning as a "No Bid" state reason:</p>
<p>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</p>	



DECLARATION OF INTEREST

Each respondent shall execute a Declaration of Interest in substantially the following form:

The undersigned, as Respondent, declares that the only persons interested in this Statement of Qualifications submitted in response to this Request for Proposals are named herein, that no other person or entity has any interest in this Statement of Qualifications or any Proposal which may arise out of the Statement, that this Statement of Qualifications is submitted without connection or arrangement with any other person and that this Statement of Qualifications is true and correct and is in every respect fair, in good faith, and without collusion or fraud.

The Respondent further declares that he/she/it has complied in every respect with all of the instructions to respondents, that he/she/it has read the Request for Qualifications and any addenda [which addenda shall be listed in the declaration] which may be issued and that he/she/it has satisfied himself/herself fully with regard to all matters and conditions with respect to the Proposal.

PARENTS FOR PROGRESSIVE EDUCATION

Name of Firm, Individual or Corporation

<u>Cleese DAVIDSON</u>	<u>Cleese Davidson</u>
Signature	Signature
<u>CEO-FOUNDER</u>	_____ (Title)
	(Title)
_____	_____
Signature	Signature
_____	_____
(Title)	(Title)



DRUG-FREE WORK PLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that

Parents For Progressive Education does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employees community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Oleese DAVIDSON

Proposer's Signature

June 4, 2021

Date

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <i>Please Davidson</i>	
	2 Business name/disregarded entity name, if different from above <i>PARENTS FOR PROGRESSIVE EDUCATION</i>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <i>Non-Profit</i>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. <i>P.O. Box 103</i>	Requester's name and address (optional)
	6 City, state, and ZIP code <i>Ft. Pierce, Florida 34952</i>	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>										
or										
Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">2</td> <td style="width: 25%; border: 1px solid black;">2</td> <td style="width: 25%; border: 1px solid black;">-</td> <td style="width: 25%; border: 1px solid black;">3</td> <td style="width: 25%; border: 1px solid black;">9</td> <td style="width: 25%; border: 1px solid black;">0</td> <td style="width: 25%; border: 1px solid black;">0</td> <td style="width: 25%; border: 1px solid black;">9</td> <td style="width: 25%; border: 1px solid black;">1</td> <td style="width: 25%; border: 1px solid black;">1</td> </tr> </table>	2	2	-	3	9	0	0	9	1	1
2	2	-	3	9	0	0	9	1	1	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Please Davidson</i>	Date ▶ <i>June 4, 2021</i>
-----------	---	----------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CITY OF FORT PIERCE PROPOSER'S CHECKLIST

This checklist is provided to assist each Proposer in the preparation of their proposal response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is only a guideline~ it is the responsibility of each Proposer to read and comply with the Request for Proposal in its entirety.

Check "Yes" or "No" to each of the following:

YES

NO

Is Request for Proposal cover page (page 1) completed, signed and attached?

✓

All prices have been reviewed for mathematical accuracy, all price corrections initialed, and all price extensions and totals thoroughly checked.

✓

Include proof of proper licensing as stated in proposal documents. (NOT APPLICABLE).

Include proof of proper insurance and if we are selected, agree to meet the City's insurance requirements, as stated in proposal documents (NOT APPLICABLE).

Proposal envelope is marked accordingly.

✓

Did you include the correct number of the complete proposal packages included (one original and one electronic copy (PDF) on a USB Flash Drive)?

✓

Is each Addendum (when issued) signed and included?

✓

PLEASE SIGN AND RETURN WITH PROPOSAL

Oliver Elise Davidson

Proposer's Signature

June 4, 2021

Date



REFERENCE CHECK FORM

RFP No: _____ **Solicitation:** _____
Bidder/Respondent Name: PARENTS FOR PROGRESSIVE EDUCATION
Reference Company Name: SAVE OUR CHILDREN, INC.
Telephone Number: 772-466-8398 **Fax Number:** 772-466-3055
Contact Name: DR. DONNA MILLS **Email:** DOCTORDONNAMILLS@AOL.COM

Reference Instructions: Submit a minimum of three (3) References. Fill out top portion only one per Reference. The City of Fort Pierce will send forms to the referenced company after the City's receipt of form in the Bid.

The above company submitted a proposal to general contracting services to the City of Fort Pierce. He/she listed you as a reference. Please complete the questions below and fax back to (772) 467-3748.

- When did this company work for you? From: _____ To: _____
- How would you describe the Contractor:

Quality of Work:

Dependability:

Integrity of owner and employees:

What areas could he/she improve upon?

Would you contract with this Contractor again? Yes No Maybe

On a scale of 1 to 5, how would you rate his/her work in general? 1 2 3 4 5

Add any information/comments that might help us evaluate their ability to perform for us?



REFERENCE CHECK FORM

RFP No: _____ Solicitation: _____
Bidder/Respondent Name: Parents for Progressive Education
Reference Company Name: Childrens Institute of Higher Learning Inc.
Telephone Number: (772) 489-3112 Fax Number: (772) 489-3617
Contact Name: Gail Ingram Email: gailingram@gmail.com

Reference Instructions: Submit a minimum of three (3) References. Fill out top portion only one per Reference. The City of Fort Pierce will send forms to the referenced company after the City's receipt of form in the Bid.

The above company submitted a proposal to general contracting services to the City of Fort Pierce. He/she listed you as a reference. Please complete the questions below and fax back to (772) 467-3748.

- When did this company work for you? From: _____ To: _____
- How would you describe the Contractor:

Quality of Work:

Dependability:

Integrity of owner and employees:

What areas could he/she improve upon?

Would you contract with this Contractor again? Yes No Maybe

On a scale of 1 to 5, how would you rate his/her work in general? 1 2 3 4 5

Add any information/comments that might help us evaluate their ability to perform for us?



REFERENCE CHECK FORM

RFP No: _____ **Solicitation:** _____
 Bidder/Respondent Name: Parents For Progressive Education
 Reference Company Name: Word of Faith Christian Academy
 Telephone Number: 772-245-3105 Fax Number: 772-905-4031
 Contact Name: Natalee Edwards Email: info@wfcacademy.org

Reference Instructions: Submit a minimum of three (3) References. Fill out top portion only one per Reference. The City of Fort Pierce will send forms to the referenced company after the City's receipt of form in the Bid.

The above company submitted a proposal to general contracting services to the City of Fort Pierce. He/she listed you as a reference. Please complete the questions below and fax back to (772) 467-3748.

- When did this company work for you? From: _____ To: _____
- How would you describe the Contractor:

Quality of Work:

Dependability:

Integrity of owner and employees:

What areas could he/she improve upon?

Would you contract with this Contractor again? Yes No Maybe

On a scale of 1 to 5, how would you rate his/her work in general? 1 2 3 4 5

Add any information/comments that might help us evaluate their ability to perform for us?

April 30, 2021

CITY FORT PIERCE



MEANS COURT CENTER MULTI-SERVICE COMMUNITY HUB

RFP NO. 2021-027

ADDENDUM NO. 1

The purpose of this addendum is to provide potential respondents clarification of the proposal specifications:

- ❖ Please disregard item number 5, Site Visitations, on page 9 of the document. Site Visitations will take place on May 20, 2021 following the scheduled Pre-Proposal Conference.
- ❖ For your review, please find attached the Sample Insurance Requirements. The awarded respondent will be required to comply with these Insurance Requirements.
- ❖ Please disregard the Evaluation Criteria as stated on page 14 of the proposal document. The evaluation criteria shall include, but not limited to the following: (the criteria points, not to exceed 100 points):
 1. Proposal Overview (This criterion will focus on how well the proposal addresses the items listed in the Statement of Work on page 11 of RFP 2021-027): **30**
 2. Professional Qualifications & Past Performance Qualifications: **10**
 3. Experience: **10**
 4. Business Plan: **15**
 5. Community Engagement Plan demonstrating how the proposer will interact with the community at large to include collaboration with nonprofit, civic, fraternal, community, and faith-based organizations: **20**
 6. Meets or exceeds the goals of the FPRA: **15**

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: OLEASE DAVIDSON
Manual

Signature: Olease Davidson
Typed or Printed

Company Name: PARENTS FOR PROGRESSIVE EDUCATION

Address: P.O. Box 103
FT. PIERCE, FL. 34952

Date: 6-18-21

Attachment: **Sample Insurance Requirements**

SAMPLE INSURANCE REQUIREMENTS

Per RFP No. 2021-027, the final insurance requirements will be determined based on the type of use proposed.

INSURANCE. TENANT shall, at its own expense, procure and maintain throughout the term of this Lease Agreement, with insurers acceptable to LANDLORD, the types and amounts of insurance conforming to the minimum requirements set forth herein. Contractor shall not occupy the Leased Premises or commence work until the required insurance is in force and evidence of insurance acceptable to LANDLORD has been provided to, and approved by, LANDLORD. In addition, TENANT shall require all contractors performing work for TENANT upon the Leased Premises to provide insurance conforming to the minimum requirements set forth herein.

Property Insurance. LANDLORD shall obtain and maintain all risk commercial property insurance on the exterior structure of the leased premises. TENANT shall insure the contents of such buildings or structures. TENANT agrees to be responsible for loss or damage to any structure or building on the premises to the extent such loss or damage is subject to a deductible provision in the LANDLORD's provided insurance.

Workers' Compensation/Employers' Liability. TENANT shall purchase and maintain Workers' Compensation insurance on a form no more restrictive than that provided by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than any endorsements required by NCCI or the State of Florida. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law. The policy must be endorsed to waive the insurer's right to subrogate against LANDLORD and the City of Ft. Pierce, and their respective officials, officers and employees in the manner which would result from the attachment of the NCCI Waiver of Our Right to Recover from Others Endorsement (Advisory Form WC 00 03 13) with LANDLORD, the City of Ft. Pierce, and their respective officials, officers and employees scheduled thereon. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"	
Part Two:	\$500,000	Each Accident
	\$500,000	Disease – Policy Limit
	\$500,000	Disease – Each Employee

Commercial General Liability Insurance. TENANT shall purchase and maintain Commercial General Liability Insurance on a form no more restrictive than the latest edition of the standard occurrence Commercial General Liability Form (Form CG 00 01) as filed for use in the State of Florida by the Insurance Services Office (ISO), without any restrictive endorsements other than any endorsements specifically required by the ISO or the State of Florida.

In addition, LANDLORD, the City of Ft. Pierce, and their respective officials, officers and employees shall be included as an "Additional Insureds" on a form no more restrictive than ISO Form CG 20 11, Additional Insured-Managers or Lessors of Premises. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$1,000,000 – General Aggregate
\$1,000,000 – Products/Completed Operations Aggregate
\$1,000,000 – Each Occurrence

Automobile Liability Insurance. TENANT shall purchase and maintain Automobile Liability Insurance on a form no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01), as filed for use in the State of

Florida by the Insurance Services Office, without any restrictive endorsements, including coverage for liability contractually assumed. The policy shall cover all owned, non-owned, and hired autos used in connection with the use of the Leased Premises and with the performance of the work. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$500,000 Each Occurrence – Bodily Injury and Property Damage Combined

General Conditions. TENANT shall further furnish LANDLORD with executed Certificates of Insurance showing that such insurance is in full force and effect within thirty (30) days of the execution of this Lease, which certificate shall provide a minimum of thirty (30) days' notice to LANDLORD prior to the cancellation or termination of any insurance policy. TENANT shall provide LANDLORD with renewal or replacement evidence of the insurance no less than fifteen (15) days before the expiration or termination of the insurance for which previous evidence of insurance has been provided. Additionally, LANDLORD from time to time may require evidence of such insurance and TENANT shall agree to promptly supply the same.

The insurance provided by TENANT shall apply on a primary basis to and shall not require contribution from, any other insurance or self-insurance maintained by LANDLORD, the City of Ft. Pierce or their respective officials, officers and employees. Any insurance, or self-insurance, maintained by LANDLORD, the City of Ft. Pierce or their respective officials, officers and employees shall be in excess of, and shall not contribute with, the insurance provided by TENANT.

Except as otherwise specifically authorized in this Agreement, no deductible or self-insured retention for any required insurance provided by TENANT pursuant to this Agreement will be allowed. To the extent any required insurance is subject to any deductible or self-insured retention (whether with or without approval of LANDLORD), TENANT shall be responsible for paying on behalf of LANDLORD, the City of Ft. Pierce and their respective officials, officers and employees any such deductible or self-insured retention. LANDLORD, from time to time, may require evidence of all such insurance coverages and policies as provided above and TENANT shall agree to supply these policies or proof of insurance. LANDLORD shall further have the right to require TENANT to make reasonable increases to the minimum required limits of insurance specified herein during the term of this lease.

Neither approval nor failure to disapprove insurance furnished by Contractor shall relieve Contractor from responsibility to provide insurance as required by this Agreement.

Certificates of Insurance must be completed as follows:

1. **Certificate Holder**

**The Fort Pierce Redevelopment Agency
c/o City of Fort Pierce
Attention: Risk Manager
100 N. U.S. Hwy 1
Fort Pierce, FL 34954-1480**

2. **Additional Insured for General Liability**

The Fort Pierce Redevelopment Agency, City of Fort Pierce and their respective officials, officers and employees

June 4, 2021

CITY FORT PIERCE

MEANS COURT CENTER MULTI-SERVICE COMMUNITY HUB



RFP NO. 2021-027

ADDENDUM NO. 2

The purpose of this addendum is to provide potential respondents clarification of the proposal specifications and to extend the proposal due date.

Clarification of Specifications

To assist interested proposer with preparing a thorough response, an outline for formatting your proposal has been provided, see attached.

Proposal Copies

Please disregard the number of requested copies stated on page 10 and in the proposal document. Proposers shall submit one (1) original and one digital copy on an USB Flash Drive.

Proposal Due Date

The original proposal due, 3:00PM, June 7, 2021, has been extended to **3:00PM, June 22, 2021**.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: Oleese Davidson
Manual

Signature: Oleese Davidson
Typed or Printed

Company Name: PARENTS FOR PROGRESSIVE EDUCATION

Address: P.O. Box 103

H. PIERCE, FL. 34952

Date: 6-18-21

Attachment: Proposal Format and Presentation, outline

June 15, 2021

CITY FORT PIERCE

MEANS COURT CENTER MULTI-SERVICE COMMUNITY HUB

RFP NO. 2021-027

ADDENDUM NO. 3



The purpose of this addendum is to provide potential respondents clarification of the proposal specifications. Please disregard the Reference Check Form, see pg 19, of the Proposal Document and include three (3) letters of support. The three (3) letters of support should be placed under the **Additional Data** section of your proposal.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: OLEASE DAVIDSON
Manual

Signature: Oleuse Davidson
Typed or Printed

Company Name: PARENTS FOR PROGRESSIVE EDUCATION

Address: P.O. Box 103
FT. PIERCE, FL. 34952

Date: 6-18-21

RFP NO. 2021-027 – MEANS COURT CENTER MULTI-SERVICE COMMUNITY HUB

PROPOSAL FORMAT AND PRESENTATION

Proposal submittals must include, at a minimum, the following information. The proposal must be divided into six (6) sections with reference to parts of this RFP done on a section number/paragraph number basis. The six (6) sections shall be:

Proposal Overview

Provide a cover letter that gives an overall introduction to the Proposal and which is signed and dated by a person authorized to legally bind the Firm to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the cover letter is to include the following information about the Organization and any proposed subcontractors:

- ❖ Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written;
- ❖ Legal status of the Organization (sole proprietorship, partnership, corporation, etc.); Also, see item numbered 6, page 13
- ❖ This section should explain the Scope of Work as understood by the Proposer
- ❖ Identify **desired** time period of lease, renewal options and proposed rental rate
- ❖ Description of the concept planned for the multi-service community hub
- ❖ Include the days the hub will be open for business each week and the hours
- ❖ Detail of proposed activities and special events
- ❖ Acknowledgement that the Organization will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the City.

Professional Qualifications & Past Performance Qualifications

- ❖ A detailed description of qualifications of the proposer and/or principal personnel to be involved in the management and operation.
- ❖ A description of representative projects completed by the respondent.

- ❖ The Proposer must emphasize its expertise in and experience with similar programs. The Proposer must identify the primary individuals responsible for supervising the work.

Experience

- ❖ A detailed description of experience of the proposer and/or principal personnel.
- ❖ The Proposer must emphasize its expertise in and experience with similar programs. The Proposer must identify the primary individuals responsible for supervising the work.

Business Plan

- ❖ Include a general business plan for operations, including revenue and expenses
- ❖ Describe marketing strategies for advertising or promoting to the public.

Community Engagement Plan

- ❖ Demonstrate how the proposer will interact with the community at large to include collaboration with nonprofit, civic, fraternal, community, and faith-based organizations.

Additional Data

Any additional information which the proposer considers pertinent for consideration should be included in a separate section of the proposal.

- ❖ Meets or exceeds the goals of the FPRA
- ❖ All forms listed in Section VI of the proposal document (see page 15)

Proposals shall provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the Proposal but should assist the Proposer in preparing a thorough response.

Parents For Progressive Education

Proposer/lessee: Olease Davidson
Address: P.O. Box 103, Ft. Pierce, Florida 34952
Phone: 321-722-7934

Proposal Overview

Parents For Progressive Education is requesting office space as a multi-hub facility to better serve the needs of the community. The use of a consistent meeting space allows PFPE to keep members of the community engaged with a place that can be attended for workshops, computer lab usage, counseling services and more.

Request: 2 adjoining rooms with a restroom and 1 room for an office
OR
Multi-media TV production Studio with a restroom

Location: Means Court Center

**Concerning Certificate of Insurance & Occupational License*
Both are in progress and will be obtained by the time of securing a facility.*

Professional Qualifications & Past Performance

CEO/Founder: Olease Ingram-Davidson, BTh
Educator of 30 years having been employed with East Coast Migrant Head Start, Boys and Girls Club of America, and Children's Institute of Higher Learning.

Executive Manager: Chrystol Ingram, B.S.Ed., MBA
Former teacher of 5yrs, and administrative leader in higher education for over 10yrs

Programs Director: Jane Mingo-Ingram, B.S.Ed.
Dean/Conduct Counselor, St. Lucie County Schools

Outreach Coordinator: Celeste Riley, B.S. Ed
Teacher at Word of Faith Christian Academy, St. Lucie County Schools

Fundraising Director: Michael Ingram, B.Comm.
Minister, local businessman, & community activist

Past Performance

August-Fed 100 needy families in the north-side community
Attended monthly school board meeting to speak on behalf of parents

November- Distributed 150 jackets to children in need
Attended monthly school board meeting to speak on behalf of parents

February-PFPE's annual "Love Extravaganza" fed 100 families a hot meal
and distributed bibles to those that would take one

Community Engagement

Parents For Progressive Education is a non-profit organization that provides parents and their scholars access to resources that directly bridges gaps in the areas of education, mental health, abuse, poverty, homelessness, parenting skills, and spiritual awareness; which all are required for academic and real-life success. The program offers need based events to the community that include distributing meals, clothing and information regarding activities conducted by the school board. Additionally, linking parents with workshops on functional life skills, parenting skills, and interpersonal relationships, are a key focus of what PFPE does.

Parents for Progressive Education's pilot program is set to capture the heart of our local community. By increasing exposure to students of opportunities outside of their current circumstances and promoting parental involvement in the school system, PFPE will demonstrate its mission to positively impact the community.

Target Population

PFPE aims to service and advocate for the community at large, with primary attention given to St. Lucie County-North. Individuals who live in neighborhoods located North of Orange Ave, have demonstrated the greatest need for services provided by Parents for Progressive Education.

Program Description

Community service programs will include tutoring services, a computer lab/internet cafe, career development resources, and more. As a hub for community resources, Parents For Progressive Education will provide enrichment programs

such as cultural arts that include dance, poetry and black history lessons. In extending our reach, resources for grief counseling will also be made available.

Operations & Events

Operating Hours: Monday-Friday, 10am-7pm & Saturday, 10am-4pm

To efficiently service the needs of the community, each day of the week will be utilized to will offer a particular service during a set block of time.

See example below:

Monday

10am-12pm: Grief counseling

12pm-2pm: Career guidance/resume assistance (For parents)

2pm-5pm: After school tutoring/computer lab

5pm-7pm: "Re-tool" workshop-how to apply for college, FAFSA assistance, etc.

Tuesday-Thursday

10am-2pm: Mental health help

2pm-5pm: After school tutoring/computer lab

5pm-7pm: Internet café/Parenting workshop

Friday

10am-12pm: Foster Parents Round Table

12pm-2pm: Food Pantry

2pm-5pm: Dance/Poetry/Painting (students will choose a session to attend)

5pm-7pm: "Get Rooted": A lesson in Black History

Events

Backpack Give-Away-school supplies & back packs distributed to needy students.

Neighbors Feeding Friends- hot meals served to those in need.

Coating Our Community with Love- jackets/coats and clothes give away.

Packed-lunch drive through-packed lunches distributed to families who could drive or walk-up to the distribution location.

Staffing

Staff members are volunteers that have agreed to donate their time and resources to the initiatives of Parents For Progressive Education.

Practitioners facilitating counseling and group sessions are a part of PFPE's credentialed professional network. Services from these individuals will be contracted for times that they are available to support PFPE.

A Site Manager will provide support to the program's daily activities and assists with operational tasks. The Site Manager will also provide technical assistance in the form of staff training, monitoring, and controlling.

Curriculum Focus for PFPE

The training curriculum will offer the program content listed below:

- **Career Preparation-** Understanding job search methods, completing job applications, resumes, interviewing skills and job search follow-up activities.
- **Job Exploration-** Participants can review available jobs and their locations, pay and benefit ranges, qualifications, and the future outlook for employment.
- **Critical Thinking-** Topics include problem solving, decision making models, goal setting, understanding influences, and using information effectively.
- **Mental/Emotional Development-** Mental health & counseling services made available to provide support in these areas. These are needed components to allow constituents to raise their awareness of the importance of being healthy in these areas.
- **Personal Responsibilities-** Topics include instruction in etiquette, personal hygiene, good nutrition, dress, and parenting. This component focuses on the importance of being accountable for one's actions.

Financial Budget (Previous)

Fundraising budget.....	\$1,000
Marketing budget.....	\$835
Flyers-----	\$200
Radio Promotions-----	\$150
Website-----	\$0
Keychains-----	\$185
PFPE Pens-----	\$125
Brand Designer-----	\$175
Operational budget.....	\$0
Office Space-----	\$N/A
Electricity-----	\$N/A
WiFi-----	\$N/A
Water-----	\$N/A
Office supplies-----	\$80

Funding Sources

- Individual donations
- Fundraising Events

Financial Budget (Projected)

Fundraising budget.....	\$25,000
Marketing budget.....	\$10,000
Flyers-----	\$2,500
Radio Promotions-----	\$2,000
Website-----	\$1,500
Keychains-----	\$1,200
PFPE Pens-----	\$1,200
Brand Designer-----	\$1,100
Operational budget.....	\$35,000
Office Space-----	\$15,000
Electricity-----	\$9,500
WiFi-----	\$1,600
Water-----	\$2,700
Office supplies-----	\$5,000

Funding Sources

- Individual donations
- Sponsorships
- Fundraising Events
- Grants

Table of Contents

Executive Summary	
Who we are.....	
What we do.....	
Who we serve.....	
Description of Non-Profit	
Services Provided.....	
Previous Accomplishments.....	
Company Charter	
Management Team.....	
Organizational Structure.....	
Target Market	
Customer and Market Analysis	
Marketing Strategy and Implementation	
Marketing Plan.....	
Financial Plan	
Budget(s).....	
Funding Sources.....	

Executive Summary

Founded: 2020

Headquarters: Ft. Pierce, Florida

Founder: Olease Ingram-Davidson

Target Audience: Underserved parents and students in St. Lucie County

Who We Are

Parents For Progressive Education is a non-profit, community-based organization whose vision is to fill gaps in the community to meet requirements for progress and development. Underserved youth within the education system- abused, poverty stricken, mentally/emotionally challenged are amongst the lowest achieving in school, and the least productive once becoming adults. Since its inception, PFPE has fed over 100 students & their families, provided clothing via clothing drives, and more.

Our mission

Our mission is an unwavering commitment to fill component gaps in St. Lucie County for resources in education, mental health, abuse, poverty, homelessness, parenting skills, and spiritual wholeness in the community to ensure that no-one is left behind. The ultimate vision of Parents For Progressive Education is to inspire societal advancement by filling resource gaps in the community as multi-service community hub.

Expansion Plan

Parents For Progressive Education looks is expanding on its community efforts. Through partnerships with the city commissioner and school board members, plans are ongoing to secure office space. This will give constituents a stationary venue by which to connect with and be empowered by programs offered by PFPE. Programs can then include tutoring services, a computer lab, career development resources, and more.

Time Frame: 1-6mths

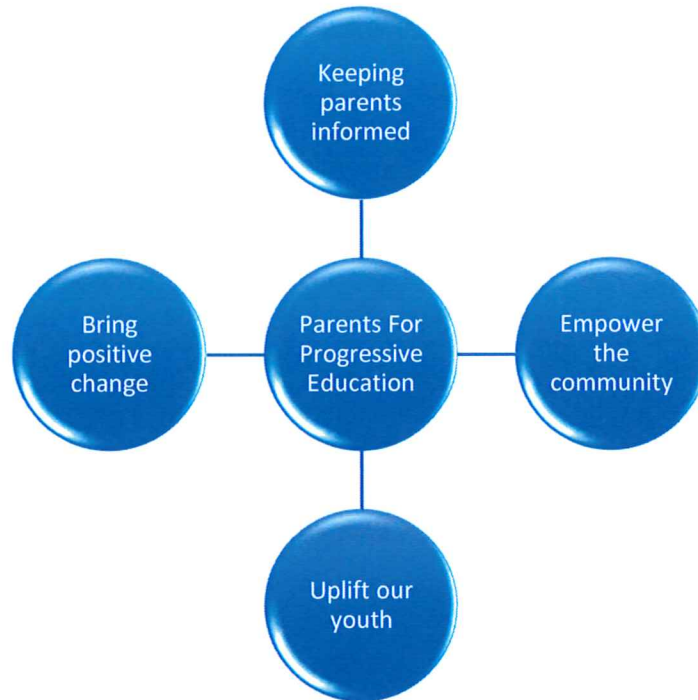
Funding Sources: Grants, sponsorships, donations

Location: Available space in north-side St. Lucie County

Description of Non-Profit

Parents For Progressive Education has sustained as a not-for-profit 501c3 organization because of the generous donations of community members. Since being newly founded 10 months ago, Parents For Progressive Education has not realized a profit but instead has made sure that every donation given to the organization goes directly towards the needs of the community. The organization solicits funds via social media, radio and word of mouth. Donations given to initiatives hosted by PFPE are collected via various peer payment apps such as CashApp, Zelle, and Venmo. Others have donated food items for meal giveaways and clothes for clothing drives. Officers of Parents For Progressive Education currently meet once per month in a virtual meeting space to plan various outreach events.

Much of what has been undertaken by PFPE is a direct result of attending school board meetings and serving as a liaison to the needs of parents and their scholars.



Previous Accomplishments

- August 2020- Parents For Progressive Education is formed as a community based organization in St. Lucie County
- September 2020- PFPE feeds 100 families in need to the Lincoln Park Mainstreet neighborhood.
- November 2020- PFPE's clothing drive distributes jackets and clothing to students & families in the Chester A. Moore Elementary School surrounding area.
- February 2021-PFPE's annual "Love Extravaganza" serves hot meals & bibles to the homeless by donating meals to the 7th st homeless shelter.
- May 2021- Presents critical data to the mayor, superintendent of schools, state and federal DOE members that supports advocacy for diversity in SLCPS during the virtual St. Lucie County Community Conversation
- June 2021-PFPE partners with FL Department of Agriculture and Consumer Services for "Summer BreakSpot" to provide free, nutritious meals to kids and teens 18 and under

Services Provided

Constituents of Parents For Progressive Education are provided an array of services that are targeted towards empowering upward mobility and personal development. These include parenting skills workshops, youth etiquette dining classes, communal feedings for needy families, clothing drives, and career guidance programs for tweens and emerging adults.

Client Benefits:

- Kept informed on decisions made within the local school district that affect their scholars.
- Advocated for during school district meetings.
- Connected with resources that empower change.

Highlights and Features (Constituents)

- Calls made to constituents to solicit feedback regarding various district decisions.
- Website access to PFPE updates and upcoming events.
- Connection to PFPE social media outlets which broadcast school board meetings, conducts surveys to gather data on service needs, & more.

Highlights and Features (Partners)

- SLCPS provided imperative data relative the needs of marginalized groups within the district.
- Sponsors are recognized and acknowledged for contributions and assistance provided to the PFPE.
- Receives the tax-free benefit of partnering with a 501c3 organization.
- Company Name and logo recognition in E-newsletter.
- Company Name and Logo on website with backlink.

Management Team

CEO & Founder: Olease Ingram-Davidson, BTh

Olease Ingram-Davidson is the passionate founder and CEO of Parents For Progressive Education. She has several years of experience in the field of education. Olease is an educator of 30 years having been employed with East Coast Migrant Head Start, Boys and Girls Club of America, and Children's Institute of Higher Learning. As a fundraiser coordinator for the BG & BL Scholarship Foundation, Olease has the ability to bring needed resources to marginalized communities. Upon attending school board meetings, Olease noticed a lack of attendance from parents within her community and thus began a campaign to rally support from those parents. Additionally, she organized events to feed needy families, clothing drives, and engaging with community members to better understand what resources should be made accessible at large. Serving in the capacity of a liaison, Olease seizes every opportunity to propel the community forward.

Executive Manager: Chrystol Ingram-B.S.Ed, MBA

Chrystol Ingram has worked hand in hand with the CEO to build the organization from the ground up. She has also worked with several start-up organizations as a consultant. Additionally, Chrystol has vast experience in education as a former teacher of 5yrs, and administrative leader in higher education for over 10yrs. Her capacity as a leader allowed her to drive teams to roughly \$36million in revenue annually. Her drive, business expertise, and ability to deliver results makes Chrystol an asset to this leadership team.

Board Members

Operations Director: Peggie McPhee, Ph.D
Local entrepreneur, author, & motivational speaker

Executive Manager: Chrystol Ingram, B.S.Ed., MBA
Former teacher of 5yrs, and administrative leader in higher education for over 10yrs

Programs Director: Jane Mingo-Ingram, B.S.Ed.
Dean/Conduct Counselor, St. Lucie County Schools

Outreach Coordinator: Celeste Riley, B.S. Ed
Teacher at Word of Faith Christian Academy, St. Lucie County Schools

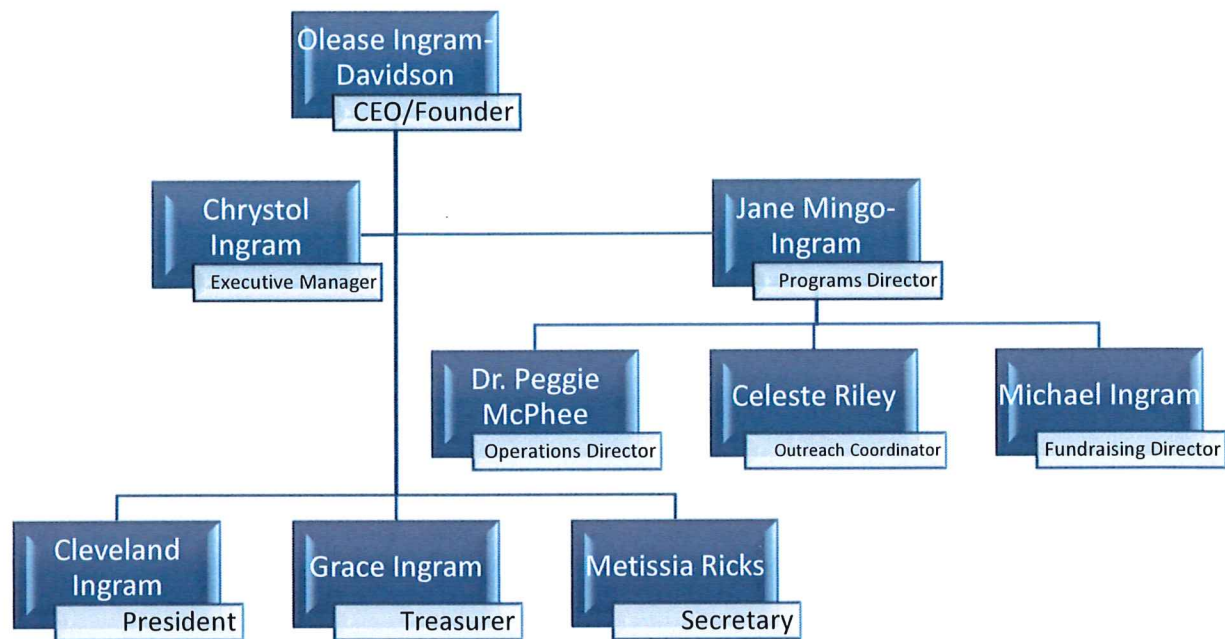
Fundraising Director: Michael Ingram, B.Comm.
Minister, local businessman, & community activist

Officers

President- Cleveland Ingram

Secretary- Metissia Ricks, A.S.

Treasurer- Grace Ingram, B.S.Ed.



Target Market

Customer and Market Analysis

Parents For Progressive Education programs currently service around 200 children, boys and girls ages 5 to 18 years old, from neighboring communities in the Lincoln Park Mainstreet area. Many of these children come from single parent homes or being raised by grandparent(s), leaving them without the economic means to be successful in school. Students lack school supplies and other basic needs for the classroom. Parents are deficient in knowing what their child needs or the means to get it if they do know. Our reach extends mid-county, south of Virginia Avenue, to about 25 adults and youth, of which some are homeless.

Marketing Strategy and Implementation

Parents For Progressive Education is currently market via social media, radio broadcasts, TV interviews and word of mouth. Approximately 40% of the team's time will be spent fundraising/marketing. A lot of this time will be spent traveling around and meeting with different community leaders and heads of organizations, convincing them that PFPE is a well-run, well-intending organization, deserving of their company's support.

Financial Plan

Financial Budget (Previous)

Fundraising budget.....	\$1,000
Marketing budget.....	\$835
Flyers-----	\$200
Radio Promotions-----	\$150
Website-----	\$0
Keychains-----	\$185
PFPE Pens-----	\$125
Brand Designer-----	\$175
Operational budget.....	\$0
Office Space-----	\$N/A
Electricity-----	\$N/A
WiFi-----	\$N/A
Water-----	\$N/A
Office supplies-----	\$N/A

Funding Sources

Individual donations

Fundraising Events

Financial Budget (Projected)

Fundraising budget.....	\$25,000
Marketing budget.....	\$10,000
Flyers-----	\$2,500
Radio Promotions-----	\$2,000
Website-----	\$1,500
Keychains-----	\$1,200
PFPE Pens-----	\$1,200
Brand Designer-----	\$1,100
Operational budget.....	\$35,000(est)
Office Space-----	\$15,000
Electricity-----	\$9,500
WiFi-----	\$1,600
Water-----	\$2,700
Office supplies-----	\$5,000

Funding Sources

- Individual donations
- Sponsorships
- Fundraising Events
- Grants

REBUILDING OUR COMMUNITY ... ONE CHILD AT A TIME



Save Our Children, Inc.
464 N 9th Street
Fort Pierce, Florida 34954
Director: Rev. Kenneth Mills, Sr.
Site Manager: Dr. Donna Mills
772-466-8398 Fax: 772-466-3055

To whom it may concern;

I have known Ms. Olease Ingram Davison for at least 15 years. She is an individual of ability, leadership, integrity, commitment, kindness and compassion. She is also an activist for the Lincoln Park community and an advocate for all children and families. Personally, I am a SLC School Board Member and have been so since 2010. Together, Ms. Davison's organization, Parents for Progressive Education, and the St. Lucie County School Board have partnership to improve Parent participation in Public Schools. Her organization, as well, have increase parent and community attendance both at School Board meetings and community events.

Sincerely

A handwritten signature in blue ink that reads "Dr. Donna Mills". The signature is written in a cursive style and is positioned below the word "Sincerely".

Dr. Donna Mills
School Board Member, Vice Chair/
Save Our Children Site Manager



WORD OF FAITH CHRISTIAN ACADEMY

907 North 13th Street, Fort Pierce, FL 34950

(772) 245-3105 | Email: info@wfcacademy.org | Website: www.wfcaschools.org

June 21, 2021

Dear Sir or Madam:

Please let this letter serves as our support for Parents For Progressive Education and the work Ms. Olease Ingram-Davidson is doing in this community. We support this organization as they actively engage and encourage parents of students in our public schools to be more proactive, involved and informed about changes that affect the education of our children especially in Fort Pierce at the district level. Parents For Progressive Education shares our vision in enhancing the opportunities for underserved and under-resourced students in this community.

If you have any question or concerns, please do not hesitate to contact me directly at 772-245-3105 ext. 2.

Yours truly

Ms. Natalee Edwards

School Director, Word of Faith Christian Academy



Resurrection Life
Family Worship Center

Apostle Trevor Banks
Senior Pastor

Martha Banks
Assistant Pastor

June 20, 2021

To whom it may concern:

My name is Pastor Martha Banks, my husband Trevor Banks, Sr and I are the pastors at Resurrection Life Family Worship Center in Fort Pierce, FL. We believe in and support the organization "Parents for Progressive Education". We believe this organization will change the lives of many underprivileged scholars and parents.

Pastor Martha Banks

CHILDREN'S INSTITUTE OF HIGHER LEARNING
406 South 33rd Street • Fort Pierce, FL 34947
(877) 489-3112

Date: June 18, 2021

Re: Parent for Progressive Education

Dear Madam / Sir,

The management staff of the Childrens Institute of Higher Learning. Which is located at 406 South 33rd Street, Fort Pierce Florida 34947. Would like to offer this letter of support for Olease Davidson who have dedicated over 20 years of service at Childrens Institute of Higher Learning.

We write this letter of support for the Parent of Progressive Education Organization for the marvelous and dedicated services that are being exhibit in St. Lucie County. Childrens Institute are proud to support an organization like the Parent for Progressive Education for the drive and motivation to make changes for parents to be more active in the education of our children. We know that it takes a village to raise a child let give Parents for Progressive Education a chance to make a different in our families and community.

Sincerely yours,


Childrens Institute

Management Staff

Gail Ingram