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SUBJECT: AFTERSCHOOL AND SUMMER PROGRAMMING: ELEMENTARY THROUGH HIGH SCHOOL

BID #: ESC-0349-23 **OPEN DATE: 5/24/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2024 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 233 NUMBER RECEIVED: 40 OTHER: 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity the 501(c)(3) determination letters that were not submitted with responses from TRUE Youth Association Inc., Master of Education, Inc., and I'm A Star Foundation, Inc. The letters do not affect the scope or pricing of this RFP.

Recommend approval to proceed with negotiations with the providers listed in Exhibit 1 that scored the highest within the KHA goal area indicated with their application. The results will be documented and presented to the CSPEC Committee for approval. Upon successful negotiation and approval, KHA will proceed with a request for award to the highest scoring applicants until all funding is exhausted.

Attachments: Recommendation Memo, Bid Tabulation, Scoring Sheets, Evaluation Matrix,

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Olive Wallace-Cohen DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, CEO, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

CC: Kenneth Darity, Chief Programs Officer

SUBJECT: Request permission for KHA to negotiate with applicants for BID # ESC-0349-23, Afterschool and Summer Programming: Elementary Through High School

DATE: June 27, 2023

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests the following:

Request permission for KHA to negotiate with applicants for RFP ESC-0349-23. Procurement received forty (40) responses.

1. KHA has completed its preliminary evaluation of the forty (40) total responses received for BID ESC-0349-23, Afterschool and Summer Programming: Elementary Through High School, and is requesting approval to negotiate with the providers listed in Exhibit 1 that scored the highest within the KHA goal area indicated within their applications (see Exhibit 1).
2. Requesting approval for the non-submission of requested documents be waived as a minor irregularity for each of the affected vendors. TRUE Youth Association Inc., Master of Education, Inc., and I'm A Star Foundation, Inc.

Upon approval of this request, KHA will proceed with a request to Procurement to award a contract with the highest scoring applicants listed on Exhibit 1 until all funding is exhausted.

KHA anticipates funding as follows:

ID	Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
56	ESP- Out-of-School Time	10901	181001	582001	000000	00000455	00000	0000000

Total Funding **$14,000,000.00**

Attachment(s): Exhibit 1: Total Scores Average
Exhibit 2: Evaluator Scores

For additional information, please contact Kenneth Darity at 904-255-4422 or e-mail, KDarity@coj.net.

Cc: Olive Wallace-Cohen, Purchasing Analyst
Jessica Pitts, Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Katoia Wilkins, Director Contract Management

EXHIBIT 1

Total Scores Average

Agency Name	Scorer 1	Scorer 2	Scorer 3	Total Score	Average Score	Percentage
YMCA of Florida's First Coast	447	446	447	1340	447	99.93%
POISE Inc.	441	447	440	1328	443	99.03%
Boys & Girls Clubs	435	436	440	1311	437	97.76%
A Life for a Life International	439	427	437	1303	434	97.17%
Joshua Christian Academy	431	428	443	1302	434	97.09%
The Carpenters Shop	432	427	441	1300	433	96.94%
Communities In Schools	427	434	439	1300	433	96.94%
The Foundation Academy	420	443	435	1298	433	96.79%
Hope Haven	444	440	412	1296	432	96.64%
Sanctuary on 8th Street	416	431	447	1294	431	96.50%
Keepsafe Learning Inc.	434	435	423	1292	431	96.35%
Yohannas Performing Arts	434	412	440	1286	429	95.90%
Taylor Belle Foundation Inc.	425	424	436	1285	428	95.82%
Minds of the Future	415	432	437	1284	428	95.75%
MaliVai Washington	428	429	420	1277	426	95.23%
Wayman	421	417	434	1272	424	94.85%
Don't Miss a Beat	418	424	423	1265	422	94.33%
The Potter's House	414	418	432	1264	421	94.26%
Abyssinia Missionary Baptist Church	410	415	430	1255	418	93.59%
KIPP Jacksonville (Afterschool Only)	321	333	314	968	323	93.53%
The Chosen of God	427	409	416	1252	417	93.36%
Teen Leaders of America (U-Turns)	394	412	444	1250	417	93.21%
Cornerstone Christian School of Jacksonville	410	416	423	1249	416	93.14%
Tiphne DarShay Hollis Foundation	428	405	411	1244	415	92.77%
Dayspring Outreach Ministries (Summer Only)	334	325	308	967	322	92.62%
Masters of Education (Summer Only)	328	293	343	964	321	92.34%
I'm A STAR	367	436	430	1233	411	91.95%
North Florida Educational Institute	392	393	430	1215	405	90.60%
Krumpin 4 Success (Afterschool Only)	312	309	313	934	311	90.24%
West Jacksonville Restoration Center	404	402	403	1209	403	90.16%
Visionary Dreamers of Today Foundation	393	432	378	1203	401	89.71%
TRUE Youth Association (Summer Only)	303	311	320	934	311	89.46%
Jax Police Athletic League	393	432	373	1198	399	89.34%
IM Sulzbacher (Afterschool Only)	311	300	308	919	306	88.79%
Kreative Success Academy	412	375	403	1190	397	88.74%
Edward Waters University	373	442	367	1182	394	88.14%
Fresh Ministries Inc. (Afterschool Only)	300	279	321	900	300	86.96%
Jacksonville Arts & Music	408	399	298	1105	368	82.40%
Team Nitro MMA Fresh Word Ministries	405	352	274	1031	344	76.88%
America's Little Leaders	345	320	304	969	323	72.26%

Key:
Summer Only Sites 348 Total Points
Afterschool Only Sites 345 Total Points
Afterschool and Summer 447 Total Points

EXHIBIT 2

ESC-0349-23 Scoring Assignments

	Scorer Name	YMCA of Florida's First Coast	Boys & Girls Clubs	Wayman Community Development	Team Nitro MMA/Fresh Word Ministries	Fresh Ministries Inc. (Afterschool Only)
1	Aszloyn Wakefield	447	435	421	405	300
2	Tyrica Young	446	436	417	352	279
3	Colin Murphy	447	440	434	271	321

	Scorer Name	The Foundation Academy	Abyssinia Missionary Baptist Church	America's Little Leaders	Cornerstone Christian School of Jacksonville	Minds of the Future
1	Jessica Pitts	420	410	345	410	415
2	Kimberly Allen	443	415	320	416	432
3	Asha Simpson	435	430	304	423	437

	Scorer Name	The Carpenter's Shop	Joshua Christian Academy	The Potter's House	Tiphne DarShay Hollis Foundation	Sanctuary on 8th Street
1	Demica Davis	432	431	414	428	416
2	Lynette Kohn	427	428	418	405	431
3	Bill Tillman	441	443	432	411	447

	Scorer Name	Edward Waters University	Hope Haven	West Jacksonville Restoration Center	Teen Leaders of America (U-Turns)	North Florida Educational Institute
1	Lenora Wilson	373	444	404	394	392
2	Donya Wright	442	440	402	412	393
3	Ryen Freedman	367	412	403	444	430

	Scorer Name	Dayspring Outreach Ministries (Summer Only)	KIPP Jacksonville (Afterschool Only)	IM Sulzbacher (Afterschool Only)	Krumpin 4 Success (Afterschool Only)	N/A
1	Jodie Thomas	334	321	311	312	
2	Chardae Chaney	325	333	300	309	
3	Patrice Abner	308	314	308	313	

	Scorer Name	Visionary Dreamers of Today Foundation	POISE Inc.	Taylor Belle Foundation Inc.	Keepsafe Learning Inc.	N/A
1	Eric McClure	393	441	425	434	
2	Terri Newberry	432	447	424	435	
3	Dante Jennings	378	440	436	423	

	Scorer Name	Jax PAL	Jacksonville Arts & Music	Don't Miss a Beat	Malivai Washington	Communities In Schools
1	Mari Ganues	393	408	418	428	427
2	Ruth Waters	432	399	424	429	434
3	Latrina Patrick	373	298	423	420	439

	Scorer Name	A life for a life International	Yohannas Performing Arts	Kreative Success Academy	The Chosen of God MKB	N/A
1	Stacy Sheppard	439	434	412	427	
2	Deborah Sibley	427	412	375	409	
3	Sharon Scott	437	440	403	416	

	Scorer Name	I'M A STAR
1	Quinn Washington	367
2	Demica Davis	436
3	Jodie Thomas	430

	Scorer Name	Masters of Education (Summer Only)
1	Ruth Waters	328
2	Chardae Chaney	293
3	Terri Newberry	343

	Scorer Name	TRUE Youth Association (Summer Only)
1	Colin Murphy	303
2	Aszloyn Wakefield	311
3	Tousha Allen	320

Afterschool Max Points	345
Summer Camp Only Max Points	348
Afterschool and Summer Camp Max Points	447

TITLE: AFTERSCHOOL AND SUMMER PROGRAMMING: ELEMENTARY THROUGH HIGH SCHOOL BID NO.: ESC-0349-23 OPEN DATE: 05/24/21 ANALYST: Olive Wallace-Cohen No. Invited: (233) No. Received: (40) No Bids: (3) Recorded By: MELISSA PIERCE Announcer: MARILYN LAIDLER	CORNERSTONE CHRISTIAN SCHOOL OF JACKSONVILLE	AMEARICA'S LITTLE LEADERS	POLICE ATHELETIC LEAGUE OF JACKSONVILLE	ABYSSINIA MISSIONARY BAPTIST CHURCH MINISTRIES	POISE, INC.	MINDS OF THE FUTURE FOUNDATION	VISIOINARY DREAMERS OF TODAY FOUNDATION	KIPP JACKSONVILLE, INC.	TAYLOR BELLE FOUNDATION, INC.	JACKSONVILLE ARTS & MUSIC SCHOOL
Mandatory Pre-bid meeting held April 26, 2023, at 1:00 am and April 27, 2023, at 10:00 am - Recorded Version with quiz on CollaborNation through May 24, 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	Attended the wrong pre-bid
NOTES:	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included
MINIMUM REQUIREMENTS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT										
ADDENDUM (1,2, 3,)	1,2,3	1,2,3		1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must indicate their response to each requirement in Attachment A to this RFP. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to January 1, 2022 and have an "Active" status as shown on by the Florida Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated a youth development and/or social service program for at least one (1) year that served at least twenty (20) youth. Operation must have occurred in 2022, 2021, or 2020.

TITLE: AFTERSCHOOL AND SUMMER PROGRAMMING: ELEMENTARY THROUGH HIGH SCHOOL BID NO.: ESC-0349-23 OPEN DATE: 05/24/21 ANALYST: Olive Wallace-Cohen No. Invited: (233) No. Received: (40) No Bids: (3) Recorded By: MELISSA PIERCE Announcer: MARILYN LAIDLEF	THE CHOSEN OF GOD MKB DESTINED FOR GREATNESS	DAYSPRING OUTREACH MINISTRIES	I.M SULZBACHER CENTER FOR THE HOMELESS, INC.	FRESH WORD MINISTRIES dba TEAM NITRO MMA SEAL TEAM (Team NITRO)	THE POTTER'S HOUSE CHRISTIAN FELLOWSHIP, INC.	JOSHUA CHRISTIAN ACADEMY	DON'T MISS A BEAT, INC.	MaliVai WASHINGTON KIDS FOUNDATION, INC.	THE CARPENTER'S SHOP CENTER	TIPHNE DarShay HOLLIS FOUNDATION
Mandatory Pre-bid meeting held April 26, 2023, at 1:00 am and April 27, 2023, at 10:00 am - Recorded Version with quiz on CollaborNation through May 24, 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NOTES:	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included
MINIMUM REQUIREMENTS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT										
ADDENDUM (1,2, 3, 4)		1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must indicate their response to each requirement in Attachment A to this RFP. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to January 1, 2022 and have an "Active" status as shown on by the Florida Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated a youth development and/or social service program for at least one (1) year that served at least twenty (20) youth. Operation must have occurred in 2022, 2021, or 2020.

TITLE: AFTERSCHOOL AND SUMMER PROGRAMMING: ELEMENTARY THROUGH HIGH SCHOOL BID NO.: ESC-0349-23 OPEN DATE: 05/24/21 ANALYST: Olive Wallace-Cohen No. Invited: (233) No. Received: (40) No Bids: (3) Recorded By: MELISSA PIERCE Announcer: MARILYN LAIDLE	A LIFE FOR A LIFE INT'L	T.R.U.E YOUTH ASSOCIATION, INC.	BOYS AND GIRS CLUBS	EDWARD WATERS UNIVERSITY	YOHANNAS PERFORMING ARTS, INC.	SANCTUARY OF NORTHEAST FLORIDA, INC.	WAYMAN COMMUNITY DEV. CORP.	FRESH MINISTRIES, INC.	KREATIVE SUCCESS ACADEMY	THE FOUNDATION ACADEMY STUDIO SCHOOL
Mandatory Pre-bid meeting held April 26, 2023, at 1:00 pm and April 27, 2023, at 10:00 am - Recorded Version with quiz on CollaborNation through May 24, 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NOTES:										
NOTES:	Flash Drve Included	Flash Drve Included	4-Flash Drve Included	Flash Drve Included	Flash Drve Included	Flash Drve Included	Flash Drve Included	Flash Drve Included	Flash Drve Included	Flash Drve Included
MINIMUM REQUIREMENTS	✓	No IRS exemption evidence	✓	✓	✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓			✓	✓		✓	✓
INSURANCE AGENT ACKNOWLEDGMENT										
ADDENDUM (1,2, 3, 4)	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3		1,2,3	1,2,3

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must indicate their response to each requirement in Attachment A to this RFP. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to January 1, 2022 and have an "Active" status as shown on by the Florida Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated a youth development and/or social service program for at least one (1) year that served at least twenty (20) youth. Operation must have occurred in 2022, 2021, or 2020.

TITLE: AFTERSCHOOL AND SUMMER PROGRAMMING: ELEMENTARY THROUGH HIGH SCHOOL BID NO.: ESC-0349-23 OPEN DATE: 05/24/21 ANALYST: Olive Wallace-Cohen No. Invited: (233) No. Received: (40) No Bids: (3) Recorded By: MELISSA PIERCE Announcer: MARILYN LAIDLER	WEST JACKSONVILLE RESTORATION CENTER, INC.	HOPE HAVEN ASSOCIATION, INC.	COMMUNITIES IN SCHOOLS OF JACKSONVILLE	MASTERS OF EDUCATION	I'M A STAR FOUNDATION, INC.	KRUMPIN FOR SUCCESS	KEEPSAFE LEARNING, INC.	NORTH FLORIDA EDUCATIONAL INSTITUTE	U-TURNS, INC. dba TEEN LEADERS OF AMERICA	YMCA OF FLORIDA'S FIRST COAST, INC.
Mandatory Pre-bid meeting held April 26, 2023, at 1:00 pm and April 27, 2023, at 10:00 am - Recorded Version with quiz on CollaborNation through May 24, 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NOTES:										
NOTES:	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included
MINIMUM REQUIREMENTS	✓	✓	✓	No IRS exemption or SunBiz evidence	No IRS exemption or SunBiz evidence	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT										
ADDENDUM (1,2, 3, 4)	1,2,3		1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must indicate their response to each requirement in Attachment A to this RFP. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to January 1, 2022 and have an "Active" status as shown on by the Florida Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated a youth development and/or social service program for at least one (1) year that served at least twenty (20) youth. Operation must have occurred in 2022, 2021, or 2020.

Form 2 -	Conflict of Interest Certificate
Form 3 -	Goals and Performance Measures
Form 4 -	Principal Support Letter
Form 5 -	Site Chart
Form 6 -	No Bid Form

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services

The Kids Hope Alliance is accepting proposals for afterschool and summer programming for at-hope youth residing in Duval County and entering Kindergarten through high school (the "Services").

KHA funds can only be used to start a program as prescribed in this RFP or to supplement an existing program. As such, KHA funds can't be used to supplant existing children and youth programs being funded by another entity. Any expenditure that supplants existing youth services programs or funding is not allowable. Contractors seeking to supplement an existing children and youth service program must clearly describe how the KHA funds will supplement and not supplant other funds.

Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement

The initial term of contracts awarded under this RFP will be for ten (10) months and will commence on August 1, 2023, and will expire on May 31, 2024. KHA will have the option, in its sole discretion, to renew such contracts for up to three (3) additional one-year terms (June 1 – May 31) upon satisfactory performance by Contractor. Contracts are subject to early termination as set forth elsewhere in this RFP.

The option to renew shall be at the sole and complete discretion of the Kids Hope Alliance, and subsequent renewal periods may be subject to renegotiated performance measures, deliverables, and contractual terms.

1.4 Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must indicate their response to each requirement in Attachment A to this RFP. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to January 1, 2022 and have an "Active" status as shown on by the Florida Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated a youth development and/or social service program for at least one (1) year that served at least twenty (20) youth. Operation must have occurred in 2022, 2021, or 2020.

1.5 Equal Business Opportunity Program

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as

- One (1) original signed version of its Response clearly marked as "ORIGINAL." The Response must be signed by an officer or employee having authority to legally bind Contractor.
- If necessary: One (1) REDACTED scanned copy of the Response (if necessary pursuant to Section 2.12). This copy should be marked "Confidential - Trade Secret" or something comparable to alert the reader of Contractor's claim of a public records exemption, cite the specific statutory citation for the exemption and otherwise comply with the requirements of Section 2.12 of this RFP.
- One (1) digital copy of the entire Response, on a separate flash drive. The files must be labeled as follows:
  - Contractor Name - Application
  - Contractor Name - Budget
  - Contractor Name - Required Documents and Forms (Name by Title of Document/Form keep each separate)

All hard copies and the digital copy are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) contractor's name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all digital copies are EXACT duplicates of the original Response.

2.5 Evaluation of Responses

Buyer will determine the qualifications, interest, and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer.

The evaluation of RFP responses will be conducted by both KHA staff and external subject matter experts (SMEs) within the child and family services field. Each Scorer will evaluate up to 15 applications and each application will be evaluated by at least three scorers. Batches of up to fifteen responses will be created based on the KHA goals initially selected by the applicant during the application process so that like applications will be evaluated against each other.

Contractors that score the highest within the KHA goal area indicated in their application would then be selected for either award or negotiation with the intent to award.

Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 Award of Contract

a. The process for contract award is set forth in Jacksonville Ordinance Code Sections 126.204. Generally, Buyer will award the Contract to the responsible and responsive contractors whose responses are determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Section 126.201(d)(4) and 126.201(n), *Ordinance Code.* If an agreement cannot be reached with the highest ranked Contractors, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached. Contractors must score a

Attachment B
Evaluation Matrix

The evaluations will be based upon the following criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. The response to each of the criterion will be evaluated relative to the other responses received. Contractors are encouraged to arrange their responses in the exact format as the application in Attachment A, which will offer ready review and evaluation of each criterion. Please note that the final score will be the percentage of points received. For example, receiving 276 points out of a possible 345, would result in a score of 80%. **Contractors must score a minimum 70% of points overall to be considered for funding.**

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
Contractor Detail Question #1 (Maximum Points 15)	Agency history one to two years. Description of agency mission or services provided is missing, unclear, or minimally described. An organizational chart is not	Agency history is less than three years. Agency mission and history somewhat support the plan to provide services for the program described in the RFP. An organizational chart is included but the position responsible for direct supervision is not clear.	Agency history is three years or more. Agency mission and history clearly support the provision of services for the program described in the RFP. An organizational chart is included, the position
Competence Question #2 (Maximum Points 15)	The response does not address the diverse needs of the youth and families served. Proposed strategies do not address retention efforts that demonstrate an understanding of diverse populations as well as implicit bias. There is limited prior experience working with diverse populations. The response does not discuss how the services will be impactful and meet the needs of the target	The response demonstrates a satisfactory understanding of the diverse needs of the youth and families served. Proposed strategies adequately address retention efforts that demonstrate an understanding of diverse populations as well as implicit bias. There is limited prior experience working with diverse populations. The response does discuss how the services will be impactful and meet the needs of the target population. The response includes training and/or community work in this area.	The response demonstrates a clear focus on and understanding of the diverse needs of the youth and families served. Proposed strategies fully address retention efforts that demonstrate an understanding of diverse populations as well as implicit bias. There is vast prior experience working with diverse populations. The response discusses how the services will be impactful and meet the needs of the target population. The response

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
	population. The response does not include training and/or community work in this area.		includes training and/or community work in this area.
Community Collaboration Question #3 (Maximum Points 12)	The response does not address participation or reflects little participation in local strategic	The response reflects in-depth participation in local strategic planning/community collaboration efforts. There is significant prior involvement in related	Not Applicable
Staffing Chart Question #4 (Maximum Points 15)	Staffing proposed is incomplete, or the number/type of staff included does not seem appropriate/adequate for the positions & services identified. Staff education & experience requirements do not appear appropriate or do not align well with job duties.	Staffing proposed is somewhat complete. Duties for each position are somewhat described, but only some education & experience appear reasonable for job duties. The number of professional staff may or may not be sufficient for the number of participants to be served & service model.	Staffing chart is fully complete. Duties for each position are clearly described, & education & experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served & service model.
Staff Information Timeline Question #5 (Maximum Points 12)	The timeline and/or process for the program to become fully operational is missing, not clearly defined, or unreasonable.	The timeline and/or process for the program to become fully operational is clearly explained and comprehensive. The plan fully supports the program being operational by the deadline.	Not Applicable

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
Staff Hiring Training Plan Question #6 (Maximum Points 12)	A plan to train staff is not supplied or does not directly correlate to serving the desired population and addressing important	The plan to train staff is comprehensive and directly correlates to serving the desired population and addressing important subject areas in need of staff training. Staff supervision strategies are clearly outlined.	Not Applicable
Staff Retention Question #7 (Maximum Points 12)	Staff retention strategies are minimally explained and lack detail. The Contractor has a history of poor staff retention.	Staff retention strategies are clear and represent positive reinforcement and encouragement to maintain consistent employment. The agency explains efforts (monetary and non-monetary) to increase retention rates and includes clear self-care strategies for staff. Strategies appear to be effective, and the Contractor has a good staff retention	Not Applicable
Program Design – Site Chart and Rationale Question #8 (Maximum Points 12)	Numbers served appear unrealistically high or low. Sites were not clearly identified, included non-eligible schools and/or the Contractor did not provide required principal authorization letter. Rational does not address selected sites.	Sites were clearly identified, chosen schools/feeder schools are eligible for services, and required principal authorization letter included. Rational is thoughtful and addresses consistent, on-going services for selected sites with priority given to geographical location of sites.	Not Applicable
Participant Engagement Question #9 (Maximum Points 15)	Response does not provide a clear plan to engage and retain children in the program. The response does not provide evidence of experience in this area or may leave questions on the success of the program to maintain engagement. Response does not clearly	Response provides somewhat of a plan to engage and retain children in the program. The response does not provide evidence of experience in this area or may leave questions on the success of the program to maintain engagement. Response somewhat identifies techniques and practices the program will implement which will ensure consistent and long-term participation.	Response provides a specific plan to engage and retain children in the program providing confidence the agency has experience in this area. Response identifies specific techniques and practices the program will implement in order to ensure consistent and long-term participation.

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
	identify techniques and practices the program will implement which will ensure consistent and long-term participation.		
Community Resources Question #10 (Maximum Points 12)	Response conveys minimal knowledge and understanding of existing resources, natural supports and connectivity with other systems of care.	Response identifies opportunities for children and families to connect with their community and identifies connectivity with some existing resources and natural supports.	Not Applicable
Intake Process Question #11 (Maximum Points 12)	The program's intake process and wait list procedures are missing or lack detail. If applicable, process for determining number of students and/or days is not well explained.	The program's intake process is thorough and wait list procedures are included. If applicable, process for determining number of students and/or days is well thought through and explained.	Not Applicable
PROGRAM COMPONENTS SCHOOL YEAR Literacy/homework assistance/Supplemental Learning Question #12 (Maximum Points 15)	Homework assistance/literacy is not addressed, and the role of certified teachers is missing or minimally addressed. Supplemental activities and required ratios are missing or minimally addressed.	Homework assistance/literacy lack details and the role of certified teachers is addressed but lacks the proposed teacher and staff to child ratios. Supplemental activities are addressed, but it is not clear how they will be provided in an engaging manner.	Homework assistance/literacy is well described, and the role of certified teachers is clearly defined including the proposed teacher and staff to child ratios. Supplemental activities are addressed and include appropriate examples that indicate that they will be implemented in a creative and engaging manner.

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
PROGRAM COMPONENTS SCHOOL YEAR **Physical Fitness** **Question #13** **(Maximum Points 15)**	Fitness activities are not clearly described or are not provided daily. Activities may not be age or developmentally appropriate or are not designed to maximize "fun".	Fitness activities are described, are based upon a specific curriculum, appear age appropriate, and seem to be designed to engage children.	Fitness activities, are well described, engaging, and are designed to promote lifelong enjoyment and healthy habits. The curriculum is well described. Activities are sufficiently varied to meet the different interests and skill levels of the children.
PROGRAM COMPONENTS SCHOOL YEAR **Nutritional Needs** **Question #14** **(Maximum Points 12)**	Snack and meal distribution plans are not clearly described and do not include food provision through the Florida Department of Health Bureau. Nutrition education is included as a component, but the description does not reflect a focus on the importance of proper nutrition and a balanced diet.	The provision of food through the Florida Department of Health Bureau is clearly demonstrated. Snack and meal distribution consists of one (1) healthy snack and one (1) healthy supper delivered daily. Nutrition education will be delivered using creative methodologies to educate children about the importance of proper nutrition and a balanced diet.	Not Applicable
PROGRAM COMPONENTS SCHOOL YEAR **Social Emotional** **Question #15** **(Maximum Points 15)**	Social Emotional Learning activities are not clearly described or are not provided. Activities may not be age appropriate.	Social Emotional Learning activities are adequately described and appear to be age appropriate. The Contractor appears to have an understanding of the concepts necessary to deliver this component.	Social Emotional Learning activities are fully described and age appropriate. Planned activities demonstrate a clear understanding of how to deliver the curriculum in a creative, engaging, and meaningful way.

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
PROGRAM COMPONENTS SCHOOL YEAR **Family Engagement** **Question #16** **(Maximum Points 15)**	Family Engagement opportunities may be missing or minimally addressed. There may be only one (1) family involvement opportunity rather than the two (2) required.	Family Engagement opportunities are addressed but the staff partnering with the families is not included as an essential element. Two (2) family involvement opportunities are fully described. Limited understanding of importance of partnering with families to identify family engagement events they would be interested in attending.	Family Engagement opportunities are encouraged and staff partner with families to collectively agree on the family involvement opportunities. Proactive strategies are utilized to encourage family engagement. Two (2) family involvement opportunities are fully planned and described. Clear understanding of importance of partnering with families to identify family engagement events they would be interested in attending.
PROGRAM COMPONENTS SCHOOL YEAR **Service Learning** **Question #17** **(Maximum Points 12)**	Service-learning opportunities are missing or minimally addressed.	Service-learning opportunities are addressed fully and at least one (1) activity is planned and shows how it will help children to develop strong connections with their community.	Not Applicable
PROGRAM COMPONENTS SCHOOL YEAR **Cultural Arts and Enrichment** **Question #18** **(Maximum Points 15)**	A diversity of cultural arts and enrichment activities are missing or minimally addressed.	A diversity of cultural arts and enrichment activities are proposed including a description of how the children will benefit from the activities.	A diversity of cultural arts and enrichment activities are proposed including a comprehensive description of how the children will benefit from the activities. Contractor has had past experience in this area.

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
PROGRAM COMPONENTS SUMMER **Project Based Learning Question #19** **(Maximum Points 15)**	Project Based Learning/literacy plan was not clearly outlined. The academic and art components were not specific or tied into the lesson appropriately.	Project Based Learning/literacy plan outlined a sample of a theme from start to finish. It includes a full array of academic and art components but did not weave them in appropriately.	Project Based Learning/literacy plan outlined a detailed sample of a theme from start to finish. It includes a full array of academic and art components and their appropriate implementation, and reflects use of creative, engaging activities.
PROGRAM COMPONENTS SUMMER **Physical Fitness Question #20** **(Maximum Points 15)**	Fitness activities are not clearly described, do not reflect a specific curriculum, or are not provided daily. Activities may not be age or developmentally appropriate or are not designed to maximize "fun".	Fitness activities are described, are based upon a specific curriculum, appear age appropriate, and seem to be designed to engage children.	Fitness activities, are well described, engaging and are designed to promote lifelong enjoyment and healthy habits. The curriculum is well described.
PROGRAM COMPONENTS SUMMER **Nutritional Needs Question #21** **(Maximum Points 12)**	Snack and meal distribution plans are not clearly described and do not include food provision through the Summer Lunch Program. Nutrition education is included as a component, but the description does not reflect a focus on the importance of proper nutrition and a balanced diet.	The provision of food through the Summer Lunch Program is clearly demonstrated. Snack and meal distribution consists of one (1) healthy breakfast/snack and one (1) healthy lunch delivered daily. Nutrition education will be delivered using creative methodologies to educate children about the importance of proper nutrition and a balanced diet.	Not Applicable

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
PROGRAM COMPONENTS SUMMER **Social Emotional Question #22** **(Maximum Points 15)**	Social Emotional Learning activities are not clearly described or are not provided. Activities may not be age appropriate.	Social Emotional Learning activities are adequately described and appear to be age appropriate. The Contractor appears to have an understanding of the concepts necessary to deliver this component.	Social Emotional Learning activities are fully described and are age appropriate. Planned activities demonstrate a clear understanding of how to deliver the curriculum in a creative, engaging, and meaningful way.
PROGRAM COMPONENTS SUMMER **Family Engagement Question #23** (Maximum Points 15)	Family Engagement opportunities may be missing or minimally addressed.	Family Engagement opportunities are addressed but the staff partnering with the families is not included as an essential element. Family involvement opportunities are fully described. Limited understanding of importance of partnering with families to identify family engagement events they would be interested in attending.	Family Engagement opportunities are encouraged through proactive strategies of staff partnering with families to collectively agree on the family involvement opportunities. Proactive strategies are utilized to encourage family engagement. Family involvement opportunities are fully planned and described. Clear understanding of importance of partnering with families to identify family engagement events they would be interested in attending.
PROGRAM COMPONENTS SUMMER **Cultural Arts and Enrichment Question #24** (Maximum Points 15)	A diversity of cultural arts and enrichment activities are missing or minimally addressed.	A diversity of cultural arts and enrichment activities are proposed including a description of how the children will benefit from the activities.	A diversity of cultural arts and enrichment activities are proposed including a comprehensive description of how the children will benefit from the activities. Contractor has had past experience in this area.

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
PROGRAM COMPONENTS SUMMER **Supplemental Learning Activities Question #25** **(Maximum Points 15)**	Supplemental activities are missing or minimally addressed.	Supplemental activities are addressed, but their purposes are unexplained, and/or it is not clear how they will be provided in an engaging manner.	Supplemental activities are clearly addressed, and their purposes are well explained and include appropriate examples that indicate that they will be implemented in a creative and engaging manner.
TOTAL FUNDING REQUESTED **Question #26** **(Maximum Points 12)**	The total amount proposed is incomplete or incorrect.	All funding request information is complete and accurate.	Not Applicable
Recruitment Strategies **Question #27** **(Maximum Points 15)**	Proposed population and/or recruitment strategies are not clearly defined or are not likely to attract participants. Retention goals are not defined or lack effectiveness.	Proposed population description and recruitment strategies are adequately defined and are likely to attract participants.	Proposed population description and recruitment strategies are strong, well defined, include school and community partners, and are likely to attract the targeted number of participants.
Safety/ Security **Question #28** **(Maximum Points 15)**	Plan for addressing the safety and security of program youth is ineffective, incomplete, or lacks detail. Plans for maintaining communication between staff appears	Plan for addressing the safety and security of program youth is incomplete-it is not comprehensive and fully outlined. Plans for maintaining communication is somewhat adequate. Some protocols do exist.	Plan for addressing the safety and security of program youth is detailed and comprehensive. Plans for maintaining communication between staff utilize appropriate technology
Successful Completion **Question #29** (Maximum Points 15)	There is little or no discussion of how participants will successfully complete the	There is some discussion of how participants will successfully complete the program. The response includes some details of the guidelines, requirements and	There is discussion of how participants will successfully complete the program. The

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
Methods to Pursue Data-Driven Performance Management Question #30 (Maximum Points 15)	There is no plan that describes specific details on how the Contractor intends to pursue data-driven performance	There is somewhat of a plan that details how the Contractor intends to pursue data-driven performance management throughout program implementation. There is somewhat of a plan to describe how performance	There is a plan with specific details on how the Contractor intends to use to pursue data-driven performance
Measure Participant Progress and Program Impact Question #31 (Maximum Points 15)	There is no plan that describes specific details regarding the internal controls and processes to ensure high quality data collection and reporting to measure participant progress and program impact.	There is somewhat of a plan that describes specific details regarding the internal controls and processes to ensure high quality data collection and reporting to measure participant progress and program impact.	There is a plan that describes specific details regarding the internal controls and processes to ensure high quality data collection and reporting. This includes supervisor oversight, data report analysis, and use of an internal tracking system with clear guidelines for use. A clear and robust process for training
Fiscal Sustainability Question #32 (Maximum Points 15)	The agency does not have diversification of funding in the operations and the proposed program, which questions the financial	The agency has some diversification of funding in the operations the proposed program, which demonstrates financial stability of the organization but leaves some risk.	The agency has diversification of funding the operations and the program which demonstrates financial stability of the organization and reduces
447	**TOTAL POSSIBLE AFTERSCHOOL AND SUMMER POINTS**		
345	**TOTAL POSSIBLE AFTERSCHOOL ONLY POINTS**		
348	**TOTAL POSSIBLE SUMMER-ONLY POINTS**		
_____#_____	**POINTS AWARDED**		

APPLICATION REFERENCE POINT	0-6 Points	7-12 Points	13-15 Points
_____#_____	PERCENTAGE OF POINTS ACHIEVED		
Applications must score a minimum 70% of points overall to be considered for funding.			