SINGLE SOURCE AWARD **BID # SS-14364-23**

Subject: CAMPAIGN FOR GRADE LEVEL READING

Department: Kids Hope Alliance

Description of Purchase: Recommend approval to increase award by $10,000.00 to Jacksonville Public Education Fund, Inc., for Campaign for Grade Level Reading initiative (POA-70630-23, AMD #1). This increase is to help bolster JPEF's READ JAX campaign communications and community engagement capacity by supporting additional staffing resources. Total revised expenditure amount not-to-exceed $110,000.00.

Funding Source: 10901.181001.582001.000000.00000458.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Jacksonville Public Education Fund, Inc.

Price Justification: See attachment

Total Award: $110,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Email Correspondence, Previous Contract/Award

Certification as to Single Source: Saralyn Grass, CEO, Kids Hope Alliance

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Saralyn Grass, Chief Executive Officer, Kids Hope Alliance (KHA)

Saralyn Grass

Kenneth Darity, Chief Programs Officer

SUBJECT: Request to amend Single Source award, Jacksonville Public Education Fund, Inc., Campaign for Grade Level Reading -- $10,000.00.

DATE: November 6, 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 approval of the following:

1. Request to amend the Single Source award (SS-14364-23) for Jacksonville Public Education Fund, Inc. (JPEF) for Campaign for Grade Level Reading in the amount of $10,000.00 with no change to the term. This 10% increase is needed to help bolster JPEF's READ JAX campaign communications and community engagement capacity by supporting additional staffing resources. The total expenditure amount not to exceed $110,000.00.

Upon approval of this request a contract amendment will be executed by the City of Jacksonville Office of General Counsel.

KHA anticipates funding as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00000458	00000	0000000

Total Funding **$10,000.00**

For additional information, contact Kenneth Darity at (904) 255-4422 or KDarity@coj.net.

Attachment(s): Email Correspondence 10/24/23
Previous Contract #70630-23

Cc: Renatta Barnett, Buyer
Joyce Watson, Director Administration, Contracts & Purchasing
Jessica Pitts, Director, Finance

From:	Rachael Fortune
To:	Kohn, Lynette
Cc:	Roderica Johnson
Subject:	JPEF READ JAX Contract
Date:	Tuesday, October 24, 2023 2:22:26 PM
Attachments:	Outlook-un4hctmc.png

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Lynette,

I hope you're having a fantastic week thus far! I recently had a call with Debbie that prompted me to follow up at this time regarding our READ JAX contract.

You'll probably recall back to a few months ago we hosted a READ JAX Communications partnership meeting between JPEF and KHA, during which we discussed the need to accelerate communication around the campaign and started troubleshooting the opportunities. It was such a robust and helpful planning discussion and since then I've convened CEOs of several READ JAX partners every Friday at 8:30am, so that we can be that much more aligned and intentional on the communications plan and strategies we are deploying as we move forward.

All of these efforts have me excited for the future impact of our collaborative efforts, and it underscores a need that we discussed during that initial meeting - which is more dedicated READ JAX campaign capacity. Right now, we are investing a part of my time, a part of Ronetta's time and a part of Roderica's time, and all three of us will remain engaged but we know we need someone who eats, breaths and sleeps READ JAX.

My recent conversation with Debbie reminded me to read out to request an additional $10,000 (10% of current contract) to help us bolster JPEF's READ JAX campaign communications and community engagement capacity. Indeed, this investment would provide much needed staffing resources to help us drive and sustain very timely and impactful campaign communications between partners and the broader community. We are moving to have a person who comes to work each day focused on READ JAX. Having a person who is singlehandedly on point for this will make all the difference as we move forward into the next phase of the work.

Will you please let me know what you need from me as we officially make this request?

Thank you,

Rachael

Rachael Tutwiler Fortune
President
She/her/hers

Office: (904) 356-7757
Mobile: (904) 352-6897
Fax: (904) 394-2005
Email: rachael.fortune@jaxpef.org
www.jaxpef.org
Twitter: @Jaxpef
Instagram: @Jaxpef
Facebook @Jaxpef

40 East Adams St., Suite 110
Jacksonville, FL 32202

DocuSign Envelope ID: 6DD9B02A-6BFF-44C7-AC58-D10721015E59

SERVICES CONTRACT
FOR
CAMPAIGN FOR GRADE LEVEL READING

This Services Contract ("***Contract***") is effective as of the 1st day of July, 2023 (the "***Effective Date***"), by and between the **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***"), and **JACKSONVILLE PUBLIC EDUCATION FUND, INC.,** a Florida not for profit corporation with its principal offices at 40 East Adams Street, Suite 110, Jacksonville, Florida 32202 (the "***Contractor***").

RECITALS

WHEREAS, in Single Source Award, BID #SS-14364-23, the General Government Awards Committee and Mayor approved the award to the Contractor in the amount of $100,000.00 on July 20, 2023, to provide services for the Florida Grade Level Reading Campaign for children's services and authorized KHA to contract directly with Contractor; and

WHEREAS, Contractor has agreed to provide the children's services described in **Exhibit A** on the terms and conditions contained in this Contract.

NOW THEREFORE, in consideration of the mutual covenants contained in this Contract, the parties agree as follows:

1. **Performance of Services**. Contractor shall perform the Services described in **Exhibit A** to this Contract (the "**Services**").

2. **Compensation**. KHA shall pay Contractor for the Services within 45 days of KHA's Acceptance of the deliverables outlined in Exhibit A and KHA's receipt a proper invoice therefore from Contractor as specified in this Contract. For purposes of this Contract, the term "Acceptance" shall mean KHA's determination, in its sole discretion, that a deliverable has been satisfactorily completed by Contractor.

3. **Maximum Indebtedness**. As required by Section 106.431, *Ordinance Code*, KHA's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **ONE HUNDRED THOUSAND DOLLARS AND NO/100 CENTS ($100,000.00)**. All payments to Contractor under this Contract are contingent upon the existence of lawfully appropriated funds. If funding for this Contract comes from grant funds from a funding agency not a part of the City of Jacksonville, payment by KHA is further contingent upon KHA actually receiving such grant funds and those funds being appropriated by the Jacksonville City Council. In the event the City Council appropriates less than one hundred percent (100%) of the Maximum Indebtedness or KHA fails to receive any applicable grant funding, Contractor agrees to execute any amendments to this Contract and any other documents required by KHA within ten days of KHA's request.

4. **Term**. The term of this Contract shall commence on the July 1, 2023 and shall continue through June 30, 2024 (the "***Term***"), unless sooner terminated by either party in accordance with the terms of this Contract.

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5. **Exhibits**. This Contract includes the following Exhibits which are hereby incorporated herein:

Exhibit A – Scope of Services
Exhibit B – Budget by Deliverables
Exhibit C – General Contract Conditions
Exhibit D – Special Terms and Conditions
Exhibit E – Indemnification
Exhibit F – Insurance Requirements

6. **Notices.** All notices under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by other method of delivery with confirmation of receipt, to the following:

As to KHA:
Kids Hope Alliance
1095 A. Philip Randolph Blvd.
Jacksonville, Florida 32206
Attn: Saralyn Grass, CEO

With a Copy to:
Office of General Counsel
117 West Duval Street, Suite 480
Jacksonville, Florida 32202
Attn: Corporation Secretary

As to Contractor:
Jacksonville Public Education Fund, Inc.
40 East Adams Street, Suite 110
Jacksonville, Florida 32202
Attn: Rachael Tutwiler Fortune, President

All notices shall be deemed to be effective when given to (or tender to and rejection by) the intended recipient or other person at the address specified for the intended recipient.

7. **Contract Managers**. KHA and Contractor will each designate a Contract Manager during the term of this Agreement whose responsibility shall be to oversee performance of KHA's and Contractor's respective duties and obligations under this Agreement. As of the Effective Date, KHA's Contract Manager is Lynette Kohn, 1095 A. Philip Randolph Boulevard, Jacksonville, Florida 32206; Phone: (904) 255-4442, and Contractor's Contract Manager is Ronetta Ward, 40 East Adams Street, Suite 110, Jacksonville, Florida 32202; Phone: (904) 356-7757. Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed contract amendments and may be provided via email.

8. **Entire Agreement**. This Contract constitutes the entire agreement between KHA and

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Contractor for the Services. No statement, representation, writing, understanding, agreement or course of conduct made by either party or any representative of either party, which is not expressed in this Contract shall be binding. Contractor may not unilaterally modify the terms of this Contract by including such terms on a purchase order, invoice or any other document. Contractor is entering into this Contract for its own purposes and not for the benefit of any third party.

9. **Amendments**. All changes to, additions to, modifications of, or amendments to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

10. **Counterparts**. This Contract, and all amendments thereto, may be executed electronically and in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

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IN WITNESS WHEREOF, the parties hereto have duly executed this Contract as of the Effective Date.

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.*

DocuSigned by:

By: Saralyn Grass
E36E906A4AF943B...
Saralyn Grass, CEO

JACKSONVILLE PUBLIC EDUCATION FUND, INC., *a Florida not for profit corporation.*

DocuSigned by:

By: Rachael Tutwiler Fortune
94D450C2DCD641F...
Rachael Tutwiler Fortune, President

Form Approved:

DocuSigned by:

By: Jeremy Brown
E56F2E1F9C8A4A6...
Office of General Counsel

Encumbrance and funding information for internal City use:

Account or PO Number: POA-70630-23

Amount..... **$100,000.00**

This above-stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase orders(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e) of the City of Jacksonville *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s).

DocuSigned by:

61DBC69FC2E24D7...
Director of Finance
Contract Number 70630-23

SINGLE SOURCE AWARD **BID # SS-14364-23**

Subject: CAMPAIGN FOR GRADE LEVEL READING

Department: Kids Hope Alliance

Description of Purchase: Recommend approval of award to Jacksonville Public Education Fund, Inc., for Campaign for Grade Level Reading initiative that will build and drive the partnership infrastructure required to build collective community ownership, develop, and implement strategies to build awareness and understanding in the broader community for the importance of students reading on grade level by third grade. The period of service is from July 1, 2023 through June 30, 2024 with three (3) one (1) year renewal options. Total expenditure not-to-exceed amount is $100,000.00.

Funding Source: 10901.181001.582001.000000.00000458.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Jacksonville Public Education Fund, Inc.

Price Justification: See attachment

Total Award: $100,000.00 **Requisition #:** KHOD-500388-23

Attachments: Recommendation Memo, Single Source Form, KHA Board Meeting Action Items Notes

Certification as to Single Source: Michael Weinstein, CEO, Kids Hope Alliance

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 7/20/2023

ACTION OF AWARDING AUTHORITY DATE: 7/20/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

FORM GB-113, Revised 12/2007