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SINGLE SOURCE AWARD **BID # SS-14535-23**

Subject: MAYOR'S YOUNG LEADERS ADVISORY COUNCIL (MYLAC)

Department: Kids Hope Alliance

Description of Purchase: Recommend approval to retroact the period of service from August 1, 2023 through date of contract execution.

Recommend approval of award to Goodwill Industries of North Florida, Inc. to manage scholarships and meeting support for the Mayor's Young Leaders Advisory Council (MYLAC) for Kids Hope Alliance. MYLAC is a diverse group of high school students who serve as the liaison between the youth in Jacksonville and the Mayor. The period of service is from date of contract execution through May 31, 2024, with three (3) one (1) year renewal options. Total expenditure not-to-exceed amount is $85,000.00.

Funding Source: 10901.181001.582001.000000.00001824.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Goodwill Industries of North Florida, Inc.

Price Justification: See attachment

Total Award: $85,000.00 **Requisition #:** KHOD-500448-23

Attachments: Recommendation Memo, Single Source Form, KHA Board Meeting Action Items Notes, Scope
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, Kids Hope Alliance (KHA)

SUBJECT: Request a Single Source Award for Goodwill Industries of North Florida, Inc., Mayor's Young Leaders Advisory Council (MYLAC) - $85,000.00

DATE: August 3, 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 a Single Source Award for Goodwill Industries of North Florida, Inc., Mayor's Young Leaders Advisory Council (MYLAC). Goodwill Industries of North Florida, Inc. will manage scholarships and meeting support of the Mayor's Young Leaders Advisory Council. The Mayor's Young Leaders Advisory Council (MYLAC) is a diverse group of high school students (up to 40 youth) who serve as the liaison between the youth in Jacksonville and the Mayor. The total expenditure amount not to exceed $85,000.00 for the term of August 1, 2023 through May 31, 2024 with up to three one-year renewal options.

The above program services have operated successfully for the past three years. The continuation of programming can only be efficiently performed by the listed agency due to the specialized nature of their services. Therefore, the services are classified as a Single Source and may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.

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

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00001824	00000	0000000

Total Funding **$85,000.00**

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

Attachments: Scope of Services
Board Action Item dated April 12, 2023

Cc: Olive Wallace-Cohen, Buyer
Joyce Watson, Director Administration, Contracts & Purchasing
Jessica Pitts, Director, Finance

JUSTIFICATION FOR SINGLE SOURCE (JSS)

Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

1. Requesting Agency:	Kids Hope Alliance
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	Goodwill Industries of North Florida, Inc. will manage scholarships and meeting support of the Mayor's Young Leaders Advisory Council (MYLAC). MYLAC is a diverse group of high school students who serve as the liaison between the youth in Jacksonville and the Mayor. The council's primary purpose is to be civically engaged and to promote youth civic engagement in their communities. The council will undertake the development and execution of a youth focus program and event centered on a societal issue the council identifies to be relevant in the lives of their peers (Teen Initiative). Goodwill will oversee monthly meetings (to be held on various days of the week) to facilitate the MYLAC project as well as implement workshops for MYLAC participants.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	The program services provided by this Provider, have operated successfully for the past three years. The continuation of programming can only be efficiently performed by the listed agency due to the specialized nature of their services. Therefore, the services are classified as Single Source and may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.
4. Date of Request	August 3, 2023

5. ***Summary of Market Research***
[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

Not applicable.

6. ***Other Documentation (Check and attach all that apply)***
Scope of Services

Sacalyn Grass

BOARD ACTION ITEM: SINGLE SOURCE CONTRACTS

ESSENTIAL SERVICES CATEGORY: PRETEEN/TEEN

- **GOVERNANCE MEETING: APRIL 3, 2023**
- **FINANCE MEETING: APRIL 5, 2023**
- **BOARD MEETING: APRIL 12, 2023**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1) Approve new contracts based on the Procurement Single Source code for the following programs, from August 1, 2023– May 31, 2024, in the approximate amount of $170,000 for the first year and $204,000 for subsequent years.

ESC	*AGENCY*	*PROGRAM*	*CONTRACT START DATE*	*1st Year CONTRACT END DATE*	*10 Month FUNDING*	*12 Month FUNDING*
PTT	Goodwill Industries of North Florida, Inc.	MYLAC	8/1/2023	5/31/2024	$85,000	$102,000
PTT	Goodwill Industries of North Florida, Inc.	Take Stock in Children	8/1/2023	5/31/2024	$85,000	$102,000
				Total	$170,000	$204,000

2) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.

3) Authorize funding for three (3) subsequent years to align with KHA's standardized contract terms; Single Source contracts require annual renewal by the City of Jacksonville's Procurement department; however, KHA funding will remain consistent with the Board's approved funding amount. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year's results.

NARRATIVE:

The above program services, provided by listed agencies, have operated successfully for the past three years. The continuation of programming can only be efficiently performed by the listed agency due to the specialized nature of their services. Therefore, the services are classified as Single Source and

may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.

A brief overview of each program is provided in the attached document.

FISCAL IMPACT:
The providers will receive funding as indicated above or up to a 10% increase, as necessary. KHA may reduce contracts accordingly depending on reduced need or unspent funds.

OPTIONS:

- ☐ Vote to approve action items.
- ☐ Decline to approve action items.
- ☐ Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

  _____

  _____

Board Secretary Signature: _____
(In the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

Kids Hope Alliance

Scope of Work Template

Program Summary: Goodwill Industries of North Florida, Inc. will manage scholarship and meeting support of the Mayor's Young Leaders Advisory Council. The Mayor's Young Leaders Advisory Council (MYLAC) is a diverse group of high school students who serve as the liaison between the youth in Jacksonville and the Mayor.

The council's primary purpose is to be civically engaged and to promote youth civic engagement in their communities. The council will undertake the development and execution of a youth focus program and event centered on a societal issue the council identifies to be relevant in the lives of their peers (Teen Initiative). Goodwill will oversee monthly meetings (to be held on various days of the week) to facilitate the MYLAC project as well as implement workshops for MYLAC participants to identify and determine college and career opportunities.

Program Location(s)	**4527 Lenox Avenue Jacksonville Florida 32205**
Program Dates	**August 1, 2023 - May 31, 2024**

Scope of Work: To operate the MYLAC program to the specifications of the MYLAC bylaws, to include MYLAC monthly meetings, career and college workshops, leadership training, and college stipend/scholarship awards to graduating MYLAC seniors.

Expected Participants	**40 teens**
Target Population	**High School Seniors and returning Juniors. Priority given to at-hope youth.**
Budget Narrative	**The program will use $85,000 to serve up to 40 youth. Funds will be refunded using cost reimbursement.**
Rationale for Services	Civic engagement is increasingly recognized as an important component of youth development because it can help build human and social capital. The practice of civic engagement has an important impact in educating young people about their rights and responsibilities as citizens and allowing them to develop skill sets that are valuable to them as they undergo the transition to adulthood. Civic engagement is also perceived as a driving force for community and national development as it enables youth to unleash their potential and contribute to the development of their societies.
Methodology	October 2023 is the program start date: *Deliverable:* Contract Execution with KHA October 2023 – December 2023 • Hire a part-time MYLAC Coordinator (20 hours/week) to work with KHA and city staff to coordinate MYLAC meetings and workshops. Plan and execute first 3 MYLAC meetings to introduce Teen Initiative, facilitate

	conversations and select a topic the group feels is most relevant. Steps to include: ○ Coordinator will work with KHA staff to create the year plan for the students (identifying topics for each related to career and college readiness) ○ Coordinate with KHA staff the best stipend/scholarship plan for eligible graduating MYLAC seniors ○ Coordinator to communicate with MYLAC participants • Select meeting dates/ times and prepare agenda with leadership training components and designated speaker(s) ○ Send out invitations to meetings and follow up with RSVP lists ○ Secure meeting space and resources required for the meetings ○ Host meetings and document outcomes • Develop plan for Teen Initiative (service project) • Contract with program design consultant to develop leadership training format so that leadership coaching is integrated into all MYLAC activities for the year. ○ Order educational materials for all participants *Deliverables: Plan and execute Orientation meeting in October; Facilitate 2 MYLAC meetings in November and December 2023. Begin planning a Teen Initiative and launch Leadership Training.* January 2024 – March 2024 MYLAC Coordinator will plan and execute the next 3 MYLAC meetings. ○ Develop plan for Teen Initiative ○ Work with students to make necessary contacts ○ Develop resources and communications needed ○ Create marketing plan to announce plan • Secure a civic event MYLAC students will participate in (i.e. Legislative days in Tallahassee) • Host one MYLAC workshop/Fieldtrip • Purchase Florida Prepaid plans for eligible seniors *Deliverables: Teen Initiative developed and marketing resources created. One civic event completed as well as a college readiness workshop.* April 2024 – May 2024 • Plan and execute final 2 MYLAC meetings • Work with MYLAC participants to execute Teen Initiative • Conduct debriefs and follow-up actions required at the conclusion of the Teen Initiative • Conduct workshops/Field Trip for MYLAC Officers • Plan and host an end of program year celebration

	• Award and distribute stipend/scholarships