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SUBJECT: CAPACITY BUILDING: EMERGING PROVIDER ACADEMY

BID #: ESC-0422-23 **OPEN DATE: 8/23/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - Date of Contract Execution 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: 152 **NUMBER RECEIVED:** 26 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Preliminary evaluation was done of the twenty-six (26) responses received for Capacity Building: Emerging Provider Academy. Families of Slain Children was not scored because they are currently receiving funding for another program which will cause them to exceed the maximum funding eligibility for this bid.

Families First Solution Community Development Corporation is ineligible to receive funding due to a conflict of interest as described in the attached email correspondence from the Office of the Ombudsman dated September 8, 2023.

KHA is hereby requesting approval to negotiate with the top eight (8) providers in the Adult/Families category and the top eight (8) providers in the Youth category as outlined in Exhibit 1. 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, Ombudsman email

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

CONCURRENCE BY: **Saralyn Grass, 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: Saralyn Grass, Chief Executive Officer
Kids Hope Alliance (KHA)

Saralyn Grass

CC: Kenneth Darity, Chief Programs Officer

SUBJECT: Request permission for KHA to negotiate with applicants for BID # ESC-0422-23, Capacity Building: Emerging Provider Academy

DATE: September 08, 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:

1. Request permission for KHA to negotiate with applicants for BID # ESC-0422-23, Capacity Building: Emerging Provider Academy. Procurement received twenty-six (26) responses from the agencies as listed on Exhibit 1, attached. KHA and the Grants Department would like to enter negotiations with the providers that met the minimum qualifications for this BID.

   KHA scored twenty-five (25) agencies. Families of Slain Children was not scored because they currently receiving funding under BID # ESC-0351-23 and receive yearly funding for two programs in the amount of $150,000.00 each totaling $300,000.00 for Fiscal Year 2023-2024. This exceeds the maximum funding amount of $250,000.00 for eligibility for BID # ESC-0422-23.

   Family First Solution Community Development Corporation is ineligible to receive funding due to a conflict of interest as described in the attached email correspondence from the Office of the Ombudsman dated September 8, 2023.

   As per Exhibit 1, the top eight (8) agencies in the Adult/Families category and the top eight (8) agencies in the Youth category are outlined in black and are eligible for funding. Funding was available for a total of sixteen (16) agencies. The agencies outlined in red will not be funded at this time.

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

KHA anticipates funding as follows:

Account Name	Fund	Center	Account	Project	Activity	Interfund	Future	Amount
KHA Trust Fund Mini Grants	10904	181314	582001	000000	00001619	00000	0000000	$200,000.00
	00111	194002	582001	000000	00001838	00000	0000000	$200,000.00

Total Funding **$400,000.00**

Attachment(s): Exhibit 1: Total Scores Average
Email Correspondence Dated 9/8/23

For additional information, please contact Kenneth Darity at (904) 255-4422 or 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

1095 A. Philip Randolph Blvd., Jacksonville, FL 32206 | (904) 255-4400 | Fax: (904) 255-4502

TITLE: CAPACITY BUILDING: EMERGING PROVIDER ACADEMY BID NO.: ESC-0422-23 OPEN DATE: 08/23/23 ANALYST: Olive Wallace-Cohen No. Invited: (152) No. Received: (26) No Bids: (0) Recorded By: MELISSA PIERCE Announcer: MICHELLE SPITLER	LEVEL THE PLAYING FIELD LEADERSHIP ACADEMY	LITTLE HANDS BIG HEARTS LITTLE PEOPLE'S SERVICE ORG.	THE CENTER ONE FOUNDATION	THE LeSANE PROJECT, INC.	DREAM RELEASE INC.	FOSTERING CONNECTIONS, INC.	EMPOWERMENT RESOURCES, INC.	NEW DIMENSIONAL MINISTRIES
Mandatory Pre-bid meeting held August 2, 2023, at 10:00 am and August 3, 2023, at 1:00 pm - Recorded Version with quiz on CollaborNation through August 22, 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
MINIMUM REQUIREMENTS	✓	✓	✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT								
ADDENDUM (1, 2)	1,2,	1,2,			1,2,			

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must satisfy each requirement in this Section 1.4. Failure to meet these requirements may 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/).

TITLE: CAPACITY BUILDING: EMERGING PROVIDER ACADEMY BID NO.: ESC-0422-23 OPEN DATE: 08/23/23 ANALYST: Olive Wallace-Cohen No. Invited: (152) No. Received: (26) No Bids: (0) Recorded By: MELISSA PIERCE Announcer: MICHELLE SPITLER	FAMILIES OF SLAIN CHILDREN, INC.	NORTH JACKSONVILLE SPORTS ASSOCIATION	FIRST COAST ESPORTS ALLIANCE , INC.	LOVE FELLOWSHIP CHRISTIAN CENTER'S	BORN 2 EXCEL, INC.	SK8HERS, INC.	CLEANING UP TODAYS SOCIETY, INC.	THE SOYINI CIRCLES GIRLS CORP	THE JAX GENTS, INC.	GIRLS OF VIRTUE
Mandatory Pre-bid meeting held August 2, 2023, at 10:00 am and August 3, 2023, at 1:00 pm - Recorded Version with quiz on CollaborNation through August 22, 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)	1,2,	1,2,	1,2,	1,2,	1,2,	1,2,	1,2,	2	1,2,	

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Mandatory Pre-bid meeting held August 2, 2023, at 10:00 am and August 3, 2023, at 1:00 pm - Recorded Version with quiz on CollaborNation through August 22, 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
MINIMUM REQUIREMENTS	✓	✓	✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT								
ADDENDUM (1,2)		1,2,	1,2		1,2	1,2	1,2	1,2

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory minimum requirements to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must satisfy each requirement in this Section 1.4. Failure to meet these requirements may result in the Response not being evaluated and being rejected as non-responsive:

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EXHIBIT 1

Total Scores Average By Category ESC-0422-23

Agency Name	Category	Scorer 1	Scorer 2	Scorer 3	Total Score	Average Score	Percentage
FOSTERING CONNECTIONS, INC.	Adults/Families	71	75	72	218	73	96.89%
EMPOWERMENT RESOURCES, INC.	Adults/Families	71	72	73	216	72	96.00%
LITTLE HANDS BIG HEARTS LITTLE PEOPLE'S SERVICE ORG.	Adults/Families	72	71	68	211	70	93.78%
BORN 2 EXCEL, INC.	Adults/Families	73	63	75	211	70	93.78%
FAMILY FIRST SOLUTION COMMUNITY DEVELOPMENT CORP.	Adults/Families	67	72	71	210	70	93.33%
SUBLIMINAL DREAMZ, INC.	Adults/Families	54	65	70	189	63	84.00%
YOUTH GIVING BACK SPORTS MENTOR PROGRAM, INC.	Adults/Families	60	59	62	181	60	80.44%
DREAM RELEASE INC.	Adults/Families	56	53	64	173	58	76.89%
GIRLS OF VIRTUE	Adults/Families	48	50	61	159	53	70.67%
OPERATION SAVE OUR SONS	Youth	74	75	72	221	74	98.22%
The Jax Gents, Inc.	Youth	74	73.5	72.5	220	73	97.78%
FIRST COAST ESPORTS ALLIANCE, INC.	Youth	73	68	74	215	72	95.56%
ONE TEAM ONE DREAM INC.	Youth	74	61	74.5	210	70	93.11%
THE CENTER ONE FOUNDATION	Youth	68	74	65	207	69	92.00%
CLEANING UP TODAYS SOCIETY, INC.	Youth	70	63	73.5	207	69	91.78%
LEVEL THE PLAYING FIELD LEADERSHIP ACADEMY	Youth	68	70	66	204	68	90.67%
THE SOYINI CIRCLES GIRLS CORP	Youth	69	73	62	204	68	90.67%
SK8HERS, INC.	Youth	64	62.5	73	200	67	88.67%
THE LeSANE PROJECT, INC.	Youth	64	71	64	199	66	88.44%
KAPPA ALPHA PSI JACKSONVILLE FOUNDATION, INC.	Youth	63	66	70	199	66	88.44%
GLAMOUR, INC.	Youth	62	60	69	191	64	84.89%
USA UNLIMITED, INC.	Youth	63	60	67	190	63	84.44%
NEW DIMENSIONAL MINISTRIES	Youth	62	64	60	186	62	82.67%
LOVE FELLOWSHIP CHRISTIAN CENTER'S	Youth	60	55	68	183	61	81.33%
NORTH JACKSONVILLE SPORTS ASSOCIATION	Youth	59	48	63	170	57	75.56%

Color Key	
	Youth
	Adults/Families

Form 2 - Conflict of Interest Certificate
Form 3 - Emerging Provider Criteria Attestation
Form 4 - 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 City of Jacksonville is accepting proposals to provide emerging or small provider nonprofit capacity building services. Services will be provided to emerging providers serving Duval County.

This RFP will outline services across four (4) years of programming. The first year of funding is intended to provide emerging providers with access to training, one-on-one mentoring, and technical assistance to develop the organizations internal capacity. Subsequent years of funding will support direct services and are dependent on the organization's success during the first year.

COJ funds can only be used to support an organization as prescribed in this RFP.

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 nine (9) months and will commence on September 1, 2023, and will expire on May 31, 2024. Upon successful completion of the terms outline in this RFP, COJ 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 City of Jacksonville, 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 to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must satisfy each requirement in this Section 1.4. Failure to meet these requirements may 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 (Submit a copy with bid proposal - failure to submit a copy **may** result in bid not being evaluated and being rejected as non-responsive).

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

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 a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

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 80 points out of a possible 100 would result in a score of 80%. **Contractors must score a minimum 70% of points overall to be considered for funding.**

APPLICATION REFERENCE POINT	0-8 Points	9-16 Points	17-25 Points
Agency Background Question #1 (Maximum Points 25)	Agency history one to two years. Description of agency mission or services provided is missing, unclear, or minimally described. An organizational chart is not included.	Agency history is three years or more. Agency mission and history described but the response does not address all sections of the prompt or is unclear.	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 responsible for direct supervision is clear. The applicant answered all components of the contractor detail section.
APPLICATION REFERENCE POINT	**0-6 Points**	**7-10 Points**	**10-15 Points**
Year Two (2) Program Design and Activities Question #2 (Maximum Points 15)	Response does not address the questions in the program design section. There is little or no detail in the response on how services will be provided and will address the needs of the population served.	Response is somewhat complete. Response appears reasonable for the services described. The applicant may describe some of the activities but is missing critical detail.	Response is complete. Responses appear reasonable and all the questions are answered clearly. The response aligns with all other sections of the application.
Year Two (2) Recruitment, Tracking, Engagement, and Retention Question #3 (Maximum Points 15)	The response does not address how participants will be recruited, enrollment will be tracks and how participants will be engaged and retained. in the question. There is little or no detail.	The response somewhat describes how participants will be recruited, enrollment will be tracked, and participants will be engaged and retained.	The response clearly describes how participants will be recruited, enrollment will be tracked, and participants will be engaged and retained

Leynes, Stephanie

From: Verges, Deborah
Sent: Monday, September 11, 2023 8:12 AM
To: Leynes, Stephanie
Subject: FW: Kids Hope Alliance-email from Angie

From: Dixon, Angie <ADixon@coj.net>
Sent: Friday, September 8, 2023 3:03 PM
To: Verges, Deborah <DJVerges@coj.net>
Subject: RE: Kids Hope Alliance

Debbie,
Although Ms. Wakefield disclosed the conflict of interest on page 14 of the RFP documentation and did not participate in the scoring process, being an employee of KHA (soliciting agency) and participating in the RFP process is a conflict of interest. Additionally, Ms. Wakefield has not filed a secondary employment form since September 27, 2019. If it is her desire to continue with her secondary business, she will need to contact KHA's Department Ethics Officer, Joyce Watson to complete and submit a current secondary employment form.

Thanks,

Angie Dixon, City of Jacksonville Ombudsman
Finance and Administration | Office of the Ombudsman
214 N. Hogan Street, 8th Floor, Jacksonville, FL 32202
904-255-8713 office | 904-568-5506 cell | 904-255-8284 fax
ADixon@coj.net | coj.net

From: Verges, Deborah <DJVerges@coj.net>
Sent: Friday, September 8, 2023 10:33 AM
To: Dixon, Angie <ADixon@coj.net>
Subject: Kids Hope Alliance

Angie, attached is the response for the organization which Aszolyn Wakefield is the CEO and she is a full time employee of KHA. She did not score the RFP but we believe there is a conflict. Page 2 she states she is the CEO, she state her conflict on page 14, and page 21 she is the registered agent with the State of Florida. Please advise.

Debbie Verges
904-463-3093