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SINGLE SOURCE AWARD **BID # SS-14661-23**

Subject: TAKE STOCK IN CHILDREN

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 Single Source award to Goodwill Industries of North Florida, Inc., for the TAKE STOCK IN CHILDREN for Kids Hope Alliance (KHA). TAKE STOCK IN CHILDREN (TSIC) Duval operates under the auspices of Goodwill Industries of North Florida, Inc. and currently serves over 200 students in grades 6-12 within the Duval County Public School District. The period of service is from date of contract execution through May 31, 2024 with three (3) one (1) year renewal options. Total not to exceed expenditure is $85,000.00.

Funding Source: 10901.181007.582001.000000.00000000.00000.0000000 -To be executed by Office of General Counsel and processed by Purchase Order Release(s).

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

Price Justification: See Attached

Total Award: $85,000.00 **Requisition #:** PSSS-500515-23

Attachments: Agency Letter, Single Source Form, Board Meeting Action Item, Scope of Services

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 _____

SP-14067-23

MEMORANDUM

KIDS HOPE ALLIANCE

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 for Single Source Award - Goodwill Industries of North Florida, Inc., Take Stock in Children, for $85,000.

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 for a Single Source Award for Goodwill Industries of North Florida, Inc., Take Stock in Children, for $85,000.00 for the term of August 1, 2023 through May 31, 2024 (10 months) with three one-year renewal options. Take Stock in Children (TSIC) Duval operates under the auspices of Goodwill Industries of North Florida, Inc. and currently serves over 200 students in grades 6-12 within the Duval County Public School District. TSI currently works with a broad population of students including those living in Habitat for Humanity housing, foster care, homes of incarcerated parents, single-parent households, and non-English speaking homes.

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	181007	582001	000000	00000000	00000	0000000

Total Funding **$85,000.00**

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

Attachment(s): Board Action Item dated 4/12/23
Scope of Services

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

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

Exhibit A
Scope of Services

Provider: Goodwill Industries of North Florida/Take Stock in Children (Duval)

Program: Take Stock in Children (Duval)

Take Stock In Children (TSIC) Duval operates under the auspices of Goodwill Industries of North Florida, Inc. and currently serves over 300 students in grades 6 thru 12 within the Duval County Public School district (see Exhibit A). One hundred percent (100%) of enrolled students live in a household whose income falls below the federal poverty guidelines and the majority will be first-generation college students. TSIC currently works with a broad population of students including those who are living in Habitat for Humanity housing, foster care, homes where parent(s) are incarcerated, single-parent households, and non-English speaking homes. Unlike many scholarship programs, TSIC does not exclusively seek out high performing students (those with a 3.0 GPA and above). The average student in our program has a 2.7 GPA and may graduate high school, but will benefit from ongoing support to not only enroll in college but be able to persist to overcome multiple barriers. Even when funds are available through the Pell Grant program, this population needs help to understand the process of going to college, including the ability to seek financial aid and other funding supports. TSIC ensures that 100% of graduating high school seniors will have completed their Free Application for Federal Student Aid (FAFSA) prior to graduation.

In addition to any services stipulated by the Provider in the Proposal. The Provider shall perform the following services:

1. Program Design Requirements:

TSIC Scholars are recruited from Duval County public middle and high schools. Attention is given to schools where the need for services is the greatest. Students are referred by school staff, parents, grandparents, guardians, and other child-serving agencies.

The project goal is to ensure all TSIC students are progressing towards high school graduation and are prepared to transition into post-secondary education. The program focuses on serving underserved youth by providing comprehensive services focused on college readiness by using these methods:

- Mentoring: TSIC recruits, trains and utilizes volunteer mentors who commit to one year of mentoring. Mentors serve as listeners and friends to the student, guiding them towards high school graduation and college enrollment.
- College Success Coaching: Students receive in-school support from a College Success Coach (CSC) who monitors grades, behavior, and attendance. The CSC ensures that each student is on track for high school graduation. When intervention is needed, the CSC works in concert with school personnel,

Exhibit A
Scope of Services

FREQUENCY	ACTIVITY
Daily	• Set up Mentor match meetings • Hold student sessions and write case-notes • Update data • Support school staff and faculty • Monitor mentor sessions
Weekly	• Review mentor sessions to ensure that the mentor-mentee relationship is being maintained
Monthly	• Review match rates • Follow-up with mentors who stop out • Document all meetings with students
Quarterly	• Maintain scholarship inventory to ensure that the newly purchased scholarships are uploaded and assigned to students in the most effective manner possible • Deliver college readiness workshops and events
Annually	• Follow-up with mentors to confirm that they will stay with their students through another school year • Match unassigned students and newly enrolled students to mentors • Complete background checks and sexual predator check on mentors and staff in accordance with Duval County Public Schools and state TSIC requirements • Plan workshops and college readiness events • Review scholarships being utilized and reassigned as needed • Purchase new scholarships, as funds allow • Implement annual state-wide surveys and reports and distributed to mentors, parents and students, where appropriate

Location:
Goodwill of North Florida
4527 Lenox Avenue
Jacksonville, FL. 32205

TSIC believes that "it takes a village" and regularly partners with other youth serving organizations, such as The Malivai Washington Youth Foundation, Big Brothers Big Sisters, Communities In Schools, The YMCA, The Boys and Girls Club, KIPP Schools, The Scheidel Prep Club, and Sulzbacher Villages. TSIC serves as the college readiness and scholarship providers to students dual enrolled in each. Several of the agencies meet bi-annually with TSIC College Success Coaches to review student progress.

The TSIC staff has more than 40 years of combined experience serving youth across the socio-economic spectrum in a large, culturally diverse urban school district. This experience has brought expertise to the program and fostered solid working relationships throughout the community and amongst the alliance of family-driven, youth-guided agencies.

Lastly, the program would not be successful without mentor participation from the community. Recruiting mentors is a year-round endeavor. TSIC has built strong relationships with both the business sectors as well as private faith-based partners who promote changing the life of a student through the gift of time. Corporate partners allow staff time off during the week to meet with students.

6. Budget

The annual budget for the Take Stock in Children Duval school year serving over 300 students requires a budget of $666,000. The $666,626 total budget includes the purchase of scholarships for $150,000. The $85,000 request for operations makes up 13% of a diversified operations budget. Take Stock works to secure diverse funding streams to best leverage investment into the program.

90% of the $85,000 of operational funds requested through the Kids Hope Alliance will be directed to augment and sustain the very heart of the program, the professionals who dedicate their lives to the students they serve. Two full time College Success Coaches will be funded directly through the KHA award. Currently staff costs are $351,236 of operational dollars, approximately 53% of the operational budget. As the statewide program strives to serve additional students, the allocated dollars awarded each affiliate through the Department of Education grant erodes. The Duval program strives to find matching dollars to ensure the highest quality of services remains intact. The remaining budget items including rent, utilities, supplies, printing, marketing and travel are covered through unrestricted dollars. Goodwill applies for additional funding through corporate and private grants and receives funding from TIAA Bank, The Macquarie Group, Arlington Toyota and private donors.

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?***	Take Stock In Children (TSIC) is a year round project which works to augment the systems already in place with TSIC College Success Coaches alongside counselors to ensure access to resources needed to graduate and transition into post-secondary education. The program focuses on serving at hope youth by providing comprehensive services focused on college readiness by using the following methods Mentoring, College Success Coaching and College Scholarships.
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:***	Take Stock In Children (TSIC) has implemented a clear vision when working with at hope preteens/teens by offering the social-emotional and non-cognitive supports needed to ensure that college and career preparation become ingrained into the lives of the students served. The unique combination of pairing a caring volunteer mentor along with directed case-management. The second component unique to TSIC is the guarantee of a pathway to college through the gift of a 2 year scholarship at enrollment.
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.]

Goodwill Industries of Northeast Florida, Inc. is the identified national affiliate for Northeast Florida for the Take Stock In Children initiative. As the identified national affiliate for Northeast Florida, Goodwill Industries of Northeast Florida, Inc. is the only entity which can provide Take Stock In Children services in Duval County.

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

Sacalyn Grass