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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:
Kids Hope Alliance (KHA) has completed negotiations with the sixteen (16) providers referenced in award approved on 9.18.23.

Recommend approval of award to providers listed on Exhibit 1, as a result of negotiations for Capacity Building: Emerging Provider Academy. Period of service will be for 10 months from October 1, 2023 through May 31, 2024, with three (3) one (1) year renewal options. The total award expenditure for the initial period is not-to-exceed $400,000.00.

Funding Sources:
KHA Trust Funds Mini Grants:
10904.181314.582001.000000.00001619.00000.0000000. - $200,000.00
City-wide Misc. Expenditure – Finance/Administration:
00111.194002.582001.000000.00001838.00000.0000000. - $200,000.00

To be executed by formal contract through the Office of General Counsel and process by purchase order releases

Attachments: Recommendation Memo, Exhibit 1, Previous Award

ANALYST: O Wallace-Cohen **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 for award for BID # ESC-0422-23, Capacity Building: Emerging Provider Academy

DATE: September 21, 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:

KHA has completed negotiations with applicants for BID # ESC-0422-23, Capacity Building: Emerging Provider Academy, and is requesting approval to award contracts to the sixteen (16) applicants as listed on Exhibit 1, attached.

The initial term (Phase One) of the contracts shall be from October 1, 2023 through May 31, 2024 (10 months) with up to three (3) additional one-year terms. The total funding for Year 1 (10 months) shall be $400,000.00.

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

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
City-wide Misc. Expenditure – Finance / Administration	00111	194002	582001	000000	00001838	00000	0000000	$200,000.00

Total Funding **$400,000.00**

Attachment(s): Exhibit 1
Exhibit A: Budget by Deliverables

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
John Snyder, Supervisor, Grant and Contract Compliance

Exhibit 1

ESC-0422-23 Capacity Building: Emerging Provider Academy

Agency	Site / Program Name	Start Date	End Date	Amount
Fostering Connections, Inc.	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Empowerment Resources Inc.	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Little Hands, Big Hearts Little People's Service	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Born 2 Excel, Inc.	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Subliminal Dreamz Inc.	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Youth Giving Back Sports Mentor Program Inc.	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Dream Release, Inc	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Girls of Virtue, Inc.	Adults/Families	10/1/2023	5/31/2024	$ 25,000.00
Operation Save Our Sons, Inc.	Youth	10/1/2023	5/31/2024	$ 25,000.00
The Jax Gents Inc.	Youth	10/1/2023	5/31/2024	$ 25,000.00
First Coast Esports Alliance Inc	Youth	10/1/2023	5/31/2024	$ 25,000.00
One Team One Dream Inc	Youth	10/1/2023	5/31/2024	$ 25,000.00
The Center, One Foundation Inc.	Youth	10/1/2023	5/31/2024	$ 25,000.00
Cleaning Up Today's Society, Inc.	Youth	10/1/2023	5/31/2024	$ 25,000.00
Level The Playing Field Leadership Academy Inc	Youth	10/1/2023	5/31/2024	$ 25,000.00
The Soyini Circle Girl's Corporation	Youth	10/1/2023	5/31/2024	$ 25,000.00
				$ 400,000.00

Exhibit A

ESC-0422-23
Budget by Deliverables

Phase One (1) October 1, 2023 – May 31, 2024

Contractors will request payment from COJ monthly during phase one (1). The schedule below outlines the payments as well as the deliverables that will be submitted and approved monthly. Failure to submit deliverables in a timely manner may impact COJ's ability to process payments.

Time Period	Deliverables Submitted	Payment Amount
October 31, 2023	• Training Completion Certificates • Certificate of Insurance • Mentoring Verification Form • Agency's Operating Budget	$5,000
November 30, 2023	• Training Completion Certificates • Mentoring Verification Form • Quarterly Narrative Report	$3,000
December 31, 2023	• Training Completion Certificates • Mentoring Verification Form	$3,000
January 31, 2024	• Training Completion Certificates • Mentoring Verification Form	$3,000
February 28, 2024	• Training Completion Certificates • Mentoring Verification Form • Quarterly Narrative Report	$3,300
March 31, 2024	• Training Completion Certificates • Mentoring Verification Form	$2,500
April 30, 2024	• Training Completion Certificates • Mentoring Verification Form	$2,500
May 31, 2024	• Training Completion Certificates • Mentoring Verification Form • End of Program Report Narrative Report	$3,000
	Total Payment Amount	$25,000

Deliverables:

Deliverable	Description	Frequency	Date Due
Training Certifications	Submission of training certificates from virtual training sessions.	Monthly	The 10th of the following month.
Certificate of Insurance	Proof of Insurance Coverage	As Required	Start of the Contract and upon certificate renewal.
Monthly Narrative Reports	Summary (to-date) of the program's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned.	Monthly	The 10th of the following month.
End of Program Report	Summary of the program's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned.	Yearly, July 15, 2024	Forty-five days after the conclusion of the program.

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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 5 MEMBERS DISAPPROVING 0 DATE: 9/14/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 9/18/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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