SOLE SOURCE AWARD **BID # SS-0264-17**

Subject: Alternative to Truancy and Out of School Suspension (ATOSS) Program

Department: Jacksonville Children's Commission

Description of Purchase: Recommend approval of sole source award to the Duval County Public Schools to operate the Alternative to Truancy and Out of School Suspension Program for the period of October 1, 2016 through June 2, 2017. Total estimated expenditure not to exceed $244,931.00.

Funding Source: JCOD019SSC-08201encumbered by Purchase Order

Sole Source Award To: Duval County Public Schools

Price Justification: N/A

Total Award: $244,931.00 **Requisition**: N/A

Attachments: Sole Source Form, Vendor Letter and Previous Awards

Certification as to Sole Source: Colin Murphy, Operations Director, Jacksonville Children's Commission

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

SBD Analyst: Annette Burney

Gregory Pease, 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 _____

SS-0264-17

SOLE SOURCE/PROPRIETARY REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): JAX Journey

PROPRIETARY ☐

SOLE SOURCE ☒

FUNDING SOURCE: JCOD019SSC - Sub Object: 08201

BRIEF DESCRIPTION OF GOODS/SERVICES:
Comprehensive early intervention program that addresses delinquent behavior, unsupervised students and academic failure of secondary students who commit serious Code of Student conduct violations resulting in school suspensions of 10 days or less.

AMOUNT OF PROJECT (attach quote): $244,931

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Students earn school attendance credit upon completion of program and receive academic, behavioral and conflict resolution support services delivered by certified Duval County teachers. Students complete their individualized academic and disciplinary requirements in a safe and secure learning environment.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
School District currently provide this service and is the only provider.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:
Released a Request for Proposal (BID ESC-0441-12) for this program and DCPS was the only bidder.

Submitted by: Colin G. Murphy (Name) Dir. of Operations (Title)

Date: 9/7/16

Requesting Agency's Director's Signature:

Procurement Division **September, 2008**

DUVAL COUNTY
PUBLIC SCHOOLS

Office of School Culture & Climate
Michael McAuley, Executive Director
1701 Prudential Drive Room 430
Jacksonville, FL 32207
(904 390-2477)
www.duvalschools.org

August 19, 2016

Chandra Brown
Jacksonville Children's Commission
1095 A Philip Randolph Blvd
Jacksonville, Florida 32206

Dear Ms. Brown:

The Office of School Culture & Climate, Duval County Public Schools, will continue to operate the Alternative to Truancy and Out of School Suspension (ATOSS) Program from October 1, 2016 to June 2, 2017. We understand that the City of Jacksonville has approved a budget of $244,931.00 for the fiscal year beginning October 1, 2016 to June 2, 2017.

Upon the receipt of this letter, we respectfully request an award notification with funding information. This notification is required by the district's Budget Office.

Thank you for your support and guidance. Please contact me if you need additional information.

Sincerely,

Michael G. McAuley
Executive Director
Office of School Culture & Climate

SCOPE OF SERVICES

Provider: Duval County Public Schools
Program: Alternative to Truancy & Out-of-School Suspension (ATOSS) at St. Paul's Missionary Baptist Church.

1. **Program Design Requirements:**
   - Students targeted for the St Paul's ATOSS program are secondary students who commit serious Code of Student Conduct infractions (Class 2 and Class 3). In addition, the centers serve all DCPS students picked up throughout the day for truancy, when space permits. As enrollees, students earn school attendance credit upon completion and receive academic, behavioral and conflict resolution support services delivered by a FLDOE certified teacher.
     - Students are referred to the St. Paul's ATOSS program by school principals, assistant principals and deans trained in Student Code of Conduct policies and disciplinary procedures
     - Students complete academic coursework provided by their teachers that is on pace with the curriculum they are currently learning.
     - Students are served by a social worker who delivers social and emotional health supports that address students' diverse needs.

2. **Program Operations:**
   - Program serves students Monday through Friday, 7:30 a.m. to 2:30 p.m.
   - Orientation is conducted by an ATOSS social worker for both students and parents
   - Transportation services provided to site location
   - St. Paul's staff includes an FLDOE certified teacher, Security Officer, social worker (suspension counselor) and truant officer
   - Students complete a plan of improvement that identifies their goals for improved behavior
   - Behavioral Modification and conflict resolution programs are delivered during the six to seven hour day.
   - Exceptional Student Education students may undergo a conduct review prior to participation to determine alignment of needs with program offerings

3. **Number of Students Served:**
   - 100% of students attending the St. Paul's ATOSS site for 1 or more days will be free from community harm and criminal activity during program enrollment.
   - 85% of students attending the St. Paul's ATOSS site for 1 or more days will not commit a Class III or IV conduct violation after completing the program.
   - 100% of students completing the ATOSS program will receive full attendance credits while enrolled and attending..
   - 100% of students attending ATOSS will receive academic instruction, as well as social enrichment and support
   - 85% of students referred to ATOSS will attend and complete the program as scheduled.

4. **Attendance Requirements:**
   - 20 seats occupied per day
   - Percentage of seats occupied monthly (testing dates are excluded)
     - **October 55% = 220 seats**
     - **November 60% = 216 seats**
     - **December 65% = 288 seats**
     - **January 70% = 210 seats**
     - **February 75% = 285 seats**
     - **March 80% = 272 seats**

- **April 85% = 289 seats**
- **May 90% = 396 seats**

Full payment of the contract is contingent on meeting the above attendance requirements.

5. **Safety Requirements:**
   - All staff working in the program are encouraged to be certified in CPR and First Aid
   - The facility must be safe from hazards and all necessary safety equipment is readily available and in working order

6. **Transportation Requirement:**
   - Students will be allowed to use DCPS transportation for transport to St. Paul's ATOSS.

7. **Staffing Requirements:**
   - Must ensure the services will be provided by trained professional staff
   - Shall require Level 2 Screening as a condition of employment and continued employment of all Covered Persons. Provider shall repeat the Level 2 Screening at least every 5 years from the date of the initial Level 2 screening or re-screening
   - At least annually, Provider shall submit a signed affidavit declaring that a Level 2 Screening has been completed and is current for all covered Persons (as defined in its contract with the Commission)

8. **Program Site Location:**
   - St. Paul Missionary Baptist Church – 3738 Winton Drive, 32208

9. **Term of Agreement:**
   - October 1, 2016 through June 2, 2017

SUBJECT: JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS - (CSPEC)

BID # ESC-0441-12 OPEN DATE: **02/22/2012**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
FROM JULY 1, 2012, THROUGH JUNE 30, 2013, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: JACKSONVILLE JOURNEY

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 19 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from July 1, 2015 through date of award.

Recommend approval to utilize the third and final renewal options with Duval County School Board for the Jacksonville Journey Out of School Suspension Program. Period of service is from date of award through September 30, 2016, a change that will align the term with the City's fiscal year (changed from July 1, 2015 to June 30, 2016). Total revised estimated annual expenditure in the amount of $800,000.00, for a not to exceed expenditure in the amount of $3,148,945.00.

Funding Source: JCOD019SSC-08201 - To be executed by formal contract amendment through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

ANALYST ANNETTE BURNEY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Jon Heyman, CEO, Jacksonville Children's Commission

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 10-8-15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 10/08/15

MK APPROVED ✓ DISAPPROVED: _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: **JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS - (CSPEC)**

BID # ESC-0441-12 OPEN DATE: **02/22/2012**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
FROM JULY 1, 2012, THROUGH JUNE 30, 2013, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **JACKSONVILLE JOURNEY**

BASIS OF AWARD: **EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: **19** NUMBER RECEIVED: **1** OTHER: **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from June 30, 2014 through date of award.

Recommend approval to utilize the second of three (3) renewal options with Duval County School Board for the Jacksonville Journey Out of School Suspension Program. Period of service is from date of award through June 30, 2015. Total revised estimated annual expenditure in the amount of $560,698.00, for a not to exceed expenditure in the amount of $2,348,945.00.

Funding Source: JCOD191SSC-08201 - To be executed by formal contract amendment through Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Previous Awards

BUYER _____ ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **JOYCE WATSON, DIRECTOR OF MANAGEMENT SERVICES, JACKSONVILLE CHILDREN'S COMMISSION**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 10/09/14

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 10/13/14

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

SUBJECT: **JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS - (CSPEC)**

BID # ESC-0441-12 OPEN DATE: **02/22/2012**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
FROM JULY 1, 2012, THROUGH JUNE 30, 2013, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **JACKSONVILLE JOURNEY**

BASIS OF AWARD: **EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 19 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
RECOMMEND APPROVAL TO RATIFY THE PERIOD OF SERVICE FROM JUNE 30, 2013 THROUGH DATE OF AWARD.

RECOMMEND APPROVAL TO UTILIZE THE FIRST OF THREE RENEWAL OPTIONS WITH DUVAL COUNTY SCHOOL BOARD FOR THE JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS. PERIOD OF SERVICE IS FROM DATE OF AWARD THROUGH JUNE 30, 2014. TOTAL REVISED ANNUAL ESTIMATED EXPENDITURE IN THE AMOUNT OF $826,824.00, FOR A NOT TO EXCEED EXPENDITURE AMOUNT OF $1,788,247.00.

ACCOUNT CODE: JCOD019SSC-08201

ATTACHMENTS: RECOMMENDATION MEMO, VENDOR LETTER, PREVIOUS AWARDS

BUYER _____ ANNETTE BURNEY RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **JOYCE WATSON, DIRECTOR OF MANAGEMENT SERVICES, JACKSONVILLE CHILDREN'S COMMISSION**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 10/17/13

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 10/24/13

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____ Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-0

SUBJECT: **JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS - (CSPEC)**

BID # ESC-0441-12 OPEN DATE: **02/22/2012**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
FROM JULY 1, 2012, THROUGH JUNE 30, 2013, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **JACKSONVILLE JOURNEY**

BASIS OF AWARD: **EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 19 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
RECOMMEND APPROVAL TO AMEND THE AWARD WITH THE DUVAL COUNTY PUBLIC SCHOOLS FOR JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS TO REDUCE THE FUNDING AMOUNT BY $106,000.00, FOR A REVISED NOT TO EXCEED EXPENDITURE AMOUNT OF $961,423.00, FOR THE GRANT PERIOD OF FROM JULY 1, 2012, THROUGH JUNE 30, 2013.

ACCOUNT CODE: JCOD019SSC 08201

ATTACHMENTS: RECOMMENDATION MEMO, PREVIOUS AWARD

BUYER Deidra Baines
DEIDRA BAINES

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **JULIETTE "DOLLY" DILLIN, DIRECTOR OF GRANT ADMINISTRATION, EVALUATION AND RESEARCH, JACKSONVILLE CHILDREN'S COMMISSION**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 10/18/12

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 10/23/12

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: **JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS - (CSPEC)**

BID # ESC-0441-12 OPEN DATE: **02/22/2012**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
FROM JULY 1, 2012, THROUGH JUNE 30, 2013, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **JACKSONVILLE JOURNEY**

BASIS OF AWARD: **EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 19 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
RECOMMEND APPROVAL TO AWARD DUVAL COUNTY PUBLIC SCHOOLS FOR JACKSONVILLE JOURNEY OUT OF SCHOOL SUSPENSION PROGRAMS IN THE NOT TO EXCEED EXPENDITURE AMOUNT OF $1,067,423.00 FOR THE GRANT PERIOD OF FROM JULY 1, 2012, THROUGH JUNE 30, 2013.

ACCOUNT CODE: JCOD019SSC 08201

ATTACHMENTS: RECOMMENDATION MEMO, SCOPE OF WORK, EVALUATION MATRIX

BUYER Deidra Baines
DEIDRA BAINES

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **JULIETTE "DOLLY" DILLIN, DIRECTOR OF GRANT ADMINISTRATION, EVALUATION AND RESEARCH, JACKSONVILLE CHILDREN'S COMMISSION**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 3/22/12

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 3/23/12

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2011-06