SUBJECT: Youth STEAM Camps

BID # ESC-0497-19 **OPEN DATE: 6/12/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of contract execution through August 9, 2019

FOR: Kids Hope Alliance

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 19 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the three (3) highest scoring responsive, responsible bidders: Communities in Schools of Jacksonville, Inc., Renaissance Jax, Inc. and U-Turns, Inc. dba Teen Leaders of America. Period of service is from date of contract execution through August 9, 2019. Total expenditure amount not to exceed $100,000.00.

U-Turns, Inc. dba Teen Leaders of America - $16,000.00; Communities in Schools of Jacksonville, Inc. – $32,000.00; Renaissance Jax, Inc. - $52,000.00

Funding Source: JCOD191SUM-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Scoring Sheet and Evaluation Criteria

ANALYST _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joseph Peppers, 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
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease,
Chief of Procurement Division

FROM: Joseph Peppers, Chief Executive Director
Kids Hope Alliance (KHA)

CC: Mary Tobin, Chief Operations Officer
Cynthia Nixon, Senior Director of Finance
Joyce Watson, Director of Administration
Kenneth Darity, Director of Out of School Time

SUBJECT: Award Recommendation for BID # ESC-0497-19 Kids Hope Alliance

Index Code: JCOD191SUM; 08201

DATE: July 11, 2019

The Kids Hope Alliance (KHA) has completed preliminary evaluations of BID ESC-0497-19 and is recommending that Competitive Sealed Proposal Evaluation Committee (CSPEC) make a final recommendation to the Mayor as follows:

	BID	Agency Name	Site Name	Site Address	Zip	Scores	# Children Served	FY 19 COST / YOUTH	FY 19 FUNDING
1	ESC 0497-19	Teen Leaders of America	Edwards Waters College	1859 Kings Rd.	32209	89	40	$ 400	$ 16,000.00
2	ESC 0497-19	Communities in Schools	Shiva Robotics Academy	7044 Beach Blvd	32216	73	80	$ 400	$ 32,000.00
3	ESC 0497-19	Renaissance Jacksonville	Jacksonville Arts and Music School	3315 Liberty St N,	32206	72	50	$ 400	$ 20,000.00
3	ESC 0497-19	Renaissance Jacksonville	Renaissance Jax	2671 Gilmore St.	32204	72	80	$ 400	$ 32,000.00
								TOTAL	$ 100,000.00

The following documentation is accompanying this memo:
Exhibit 1 – Tab Sheet/Summary of Evaluator's Scores

In addition:

(i) The scope of services for each of the recommended awards is included in the RFP and in the narrative response submitted as part of the evaluation.

(ii) Other terms and conditions (i.e. duration, service period, etc.) have been included in the responses to the RFP and will be incorporated by reference into the final contract.

Cc: Annette Burney, Purchase Analyst

TITLE: Youth STEAM Camps BID NO.: ESC-0497-19 OPEN DATE: June 12, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (19) No. Received (2) No Bids: (0) Recorded By: John Hernandez Announcer: Sokkar Muon		Communities in Schools of Jacksonville, Inc.	Renaissance Jax, Inc.	U-Turns, Inc. dba Teen Leaders of America
	Notes:			
Statement of Need	10			
Expected Outcomes and Outputs)	10			
- Essential Services Goals	10			
Project Design/Implementation Plan	36			
Organizational, Administrative and Fiscal Capacity	14			
Evaluation and Sustainability	10			
Budget Form/Budget Narrative	10			
TOTAL POINTS	100			
MINIMUM REQUIREMENTS		Yes	Yes	Yes
CONFLICT OF INTEREST		✓	✓	✓
INSURANCE AGENT ACKNOWLEDGEMENT		✓	✓	✓
ADDENDUM (1)		✓	✓	✓

YOUTH STEAM CAMPS

ESC-0497-19

	10 Points	10 Points	10 Points	36 Points	14 Points	10 Points	10 Points	OVERALL	Rank
	Statement of Need	Expected Outcomes and Outputs	Essential Services Goals	Project Design/Implementation Plan	Organizational, Administrative & Fiscal Capacity	Evaluation & Sustainability	Budget Form/Budget Narrative	100 Total Points (100 max)	
Communities in Schools									
Shiva Thompson	9.00	4.00	4.00	27.00	7.00	2.00	4.00	57.00	
Cheryl Murphy	9.00	8.00	8.00	33.00	13.00	8.00	8.00	87.00	2
Laura Lane	8.00	7.00	6.00	31.00	11.00	6.00	7.00	76.00	
Average	8.67	6.33	6.00	30.33	10.33	5.33	6.33	**73.33**	
Renaissance Jax									
Shiva Thompson	10.00	10.00	9.00	30.00	9.00	2.00	4.00	74.00	
Cheryl Murphy	6.00	6.00	9.00	19.00	13.00	5.00	4.00	62.00	3
Laura Lane	7.00	10.00	10.00	28.00	13.00	6.00	6.00	80.00	
Average	7.67	8.67	9.33	25.67	11.67	4.33	4.67	**72.00**	
U-Turn									
Shiva Thompson	10.00	10.00	10.00	35.00	10.00	10.00	4.00	89.00	
Cheryl Murphy	10.00	9.00	10.00	33.00	13.00	8.00	7.00	90.00	1
Laura Lane	8.00	8.00	10.00	32.00	13.00	8.00	8.00	87.00	
Average	9.33	9.00	10.00	33.33	12.00	8.67	6.33	**88.67**	

1.4 **Minimum Requirements for Contractors.**

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. **Failure to meet these requirements and present written documentation at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive:**

1. Contractor must be a community-based 501(c)(3) non-profit entity organized in the State of Florida or authorized to do business with the State of Florida.

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.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.10 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 **Pre-Bid Meeting.**

A pre-bid meeting has been scheduled for the following two (2) days: **Tuesday, May 28, 2019 at 3:00 p.m. or Wednesday, May 29, 2019 at 10:00 a.m. Bidders only need to attend one meeting. The location for each meeting is at Kids Hope Alliance, 1095 A. Philip Randolph Blvd., Board Room, Jacksonville, FL 32206.**

1.7 **Response Due Date.**

The deadline for submitting responses to this RFP is **Wednesday, June 12, 2019 at 2:00 p.m.** Please see Sections 2.3 and 2.4 for more details.

1.8 **Response Delivery Location.**

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
214 N. Hogan Street, **Room 105**
Jacksonville, Florida 32202

1.9 **Response Opening.**

Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting **room #110**, 1st Floor, Ed Ball Bldg., 214 N. Hogan Street.

1.10 **Contact Person.**

If any questions arise during the bidding period of this Project, contact Annette Burney, Purchasing Analyst Procurement Division, at aburney@coj.net .

Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFP.

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

The Contractor must demonstrate capability to implement the project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the evaluation process. You must number the Project Narrative beginning with page number 1.

Contractor must use the same section headers identified below for each section of the Project Narrative:

A. PROJECT NARRATIVE (90 MAXIMUM POINTS)

1) Statement of Need
The contractor must provide an address for the project location and identify the geographic area in which the project will be located. Identify and discuss the need of the targeted population in this area of the city.

2) Expected Outcomes and Outputs
All contractors must identify the number of youth participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation and STEAM skills that will be targeted. When explaining the summer camp STEAM skills, cite the best practices that were incorporated and cite the research-base for those practices. The outputs should clearly identify the STEAM skills to be developed in the program and should be based on a reputable curriculum with skills clearly explained.

Include a description of how the project activities will align with the KHA Essential Service Plan Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

3) Project Design / Implementation Plan
Begin this section by stating the project goals.

a. Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the STEAM Camp.

b. Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished for all components STEAM:

   SCIENCE:

   TECHNOLOGY:

   ENGINEERING:

   ARTS:

MATH:

c. Provide a timeline for completion of work (including planning days as well as start and ending dates and hours for the one-week camp). The timeline should be in chart format and be as detailed as possible to include plans for the week along with the activities, skill development, and outcomes to be addressed.

d. Account for all functions or activities identified in the RFP. Include explanations for how you will incorporate partnerships, field trips, literacy, and a culminating event.

e. Cite factors that might accelerate or the work and state the reason for taking the proposed approach rather than other approaches. Identify any potential barriers and describe how the project will be able to overcome those barriers.

f. Since this is a full day program, for five-days, please include details about the curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program.

4) Organizational, Administrative, and Fiscal Capacity
Provide information on the organization's current mission, structure, staffing, and relevant experience. Describe how these factors will contribute to the ability of the organization to conduct the program requirements and meet program expectations. Describe any staff or contractors who will be engaged in the Youth STEAM Camp and information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to STEAM education.

5) Evaluation and Sustainability
Describe how you will measure success for each of the STEAM components listed in your project design. Relate the measurements to the Essential Services Plan Goals - Performance Metrics listed in the RFP Scope of Services section. Include plans for measuring participant and parent satisfaction during and at the conclusion of the program. Describe the culminating event, how student success will be celebrated, and how the culminating event will show case the STEAM learning that was gained over the course of the week-long camp. Explain how you will continue the learning or program beyond this grant funding.

B. PROJECT BUDGET AND BUDGET NARRATIVE (10 MAXIMUM POINTS)

Use the Budget/Budget Narrative (**Form 1**) to detail the budget, which should be reasonably based on the activities outlined in the project narrative. **Failure to submit Form 1 with the response will result in the contractor being deemed non-responsive.**

1) Budget Form
The total amount of the requested funds will be based on a calculation of $400 per participating student. The budget form may not exceed three (3) pages. List budget expenditure under the correct categories on **Form 1**. Check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: incidental costs, such as the costs of amusement, awards, social activities, meals and beverages may not exceed 2% of the budget and equipment or materials that are over $1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends. No, funding for capital improvements will be allowed. Incentives must be appropriate to the project and age group. For example, allowable incentives could be a certificate of completion at the end of the one-week camp, a camp T-shirt, or a donated gift card for someone who demonstrated exemplary camp leadership and collaboration skills.

The contractor should list contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project are strongly encouraged.

2) Budget Narrative

This section of the response helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds).

(Remainder of page intentionally left blank)

ATTACHMENT B
EVALUATION MATRIX
(Continued)

The response will be scored based on the following matrix, and the evaluation maximum points count is identified for each section above. Contractors must score a minimum of 70 to be considered for funding.

The response will be evaluated on how effectively it demonstrates the following:

Evaluation Criteria	Superior	Average	Below Average	Poor	Missing
Project Narrative					
1) Statement of Need	10-8	7-5	4-2	1	0
2) Expected Outcomes and Outputs	10-8	7-5	4-2	1	0
Outcomes include Essential Service Goals	10-8	7-5	4-2	1	0
3) Project Design / Implementation Plan	36-28	27-19	18-10	9-1	0
4) Organizational, Administrative, and Fiscal Capacity	14-11	10-7	6-3	2-1	0
5) Evaluation and sustainability	10-8	7-5	4-2	1	0
Project Budget and Budget Narrative					
1) Budget Form	5	4-3	2	1	0
2) Budget Narrative	5	4-3	2	1	0
Total Points	100				