SUBJECT: CoachJax! Early Learning Coaching Services

BID # ESC-0532-16 **OPEN DATE: 9/14/16**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – October 1, 2016 through September 30, 2017 with two (2) one (1) year renewal options

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 63 **NUMBER RECEIVED: 2** **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Episcopal Children's Services to provide early learning coaching services for the CoachJax! Program through the Jacksonville Children's Commission. Period of service is from October 1, 2016 through September 30, 2017 in the annual not to exceed expenditure amount of $1,672,194.00.

Funding for this award to be encumbered by the following accounts and executed by formal contract through the Office of General Counsel: JCOD191EL-08201 - $1,100,417.00 & JCOD191RG-08201 - $571,777.00

Attachments: Recommendation Memo, Tabulation, Evaluation Matrix and Scores

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

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

CONCURRENCE BY: Colin Murphy, Senior Director of Operations, 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_____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Jon Heymann, Executive Director/CEO
Jacksonville Children's Commission

Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

Chandra Brown, JCC Contract Manager
Jacksonville Children's Commission

SUBJECT: **Award Recommendation for BID ESC-0532-16 Coach Jax Early Learning Coaching Services**

DATE: **September 24, 2016**

The Commission has completed preliminary evaluation of BID ESC-0532-16 Coach Jax Early Learning Coaching Services and is recommending to the Competitive Sealed Proposal Evaluation Committee (CSPEC) make a final recommendation to the Mayor as follows:

Award: Episcopal Children's Services **$1,672,194.00**

No Award: Lutheran Services of Florida

The funding for this award is provided as follows: **JCOD191EL $1,100,417.00**
JCOD191RG $571,777.00

Cc: Annette L. Burney, Purchasing Analyst, Procurement

BID TABULATION SHEET

TITLE: COACHJAX! EARLY LEARNING COACHING SERVICES BID NO.: ESC-0532-16 OPEN DATE: AUGUST 31, 2016 ANALYST: ANNETTE BURNEY No. Invited: (63) No. Received (2) No Bids: (0) RECORDED BY: Gail Sampson ANNOUNCER: Sharon Wilson	Episcopal Children's Services, Inc.	Lutheran Services of Florida, Inc.	
NOTES:			
MINIMUM REQUIREMENTS:	Y	Y	
CONFLICT OF INTEREST:	Y	Y	
ADDENDUMS(1-2)	Y	Y	

Agency	Average	Janey Burns							TOTAL	Johnna Cooper - Daniels							TOTAL	Ginger Peacock Preston							TOTAL
		#1	#2	#3	#4	#5	#6	#7		#1	#2	#3	#4	#5	#6	#7		#1	#2	#3	#4	#5	#6	#7	
Episcopal Children's Services, In	94.33	13	8	10	14	23	8	15	91	15	10	9	15	24	9	14	96	13	10	10	15	23	10	15	96
Lutheran Services of Florida	77.67	13	6	10	10	20	5	12	76	13	4	10	7	22	6	14	76	14	10	10	4	23	7	13	81

Jacksonville Children's Commission
Budget - Fiscal Year 2016 - 2017
Schedule of Funding to Agencies for Children's Programs and Other Program (08201) Funding

	City of Jacksonville Funding	Grant Funding	Contract Amount
Agency Funding:			
Boselli Foundation Inc.	81,600		81,600
Boys and Girls Club of Northeast Florida	1,261,272		1,261,272
Bridge of Northeast Florida	1,547,026		1,547,026
Carpenter's Shop Center, Inc.	71,400		71,400
Child Guidance Center	179,606		179,606
Communities In Schools of Jacksonville, Inc.	2,773,098		2,773,098
Community Connections Inc.	483,654		483,654
Daniel	60,000		60,000
DLC Nurse and Learn	304,588		304,588
Edward Waters College	90,000		90,000
Girls Inc.	122,400		122,400
Hope Haven	250,916		250,916
MaliVai Washington Foundation, Inc.	102,600		102,600
New Heights of Northeast FL, Inc.	120,099		120,099
Northwest Behavioral Health	97,493		97,493
PACE Center for Girls	180,000		180,000
Police Athletic League of Jacksonville, Inc.	293,768		293,768
Sulzbacher Center for Homeless	44,360		44,360
Wayman Community Development Corporation	340,632		340,632
YMCA	195,966		195,966
Youth Crisis Center	90,500		90,500
Total Agency Funding	$ 8,690,978	$ -	$ 8,690,978
Funding for Statewide Coalitions & Matching Funds for Grants:			
Children's Services Council	32,015		32,015
Florida Afterschool Network	15,000		15,000
Criminal Justice Grant Match	60,000		60,000
JCC - SAMHSA Grant Match	146,000		146,000
21st CCLC Grant Match	157,718		157,718
Jacksonville Journey Early Learning Coalition (Subsidized Childcare Match)	625,000		625,000
Subtotal	$ 1,035,733	$ -	$ 1,035,733
Agency Funding by Procurement Award:			
Summer Camp Program Award - Procurement RFP - 4/1/17	2,600,000		2,600,000
Healthy Families Once of Prevention Award - Procurement RFP - 10/1/16	1,040,500	1,025,500	2,066,000
Full Service Schools Mental Health Award - Procurement RFP Renewal - 7/1/17	1,703,000		1,703,000
Mentoring Program Award - Procurement RFP - 10/1/16	607,288		607,288
Afterschool Programs - Procurement RFP Effective 7/1/2017	2,384,777		2,384,777
Subtotal	$ 8,335,565	$ 1,025,500	$ 9,361,065
Total Youth Development, Matching Grants & Other Initiatives	**$ 18,062,276**	**$ 1,025,500**	**$ 19,087,776**
Early Learning Program Funding:			
Agency Funding for Early Learning Program Awards:			
Early Learning Programs Award - Procurement RFP - 10/1/16	1,100,417		1,100,417
Early Learning Programs Award - Procurement RFP - 10/1/16	571,777		571,777
Jacksonville Journey Early Learning Coalition Developmental Screening Program	185,223		185,223
Total Agency Funding for Early Learning Programs	**$ 1,857,417**	**$ -**	**$ 1,857,417**
Total Funding to Other Agencies	**$ 19,919,693**	**$ 1,025,500**	**$ 20,945,193**

Schedule A2

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.** The response to each of the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

I. COMPETENCE/EXPERIENCE/PAST RECORD OF PERFORMANCE.

Contractor must demonstrate a proven track record in providing high quality professional development services and/or coaching programs and a willingness to work collaboratively with community partners to achieve desired goals.

- Provide an explanation of how your agency's mission supports providing professional development services such as early learning coaching services.
- Provide a detailed explanation of current or similar projects that the organization has managed. The explanation must include any staffing, goals, cost, and program outcomes.
- Provide statistical data documenting performance measures achieved in current, similar programs.
- If currently receiving a contract with the City of Jacksonville or the Jacksonville Children's Commission, provide results of monitoring reports or other performance reports. **NOTE: The evaluation committee reserves the right to verify the response against documents contained by the City (15 points maximum score).**

II. CURRENT WORKLOAD.

- Provide the number and size of all programs currently being performed.
- Discuss past ability to deliver projects on a timely basis under similar current workload conditions (**10 points maximum score**).

III. FINANCIAL RESPONSIBILITY.

- Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. In addition:
- Contractor must also disclose all sources of current City of Jacksonville funding as well as explain, if awarded a contract from this bid, what percentage of the Contractor's total operating budget this contract would represent (**10 points maximum score**).

IV. PERFORMANCE MEASURES AND EVALUATION PLAN.

Contractor will provide the Jacksonville Children's Commission monthly reports providing detailed information on the program measures (**15 points maximum score**).

- List all REQUIRED AND PROPOSED program measures. Include both quantitative (how much/many) and qualitative (how well) performance measures.
- **Quantitative** measures should include but not be limited to: number of classrooms proposed to serve, number of trainings offered, number of participants trained, etc.

- Qualitative measures should include but not limited to: percentage of centers that maintain or increase star ratings, satisfaction surveys, etc.
- List program performance outcomes (better offs). Performance outcomes can include percentage of teachers that improve instructional teaching skills, etc.
- In addition to a brief narrative, utilize the framework in **Form 4.**
- Contractor must describe the systems in place that will be used to gather and report on these measures.

V. ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.

Describe how funds will be used to provide CoachJax! Early Learning Coaching Services by providing a detailed program description which will outline the steps necessary to achieve the program goals **(25 points maximum score).**

1. **Describe agency's experience with following the Lastinger Technical Assistance Coaching Process Goals. In this response, describe how the agency ensures coaches meet the following objectives:**
   a. Increase coaching skills to enhance teacher knowledge and instructional practice.
   b. Understanding principles of adult learning and use these to lead effective professional development activities.
   c. Understanding the Lastinger coaching process and effectively implement each step.
   d. Developing skills to increase teacher knowledge of child development and effective teaching practices defined by the Infant, Toddler, and Pre-K Classroom Assessment Scoring System tools.

2. **Describe how the agency proposes to provide Center and Classroom support by providing coaching and technical assistance support to teachers and directors. In the response, describe how the agency ensure coaches meet the following objectives:**
   a. Coach the director on the skills to support and sustain teacher development and to meet the quality standards defined by the Guiding Stars of Duval Quality Rating and Improvement System.
   b. Spend up to an hour in each classroom with the teacher each week, using the Lastinger coaching process to identify target strategies, model skills for teacher, observe teacher practice and collect data.
   c. Follow each classroom session with coaching conversations to help teachers reflect, increase their self-awareness and improve their instructional skills.
   d. Align coaching support with the Guiding Stars 3.0 standards for Program Content: Teacher/Child Interaction.
   e. Measure gains in teacher performance using teacher observation tools – Infant, Toddler or Pre-K Classroom Assessment Scoring System (CLASS).

3. **Describe how the agency will provide curriculum support – Utilizing the Guiding Stars 3.0 standards for the Screening, Curriculum and Assessment domain as the framework, provide technical assistance, on-site training and support on:**
   a. Implementation of curriculum and writing lesson plans.
   b. Child assessment and screening for development and progress in learning.
   c. Using assessment data for planning and individualization of instruction.

4. **Describe the Professional Development Opportunities the agency will provide for center directors and staff – utilizing a variety of approaches,**
   a. Offer coached early learning teachers and director training individually at their sites to meet individual needs.
   b. Offer small group and large group trainings on topics related to the Guiding Stars standards, school readiness and literacy.
   c. Provide Child Development Associate (CDA) credential training and support for completing the application process to the Council for Professional Recognition to help teachers and directors obtain the National CDA credentials.

5. **Describe the process the agency will use to ensure proper documentation of all activities – utilize only standard CoachJax! program forms for documentation of work. Type of documentation include the following:**
   a. Coaching Log for recording classroom visits (Form A).
   b. Monthly data reporting spreadsheet (Form B) for numerical data.
   c. Program Quality documentation and Guiding Starts Manual worksheets for center support with Guiding Stars documentation for the verification process.
   d. Coaching resource notebooks are provided to each classroom for maintaining teacher copies of coaching logs, observation data and reference materials.

VI. STAFFING AND STAFF SUPERVISION (10 points maximum)

- Describe the staffing pattern the agency proposes. The staffing pattern should be consistent with the number of classrooms proposed to serve.
- Provide job descriptions and resumes of any current staff proposed to work on this project.
- Provide an organization chart.
- Describe how the agency will recruit and retain qualified staff.
- Describe how the agency will proposes to provide for adequate staff supervision.
- Describe how the agency will promote a positive staff climate.
- Describe how the agency will insure that any new coach hired is Lastinger certified within six (6) months.

VII. QUOTATION OF RATES, FEES, OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.

Describe the respondent's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 2 of Jacksonville Ordinance Code, section 126.202(e).

1. **Budget and Narrative:**
   Provide a budget and budget narrative and describe in detail how you arrived at this budget, including staffing patterns and the number of classrooms your agency proposes to serve. Include ALL revenue sources. Use FORM 1 to submit the budget and narrative.

2. **Describe how the agency will budget for the expenditure of funds such that:**
   a. The expenditures for staff and staff supervision are consistent with the service levels proposed.
   b. Funds are utilized to provide coaching support materials.
   c. Funds are used to address classroom material needs.
   d. Funds provide teacher resources including classroom notebooks.
   e. Funds provide for formal training opportunities for teachers.

f. Funds support the ongoing professional development of coaches and maintenance of CLASS certifications.

g. Describe how the agency will monitor the expenditure of funds. In the event of a lapse of funds during the course of the contract, describe how the agency would prioritize repositioning those funds (**15 points maximum score**).

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