Docusign Envelope ID: 340E43DE-8BED-4A4E-8072-229C4F8875BF

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Request to Amend Award SS-15376-24 Summer Camp Field Trip Enhancement

Requested Action/Authority:

1. Request to amend SS-15376-24 ward to increase max indebtedness by $40,000.00 NTE $250,000.00.
2. Request to increase Boys & Girls Clubs of NEFL Inc. by $40,000.00 to new amount of $100,000.00.

Justification/Explanation:

This increase will allow Boys & Girls Clubs of NEFL Inc to serve 800 more youth during the summer field trip . The youth will be able to enjoy the unique experience at Camp Deep Pond.

Legal Contract #:	SS-15376-24	Contract Date:	06/01/2024	Change Order/AMD #:	1	
PO/Release #:	674863-24	Bid Date:	04/01/2024	Awarded Supplier:	Boys & Girls Clubs of NEFL Inc	
Licenses Verified:	N/A	Effective Date:	7/16/2024	Basis of Award:	N/A	
Federally Funded:	No	No. Invited:	1	Responses Received:	N/A	Attachments:
Solicitation:	N/A - No - N/A			Procurement Contract #:	PO - No	
Executed By:	Procurement					

PoP:Base:	N/A	Options:	None	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	10901	Center:	181001	Acct:	582001	Proj:	000000	Activity:	00000455	$	00000
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 250,000.00	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	JCOD:OFFICE_OF_THE_DIRECTOR			
Concurrence:	DocuSigned by: Sarah Hass E35E806A4AF9438...	Title:	KHA - CHIEF EXECUTIVE OFFICER	7/29/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Wallace-Cohen, Olive A7A7DE8876BC4DD...	Chief of Procurement:	Signed by: Robert Warmburg for Dustin Freeman 4912CA1D431247A...
Name:	Wallace-Cohen, Olive	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Saralyn Grass, Chief Executive Officer, Kids Hope Alliance (KHA)

Saralyn Grass

Kenneth Darity, Chief Administrative Officer

SUBJECT: Request to Amend Award, SS15376-24 Summer Camp Enhancement Field Trip

DATE: July 29, 2024

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 to amend the Single Source Award 1537624, increase by $40,000.00. The new not to exceed amount of $250.000.00

2) Request to increase Boys & Girls Clubs of Northeast Florida Inc. to new amount of $100,000.00 with no change to the term.

Upon approval of this request a Purchase Order will be executed for Boys' and Girls' Club's of NE Florida's Camp Deep Pond as listed on Exhibit 1 by the City of Jacksonville Procurement Department.

KHA anticipates funding as follows:

Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
ESP - Out-of-School Time	10901	181001	582001	000000	00000455	00000	0000000

Total Funding **$40,000.00**

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

Attachment(s): Exhibit 1, Field Trip Enhancement 2024
Scope of Work for BGCL Camp Deep Pond

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

Exhibit I

Kids Hope Alliance

Summer Enhancements Field Trips 2024: Single Source

UNIQUE FIELD TRIP EXPERIENCES FOR "AT-HOPE" STUDENTS					
Item #	**Description**	**# of Students**	**Unit**	**Unit Price**	**Extended Price (Up to)**
1	Clara White Harvest Farms	250	EA	$10.00	**$2,500.00**
2	Cummer Museum of Art and Gardens	500	EA	$10.00	**$5,000.00**
3	Diamond D Ranch	1,100	EA	$16.00	**$17,600.00**
4	Hands-On Children's Museum	455	EA	$5.50	**$2,503.00**
5	Jacksonville Humane Society	272	EA	$5.00	**$1,362.00**
6	Jacksonville Zoo and Gardens	2,005	EA	$19.95	**$40,000.00**
7	McKenzie's Camp Deep Pond	2000	EA	$50.00	**$100,000.00**
8	Museum of Contemporary Art (MOCA)	295	EA	$5.00	**$1,475.00**
9	Museum of Science and History (MOSH)	857	EA	$14.00	**$12,000.00**
10	SHIVA Robotics Academy	857	EA	$35.00	**$29,995.00**
11	The Arts Corner Kidz Network, Inc.	1,483	EA	$16/Art only $18 Art/Creative Writing $20/Art & Fitness/Blacklight Experience	**$29,650.00**
12	The Ritz Theatre and Museum	575	EA	$5/student (less than 25 students) $3/student (25+ students)	**$2,875.00**
13	Catty Shack Ranch	318	EA	$8 per student	**$2,544.00**
14	Historic Eastside Community Development Corporation	192	EA	$13 per student	**$2,496.00**
	TOTAL	11,159			**$250,000.00**

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KIDS HOPE ALLIANCE

KHA
Field Trip Enhancement Scope of
Work Summer 2024

Vendor Name: Boys & Girls Clubs of Northeast Florida McKenzie's Camp Deep Pond

Primary Contact Name: Tom Stinson

Contact Phone: 904 566 3016

Email Address: Thomass@BGCNF.org

**Target Population: K-12

Student/Teacher Ratio - 10:1

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: McKenzie's Camp Deep Pond 10am-3:30pm

Scope of Work & Services Provided:

McKenzie's Camp Deep Pond is the Boys and Girls Clubs of Northeast Florida's day camp.

By providing outdoor adventure, teamwork activities and character-development opportunities, we help young people reach their full potential while having a great time at camp.

Since 2018, hundreds of young people have enjoyed our 63-acre property and clear, 12-acre lake.

Daily camp activities may include:
Swimming, kayaking, fishing, biking, nature and ecology education, archery, field games, campfires, team challenges and character development activities.

One and two-day camp programs are available to community organizations, as well as private events.

Costs for Services:

Per Student: 50.00 1-day program

Per Group of

Per Adult: No charge for accompanying chaperones or staff 50.00 per person for private events

Students:

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

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?***	Kids Hope Alliance will pay admission fees to non-profit venues for participants who attend KHA funded summer camps. Such field trips will take place at fourteen (14) non profit venues. See Exhibit 1.
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:	Each non-profit field trip venue provides a unique experience. These experiences include painting, outdoor camping, museum tours, animal and artistic exhibits, state performances, and cultural/historical tours. These destinations are located near underserved targeted populations and have prior experience working with the targeted population (Ex. Arlington, Northside, and Eastside) which assists with additional barriers such as transportation costs.
4. Date of Request	2/22/2024

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.]

[Such unique experiences can only be provided at the 14 field trip venues.]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. Other Documentation (Check and attach all that apply)

√ Supplier Quote

☐ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

2 Docusign Envelope ID: 340E43DE-8BED-4A4E-8072-229C4F8875BF

SINGLE SOURCE AWARD **BID # SS-15376-24**

Subject: Summer Camp Enhancement Field Trip

Department: Kids Hope Alliance

Description of Purchase: Recommend approval of single source award to various vendors as outlined in the attached Exhibit 1 for summer camp field trip entrance fees. Period of service is from June 1, 2024 through July 31, 2024. Total not to exceed expenditure amount is $210,000.00.

Funding Source: 10901.181001.582001.000000.00000455.00000.0000000

Single Source Award To: Various Vendors

Price Justification: See Attached

Total Award: $210,000.00 **Requisition #:** KHOD-500949-24

Attachments: Recommendation Memo, Single Source Form, Exhibit 1

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*** 3/28/2024

ACTION OF AWARDING AUTHORITY DATE: 4/1/2024

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-113, Revised 12/2007

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MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Saralyn Grass, Chief Executive Officer, Kids Hope Alliance (KHA)

Kenneth Darity, Chief Administrative Officer

SUBJECT: Request a Single Source Award, Field Trip Enhancements 2024 -- $210,000.00

DATE: March 7, 2024

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 a Single Source Award to create Purchase Orders for Field Trip Enhancement Summer 2024 (admission fees to non-profit venues for KHA-funded summer camp participants). as outlined in Exhibit 1. Period of service is from June 1, 2024, through July 31, 2024. Total not to exceed expenditure amount is $210,000.00.

Upon approval of this request Purchase Orders will be executed for each supplier listed on Exhibit 1 by the City of Jacksonville Procurement Department.

KHA anticipates funding as follows:

Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
ESP - Out-of-School Time	10901	181001	582001	000000	00000455	00000	0000000

Total Funding **$210,000.00**

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

Attachment(s): Exhibit 1, Field Trip Enhancement 2024
Scope of Work for each supplier listed on Exhibit 1

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

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

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?***	Kids Hope Alliance will pay admission fees to non-profit venues for participants who attend KHA funded summer camps. Such field trips will take place at fourteen (14) non profit venues. See Exhibit 1.
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:	Each non-profit field trip venue provides a unique experience. These experiences include painting, outdoor camping, museum tours, animal and artistic exhibits, state performances, and cultural/historical tours. Additionally, many of these destinations are located near underserved targeted populations (Ex. Arlington, Northside, Arlington, Eastside etc.) which assists with additional barriers such as transportation costs.
4. Date of Request	2/22/2024

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.]

[Such unique experiences can only be provided at the 14 field trip venues.]

6. ***Conflict of Interest (Must Check)***
√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. ***Other Documentation (Check and attach all that apply)***
√ Supplier Quote

☐ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

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Exhibit I

Kids Hope Alliance

Summer Enhancements Field Trips 2024: Single Source

UNIQUE FIELD TRIP EXPERIENCES FOR "AT-HOPE" STUDENTS					
Item #	**Description**	**# of Students**	**Unit**	**Unit Price**	**Extended Price (Up to)**
1	Clara White Harvest Farms	250	EA	$10 00	**$2,500.00**
2	Cummer Museum of Art and Gardens	500	EA	$10 00	**$5,000.00**
3	Diamond D Ranch	1,100	EA	$16 00	**$17,600.00**
4	Hands-On Children's Museum	455	EA	$5.50	**$2,503.00**
5	Jacksonville Humane Society	272	EA	$5 00	**$1,362.00**
6	Jacksonville Zoo and Gardens	2,005	EA	$19 95	**$40,000.00**
7	McKenzie's Camp Deep Pond	1200	EA	$50.00	**$60,000.00**
8	Museum of Contemporary Art (MOCA)	295	EA	$5.00	**$1,475.00**
9	Museum of Science and History (MOSH)	857	EA	$14 00	**$12,000.00**
10	SHIVA Robotics Academy	857	EA	$35 00	**$29,995.00**
11	The Arts Corner Kidz Network, Inc	1,483	EA	$16/Art only $18 Art/Creative Writing $20/Art & Fitness/Blacklight Experience	**$29,650.00**
12	The Ritz Theatre and Museum	575	EA	$5/student (less than 25 students) $3/student (25+ students)	**$2,875.00**
13	Catty Shack Ranch	318	EA	$8 per student	**$2,544.00**
14	Historic Eastside Community Development Corporation	192	EA	$13 per student	**$2,496.00**
	TOTAL	10,359			**$210,000.00**

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KHA
Field Trip Enhancement Scope of
Work Summer 2024

Vendor Name: **Jacksonville Humane Society**

Primary Contact Name: **Savanna New**

Email Address: **snew@jaxhumane.org** Contact Phone: **904.493.4573**

Target Population: **Students ages 7 and up Student/Teacher Ratio: **10:1 recommended**

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: **Tuesday-Thursday from 10-11 or 10:30-11:30 - limited availability**

Scope of Work & Services Provided:

- Brief orientation to JHS – who we are and what we do
- Tour of the JHS Adoption Center
- Optional – Pawsitive Reading activity (add an additional 30 minutes)
  - Pawsitive Reading is a program in which youth read out loud to the pets in the shelter to help lower their stress levels

May not be suitable for:

- Children with severe peanut allergies (we use large quantities of peanut butter throughout the shelter every day)
- Children with dog and/or cat allergies
- Children with sensory needs (loud barking in certain areas)
- Children unable to follow safety rules such as not sticking fingers into kennels

Per Student: **$5**

Per Group of _____ Students: _____ ___

Per Adult: **$0** Per Group of _____Adults: _____

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: __Clara White Mission – White Harvest Farms_____

Primary Contact Name: _Mallory Schott_____

Email Address: __whiteharvestfarms@clarawhitemission.org_

Contact Phone: 904-354-4162 ext 1142

**Target Population: _Elementary – middle___ Student/Teacher Ratio: __1-12_____

**Target Population: _____high school___ Student/Teacher Ratio: __1-15_____

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: __Wednesday and Friday 8:30am-2pm _____

Scope of Work & Services Provided:

WHF staff will welcome youth groups to the farm with a icebreaker followed by a tour of the farm. There will be a short break and then a lesson and activity with a take home for the students.

Lesson offerings - seed starting, composting / soil biology, beekeeping, gardening, herbal tea, agroforestry, microgreens, urban homesteading

Max of 35 students per visit

Costs for Services:

Per Student: __$10 / student_____

Per Group of __35_____ Students: _____$10/student_____

Per Adult: _____n/a_____ Per Group of _____n/a_____Adults: _____n/a_____

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work Summer 2024

Vendor Name: Cummer Museum of Art & Gardens

Primary Contact Name: Dulcie Hause

Email Address: dhause@cummermuseum.org Contact Phone: 904-899-6004

**Target Population: Elementary/Middle school ages Student/Teacher Ratio: 10 students/1 adult

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: Guided Tours, Tuesday-Friday 11-12 or 12:15-1:15

Scope of Work & Services Provided:

The Cummer Museum of Art & Gardens offers guided tours led by docents and self-guided visits that allow students to explore the beauty of original works of art and the historic gardens at their own pace.

Art Connections, the Museum's interactive gallery, underwent a refresh in 2021 and provides opportunities for close-looking and artful thinking. Visitors can practice these skills throughout the galleries and gardens and use to make deeper, more meaningful connections to the artworks. These skills and practices are also echoed in docent led guided tours as well as in our scavenger hunts that are available for self-guided visits, which can be used to help navigate your groups through the Museum.

To be included in our communication about our summer offerings, visit: https://forms.office.com/r/tmihYXkzxb.

Costs for Services:

Per Student: $10

Per Group of _____ Students: _____

Per Adult: $0 Per Group of all Adults: $0

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: DIAMOND D RANCH, INC

Primary Contact Name: ERICA ALEXANDER

Email Address: INFO@DIAMONDDRANCHINC.COM Contact Phone: 904-289-9331

**Target Population: _____ Student/Teacher Ratio: 15/1

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: Tuesday- Friday **Field Trips run from 10am-1pm.** Office hours are 9am-4pm.

Scope of Work & Services Provided:

- Animal Orientation
- Milking our fabricated cow
- Wagon rides
- Pony rides
- Nature walks.

As well as a few other activities

Costs for Services:

Per Student: $16

Per Group of 30 Students: $480.00 (MINIMUM 30 people)

Per Adult: $16

Per Group of _____ Adults: _____

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KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: HANDS ON CHILDREN'S MUSEUM

Primary Contact Name: Pamela Locke

Email Address: hocm2000@bellsouth.net Contact Phone: 904-642-2688 museum

**Target Population: Preschool-3rd grade Student/Teacher Ratio: 10/1

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: Monday-Saturday 9:30-5:00

Scope of Work & Services Provided:

The Hands On Children's Museum offers 23 real life experiences for children preschool – 3rd grade. All exhibits are hands-on and interactive.
Space Center, Veterinarians office, Mini Bank, Winn Dixie grocery, Fire Department, Emergency Services, Kids TV & Radio, Wheelchair Basketball, Post Office, 50's Café, a Boat, Dress Up Stage, Castle Stage, Puppet Stage, Toddlers Room, Train Tables, Climbing Tubes, Ball Pit, Gear Wall, Magnetic Tables, and other fun activities.

Costs for Services:

Per Student: $5.50 Minimum of 10 students and Maximum of 60 students
For every 10 children 1 adult is free as a chaperone. Extra adults are $5.50 each.
Group time is a 2 hour time limit. If bringing lunch add ½ hour to time.

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work Summer 2024

Vendor Name: **Jacksonville Humane Society**

Primary Contact Name: **Savanna New**

Email Address: **snew@jaxhumane.org** Contact Phone: **904.493.4573**

Target Population: **Students ages 7 and up Student/Teacher Ratio: **10:1 recommended**

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: **Tuesday-Thursday from 10-11 or 10:30-11:30 - limited availability**

Scope of Work & Services Provided:

- Brief orientation to JHS – who we are and what we do
- Tour of the JHS Adoption Center
- Optional – Pawsitive Reading activity (add an additional 30 minutes)
  - Pawsitive Reading is a program in which youth read out loud to the pets in the shelter to help lower their stress levels

May not be suitable for:

- Children with severe peanut allergies (we use large quantities of peanut butter throughout the shelter every day)
- Children with dog and/or cat allergies
- Children with sensory needs (loud barking in certain areas)
- Children unable to follow safety rules such as not sticking fingers into kennels

Per Student: **$5**

Per Group of _____ Students: _____

Per Adult: **$0** Per Group of _____ Adults: _____

Docusign Envelope ID: 340E43DE-8BED-4A4E-8072-229C4F8875BF

KHA
Field Trip Enhancement Scope of Work
Summer 2023

Vendor Name: Jacksonville Zoo & Gardens

Primary Contact Name: Emily Blum

Email Address: education@jacksonvillezoo.org Contact Phone: 904-757-4463 ext. 158

**Target Population: K-12 Student/Teacher Ratio: For every 10 students 1 adult is required.

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: 9am to 5pm

Scope of Work & Services Provided:

The Jacksonville Zoo and Gardens offers self-guided field trips during summer!

Groups of 15 or more during the summer months qualify for the Group Rate. One adult chaperone per 10 children is required.

- $19.95 Students
- $24.95 Adults

Upgrades are also available at an additional charge. Please see attached additional document with Field Trip Policies & FAQ.

Costs for Services:

Per Student: $19.95 (standard summer group rate admission)

Per Adult: $24.95 (standard summer group rate admission)

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work Summer 2024

Vendor Name: Boys & Girls Clubs of Northeast Florida McKenzie's Camp Deep Pond

Primary Contact Name: Tom Stinson

Contact Phone: 904 566 3016 Email Address: Thomass@BGCNF.org

**Target Population: K-12 Student/Teacher Ratio - 10:1

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: McKenzie's Camp Deep Pond 10am-3:30pm

Scope of Work & Services Provided:

McKenzie's Camp Deep Pond is the Boys and Girls Clubs of Northeast Florida's day camp.

By providing outdoor adventure, teamwork activities and character-development opportunities, we help young people reach their full potential while having a great time at camp.

Since 2018, hundreds of young people have enjoyed our 63-acre property and clear, 12-acre lake.

Daily camp activities may include:
Swimming, kayaking, fishing, biking, nature and ecology education, archery, field games, campfires, team challenges and character development activities.

One and two-day camp programs are available to community organizations, as well as private events.

Costs for Services:

Per Student: 50.00 1-day program

Per Group of

Per Adult: No charge for accompanying chaperones or staff 50.00 per person for private events.

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: _Museum of Contemporary Art Jacksonville_____

Primary Contact Name: _Matthew Patterson_____

Email Address: _matthew.patterson@unf.edu__Contact Phone: _904.620.3221_____

**Target Population: _Grades K - 12_____ Student/Teacher Ratio: _10/1_____

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: __Tuesday through Saturday 11-5pm, Sunday 12 – 5pm_____

Scope of Work & Services Provided:

Students tour the galleries with Museum Educators to experience exciting, contemporary art works firsthand. School groups also visit the studio workshops to create artwork inspired by their visit. All school tours follow grade-level specific curriculum standards.

Tours are available Tuesday – Friday between 10 a.m. and 3 p.m.

Reservations required at least 2 weeks in advance.

Groups limited to 50 students per tour time
https://mocajacksonville.unf.edu/schools-and-groups/School-Tours/

Costs for Services:

Per Student: _$5__Per Group of _10_____ Students: $50 (minimum for guided tour)

Per Adult: _$5____ Per Group of _10___Adults: _$50 (minimum for guided tour)__

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work Summer 2024

Vendor Name: Museum of Science and History of Jacksonville (MOSH)

Primary Contact Name: Katie Connell

Email Address: kconnell@themosh.org Contact Phone: (904) 396-6674 ext.213

*Target Population: Title 1 Students Student/Teacher Ratio: 1 Teacher to every 10 Students

*Please indicate in the Scope of work below if inappropriate exhibits could be present for this target population.

Days & Times Open: Monday – Friday, 10:00 a.m. – 4:00 p.m.

Scope of Work & Services Provided:

MOSH provides field trip opportunities for summer groups starting June 1st to August 1st. Summer groups can have a choice of a General Admission field trip to explore our many exhibits or can add-on an educational STEAM-based program. Program options include: *Science 101, What's the Matter,* which are live demonstrations of science experiments in the JEA Theater or *Earth, Moon, and Sun,* and *Dynamic Earth,* which explore space science in the Bryan-Gooding Planetarium.

Throughout their time at MOSH, students will have a chance to explore our many permanent exhibits and the summer traveling exhibit *Expedition Dinosaur: Rise of the Mammals.*

Costs for Services:

General Admission: $6.50 per student or guardian chaperone

General Admission & Add-On Program: $14.00 per student or guardian chaperone

Staff and Teachers: Receive free admission to the museum and program

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work
Summer 2023

Vendor Name: SHIVAJI FOUNDATION

Primary Contact Name: Kalai Sankar

Email Address: _kalaisankar@shivarobotics.com_ Contact Phone: _904 704 7046__

**Target Population: Middle & High Title 1 school_ Student/Teacher Ratio:___25:1_____

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: Monday through Friday, 8am to 5pm

Scope of Work & Services Provided:

Students will have hands-on experience building and programming functional LEGO Robotic Models. Students will see a demonstration of a wide range of humanoids, animatronic models, 3D printed models and service robots. Students in pre-school through high school, work with robotic kits of different complexity levels. Students use the programming devices, to do drag and drop block-based programming to control the motors and sensors.
The field trip will be interspersed with lots of fun robot simulation activities!

Costs for Services: $35/student

Per Student: $35/student

Per Group of ____25____ Students: $875

Per Adult Per Group of _____25_students___Adults: 1

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KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: The Arts Corner KIDZ Network Inc. (TAC)

Primary Contact Name: Ms. V. Andrea Davis

Email Address: adavis@theartscorner.org Contact Phone: (904) 521-1870

**Target Population: K-12 Student/Teacher Ratio: varies by grade level (typical 1:8+)

Scope of work/Services Provided:

The Arts Corner KIDZ Network Inc. provides individualized creative experiences for student artists of all ages. We offer kits to each student some with pre-drawn canvas boards so that they focus on learning to use tools and painting techniques while seeing demos that lead them to change and embellish a product that they have created. We will provide instructional services onsite of participants, and at other locations, as well as deliver all necessary equipment, materials, supplies (kits) and lesson plans needed. Some activities include a reading and written component.

The services we offer will stimulate interest and motivation in students thru the visual arts to use their creative abilities. We strengthen perception, observation, and critical thinking skills in each participant. Students not only enhance their learning but take-home tangible evidence that they are proud of in the process.

Costs for Services: Vary based on services offered.

Per Student: **$20** (Art only)

Per Group of 70+ Students at 1 location/sitting : **$20** (Art only)

Per Adult: participating: $20 Chaperones: no charge if they're not participating.

or

Per Student: 2-session services - **$20** (Art and Fitness); The Blacklight Experience **$20** (STEAM); "I AM" (Art and Creative Writing) **$20**. NOTE: These all reduced their fees to offer a lower combined rate for all groups.

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: Ritz Theatre and Musuem

Primary Contact Name: Kailea Myrick

Email Address: kmyrick@asmjax.com Contact Phone: 904-807-2014

**Target Population: 4th to 12th grade students Student/Teacher Ratio: 10:1

**Please indicate in the Scope of work below if there could be inappropriate exhibits present for this target population.

Days & Times Open: Tues- Friday 10AM to 4PM

Scope of Work & Services Provided:

We are an African American History Museum offering educational tours to grade school children. These tours include an animatronic video recounting the lives of James Weldon Johnson and his brother John Rosamond Johnson. We also have a scavenger hunt for visitors that helps get kids primarily 5th to 9th grade more engaged. The museum covers local history including AL Lewis who started the first black life insurance company, and from there created the only beach African Americans could enjoy at the time. The museum is primarily a "day in the life" tribute to the La Villa area, a prominent African American Community in Jacksonville Florida.

Costs for Services:

Per Student: $5

Per Group of 25 Students: $3

Per Adult: $8 Per Group of 25 Adults: $7

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KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: Historic Eastside Community Development Corporation

Primary Contact Name: Suzanne Pickett

Email Address: eastside@hecdcjax.org Contact Phone: 904-537-3364

Target Population: Duval County_____ Student/Teacher Ratio: 1/10

Days & Times Available: Tues – Thursday 10 am to 3 pm

Scope of Work & Services Provided:

See Attached Exhibit A

Costs for Services:

Per Student: $13.00 per student

Number of Students Served: _____

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Historic Eastside Community Development Corporation.(HECDC Cultural Center)

Scope of Work

Exhibit A

Objective: To provide students with an enriching and educational experience in visual art, music education, and coding at the Historic Eastside Cultural Center.

Duration: Tuesdays, Wednesdays, and Thursdays from 10 am to 3 pm. (1 hour increments)
Age: 5 - 15
Cost: $13 per student.
Minimum Requirement: A minimum of 10 students is required to avail the services.
Scope of Work:
1. Transportation: - Arrange for transportation to and from the Historic Eastside Cultural Center. - Ensure that transportation is safe and convenient for the students.

2. Visual Art Classes: - Provide visual art classes led by experienced artists. - Offer a variety of art techniques and mediums for students to explore and experiment with. - Foster creativity and self-expression through hands-on art projects. - Encourage students to develop their artistic skills and appreciation for visual arts.

3. Recording Studio: - Arrange for access to the recording studio at the Cultural Center. - Provide guidance and instruction on music recording techniques. - Allow students to explore their musical talents and create their own recordings. - Introduce students to the equipment and technology used in a recording studio.

4. Music Education: - Offer music education classes taught by skilled musicians. - Provide instruction on music theory, instrument playing, and vocal techniques. - Allow students to participate in group musical activities and performances. - Foster a love for music and encourage students to develop their musical abilities.

5. Coding Classes: - Provide coding classes that introduce students to the fundamentals of coding and computer programming. - Teach basic coding concepts and allow students to apply their knowledge through hands-on activities and projects. - Promote problem-solving skills and logical thinking through coding exercises. - Encourage creativity and innovation in the digital realm.

6. Supervision and Safety: - Ensure that there are sufficient adult supervisors to oversee the students during the field trip. - Maintain a safe and secure environment for all participants. - Adhere to any safety guidelines and protocols set by the Cultural Center.

8. Scheduling and Coordination: - Coordinate with the Historic Eastside Cultural Center to schedule the field trip dates and activities. - Communicate the schedule and logistics to the students, their parents, and the school administration. - Provide any necessary forms or waivers required for participation in the field trip.

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9. Evaluation and Feedback: - Collect feedback from the students, teachers, and parents regarding their experience at the Historic Eastside Cultural Center. - Use the feedback to improve future field trips and enhance the overall experience for the students. By organizing this art summer camp field trip to the Historic Eastside Cultural Center, students will have the opportunity to explore different art forms, enhance their creativity, and gain valuable skills in visual art, music education.

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KHA
Field Trip Enhancement Scope of Work
Summer 2024

Vendor Name: Catty Shack Ranch Wildlife Sanctuary

Primary Contact Name: Stephen Laquintano

Email Address: Steve@cattyshack.com
Contact Phone: 904-757-3603

Target Population: K-12
Student/Teacher Ratio: 15/1

Days & Times Available: Weekdays 10AM and 12:30 PM

Scope of Work & Services Provided:

Catty Shack Wildlife Sanctuary is a 501c3 non profit organization that focuses on the rescue and care of animals born in captivity. Our educational focus is tailored to fit the ages of our field trip visitors, but focuses on endangered animals and their plight in the wild and in captivity. Field trips are exciting, educational, and entertaining. However, please note that our field trips tend to run about an hour.

Our staff and volunteers give an excellent educational tour that showcases our exotic cats that lasts about an hour. Students receive a private tour and a close up look at animals that include tigers, lions, bobcats, and bears. If desired, we have a covered seating area for groups to bring their lunch. Food is not provided.

The admission price will be $8 per student. One adult will be admitted for free for every 15 students. Additional adults will be $15 per person.

We schedule field trips during the week, Monday through Friday, starting at 10:00 AM and 12:30 PM.

We also require a $25.00 deposit to hold a day for you, though the deposit will be applied towards the total admission. Deposits can be paid by check, by credit card over the phone, or by including credit card information the deposit form completed by the provider.

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Costs for Services:

Per Student: $8 per student

Per Group of Students: Cost is per student. Every 15 students allow entry for one free adult. Additional adults will be $15. Adult and chaperone payment for KHA approved facilities will be due upon arrival by the organization.

Number of Students Served: We can accommodate up to roughly 80 students in a field trip. With a group that large, they would be split in half and two separate tours would be conducted.

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Detail by Entity Name

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THE CATTY SHACK RANCH WILDLIFE SANCTUARY

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"RANCH WILDLIFE SANCTUARY"

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