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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Request for a Single Source Award, The Business and Leadership Institute for Early Learning, Accreditation Academy In

Requested Action/Authority:

1. Request for a Single Source Award for The Business Leadership Institute for Early Learning, Inc. (BLI), Accreditation Academy, in the amount of $175,000.00 for the period of July 1, 2024 through June 30, 2025. The not to exceed amount is $175,000.00.

Justification/Explanation:

This program provides direct services for the participants in the Accreditation Academy initiative, created collaboratively by KHA and BLI. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through national accreditation to build business sustainability.

Legal Contract #:	N/A	Contract Date:	07/01/2024	Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	07/01/2024	Awarded Supplier:	The Business Institute for Early Learning,	
Licenses Verified:	N/A	Effective Date:	07/01/2024	Basis of Award:	N/A	
Federally Funded:	No	No. of Bids:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	N/A - N/A - N/A			Procurement Contract #:	N/A - N/A	
Executed By:	N/A					

PoP:Base:	One Time Project	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	10901	Center:	582001	Acct:	000000	Proj:	000000	Activity:	000000458	$	175000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 175000.00	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	7/22/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Olivia Wallace Cohen A7A7DE8878BC4DD...	Chief of Procurement:	DocuSigned by: B19F1D517352456...
Name:	Olivia Wallace Cohen	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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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 Administrative Officer

SUBJECT: Request for a Single Source Award, The Business and Leadership Institute for Early Learning, Accreditation Academy Initiative -- $175,000.00.

DATE: June 24, 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 the following:

1. Request for a Single Source Award for The Business Leadership Institute for Early Learning, Inc. (BLI), Accreditation Academy, in the amount of $175,000.00 for the period of July 1, 2024 through June 30, 2025. The not to exceed amount is $175,000.00.

   This program provides direct services for the participants in the Accreditation Academy initiative, created collaboratively by KHA and BLI. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through national accreditation to build business sustainability and high-quality childcare performance- based results.

Upon approval of this request a contract amendment 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
ESP – Early Learning	10901	181001	582001	000000	00000458	00000	0000000

Total Funding **$175,000.00**

Attachment(s): Letter of Intent Dated 4/18/2024
Scope of Services FY 24/25
Justification for Single Source Dated 6/24/24
Board Action Item Dated 4/12/24

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

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

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Letter of Intent
Agency Award Information: FY24-25

ESC	Contract #	Agency
	660973-23	The Business and Leadership Institute for Early Learning

4/18/24
Robyn F. Perlman, Founder and CEO
The Business and Leadership Institute for Early Learning (BLI)
1271 Hayes Street
Hollywood, Florida 33019

RE: Letter of Intent

Dear Kids Hope Alliance Contract Manager:
Please accept this letter as notice of **The Business and Leadership Institute for Early Learning (BLI)** intent to continue services for the FY2024-25 Contract Year at the following:

Program Location(s) (Please list all locations)	NA
Program Start Date	July 1, 2024
Program End Date	June 30, 2025
Contract Amount (12month budget)	175,000.00

We appreciate the opportunity to be a program provider for another year and look forward to working with the Kids Hope Alliance (KHA).

Sincerely,
Robyn F Perlman
305-725-4777
Robyn.perlman@bli4el.org
Founder and CEO
***Must be the authorized signer for the agency**

Approved by: Date:

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FY 24-25 Scope of Services	
ESC	**Agency**
	The Business and Leadership Institute for Early Learning

FY24-25 Contract Year: July 1, 2024 -June 30, 2025
Funding Approved for FY24-25:
Number of Proposed Children/Youth 24/25: Up to 18 Participants in Accreditation Academy who are graduates of BLI Master Class Workshop Series.
Please copy and paste your approved scope from last year below. If any changes are made, please highlight the changes.

Scope of Services Business Leadership Institute (BLI) Accreditation Academy Initiative 2024-2025
This is a funding proposal for BLI to provide direct services for the participants in the Accreditation Academy initiative, created collaboratively by KHA and BLI. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through national accreditation to build business sustainability and high-quality childcare performance- based results.

Accreditation Academy Program Design, Administration and Oversight:
The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, but are not limited to, support for the home-based and center-based Accreditation Specialists for logistics and performance-monitoring; tracking, analyzing and reporting outcome data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management. To ensure qualified candidates, BLI has designed and executed the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy includes developing and executing ongoing communication between BLI and the participants throughout the process.

Outcomes:
90% of participating childcare businesses will become a Florida Gold Seal accredited program.

ACCREDITATION ACADEMY PROCESS 2024-2025
Time Period for Accreditation Academy Participation:
 Cohort 4 – The current participating businesses will continue to receive professional services to achieve the GOAL of NAFCC family home-based or FACCM's (APPLE) childcare accreditation and Florida's Gold Seal Award through March 31, 2025, or an extension period into the fourth quarter, if needed.
 Cohort 5 – This Cohort begins in the third quarter of the contract year. Up to 18 businesses who have successfully completed the Master Class Series begin to receive professional services for the accreditation process for the remainder of the contract year.

- KHA requests the completion of the Accreditation Funding Request from Cohort 5 participants
- KHA processes payment for self-study and validation fees according to the specific accreditation association's requirements, which may include scholarship letters confirming KHA funding.

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Participant Selection:
 BLI will have oversight working with KHA for approval of participants selected for the 2024 – 2025 family home-based and center-based child care cohorts. Up to 9 participants will be selected in each category for Cohort 5.
 KHA will provide a list of referrals with details about referred centers and home base, including DCF license.
 Recruitment will be part of the BLI marketing efforts for the 2024-2025 cohort 5. BLI and KHA will use its 'Recruitment Candidate Profile' for center-based and home-based selection, as well as application and selection criteria.
 BLI will interview each potential KHA accreditation participant as well as coordinate an interview process with the Accreditation Specialists prior to final selection.
 BLI will conduct virtual or site visits as part of the onboarding of selected candidates.

Accreditation Specialist 1: Family Home-based
BLI will recruit and oversee the family home-based Accreditation Specialist responsible for guiding and managing up to (9) family home-based childcare programs (Cohort 4) that are currently working through the accreditation process. This contract begins July 1, 2024-June 30, 2025. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The Accreditation Specialist will fulfill all obligations according to the deliverables chart and work description. The Accreditation Specialist will report directly to BLI.
Under this contract, the Accreditation Specialist will also work with up to (9) family home-based childcare businesses as a new Accreditation Academy cohort (Cohort 5) attends the BLI Master Class starting October 2024. The Accreditation Specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site accreditation professional services will begin after their completion of the Master class in February 2025.

Accreditation Specialist 2: Center-based
BLI will oversee the recruitment of an Accreditation Specialist contracted through FACCM responsible for guiding and managing up to (9) center-based childcare programs (Cohort 4) that are currently working through the accreditation process. This contract begins July 1, 2024 – June 30, 2025. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The FACCM Accreditation Specialist will meet deliverables to ensure successful completion of APPLE accreditation. The Accreditation Specialist will report directly to BLI.
Under this contract, the Accreditation Specialist will also work with up to (9) center-based childcare programs as a new Accreditation Academy cohort attends BLI Master Class starting October 2024. The Accreditation Specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services for accreditation will begin after the completion of the Master Class in February 2025.

Accreditation Specialist Support during the Accreditation Process:
Participants will work to complete the requirements for each standard of the accreditation and submit documentation in the required manner. To give direction for the process, the Accreditation Specialists will have participants follow an outline in four quarterly benchmarks to ensure the continuation of progress and the successful completion of each business. KHA allocates funds for incentives, and continued eligibility is based on program progress. The businesses are supported at their individual rates of progression. Accreditation support is funded as a 12-month process.
Accreditation Specialist Support during the BLI Master Class 2024-2025:
Accreditation Specialists will attend all four sessions of the BLI Master Class 2024-2025 to become acquainted with and familiarize themselves with the business of their assigned participants in Cohort 5. They will monitor the participants' progress through the BLI program as well as help them prepare for the accreditation process.

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Data Collection:
Each Accreditation Specialist will be responsible for managing data for industry outcome data points. BLI will be responsible for collecting, tracking, and reporting data to KHA*. Data can include
 Data on the program: enrollment/demographic information on the children, staff credentials and turnover rates, progress in meeting benchmarks
 Data on classroom quality: conducts observations and reviews CLASS scores on teacher interactions and instructional quality
 Post-accreditation evaluation to get participant feedback on the support provided by the Accreditation Specialists and the benefits of participating in the Accreditation Academy
 Data on the business a year post-accreditation to determine if operations are consistent with accreditation standards and Gold Seal designation has been maintained
*Above data reporting dependent on available information as provided by ELC Duval; KHA; Licensing; and Participant
Reporting:
BLI will collect and track data and submit quarterly reports on the participants' progress and the support activities provided by the Accreditation Specialists coinciding with the reimbursement request.

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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?***	Funds allocated to BLI will provide for administrative oversight of the project, data collection and progress monitoring of businesses and reporting to KHA. This project term is 12 months of four phases of work toward national accreditation.
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:	The Business Leadership Institute for Early Learning Master Class is only offered in the state of Florida and is partnering with KHA to continue to support the community of Jacksonville, Florida to create strategies for business operations that sustain a high-quality learning program with professional services to support success in achieving a national accreditation.
4. Date of Request	6/24/2024

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.]

[Business Leadership for Early Learning (BLI) was created in Florida by a Child Care provider who recognized a gap in support available for developing the business side of the industry. KHA has partnered with BLI and other Jacksonville agencies to improve outcomes for young children in neighborhoods of high need and the quality of the programs that serve them.]

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

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☐ Other [ ]

Sacalyn Grass

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BOARD ACTION ITEM: SINGLE SOURCE CONTRACTS

ESSENTIAL SERVICES CATEGORY: EARLY LEARNING & SPECIAL NEEDS

- ☐ **GOVERNANCE MEETING: APRIL 3, 2023**
- ☐ **FINANCE MEETING: APRIL 5, 2023**
- ☐ **BOARD MEETING: APRIL 12, 2023**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1) Approve new contracts based on the Procurement Single Source code for the following programs, from July 1, 2023 – June 30, 2024, in the amount of $355,000.

ESC	*AGENCY*	*PROGRAM*	*CONTRACT START DATE*	*1ST YEAR CONTRACT END DATE*	*FUNDING*
EL	Business Leadership Institute for Early Learning, Inc.	National Accreditation Program	7/1/2023	6/30/2024	$175,000
EL	Jacksonville Public Education Fund	Campaign for Grade Level Reading	7/1/2023	6/30/2024	$100,000
SN	The Allison Brundick Haramis Foundation, Inc. dba Angels for Allison	Burial Cost	7/1/2023	6/30/2024	$80,000
				Total	$355,000

2) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.
3) Authorize funding for three (3) subsequent years to align the City with KHA's standardized contract terms; Single Source contracts require annual renewal by the City of Jacksonville Procurement department; however, KHA funding will remain consistent with the Board's approval of (1) and (2) above. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.

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NARRATIVE:
The above program services provided by listed agencies have operated successfully for the past three years. The continuation of the programming can only be efficiently performed by the listed agency due to the specialized nature of the services. Therefore, the services are classified as Single Source and may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.

A brief overview of each program is provided in the attached document.

FISCAL IMPACT:
The providers listed above will receive funding as indicated above or up to a 10% increase, as necessary. KHA may reduce contracts accordingly depending on reduced need or unspent funds.

OPTIONS:

- ☐ Vote to approve action items.
- ☐ Decline to approve action items.
- ☐ Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

  _____

  _____

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

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April Board Meeting Agenda

Apr 12th, 2023 10:00am - 12:00pm EDT
KHA Multipurpose Room

1. **Introductions and Instructions** 10:00am
   Dr. Marvin Wells, Board Chair

2. **Public Comment**
   Public comment will be taken once at the beginning of the meeting for all items that will be voted on at the meeting. These comments should only be in reference to those action items below. A separate public comment time will be open at the end of the meeting for any general comments by the public.

3. **Approval of February Minutes**
   Board Minutes - February 2023

4. **KHA Annual Report & Services Plan**
   Cantrece Jones, President, Accuity Design Group

   Conchita Robinson, President and Principal Consultant, C Robinson Associates, Inc.

5. **Finance Committee Update**
   Tyra Tutor, Finance Committee Chair

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a. **Financial Reports**

- Budget to Actual 3.27.23
- 10902 Fund Budget to Actual (grants)

6. **Governance and Programs Committee Update**
   Rose Conry, Governance and Programs Committee Chair

7. **New Business**
   Kenneth Darity, Chief Programs Officer

a. **Consent Agenda**

- 23-004_Single Source Contracts_EL_SN
- 23-005_Contract Exemptions_EL_OST_JJ_SN
- SS Exempt Program Descriptions 04.11.23
- 23-006_Grant Application_CMHI_SN
- SAMHSA CMHI Grant Matrix 3-20-23

b. **Sole Source Contracts - PreTeen/ Teen**

- 23-007_Single Source Contracts_PTT

8. **Nominating Committee Appointed**
   Dr. Marvin Wells, Board Chair

9. **CEO Delegation Report**
   Mike Weinstein, Chief Executive Officer

10. **CEO Report**
    Mike Weinstein, Chief Executive Officer

11. **Partner Presentations**

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a. **Step-by-Step Behavioral Health Services (Small Provider)**
Desiree Jones, Chief Executive Officer

b. **United Way 211 Referral Service (if time permits)**
Jeff Winkler, Head of Basic Needs, Community Impact

12. **Board Discussion**

13. **Public Comment**

14. **Next Steps**

END
12:00pm