SINGLE SOURCE AWARD **BID # SS-11676-22**

Subject: Educare Program

Department: Kids Hope Alliance

Description of Purchase: Recommend approval of award to Lutheran Services Florida, Inc. to implement the Educare program for early childhood education. Period of service is from date of executed contract through July 31, 2022. Total expenditure amount is $75,000.00.

Funding Source: 10901.181001.582001.000000.00000458.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Lutheran Services Florida, Inc.

Price Justification: See attachment

Total Award: $75,000.00 **Requisition #:** N/A

Attachments: Single Source Form, Recommendation Memo and Vendor Scope of Work

Certification as to Single Source: Dr. Saralyn Grass, CAO, Kids Hope Alliance

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

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

Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,
Kids Hope Alliance (KHA)

SUBJECT: Request for a Single Source Award – Lutheran Services Florida Inc. Don Brewer Childcare Center - $75,000

DATE: November 1, 2021

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 (the "KHA") respectfully request approval of the following:

1) Funding for a Single Source Award to fund Lutheran Services Florida Inc. Don Brewer Childcare Center. Term of agreement are as follows: November 1, 2021 – July 31, 2022.

Upon approval of this request, the Educare implementation in the amount of $75,000 will be executed by contract by the Office of General Counsel.

The KHA anticipates funding as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00000458	00000	00000000

Total Funding **$75,000**

If you desire additional information, please contact Tyrica Young at 904-255-4423 or e-mail me at tyricay@coj.net

Cc: Annette Leslie-Burney, Buyer
April Hart, Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research and Grants

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Kids Hope Alliance

FUNDING SOURCE: 10901 181005 531090 000000 00000000 00000 00000000

BRIEF DESCRIPTION OF GOODS/SERVICES:

Lutheran Services Florida is in partnership with Kids Hope Alliance to bring the first Educare School to Jacksonville and lead advocacy efforts to improve state and local policies that affect Early Learning Childhood Education. The school would serve as an innovative learning and training lab/model dedicated to elevating the quality of Early Learning and care in Duval County

AMOUNT OF PROJECT (attach quote): $75,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Lutheran Services Florida (LSF) Partnership with KHA to implement Educare model including four core features: (1) data utilization, (2) embedded professional development, (3) high-quality teaching practices and (4) intensive family engagement. These core features will offer a comprehensive and intentional approach to deliver high quality early childhood programming at the Don Brewer Early Learning Center (part of KHA facility complex) aim to help children ages birth to five grow up safe, healthy and ready to learn The school is operated by LSF and Educare implementation will include hiring of an Assistant Center Director, repairs to existing playground, and purchase of high quality early learning materials and classroom furniture

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

LSF has partnered with KHA (and former Jacksonville Children's Commission) since 2014 when we started operating the Don Brewer Early Learning Center that is part of the KHA facility complex. Educare requires programs to utilize Head Start and School Readiness funds along with ongoing financial support from an anchor funder or other community investment. LSF is the Head Start grantee in Duval County. LSF has, for more than 30 years, provided high quality early childhood education services in Florida. Aside from being an existing proven partner, LSF employs staff with direct experience overseeing operations of an Educare School positioning us to be uniquely qualified to assist KHA in the implementation of the model to support elevation of high quality early learning practices in Duval County

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The first Educare School was developed by Start Early (formerly known as the Ounce of Prevention) in 2000. Since then, the Educare model has been researched and nationally recognized as a standard for high quality comprehensive early childhood education. There are now 25 schools across the US as part of the Educare Learning Network. The closest Educare Schools to Jacksonville are located in Miami, Florida and Atlanta, Georgia. This model is of particular interest due to its focus on advocacy aimed to inform state and federal early childhood policies, as well as to serve as a catalyst to help the larger early childhood community elevate its quality. That's our goal for Duval County

Submitted by: Sherrill Hensley — Research Coordinator

(Name) (Title)

Date: 10/19/21

Requesting Agency's Director's Signature:

Procurement Division

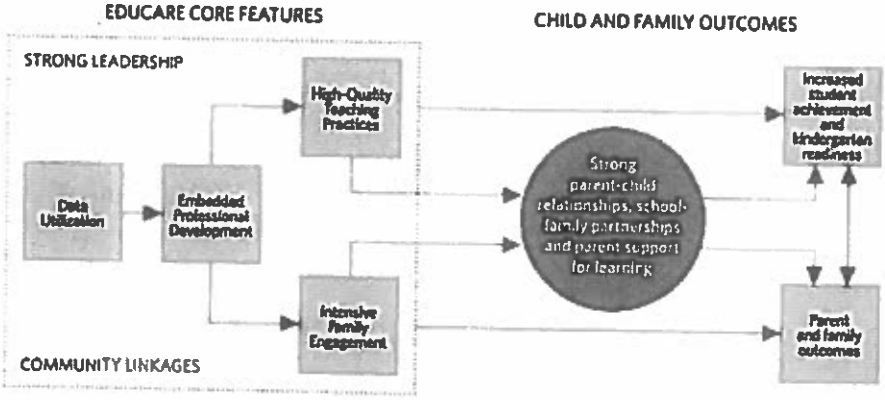
EDUCARE: An Early Childhood Partnership for Success

Our Country is experiencing a child care crisis that has been more prominently highlighted in the wake of the COVID-19 pandemic. For years we have known that our communities needs strategic investments to expand capacity of high-quality child care. Child care plays a key role in families being able to work and communities having economic stability. Children are our future and how prepared and well equipped they will be to lead our communities will largely depend on the education and prevention services they receive **today**. That is, local leaders and stakeholders need to reframe our collective thinking away from primarily responding or reacting to the many challenges we face, to design a broader response that focuses on prevention and early intervention to proactively position our community for economic growth. Early Childhood Education means **prevention** and investing in such must be an intentional strategic priority that will help us secure our City's economic future.

To that end, we must ensure that our most vulnerable children and their families have access to comprehensive and high quality programs designed to build strong core competency skills (such as literacy, self-regulation, strong parent-child bonds and interactions, sense of belonging and being part of the community) and access to community resources to help families become self-sufficient and champions of their child's education. Research has shown how critical the first five years of life are to a child's development and their ability to learn and develop these skills to support later success in school and in life. ***We are proposing a partnership between LSF Duval Head Start and the City of Jacksonville (Kids Hope Alliance) to bring the first Educare School to Jacksonville and lead advocacy efforts to improve state and local policies that affect Early Childhood Education.*** The school would serve as an innovative learning and training lab or model dedicated to elevating the quality of early learning and care in Duval County with special focus on demonstrating best teaching and family engagement practices to child care educators.

The Educare model is based on research from early childhood development, education, social work and other fields comprising of four core features: data utilization, embedded professional development, high-quality teaching practices and intensive family engagement. These core features offer a comprehensive and intentional approach to deliver high quality early childhood program aim to help children ages birth to five grow up safe, healthy, and ready to learn.

Below is a picture outlining the model and expected outcomes:



Educare requires programs to utilize Head Start and School Readiness funds, along with ongoing financial support from an **anchor funder and other community investment**. We have secured the first two (Head Start and School Readiness! This funding will not be sufficient to fully fund an Educare model at the Don Brewer Early Learning Center (Brewer) while also meeting the needs of our community. We currently have Head Start funding that supports 41 children in 3 classrooms at Brewer. We are asking KHA to partner with LSF Duval Head Start as a committed anchor funder to ensure financial stability to cover the operational cost for this school.

Enrollment at Brewer will be as follows:

Brewer Center	41	51
Classroom A	8	9 (SB6)
Classroom B	16	
Classroom C	17	
I/T Classroom D		8
I/T Classroom E		10
I/T Classroom F		12
I/T Classroom G		12

Total Enrollment: 92

Head Start classrooms operate for 6 hrs per day for 180 instructional days (10 months). This plan also includes opening 4 infants/toddlers classrooms funded through school readiness. Educare promotes lower teacher to child ratio for infant/toddler care than DCF licensing guidelines (2 teachers to 8 children regardless of age between 0 to 35 months). This plan follows DCF licensing guidelines to maximize funding since we will not have federal Early Head Start funds to support these classrooms, and to maximize access for children and families from the Eastside. Infant/Toddler care is designed as a full day and full year program option for families. We will also serve 9 Success By Six children.

In preparing the budget for Brewer, we considered the following staffing schedule:

Each Preschool classroom
1 Lead Teacher – Bachelor's degree
1 Teacher Assistant – National Preschool CDA

Infant/Toddler classrooms (2.5 per classroom)
Infant/Toddler Specialist – National I/T CDA.

Family Services (2 FTE of which 1 is currently funded through HS)
FACE Specialist – Bachelor's degree in Social Work or related field, or AA degree with Family Development Credential

Support Staff
Center Director – Bachelor's degree or higher
Assistant Director – AA degree or higher
Receptionist – High School diploma and completion of 45 DCF hours

Program Aid (2 FTE of which HS already funds 1) - High School diploma and completion of 45 DCF hours
PT Program Aid/Floaters (2)
*Program Aids will be encouraged to participate in co-hort to complete National CDA.

To fully implement the Educare model we will need an anchor funder(s) to commit $350K annually. That will cover cost of an additional FACE worker for I/T classrooms, third support teacher in all classrooms for at least half the instructional day, as well as ensuring min two teachers in every classroom for the duration of the day (SR alone would allow for higher ratio, but Educare has much smaller ratio and extra support staff requirements). This funding also allows us to pay our teaching staff a competitive rate to both attract and retain our teachers.

Due to COVID and funding restrictions, we are proposing a 3 year Educare implementation timeline. **We are asking for $100K in year 1.** Staffing shortages is making it difficult to maintain even the higher teacher-to-child ratio industry standard level of staffing. In year 1, we propose hiring the Assistant Director to assist as needed in preschool classrooms where additional support may be needed based on the needs of the children. We will delay hiring the Family and Community Engagement (FACE) Specialist and additional teaching staff until Year 2 or 3 as more funding becomes available. The caseload of FACE Specialist under Educare is 45 families per worker. The Center Director will support the one FACE Specialist currently funded through Head Start to provide family engagement at Don Brewer. We also propose to start 1 of the 4 Infant/Toddler classrooms this year to allow more time to recruit needed credentialed staff, and to properly furnish and equip those classrooms.

Implementation Plan and Timeline for Year 1 (2021-2022)

Activity/Task	Deadline	Responsible Staff/ Agency	Progress/Comments
Staff will be trained on Educare Model Core Features	3/2022	KHA – Sherill LSF – Maria M.	Staff have completed 2 Core Features training series (Data Utilization and High Quality Teaching Practices). Mid-April we start Intensive Family Engagement with Embedded Professional Development being the last training series. (in progress)
Relocate staff housed at the Brewer center to redesign the space so that we meet facilities guidelines of the Educare Model.	8/2021	KHA – LSF – Maria M.	KHA secured approval to lease administrative office space that would allow us to relocate program support staff housed at Brewer. The FACE team is moving to their new space on 4/21/21. (Done)
Set-up Family Resource Room	12/2021	LSF – Maria M.	Furniture to be purchased with Educare funding after award.
Therapy/Sensory Room	08/2021	LSF – Maria M. and Mikesha Thomas, LMHC	Therapy/Sensory room furniture and materials have been purchased. Once relocation of staff is complete, we will start working on this space. (Completed 9/2/21)
Indoor Play Area and Library	12/2021	LSF – Maria M.	We have secured equipment and STEM materials needed to equipped the indoor play area and library. We are hoping to redesign this space by 12/2021.

Upgrades to outdoor playground for infants/toddlers	03/2022	LSF – Maria M.	Playground at Brewer is in need of repairs. Scope of work to include replacement or repair of storage shed, removal of tree house, installation of infant play area, upgrades or replacement of toddler area to promote nature play and outdoor classroom engagement. Preschool aged playground also needs upgrade which is currently being done through Head Start.
Recruitment and hiring of additional staff	01/2022	LSF – Maria and Catherine	Initial position being added to support Educare implementation and accreditation is Assistant Director position. Other positions to be delayed until year 2 or 3 when additional funding is secured to fully cover operational cost. We are aggressively recruiting baseline teaching positions at local colleges, social media, job fairs, etc. Any support in exploring other strategies is greatly appreciated. ☺
Purchase of Infant/Toddler classroom furniture and materials	03/2022	LSF – Maria and Catherine	We have some used furniture available, however, it's not sufficient to fully furnish all infant/toddler classrooms. We were able to use Federal funds to purchase new furniture for all preschool aged classroom as part of our Educare journey, however, we are not able to use Head Start funds for infant/toddler services as this is outside the scope of our Head Start grant. We need support from KHA to properly equip the 4 I/T classrooms at Brewer.
Educare Readiness Assessment	01/2022	LSF – Maria KHA -	KHA and LSF will collaborate on completion of Educare Readiness Assessment and application process to become Educare School.
Visit Educare School	02/2022	LSF – Maria KHA	To include Education Manager, Center Director, Mentor Coach, and at least 1 teacher.

Proposing Contractor: Lutheran Services Florida, Inc.
Project Name: Educare at Don Brewer
Fiscal Year: 2021-2022

Categories and Line Items	Total Cost of Program	KHA Funding	Match	Budget Narrative
Direct Expenses				
A. Salaries and Wages				
1. Title - Infant Toddler Specialists (2)	$36,135.54	$0.00	$36,135.54	Salary for each ITS 30,973.32, prorated for a 7 month startup period - funds to come from School Readiness
2. Title - Assistant Center Director (1)	$23,187.50	$23,187.50	$0.00	Salary for Assistant Center Director $39,750, prorated for a 7 month startup period - funds to come from KHA
3. Title -Center Director	$26,029.69	$0.00	$26,029.69	Salary for Center Director $44,622.23 prorated for a 7 month startup period, funds to come from Head Start
4. Title -	$0.00	$0.00	$0.00	
5. Title -	$0.00	$0.00	$0.00	
Subtotal Salaries and Wages	$85,352.73	$23,187.50	$62,165.23	
B. Payroll Taxes and Benefits (%)				
1 FICA	$6,529.48	$1,773.84	$4,755.64	
2 Retirement	$0.00	$0.00	$0.00	Not eligible for match until year 3
3 Life and Health Insurance	$14,062.65	$3,524.49	$10,538.16	Health 500/month (average single plan for LSF). Life $1 058 per $1,000 of salary-prorated for 7 months
4 Workers Compensation	$230.45	$62.61	$167.85	Salary * 0027 prorated for 7 months
5 Unemployment Compensation	$273.13	$74.20	$198.93	Salary * 00320 prorated for 7 months
6 Other Benefits	$446.95	$127.29	$319.66	Dental 12.02/month (single plan) Long term disability $3 19 per $1,000 of salary-prorated 7 months
Subtotal Payroll Taxes and Benefits	$21,542.67	$5,562.43	$15,980.24	
C. Program Consultants and Contractual				
1	$0.00	$0.00	$0.00	
2	$0.00	$0.00	$0.00	
3	$0.00	$0.00	$0.00	
Subtotal Program Consultants & Contractual	$0.00	$0.00	$0.00	
D. Travel				
1 Local Mileage	$494.29	$0.00	$494.29	Local Staff Travel
2 Staff Travel	$0.00	$0.00	$0.00	
3 Student Transportation			$0.00	
4 Field Trip Travel	$0.00	$0.00	$0.00	
Subtotal Travel	$494.29	$0.00	$494.29	
E. Participant Educational Materials	$18,583.89	$18,583.89	$0.00	Frog street curriculum kits for Infants and Toddlers, classroom furniture and materials
F. Consumable Program Supplies	$15,660.00	$0.00	$15,660.00	

G. Assistance to Participants				
1	$0.00	$0.00	$0.00	
2	$0.00	$0.00	$0.00	
3	$0.00	$0.00	$0.00	
4	$0.00	$0.00	$0.00	
5	$0.00	$0.00	$0.00	
Subtotal Assistance to Participants	$0.00	$0.00	$0.00	
H. Field Trip Expenses	$0.00	$0.00	$0.00	
I. Office Expenses				
1 Telephone	$490.00	$0.00	$490.00	Center director cell phone $50/month. Center phone $200/month 1/10th allocation for EHS class and director offices
2 Utilities			$9,299.50	Electric $1,250/month Internet $78.50/month. 1/10 allocation for EHS class and director offices.
3 Postage and Shipping	$0.00	$0.00	$0.00	
4 Supplies			$700.00	Office Supplies for each Director $50/month
5 Copying	$280.00	$0.00	$280.00	Copy machine plus copy costs $400/month. 1/10th allocation for EHS classroom and Directors
Subtotal Office Expenses	$10,769.50	$0.00	$10,769.50	
J. Operating Capital Outlay				
1 Machinery & Equipment	$20,400.00	$20,400.00	$0.00	Infant Toddler playground refurbishment.
2 Computers & Software	$1,200.00	$1,200.00	$0.00	Computer for Assistant Center director
Subtotal Operating Capital Outlay	$21,600.00	$21,600.00	$0.00	
K. Lease/Rent				
1 Equipment	$0.00	$0.00	$0.00	
2 Building			$0.00	
Subtotal Lease/Rent	$0.00	$0.00	$0.00	
L. Maintenance	$2,502.50	$0.00	$2,502.50	Janitorial cleaning $220/month janitorial supplies 70/month pest control $67.50/month. 1/10 allocation for EHS class and directors
M. Insurance	$0.00	$0.00	$0.00	
N. Conferences and Staff Training	$0.00	$0.00	$0.00	
O. Membership Fees and Subscriptions	$0.00	$0.00	$0.00	
P. Advertising	$0.00	$0.00	$0.00	
Q. Food (limit to 2% of budget)	$0.00	$0.00	$0.00	
R. Other Allowable Costs	$0.00	$0.00	$0.00	
1. Background and Drug Screenings.	$0.00	$0.00	$0.00	
2	$0.00	$0.00	$0.00	

3	$0.00	$0.00	$0.00
4	$0.00	$0.00	$0.00
5	$0.00	$0.00	$0.00
Subtotal Other Allowable Costs	$0.00	$0.00	$0.00
DIRECT EXPENSES TOTAL	$176,505.58	$68,933.82	$107,571.76
Administrative Expenses	$14,154.42	$8,066.18	$8,088.24
Allocated Management and General Overhead, not to exceed 10% Program Direct Expenses above			
GRAND TOTAL (Direct and Administrative Expenses)	$190,659.99	$75,000.00	$115,660.00

Spreadsheet Instructions

1. Complete the funding period, agency information, project name and contract number at the top of the form.

2. Enter line items in categories where appropriate
   Enter line items that relate to your program in categories such as Salaries and Wages, Program Consultants, Other Consultants, Assistance to Participants and Other Allowable Costs. There are additional rows that remain accurate. are hidden if you need more than what is shown. Please unhide the rows rather than create them so that the formulas will remain accurate.

3. Enter budget amounts in the KHA Funding and Match columns (you can include here Cash Contributions as well as the value of In-kind Contributions.
   Only enter amounts in black cells. Red cells denote formulas. Please do not make any entries in red cells.

4. Enter a narrative for each line item in the cell located on the same row of that line item.
   Use only one narrative cell per line item. Type as much information in that cell to completely describe the budget for that line item.
   For cells that have lengthy narratives, you will have to widen the 'row' so that it reveals all of the text of that cell.

BOARD ACTION ITEM: **FUNDING FOR LUTHERAN SERVICES FLORIDA DON BREWER CHILDCARE CENTER EDUCARE IMPLEMENTATION**

ESSENTIAL SERVICE CATEGORY: **EARLY LEARNING**

BOARD MEETING: **OCTOBER , 2021**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

The Board is asked to:

1) Approve funding for Lutheran Services Florida ("LSF") Don Brewer Childcare Center to implement the essential practices of Educare up to the amount of $75,000.

2) Authorize the CEO of KHA to execute a contract with Lutheran Services Florida Don Brewer Center for the period November 1,2021 through July 31,2022 with the option to renew the contract for two additional one-year terms, and to take all other actions necessary to accomplish the actions approved in (1) above, along with any subsequent renewals based on the evaluation of outcomes and funding utilization.

NARRATIVE:

The overall goal of EduCare is to make it possible for all childcare educators to learn about and adopt the same practices that ensure Educare's classrooms consistently perform among the best early childhood programs in the country.

The essential practices of Educare cover four core practice areas most essential for school readiness and program improvement: 1) Data Utilization, 2) Embedded Professional Development, 3) High-Quality Teaching and 4) Family Engagement.

FISCAL IMPACT:

LSF Don Brewer Childcare Center will receive funding through Kids Hope Alliance in the amount of up to $75,000.

PROGRAMMATIC IMPACT:

This program provides for optimization of early learning educational best practices and prepare children to succeed beyond the early learning center.

GOVERNANCE/PROGRAM IMPACT:

1. This request requires KHA Board Approval.

OPTIONS:

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:

Staff recommends approval.