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SINGLE SOURCE AWARD **BID # SS-12642-22**

Subject: Trauma Training

Department: Kids Hope Alliance

Description of Purchase:
Recommend approval to amend and increase the single source award to Hope Street, Inc., for Special Needs Program - Trust Based Relational Intervention (TBRI) (Contract #642578-22, AMD #1) in the amount of $20,000.00 as outlined in Exhibit 1 Deliverables. The revised total not to exceed expenditure is $220,000.00.

Funding Source: 10901.181001.582001.000000.00000459.00000.0000000 – To be executed by formal contract amendment through Office of General Counsel and processed via Purchase Order Release

Single Source Award To: Hope Street, Inc.

Price Justification: N/A

Total Award: $220,000.00 **Requisition #:** KHOD-500332-23

Attachments: Recommendation Memo, Exhibit 1 – Deliverables, and Previous Awards

Certification as to Single Source: Michael Weinstein, CEO, Kids Hope Alliance

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

Analyst: Olive Wallace-Cohen

For: Dustin Freeman, 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: Dustin Freeman, Chief of Procurement

FROM: Michael Weinstein, Chief Executive Officer

Kids Hope Alliance (KHA)

CC: Saralyn Grass, Chief Administrative Officer

Kenneth Darity, Chief Programs Officer

SUBJECT: Request to amend the Single Source Award BID #SS-12642-22-22, Hope Street, Inc. – Special Needs Program - $20,000.00

DATE: April 18, 2023

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 to amend the Single Source Award, BID #SS-12642-22-22 for Hope Street, Inc., Special Needs Program – Trust-Based Relational Intervention (TBRI), Contract #642578-22, Amendment 1, to increase the maximum indebtedness by $20,000.00 for, but not limited to, program deliverables including direct and indirect services as outlined in Exhibit 1, attached. TBRI is an intense trauma-informed training, coaching, and consultation service. The revised total expenditure amount not to exceed $220,000.00.

   The continuation of this programming can be continued through a Procurement exemption from competitive solicitation as outlined in *Section 7(F)(3-4)* of the City of Jacksonville's Procurement Manual; April 2022, because the services meet one of the three following exemption criteria:

   (3) Health services involving examination, diagnosis, treatment, prevention,

   (4) Services provided to persons with mental or Physical disabilities by not-for-profit corporations which have obtained exemptions under the provisions of Section 501(c)(3) of the United States Internal Revenue Code (In acquiring such services, the ability of the vendor, past performance, willingness to meet time requirements and price shall be considered to obtain the highest quality services at the greatest value to the City.);

   Therefore, the services are classified as a Procurement Exemption and may be approved in accordance with the Procurement Exemptions set forth in *Section 126.107*, Ordinance Code without competition.

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:

ID	Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
56	ESP – Special Needs	10901	181001	582001	000000	00000459	00000	0000000

Total Funding **$220,000.00**

Attachment(s): Exhibit 1, Budget by Deliverables

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

Cc: Benjamin Kemp, Buyer
Jessica Pitts, Director Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research & Grant

1095 A. Philip Randolph Blvd., Jacksonville, FL 32206 | (904) 255-4400 | Fax: (904) 255-4502

Budget by Deliverables

- ***Initiate Contract- August 1-30, 2022 ($20,000 dollar amount)***
    - *Contract Execution with KHA: Signed Contract*
    - *Projected Training Calendar for Quarter 1*
    - *Member lists:*
        - *Leadership Team*
        - *Steering Committee*
        - *Action Groups*

- ***Quarter 1- August 1-October 31, 2022 ($45,000 dollar amount)***

    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Training Calendar with Data Reports*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, Materials and facilitation nurture groups, community gatherings, and neighborhood meetings when applicable*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting log*
    - *Resource gathering log*
    - *Attendance logs and workshop assessments to track fidelity when applicable.*
        - *Hope & Healing Nurture Groups*
        - *Community Gatherings*

- ***Quarter 2-November 1, 2022- January 31, 2023 ($45,000 dollar amount)***

    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Training Calendar with Data Reports*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, Materials and facilitation nurture groups, community gatherings, and neighborhood meetings when applicable*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting log*
    - *Resource gathering log*
    - *Attendance logs and workshop assessments to track fidelity when applicable.*
        - *Hope & Healing Nurture Groups*
        - *Community Gatherings*

- ***Quarter 3 February 1-April 30, 2023 ($55,000 dollar amount)***

    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*

- *Training Calendar with Data Reports*
- *Hope Applications/MOUs with partner organizations, as received*
- *New and updated presentations, participant guide, and pre- and post-test, Materials and facilitation nurture groups, community gatherings, and neighborhood meetings when applicable*
- *Action group goals and list of assigned projects based on community needs assessment.*
- *Logic Model Development (living document)*
- *Meeting log*
- *Resource gathering log*
- *Attendance logs and workshop assessments to track fidelity when applicable.*
    - *Hope & Healing Nurture Groups*
    - *Community Gatherings*

- ***Quarter 4 May 1-July 31,2023 ($55,000 dollar amount)***

    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Training Calendar with Data Reports*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, Materials and facilitation nurture groups, community gatherings, and neighborhood meetings when applicable*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting log*
    - *Resource gathering log*
    - *Attendance logs and workshop assessments to track fidelity when applicable.*
        - *Hope & Healing Nurture Groups*
        - *Community Gatherings*
    - *End of Year report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*

#642578-22

SERVICES CONTRACT
FOR
SPECIAL NEEDS PROGRAMS – TRUST-BASED RELATIONAL INTERVENTION (TBRI)

This Services Contract ("***Contract***") is effective as of the 1st day of August, 2022 (the "***Effective Date***"), by and between the **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***"), and **HOPE STREET, INC.,** a Florida not for profit corporation with its principal offices at 12173 Cedar Trace Drive North, Jacksonville, Florida 32246 (the "***Contractor***").

RECITALS

WHEREAS, in a Single Source Award PO-642578-22 approved on June 2, 2022, the City's Procurement division authorized the execution of this Contract by KHA; and

WHEREAS, Contractor has agreed to provide the Special Needs Programs for Trust-Based Relational Intervention Training described in **Exhibit A** (the "***Services***") on the terms and conditions contained in this Contract.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Engagement and Performance of Services**. Contractor shall perform the Services as described in the Scope of Services specified in **Exhibit A** (the "***Services***") and in accordance with the terms and conditions of this Contract.

2. **Compensation**. KHA shall compensate Contractor monthly for the expenses incurred by Contractor in providing the Services during the immediately preceding month in accordance with the Budget and Budget Narrative attached as **Exhibit B** and the terms and conditions of the Contract. No payments will be made until all applicable deliverables are received and approved by KHA in accordance with this Contract.

3. **Maximum Indebtedness**. As required by Section 106.431, *Ordinance Code*, KHA's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **Two Hundred Thousand and No/100 Dollars ($200,000.00)**. All payments to Contractor under this Contract are contingent upon the existence of lawfully appropriated funds. If funding for this Contract comes from grant funds from a funding agency not a part of the City of Jacksonville, payment by KHA is further contingent upon KHA actually receiving such grant funds and those funds being appropriated by the Jacksonville City Council. In the event the City Council appropriates less than one hundred percent (100%) of the Maximum Indebtedness or KHA fails to receive any applicable grant funding, Contractor agrees to execute any amendments to this Contract and any other documents required by KHA within ten days of KHA's request.

4. **Term**. The term of this Contract shall commence on August 1, 2022 and shall continue through July 31, 2023 (the "***Term***"), unless sooner terminated by either party in

accordance with the terms of this Contract.

5. **Exhibits**. This Contract includes the following Exhibits which are hereby incorporated herein:

Exhibit A – Scope of Services
Exhibit B – Budget by Deliverables
Exhibit C – General Terms and Conditions
Exhibit D – Special Terms and Conditions
Exhibit E – Payments
Exhibit F - Indemnification
Exhibit G – Insurance Requirements

6. **Notices.** All notices under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by other method of delivery with confirmation of receipt, to the following:

As to KHA:
Kids Hope Alliance
1095 A. Philip Randolph Boulevard
Jacksonville, Florida 32206
Attn: Michael Weinstein, CEO

With a Copy to:
Office of General Counsel
117 West Duval Street, Suite 480
Jacksonville, Florida 32202
Attn: Corporation Secretary

As to Contractor:
Hope Street, Inc.
12173 Cedar Trace Drive North
Jacksonville, Florida 32246
Attn: Eric Bradstreet, President

All notices shall be deemed to be effective when given to (or tender to and rejection by) the intended recipient or other person at the address specified for the intended recipient.

7. **Contract Managers**. KHA and Contractor will each designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee performance of KHA's and Contractor's respective duties and obligations under this Contract. As of the Effective Date, KHA's Contract Manager is Chardae Chaney, 1095 A. Philip Randolph Boulevard, Jacksonville, Florida 32206; Phone # (904) 255-4426, and Contractor's Contract Manager is Jennifer Bradstreet, 12173 Cedar Trace Drive North, Jacksonville, FL 32246; Phone # (904) 373-8276. Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed contract amendments and may be provided via email.

8. **Entire Agreement**. This Contract constitutes the entire agreement between KHA

and Contractor for the Services. No statement, representation, writing, understanding, agreement or course of conduct made by either party or any representative of either party, which is not expressed in this Contract shall be binding. Contractor may not unilaterally modify the terms of this Contract by including such terms on a purchase order, invoice or any other document. Contractor is entering into this Contract for its own purposes and not for the benefit of any third party.

9. **Amendments**. All changes to, additions to, modifications of, or amendments to this Contract, or any of the terms, provisions, and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

10. **Counterparts**. This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract as of the Effective Date.

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.*

Witness

By: Michael Weinstein, CEO

HOPE STREET, INC., *a Florida not for profit corporation*

Stephanie Haynes
Witness

By: Eric Bradstreet, President

Form Approved:

By: Harry M Wilson III
Office of General Counsel

Encumbrance and funding information for internal City use:

Account or PO Number: POA-

Amount..... $200,000.00

This above-stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase orders(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e) of the City of Jacksonville *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not, nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s).

Director of Finance
Contract # 642578-22

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SINGLE SOURCE AWARD **BID # SS-12642-22**

Subject: Trauma Training

Department: Kids Hope Alliance

Description of Purchase:
Recommend approval of single source award to Hope Street for Trust Based Relational Intervention (TBRI), an intense trauma-informed training, coaching and consultation services. Period of service is from 1 August 2022 – 31 July 2023. Total estimated expenditure not to exceed $200,000.00.

Funding Source: 10901.181001.582001.000000.00000459.00000.0000000 – To be encumbered by purchase order

Single Source Award To: Hope Street

Price Justification: See attachment

Total Award: $200,000.00 **Requisition #:** KHOD-501088-22

Attachments: Recommendation Memo, Single Source Request Form, Vendor Letter and Previous Awards

Certification as to Single Source: Kenneth Darity, Chief Programs Officer, Kids Hope Alliance

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

Analyst: Jaclyn Stamos

Gregory Rease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

5/26/2022
DATE

ACTION OF AWARDING AUTHORITY DATE: 5/27/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007