SINGLE SOURCE AWARD **BID # SS-0399-20**

Subject: Restorative Justice Community Conferencing Pilot

Department: Grant and Contract Compliance

Description of Purchase: Recommend approval of single source award to the Center for Children's Rights for the implementation of the Restorative Justice Community Conferencing Pilot. Period of service is from date of award through March 31, 2020. Total expenditure amount not to exceed $75,000.00.

Funding Source: AFOD1F1STC-03410 - To be executed by formal contract through the Office of General Counsel.

Single Source Award To: Center for Children's Rights

Price Justification: See Attached

Total Award: $75,000.00 **Requisition #:**

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

Certification as to Single Source: Damian Cook, Grant Administrator, Office of Grant and Contract Compliance

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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Office of Grant and Contract Compliance
214 N. Hogan St.
Jacksonville, FL 32202
(904) 255-8742
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Greg Pease, Chief of Procurement

THROUGH: Patrick "Joey" Greive, Director of Finance and Administration Department

FROM: Damian Cook, Grant Administrator

SUBJECT: Request to amend Single Source Award and Increase Maximum Indebtedness

DATE: October 25, 2019

SS-0349-20

Consistent with the Single Source Purchases section of the Procurement Manual and Sec. 126.213, Jacksonville Municipal Code, the Office of Grants and Contract Compliance is requesting single source procurement for services with the Center for Children's Rights.

The purpose of the Safe and Thriving Community Grant is to end youth crime by initiating a community-wide engagement effort that is built on prevention, intervention, enforcement, and re-entry strategies. The Center for Children's Rights is a legal resource and advocacy with a mission to advance the rights of children through legal advocacy, policy and practice transformation, and youth participation. They are committed to building community capacity for restorative justice and are uniquely positioned to do so as a result of their strong partnerships with the State Attorney's Office, Public Defender's Office, Duval County Public School District, Teen Court, and other key community stakeholders.

The Center for Children's Rights will fully implement a Duval County-based community conferencing model along with ongoing training and technical support to partners to build sufficient and efficacious community capacity. Community conferencing is a process that includes everyone involved in and affected by an incident, crime, or conflict, and their respective support networks. Restorative justice is an internationally recognized evidence-based response to criminal behavior. It views a criminal offense as more than an act of breaking the law and examines the impact on society; the harm caused to the victim, family relationships, and the community. The Center for Children's Rights Restorative Justice's Community Conferencing Pilot will provide an opportunity for everyone involved to be heard and understood. This Pilot will prepare the Center for Children's Rights to serve as a centralized organization and hub for outreach, referrals, training, quality assurance, and evaluations.

The City will procure services from the Center for Children's Rights until March 31, 2020 in the amount of $75,000 and will be funded out of AFOD1F1STC-03410.

Attachments:

1) Scope of Work
2) Budget

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): Office of Grants and Compliance/ Admin & Finance Deptartment

FUNDING SOURCE: AFOD1F1STC-03410

BRIEF DESCRIPTION OF GOODS/SERVICES:

Procure services from the Center for Children's Rights (CCR) for the ongoing implementation and training for the Restorative Justice Community Conferencing Pilot. Services include local program design and implementation, including but not limited to stakeholder outreach to identify key referral resources and target youth for pilot, referral process creation, data benchmarks identification and data monitoring processes. CCR will facilitate training on restorative justice principles and practices to key stakeholders.

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):

Costs will cover participation in the training and program design and ongoing implementation, including stakeholder outreach to identify key referral resources and target youth for pilot, referral process creation, data benchmarks identification and data monitoring processes, as well as an initial pilot of a small group of facilitated community circles. Support of the Model covers designing a program that fits the City's needs, finding a viable "home" for the program, facilitator training and skill building, development of quality assurance systems, maintenance of reliable referral sources, and tracking outcomes with a user friendly customized community conferencing database.

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

The Center for Children's Rights (CCR) is a Jacksonville based legal resource and advocacy. CCR is the only provider with experience who routinely provides trainings on restorative justice principles and has successfully piloted a restorative legal advocacy project – the Hope Pipeline – for a year, with positive results. Integral partners to that pilot include Duval County Public Schools, State Attorney's Office, Public Defender's Office, and Teen Court. The only other reasonable alternative would be to partner with Restorative Response Baltimore (RRB). CCR has established a collaboration with RRB and both will work to implement practices and provide the ongoing support to build sufficient and efficacious community capacity for 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:

After much evaluation, the consideration of other providers, and the work completed thus far, the Office of Grants and Contract Compliance has determined that the Center for Children's Rights is the most qualified to implement the Restorative Justice Community Conferencing Model and will provide the most benefit to the City of Jacksonville. In addition to their current capacity, collaboration with Restorative Response Baltimore and its founder, Lauren Abramson, the goals of the grant will be surpassed and the restorative justice initiative will benefit greatly from the outcomes.

Submitted by: Damian Cook — Grant Administrator

(Name) (Title)

Date: 11/4/2019

Requesting Agency's Director's Signature:

Procurement Division

March, 2017

Center for Children's Rights Restorative Justice Community Conferencing Pilot Proposal

Scope of Work	Project Outcomes
Program implementation and monitoring for youth involved with the juvenile justice system, including post-arrest diversion, post-arraignment diversion, and in conjunction with traditional prosecution	• Maintain data on referrals received • Monitor data benchmarks and outcomes • Monitor fidelity of implementation in consult with Lauren Abramson • Address implementation issues/process as needed (referral, disposition, etc.)
Support completion of volunteer facilitator apprenticeship for 2 volunteers from initial cohort trained mid-September	• Completed apprenticeship includes 2 observed community conferences, 3 community conferences facilitated with observation and feedback, and meeting with coordinator
Minimum of 4 half day trainings for community partners	• Provide training on restorative justice principles and practices to community partners
Continue initial pilot of community conferences for youth involved with the juvenile justice system	• Target: 50 eligible youth referred for community conference
Increase capacity of program through staff hire	• Hire part time project coordinator • Hire part time facilitator
Co-lead 2 day volunteer facilitator training with Lauren Abramson for second cohort of volunteer facilitators	• Participation of at least 10 new volunteers in training • Begin volunteer facilitator apprenticeship for second cohort of volunteers
Make available community conference model for community conflict resolution	• Allow community members to access community conference model to resolve community-based conflict at least 1 x per quarter
Pilot program expansion to State Attorney's Office Young Adult Court design and implementation	• Establish Duval County-based community conferencing program for young adult court • Develop and implement referral process • Establish memorandums of understanding with key partners • Create data benchmarks and data monitoring process • Identify and onboard dedicated facilitator (already identified in initial volunteer cohort)
Continue to access ongoing program consultation with Lauren Abramson	• Case consultation • Designing and implementing evaluation tools

TRAINING	
Facilitator Training Workshop On-site Volunteer Facilitator Cohort Training Workshop	$11,250
PROGRAM	
Staff Staff time to plan and participate in the on-site volunteer facilitator cohort training workshop and ongoing facilitation of Program and services	$51,840
Program Local program design and implementation, including but not limited to stakeholder outreach to identify key referral resources and target youth for pilot, referral process creation, data benchmarks identification and data monitoring processes, and memorandums of understanding	$11,910
Total	**$75,000**