SUBJECT: READ JAX LITERACY COLLABORATION PILOT

BID #: ESC-0354-23 **OPEN DATE: 5/17/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2023 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED: 10** **OTHER: 2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Preliminary evaluation was done for the four (4) bids that were received for the Read Jax Literacy Collaboration Pilot. Of the respondents, Wayman Community Development Corporation was not scored due to the Principal Support Letters (Form 5) not being signed by the school principals; and Read USA, Inc., scored the lowest of all three applicants (see Exhibit 1). The RFP had a finite number of eight (8) sites and only one (1) award could be made per site with up to four (4) sites per provider. Boys' and Girls' Club of Northeast Florida and Read USA, Inc., applied for three (3) of the same sites but Boys' and Girls' Club of Northeast Florida scored higher.

Recommend approval to enter into negotiations with the top two (2) highest scoring bidders Boys' and Girls' Club of Northeast Florida, Inc., and Communities in Schools of Jacksonville, Inc.. The results will be documented and presented to the CSPEC Committee for approval.

Boys & Girls Club	97.74%	1
Communities in Schools	95.99%	2
Read USA.	84.98%	3

Attachments: Recommendation Memo, Scoring Sheets, and Evaluation Criteria

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Olive Wallace-Cohen

DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, CEO, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

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: Kenneth Darity, Chief Programs Officer

SUBJECT: Request permission for KHA to negotiate with two applicants for BID # ESC-0354-23, Read Jax Literacy Collaboration Pilot

DATE: June 1, 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. KHA has completed its preliminary evaluation of the four total responses received for BID # ESC-0354-23, Read Jax Literacy Collaboration Pilot, and is requesting approval to negotiate with Boys' and Girls' Clubs of Northeast Florida, Inc. and Communities in Schools of Jacksonville, Inc. These two applicants scored the highest within the KHA goal area indicated within their applications (see Exhibit 1).

   One applicant, Read USA, Inc., scored the lowest of the three applicants (see Exhibit 1). This RFP had a finite number of sites (8) and only one award could be made per site. Boys' and Girls' Clubs of Northeast Florida and Read USA applied for three (3) of the same sites and Boys' and Girls' Clubs of Northeast Florida scored higher (**97.74%**) than Read USA (**84.98%**); therefore, Boys' and Girls' Clubs of Northeast will be awarded for the three (3) sites and Read USA will not.

   One applicant, Wayman Community Development Corporation, was not scored due to a material irregularity. *Section 4.3.3.v* of the RFP states, "A signed Principal Support Letter (Form 5) is required for each school-based site and must be submitted with the Contractor's response." The applicant submitted Principal Support Letters, but not signed by the principals.

Upon approval of this request, KHA will proceed with a request to Procurement to award a contract with the two highest scoring applicants listed on Exhibit 1.

KHA anticipates funding as follows:

ID	Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
54	ESP – Early Learning	10901	181001	582001	000000	00000458	00000	0000000
56	ESP – Out-of-School Time	10901	181001	582001	000000	00000455	00000	0000000

Total Funding **$ 3,400,000.00**

Attachment(s): Exhibit 1: Total Scores Average
Exhibit 2: Evaluator Scores

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

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

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

TITLE: READ JAX LITERACY COLLABORATION PILOT BID NO.: ESC-0354-23 OPEN DATE: 05/17/23 ANALYST: Olive Wallace-Cohen No. Invited: (119) No. Received: (4) No Bids: (0) Recorded By: MELISSA PIERCE Announcer: BRIAN KEMP	COMMUNITIES IN SCHOOLS OF JACKSONVILLE	READ USA, INC	WAYMAN COMMUNITY DEVELOPMENT CORPORATION	BOYS & GIRLS CLUB OF NORTH EAST FLORIDA
Mandatory Pre-bid meeting held April 26, 2023, at 04:00 pm and April 27, 2023, at 1:00 pm - Recorded Version with quiz on CollaborNation through May 17, 2023	✓	✓	✓	✓
NOTES:	Flash Drve included	Flash Drve included	Flash Drve included	Flash Drve included
MINIMUM REQUIREMENTS	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT				
ADDENDUM (1,2, 3)	1,2,3		1,2,3	1,2,3

Minimum Requirements for Contractors

Contractors must satisfy the following mandatory, minimum requirements in order to have their responses evaluated. By submitting a Response, the Contractor warrants and represents that it meets these requirements. Contractors must indicate their response to each requirement in Attachment A. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to January 1, 2022 and have an "Active" status as shown on by the Florida Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated an out-of-school time program for at least twenty (20) youth for at least one (1) full year prior to submitting its Response. Operation must have occurred in 2022, 2021, or 2020.

4. Contractor can apply for up to four (4) school sites from the listed schools to implement programming.

Total Scores Average

	Applicant	Tousha	Lynette	Ruth	Total Scores	**Average**	**Percentage**
1	**Boys & Girls Club**	313	321	316	**950**	**316.67**	**97.74%**
2	**CIS**	309	317	307	**933**	**311.00**	**95.99%**
3	**Read USA**	260	268	298	**826**	**275.33**	**84.98%**