SUBJECT: Juvenile Justice Prevention and Intervention Programs

BID #: ESC-0210-20 **OPEN DATE: 8/28/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – October 1, 2019 through September 30, 2020, with two (2) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED: 11** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject Cathedral Arts Project for failure to submit the revised Budget and Budget Narrative (Form 1) in accordance with Addendum # 1. Recommend approval of award to the top three (3) highest scoring responsive, responsible bidders, Daniel Memorial, City Year Jacksonville and Big Brothers Big Sisters of Northeast Florida. Additional awards are pending a tie-breaker with the vendors listed below and amendments to non-qualifying zip codes submitted by five (5) vendors per the attached memo. Period of service is October 1, 2019 through September 30, 2020, with two (2) one (1) year renewal options. Total expenditure amount not to exceed $702,625.00.

Tie Breaker:
Boys & Girls Club of Northeast Florida _____ Girl Scouts of Gateway Council _____ Jewish Family & Community Services, Inc. ____

Funding for this award to be executed by formal contract through the Office of General Counsel and encumbered by JCOD191ESJPI - 08201

Attachments: Recommendation Memo, Tabulation and Scoring Sheet, Rejection Letter, Evaluation Matrix, Addendum #1

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Donald H. Horner III, Acting CEO, Kids Hope Alliance

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(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
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Donald H. Horner, III, Acting CEO, Kids Hope Alliance
Saralyn Grass, CPO, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agencies for the Juvenile Justice Prevention and Intervention Program RFP - ESC-0210-20**

DATE: September 24, 2019

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Juvenile Justice Prevention and Intervention Contracts to the below listed Agencies. Accordingly, we ask that the initial term of the Agreement will be from October 1, 2019 through September 30, 2020 with an option to renew such Agreement for two (2) additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP.

Upon approval of Award, the contracts will be executed by formal contract (s) through the Office of General Counsel.

The Funding Source: Index Code: JCOD191ESJPI, Juvenile Justice Prevention & Intervention Grant. $702,625.00

Due to clarification needed for zip codes from the Agencies, five (5) Awards are being withheld until a complete review and understanding of Agency's response to the targeted zip codes of the population they will serve. Also, the need to address the three-way tiebreaker.

The below listed Agencies responded and satisfied the mandatory minimum requirements of the RFP. As a result, we are requesting to Award the following Agencies highlighted in "Yellow". They are:

1)	Daniel Memorial, Inc.	$204,991.00
2)	City Year Jacksonville	$300,000.00
3)	Big Brothers Big Sisters Of North Florida, Inc.	$ 62,500.00
	Total	$567,491.00

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

Agency Name:	**Score**	**Amount**	**Comments:**
To Be Award:			
Daniel Memorial, Inc.	92.33	$204,991.00	Recommended for Award
City Year Jacksonville	92.00	$300,000.00	Recommended for Award
Big Brothers Big Sisters of Northeast Florida, Inc.	86.83	$62,500.00	Recommended for Award
Awards Pending:			
Boys' and Girls' Clubs of Northeast Florida, Inc.	86.00	$93,587.45	Award pending validation of zip codes and tiebreaker
Girl Scouts of Gateway Council	86.00	$80,186.98	Award pending validation of zip codes and tiebreaker.
Jewish Family & Community Services, Inc.	86.00	$150,000.00	Award pending validation of zip codes and tiebreaker
Twin Oaks Juvenile Development, Inc.	83.00	$109,437.00	Award pending validation of zip codes
Fresh Ministries, Inc.	82.67	$186,000.00	Award pending validation of zip codes
Pace Center for Girls, Inc.	79.67	$180,000.00	Did not satisfy the mandatory minimum requirements
Wayman Community Development Corporation	73.00	$100,000.00	Did not satisfy the mandatory minimum requirements
Cathedral Arts Project			Failure to submit Form 1, Budget/Budget Narrative

If you need additional information, please contract Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Senior Director, Finance
Saralyn Grass, Chief Program Officer
Katoia Wilkins, Director of Juvenile Justice Programs
Joyce Watson, Director of Administration

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

September 23, 2019

207 N. Laura Street
Suite 300
Jacksonville, FL 32202

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Cathedral Arts Project

CONTACT NAME: Kimberly L. Hyatt

BID NUMBER: ESC-0210-20

NAME OF BID: Juvenile Justice Prevention and Intervention Programs

DATE OPENED: 8/28/19

REASON FOR REJECTION:
Vendor is being recommended for rejection for failure submit the revised Budget and Budget Narrative Form (Form 1) per Addendum #1.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Tuesday, September 24, 2019 10:24 AM
To: 'khyatt@capkids.org'; Elyse Card (elyse@capkids.org)
Cc: Pease, Gregory; Laidler, Marilyn
Subject: ESC-0210-20 Juvenile Justice Prevention and Intervention Services
Attachments: REJECTION - CATHEDRAL.pdf

Kimberly:

Please find the attached rejection letter for the above RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Monday, September 23, 2019 3:13 PM
To: Leslie-Burney, Annette
Subject: REJECTION - CATHEDRAL

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

For more information on Xerox products and solutions, please visit http://www.xerox.com

CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **ONE (1)**

BID NUMBER: **ESC-0210-20**

PROJECT NAME: **Juvenile Justice Prevention and Intervention Programs**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, August 28, 2019**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is to issue the following revision to the specifications:

Form 1, Budget and Budget Narrative, has been revised and is attached.

**If you requested the budget form on or after Thursday, August 15, 2019, you have the revised version.

The revised form must be used and must be submitted with your response to this RFP. **Failure to return the revised form will be grounds for rejection.**

****Reminder: Please remember to sign and return all addenda with your response.**

DATE: August 19, 2019 **Analyst: Annette Burney**

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

_____
Bidder's Signature

_____
Title

_____
Company

_____
Date

TITLE: Juvenile Justice Prevention and Intervention Programs BID NO.: ESC-0210-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received (11) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		Big Brothers Big Sisters of Northeast Florida	Boys and Girls Club of Northeast Florida	Cathedral Arts Project	City Year Jacksonville	Daniel
	Notes:			Reject/Missing revised Form 1, Budget/Budget Narrative		
Statement of Need	10					
Expected Outcomes and Outputs	10					
- Outcomes include Essential Service Goals	10					
Project Design/Implementation Plan	40					
Organizational, Administrative and Fiscal Capacity	10					
Evaluation, Reporting and Sustainability	10					
Project Budget and Budget Narrative	10					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		YES	YES	YES	YES	YES
CONFLICT OF INTEREST		✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGEMENT		✓	✓	✓	✓	✓
ADDENDUM (3)		✓	✓	✓	✓	✓

TITLE: Juvenile Justice Prevention and Intervention Programs BID NO.: ESC-0210-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received (10) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		Fresh Ministries	Girl Scouts of Gateway Council	Jewish Family and Community Services, Inc.	Pace Center for Girls	Twins Oaks
	Notes:					
Statement of Need	10					
Expected Outcomes and Outputs	10					
- Outcomes include Essential Service Goals	10					
Project Design/Implementation Plan	40					
Organizational, Administrative and Fiscal Capacity	10					
Evaluation, Reporting and Sustainability	10					
Project Budget and Budget Narrative	10					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		YES	YES	YES	YES	YES
CONFLICT OF INTEREST		✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGEMENT		✓	✓	✓	✓	✓
ADDENDUM (3)		✓	✓	✓	✓	✓

TITLE: Juvenile Justice Prevention and Intervention Programs BID NO.: ESC-0210-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received (10) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		Wayman Academy Development Corp.				
	Notes:					
Statement of Need	10					
Expected Outcomes and Outputs	10					
- Outcomes include Essential Service Goals	10					
Project Design/Implementation Plan	40					
Organizational, Administrative and Fiscal Capacity	10					
Evaluation, Reporting and Sustainability	10					
Project Budget and Budget Narrative	10					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		YES				
CONFLICT OF INTEREST		✓				
INSURANCE AGENT ACKNOWLEDGEMENT		✓				
ADDENDUM (3)		No				

Juvenile Justice Prevention and Intervention Programs

ESC-0210-20

	10 Points Statement of Need	10 Points Expected Outcomes and Outputs	10 Points Essential Services Goals & Performance Measures	40 Points Project Design/ Implementation	10 Points Organizational, Administrative & Fiscal Capacity	10 Points Evaluation, Reporting & Sustainability	10 Points Budget & Budget Narrative	OVERALL 100 Total Points (100 max)
Big Brothers Big Sisters of NE FL								
Christine Carr	10.00	10.00	10.00	40.00	10.00	10.00	9.00	99.00
Shirley Grant	8.00	8.50	7.00	35.00	10.00	9.00	7.00	84.50
Tara Wildes	7.00	7.00	9.00	29.00	8.00	10.00	7.00	77.00
Average	8.33	8.50	8.67	34.67	9.33	9.67	7.67	**86.83**
Boys & Girls Club of NE FL								
Christine Carr	10.00	10.00	8.00	30.00	10.00	10.00	10.00	88.00
Shirley Grant	10.00	9.00	10.00	35.00	9.00	10.00	8.00	91.00
Tara Wildes	10.00	8.00	4.00	30.00	10.00	10.00	7.00	79.00
Average	10.00	9.00	7.33	31.67	9.67	10.00	8.33	**86.00**
City Year Jacksonville								
Christine Carr	9.00	10.00	10.00	40.00	10.00	10.00	10.00	99.00
Shirley Grant	10.00	8.00	10.00	37.00	10.00	10.00	10.00	95.00
Tara Wildes	9.00	8.00	9.00	31.00	9.00	9.00	7.00	82.00
Average	9.33	8.67	9.67	36.00	9.67	9.67	9.00	**92.00**
Daniel Memorial								
Christine Carr	10.00	10.00	10.00	40.00	10.00	9.00	10.00	99.00
Shirley Grant	10.00	9.00	10.00	38.00	10.00	10.00	8.00	95.00
Reviewer 3	7.00	8.00	9.00	32.00	10.00	9.00	8.00	83.00
Average	9.00	9.00	9.67	36.67	10.00	9.33	8.67	**92.33**

Juvenile Justice Prevention and Intervention Programs

ESC-0210-20

Fresh Ministries								
Christine Carr	10.00	10.00	10.00	40.00	8.00	10.00	10.00	98.00
Shirley Grant	8.00	7.00	10.00	35.00	7.00	5.00	9.00	81.00
Tara Wildes	8.00	5.00	9.00	29.00	7.00	6.00	5.00	69.00
Average	8.67	7.33	9.67	34.67	7.33	7.00	8.00	**82.67**
Girl Scouts of Gateway Council								
Christine Carr	10.00	10.00	10.00	40.00	10.00	10.00	10.00	100.00
Shirley Grant	7.00	8.00	7.00	25.00	9.00	6.00	10.00	72.00
Tara Wildes	9.00	9.00	10.00	32.00	10.00	9.00	7.00	86.00
Average	8.67	9.00	9.00	32.33	9.67	8.33	9.00	**86.00**
Jewish Family & Community Services, Inc.								
Christine Carr	10.00	10.00	10.00	10.00	40.00	10.00	8.00	98.00
Shirley Grant	10.00	10.00	10.00	38.00	10.00	0.00	8.00	86.00
Tara Wildes	8.00	9.00	10.00	31.00	10.00	0.00	6.00	74.00
Average	9.33	9.67	10.00	26.33	20.00	3.33	7.33	**86.00**
Pace Center for Girls								
Christine Carr	10.00	9.00	10.00	34.00	10.00	10.00	10.00	93.00
Shirley Grant	9.00	4.00	10.00	25.00	5.00	8.00	8.00	69.00
Reviewer 3	9.00	8.00	9.00	29.00	8.00	9.00	5.00	77.00
Average	9.33	7.00	9.67	29.33	7.67	9.00	7.67	**79.67**
Twin Oaks Juvenile Development								
Christine Carr	10.00	10.00	10.00	40.00	10.00	8.00	10.00	98.00
Shirley Grant	8.00	6.00	10.00	25.00	7.00	6.00	10.00	72.00
Tara Wildes	9.00	7.00	9.00	29.00	8.00	9.00	8.00	79.00
Average	9.00	7.67	9.67	31.33	8.33	7.67	9.33	**83.00**

Wayman Community Development								
Christine Carr	7.00	7.00	8.00	33.00	10.00	10.00	10.00	85.00
Shirley Grant	8.00	4.00	5.00	20.00	8.00	5.00	6.00	56.00
Tara Wildes	8.00	8.00	10.00	30.00	8.00	9.00	5.00	78.00
Average	7.67	6.33	7.67	27.67	8.67	8.00	7.00	**73.00**

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

I. PROJECT NARRATIVE (90 MAXIMUM POINTS)

The Project Narrative must demonstrate your capability to implement the juvenile justice prevention or intervention program in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. You must number the Project Narrative beginning with page number 1.

Contractors must use the same section headers identified below for each section of the Project Narrative:

1) Statement of Need

a. The Contractor must provide an address for the project location and identify the geographic area in which the project will be located - this includes the contractor and any community-based partners. Identify and discuss the need of the targeted population in these areas.

b. Part of the need statement should be a clear vision for working with the targeted population and how the contractor plans to understand the needs and feelings of the community. The contractor should also identify any systems already in place and, if applicable, build on existing work before identifying gaps that call for new program components. The statement should also include a clear vision for what is needed in terms of serving the targeted population and working with community partners that is different from what has already been provided in the community and/or what gaps in knowledge need to be addressed.

2) Expected Outcomes and Outputs

a. All Contractors must identify the number of participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the Scope of Services. State the hours of operation, dates of the program, and skills that will be targeted. If using a recognized curriculum/program, please list and explain with expected outcomes.

b. Explain the intended outputs of the community partners along with the services they intend to provide. Make sure one-page letters of collaboration are included in the application package for each of these community partners.

c. Include a description of how the project activities will align with the KHA Essential Services Plan Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities. Includes a description of how the project activities will align with the Program Performance Measures.

3) Project Design / Implementation Plan

a. Begin this section by stating the project goals. Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the program.

Specify how the proposed methods are innovative as well as appropriate for the targeted population in Jacksonville and how the community will be creatively engaged in services.

b. Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (Include planning days, a sample timeline of activities, as well as start and ending dates and hours for the program).

c. Please include details that include procedures, services, delivery methods, meal and/or snack plans, incentive plans, or any other details of significance to the program. The program should include Cultural sensitivity, models of services for juvenile justice involved youth or at-risk youth, and trust-based interventions. The program should utilize evidence-based models that have demonstrated positive outcomes. The program should strive to ensure at-hope youth participants' growth and success in academic, career, and civic potential. Include:
   1. Program orientation
   2. Program Activities
   3. System of Care Values and Core Principals
   4. Family Engagement
   5. Metric recidivism/arrest.

4) Organizational, Administrative, and Fiscal Capacity along with staffing and staffing requirements

a. Provide information on the contractor's organization, facilities, and current mission, structure, staffing, and relevant experience. Describe how these factors will contribute to the ability of the organization and partners to conduct the program requirements and meet program expectations.

b. Describe required staff hiring, qualification, training, and responsibilities along with information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to the targeted population education/experience as well as their capacity and qualification for providing the program listed under the above **Project Design / Implementation Plan**. Include roles and responsibilities for reporting and data requirements.

5) Evaluation, reporting, and sustainability

Describe how you will measure success for each program component listed in your project design. Relate the measurements to the Essential Services Plan Goals - Performance Metrics listed in the RFP Scope of Services section. Describe any culminating events, how participant success will be celebrated, and how the culminating event will showcase the participant learning that was gained over the course of the program. Explain how you will continue the program.

II. PROJECT BUDGET AND BUDGET NARRATIVE (10 MAXIMUM POINTS)

Using the Budget/Budget Narrative (Form 1), the budget and budget narrative should be reasonable based on the activities outlined in the project narrative.

1) Budget Form

Provide a budget format illustrating how the program will be fiscally administered. With each budget line item, include a narrative for how each line item will be spent.

The budget form may not exceed three pages. List budget expenditure under the correct categories on Budget Form 1, check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

The budget must include required staff members and enough funds to address the activities and program requirements.

Budget restrictions include the following: incidental costs, such as the costs of amusement, awards, social activities, meals and beverages, may not exceed 2% of the budget and equipment or materials that are over $1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends. No, funding for capital improvements will be allowed.

The contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) Budget Narrative

This section of your response helps explain and, more importantly, justify the numbers in your proposed budget (Budget Form 1). The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds).

(Remainder of page intentionally left blank)

ATTACHMENT B
EVALUATION MATRIX
(Continued)

The response will be scored based on the following matrix and the evaluation maximum points count is identified for each section above. Contractor must score a minimum of 80 to be considered for funding

The response will be evaluated on how effectively it demonstrates the following:

Evaluation Criteria	Superior	Average	Below Average	Poor	Missing
Project Narrative					
1) Statement of Need	10	9-5	4-2	1	0
2) Expected Outcomes and Outputs with community partners output (and a one-page letter of commitment for each)	10	9-5	4-2	1	0
- Outcomes include Essential Services Goals and Performance Measures	10	9-5	4-2	1	0
3) Project Design / Implementation Plan	40-30	29-19	18-8	8-1	0
4) Organizational, Administrative, and Fiscal Capacity along with staffing and staffing requirements	10	9-5	4-2	1	0
5) Evaluation, reporting and sustainability	10	9-5	4-2	1	0
Project Budget and Budget Narrative					
1) Budget Form	5	4-3	2	1	0
2) Budget Narrative	5	4-3	2	1	0
Total Points	100				

(Remainder of page intentionally left blank)