SINGLE SOURCE AWARD **BID # SS-0534-19**

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 to fully implement a Duval County-based community conferencing model with ongoing training and technical support for the Restorative Justice Community Conferencing Pilot. Period of service is from date of contract execution through September 30, 2019. 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, Vendor Letter 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 _____

Leslie-Burney, Annette

From: Dignan, Devon
Sent: Monday, June 10, 2019 11:56 AM
To: Leslie-Burney, Annette
Cc: Dignan, Devon
Subject: RE: Single Source: Center for Children's Rights

Hi Annette,

My apologies for not including this information on the request, please see below:

Subobject: 03410
PoP: Date of Contract Execution – 9/30/2019

Thanks,
Devon

Devon Dignan
Grants Compliance Officer
City of Jacksonville
(904) 255-8115

From: Leslie-Burney, Annette
Sent: Monday, June 10, 2019 9:29 AM
To: Dignan, Devon
Subject: Single Source: Center for Children's Rights

Devon, can you send me the sub-object for account: AFOD1F1STC? Also, what is the period of service?

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

CITY OF JACKSONVILLE

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SS - 0534-19

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

BRIEF DESCRIPTION OF GOODS/SERVICES:

Contract services from the Center for Children's Rights (CCR) for the 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 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 and the consideration of other providers, 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 (Name) Grant Admin (Title)

Date: 6/3/19

Requesting Agency's Director's Signature:

DC

Procurement Division ____

March, 2017

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** DC

SUBJECT: **Request for Single Source Procurement, Center for Children's Rights**

DATE: **May 29, 2019**

Consistent with the Single Source Purchases section of the Procurement Manual and Sec. 126.213, Jacksonville Municipal Code, I am 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 contract with the Center for Children's Rights in the amount of $75,000. The funds for this contract will come from AFOD1F1STC.

CENTER FOR
CHILDREN'S RIGHTS

May 9, 2019

To whom it may concern,

The Center for Children's Rights is a legal resource and advocacy. Our mission is to advance the rights of children through legal advocacy, policy and practice transformation, and youth participation. We envision a child-friendly community where children thrive, every child's voice is heard, and children's rights are fulfilled.

We are committed to building community capacity for restorative justice and are uniquely positioned to do so. We have strong partnerships with the State Attorney's Office, Public Defender's Office, Duval County Public School District, Teen Court, and other key community stakeholders. We routinely provide trainings on restorative justice principles to our partners and have successfully piloted a restorative legal advocacy project – the Hope Pipeline – for a year, with positive results for youth and their families. Integral partners to that pilot include Duval County Public Schools, State Attorney's Office, Public Defender's Office, and Teen Court.

We have established a collaboration with Restorative Response Baltimore and its founder, Lauren Abramson. She and I have shared several conversations about what bringing such a model and program would look like and could mean for our community, and we have sought the opportunity to do so. She is enthusiastic to provide training on the community conferencing model, and we are prepared both to implement practices and provide the ongoing training and technical support to partners to build sufficient and efficacious community capacity.

Please contact me with any additional questions.

Sincerely,

Betsy Dobbins

Betsy Dobbins, MSW, ESQ.
Executive Director and Managing Attorney
Center for Children's Rights
(904) 242-6936
bdobbins@jaxccr.org
www.jaxccr.org

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

TRAINING & PROGRAM SUPPORT	PROJECTED OUTCOMES
Ongoing program consultation (1 year) – Lauren Abramson • Engaging stakeholders • Hiring the right people • Developing viable referral partners • Program-related forms • Case consultation • Designing evaluation tools • Member in national peer learning community	• Establish Duval County-based community conferencing model
Facilitator Training Workshop – Lauren Abramson • 2-day on-site facilitator training workshop (12-15 participants)	• Train 12-15 CCR staff and volunteers as community conference facilitators

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	• Establish Duval County-based community conferencing program • Identify key referral sources • Identify target youth pilot (through Sept 30, 2019) • Develop and implement referral process • Establish memorandums of understanding with key partners • Create data benchmarks and data monitoring process
Minimum 2 day CCR-facilitated* training for community partners (*This may be subcontracted to River Phoenix Center for Peacebuilding or as RPCP/CCR collaboration depending on community need and ultimate goals of training)	• Provide training on restorative justice principles and practices to key stakeholders, including but not limited to DCPS teen court, diversion, DJJ, and problem solving courts
an initial pilot of CCR co-facilitated community conferences (minimum of 15 community conferences)	• Facilitate 15 community conferences as initial pilot of program and processes

TRAINING & PROGRAM SUPPORT	
Ongoing program consultation (1 year) • Engaging stakeholders • Hiring the right people • Developing viable referral partners • Program-related forms • Case consultation • Designing evaluation tools • Member in national peer learning community	
Facilitator Training Workshop • 2-day on-site facilitator training workshop	
Sub-Total	$10,630
PROGRAM	
Staff Staff time to participate in the 2 day training	
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	
Community Partner Training 2 day CCR-facilitated training for community partners	
Co-Facilitated Community Conferences Initial pilot of CCR co-facilitated community conferences (minimum of 15 community conferences)	
Sub-Total	**$64,370**
Total	**$75,000**

FISCAL MO/YEAR : 09 2019 CURRENCY CODE :
INDEX CODE : AFOD1F1STC SAFE & THRIVING COMMUNITY
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JUNE 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	.00	450,000.00
EXPENDITURES	.00	.00	37,500.00
ENCUMBRANCES	.00	31,475.00	31,475.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	-31,475.00	381,025.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED