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**SINGLE SOURCE AWARD** **BID # SS-12729-22**

**Subject:** Literacy Trainings with Providers

**Department:** Kids Hope Alliance

**Description of Purchase**: Recommend approval of single source award to Business Leadership Institute for Early Learning, Inc. to provide childcare businesses with BLI Master Class training and National Accreditation Program. Period of service is from July 1, 2022 through June 30, 2023. Total estimated expenditure not to exceed $175,000.00.

**Funding Source:** 10901.181001.582001.000000.00000458.00000.0000000 – To be encumbered by purchase order

**Single Source Award To:** Business Leadership Institute for Early Learning, Inc.

**Price Justification:** See attachment

**Total Award:** $175,000.00 **Requisition #:** KHOD-501155-22

**Attachments:** Recommendation Memo, Single Source Request Form, Vendor Scope of Services/Quote and Previous Award

**Certification as to Single Source:** Dr. Saralyn Grass, CAO, Kids Hope Alliance

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

Analyst: Jaclyn Stamos

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 _____

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

**MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement

**FROM:** Saralyn Grass, Chief Administrative Officer, Kids Hope Alliance (KHA)

**CC:** Michael Weinstein, Chief Executive Officer Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer, Kids Hope Alliance (KHA)

**SUBJECT:** Request for Single Source Business and Leadership Institute for Early Learning, Inc. (BLI) for Accreditation Academy and Master Class

**DATE:** May 31, 2022

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 (the "KHA") respectfully request

1) Single Source for Business and Leadership Institute for Early Learning, Inc. to provide childcare businesses with BLI training to obtain national accreditation for childcare programs and provide Master Class for participants with a contract term of July 1, 2022 – June 30, 2023.

Upon approval of this request, the contract will be executed by City of Jacksonville Office of General Counsel.

The KHA anticipates funding as follows:

| Fund | Center | Account | Project | Activity | Interfund | Future |
|---|---|---|---|---|---|---|
| 10901 | 181001 | 582001 | 000000 | 00000458 | 00000 | 0000000 |

**Total Funding** **$ 175,000**

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

Cc: Attachment(s): Exhibit 1: Letters of Intent & Scope of Services

Cc: Annette Leslie Burney, Buyer
Jessica Pitts, Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research and Grants

THE BUSINESS LEADERSHIP INSTITUTE *for Early Learning*

Mr. Gregory Pease

May 20, 2022

Chief of Procurement Division
City of Jacksonville
214 North Hogan Street
Jacksonville, FL 32202

RE: Business Leadership Institute for Early Learning Inc. (BLI)

Mr. Pease,

The Business Leadership Institute for Early Learning Inc., is currently working with Lenora Wilson with the Kids Hope Alliance to provide the Business Leadership Institute for Early Learning Accreditation Academy initiative for KHA.

The program is created collaboratively with KHA by BLI as an extension of the BLI Master Class Series, designed to take the early learning childcare business owner / operator through a seamless process of business development and national accreditation over a 12 month period. At the completion of the accreditation process the participants will receive the benefits of Florida Gold Seal including rate increases provided by Florida Gold Seal on their subsidy tuition reimbursements. This program especially impacts businesses serving low income families as it provides additional financial resources to help offset the increase cost of quality education and care.

BLI operates throughout the State of Florida and creates a peer network of early learning childcare social entrepreneurs that operate at peak performance creating financially sound social enterprises that demonstrate the highest quality care and learning for the children they serve. To that end BLI offers industry specific master classes, conferences, alumni trainings, on-line support, peer-to-peer meetings and advocacy engagement with key industry decision makers, legislators and community leaders to explore new possibilities for better outcomes with our participants as a larger network of small business entrepreneurs.

Thank you,

Robyn Fern Perlman
President

Business Leadership Institute for Early Learning, Inc.
1271 Hayes Street
Hollywood, FL 33019

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# Scope of Services

## Business Leadership Institute (BLI) Accreditation Academy Initiative 2022 – 2023

**This is a funding proposal for BLI to provide direct services for the participants in the Accreditation Academy initiative, created collaboratively by KHA and BLI as an extension of the BLI Master Class Series. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through a seamless process of business development and national accreditation to build business sustainability and high-quality childcare performance- based results.**

**Accreditation Academy Program Design, Administration and Oversight:**
BLI has designed a continuum of programming to extend the BLI Master Class Curriculum. The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, but are not limited to, support for the home-based and center-based accreditation specialists for logistics and performance-monitoring; outcomes protocol development and execution; tracking, analyzing and reporting data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management. To ensure qualified candidates, BLI has designed and executed the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy includes developing and executing ongoing communication between BLI and the participants throughout the process. To further build capacity, BLI works with KHA to help identify local accreditation specialist for future cohorts.

**Outcomes**
90% of participating child care businesses will become a Florida Gold Seal accredited program.

## ACCREDITATION ACADEMY PROCESS

**Time Period for Accreditation Academy Participation:**

- **Cohort 2** – The current participating businesses will continue to receive professional services to achieve the **GOAL** of NAFCC family home-based or FACCM's (APPLE) childcare accreditation and Florida's Gold Seal Award for the 12 month period.
- **Cohort 3** – A second cohort of up to 12 businesses begin to receive professional services for the accreditation process for the remainder of the contract year after completing the BLI Master Class Series in February 2023.

**Participant Selection:**

- BLI will have oversight working with KHA for approval of participants selected for the 2022 – 2023 family home-based and center-based child care cohorts. Up to 6 participants will be selected in each category.
- Recruitment will be part of the BLI marketing efforts for the 2022 – 2023 cohort. BLI and KHA will develop a 'Recruitment Candidate Profile' for center-based and home-based selection, as

well as application and selection criteria. BLI will work with KHA regarding narrative and content for KHA accreditation cohort recruitment.

- BLI will interview each potential KHA accreditation participant as well as coordinate an interview process with the accreditation specialists prior to final selection.
- BLI will conduct virtual or site visits as part of the onboarding of selected candidates.

**Provide 2 Accreditation Specialists - 1 for Family Home-based and 1 for Center-based programs:**

- BLI will select an accreditation specialist for the BLI/NAFCC accreditation process for family home-based childcare businesses participating in the Kids Hope Alliance cohort in the Jacksonville area. The specialist will immediately begin providing professional services for accreditation support to the current KHA cohort in the Accreditation Academy and then begin professional services for a second cohort of home-based businesses after their completion of the BLI Master Class.
- BLI will work directly with FACCM (APPLE) to select an accreditation specialist to support the BLI/FACCM accreditation process for center-based businesses. The specialist will immediately begin providing professional services for accreditation support to the current KHA cohort in the Accreditation Academy and then begin professional services for a second cohort of center-based businesses after their completion of the BLI Master Class.

## ACCREDITATION SPECIALIST CONTRACT TERMS AND DELIVERABLES:

**Accreditation Specialist 1: Family Home-based**

BLI will recruit and oversee the family home-based accreditation specialist responsible for guiding and managing up to (6) family home-based childcare programs through the accreditation process. The initial contract begins July 1, 2022 – June 30, 2023. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The accreditation specialist will fulfill all obligations according to the deliverables chart and work description. The accreditation specialist will report directly to BLI.

Under this contract, the accreditation specialist will **also** work with up to (6) family home-based childcare businesses as a new Accreditation Academy cohort attends the BLI Master Class starting October 2022. The accreditation specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services will begin after their completion of the Master class in February 2023. The accreditation specialist will work with BLI and KHA to identify a local home-based accreditation specialist for future cohorts.

**Accreditation Specialist 2: Center-based**

BLI will oversee the recruitment of an accreditation specialist contracted through FACCM responsible for guiding and managing up to (6) center-based childcare programs through the accreditation process. The initial contract begins July 1, 2022 – June 30, 2023. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The FACCM accreditation specialist will meet deliverables to ensure successful completion of APPLE accreditation. The accreditation specialist will report directly to BLI.

Under this contract, the accreditation specialist will **also** work with up to (6) center-based childcare programs as a new Accreditation Academy cohort attends BLI Master Class starting October 2022. The accreditation specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services for accreditation will begin after the completion of the Master Class in February 2023. The accreditation specialist will work with BLI and KHA to identify a local center-based accreditation specialist for future cohorts.

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**Accreditation Specialist Support during the Accreditation Process:**
Participants will work to complete the requirements for each standard of the accreditation and submit documentation in the required manner. To give direction for the process, the accreditation specialists will have participants follow an outline in four quarterly phases with benchmarks to meet for each phase to ensure the continuation of progress and the successful completion of each business. KHA allocates funds for incentives and continued eligibility is based on program progress. The businesses are supported at their individual rates of progression and may be in different phases from others in the cohort. Accreditation support is funded as a 12-month process.

**Accreditation Specialist Support during the BLI Master Class 2022-2023:**
Accreditation specialists will attend all four sessions of the BLI Master Class 2022-2023 to become acquainted with and familiarize themselves with the business of their assigned participants. They will monitor the participants' progress through the BLI program as well as help them prepare for the accreditation process as they go through Master Class. The accreditation specialist will work with BLI and KHA to identify a local accreditation specialist for future cohorts.

**Data Collection:**
Each accreditation specialist will be responsible for managing data for industry outcome data points. BLI will be responsible for collecting, tracking, and reporting data to KHA. Data can include

- Data on the program: enrollment/demographic information on the children, staff credentials and turnover rates, progress in meeting benchmarks
- Data on classroom quality: conducts observations and reviews CLASS scores on teacher interactions and instructional quality
- Post-accreditation evaluation to get participant feedback on the support provided by the Accreditation Specialists and the benefits of participating in the Accreditation Academy
- Data on the business a year post-accreditation to determine if operations are consistent with accreditation standards and Gold Seal designation has been maintained

**Reporting:**
BLI will collect and track data and submit quarterly reports on the participants' progress and the support activities provided by the Accreditation Specialists. The Quarterly reports will reflect the work done for the prior quarter, coinciding with the reimbursement request.

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# PROFESSIONAL SERVICES AGREEMENT

**BUSINESS LEADERSHIP INSTITUTE EARLY LEARNING (BLI)**
c/o Robyn Fern Perlman
1271 Hayes Street
Hollywood, FL 33019
Robyn.perlman@bli4el.org
305-725-4777

**CUSTOMER**
Kids Hope Alliance
Early Learning
1095 A. Philip Randolph Blvd.
Jacksonville, FL 32206
904-255-4401
MWeinstein@coj.net

**Customer Invoice Address**
City of Jacksonville
General Accounting – Ste 375
117 W Duval St
Jacksonville, FL 32202
904-255-8816

**Term**
Start Date: July 1, 2022
End Date: June 30, 2023

**Professional Services Supporting Child Care Business Accreditation**
This agreement includes the following professional services for child care businesses in the Accreditation Academy initiative following their completion of the BLI Master Class.

1. BLI will provide professional services and support for child care businesses in the Accreditation Academy seeking a national accreditation for program quality
   a. ☐ Continues to implement guidance and technical support component to the BLI model for childcare businesses to ensure that BLI Master Class graduates succeed in gaining national accreditation recognition for the quality of their early learning programs
   b. ☐ Hires two accreditation specialists to work directly with the businesses
   c. ☐ Prepares accreditation specialists with the tools and resources needed and the knowledge of the specific requirements of the accrediting agencies

2. Accreditation Specialists will provide onsite and virtual observation, technical support, and track progress of each business through the completion of the accreditation process
   a. ☐ Uses an Individualized Action Plan for each business
   b. ☐ Conducts regular on-site observations and virtual interactions with each child care business and documents on a Contact Log
   c. ☐ Uses an Accreditation Checklist with benchmarks for the progress of the business
   d. ☐ Assists with preparation, collection and final submittal of accreditation portfolio documents

e. ☐ After Accreditation is awarded, ensures that the child care business applies for Gold Seal designation from the State of Florida

3. Accreditation Specialists will work with BLI to provide data and reports on the businesses participating in the Accreditation Academy
   a. ☐ Collects data on the program: enrollment/demographic information on the children, staff credentials and turnover rates, progress in meeting benchmarks
   b. ☐ Collects data on classroom quality: conducts observations and reviews CLASS scores on teacher interactions and instructional quality
   c. ☐ Conducts a post-accreditation evaluation process to get participant feedback on the support provided by the Accreditation Specialists and the benefits of participating in the Accreditation Academy
   d. ☐ Reports on the business a year post-accreditation to determine if operations are consistent with accreditation standards and Gold Seal designation has been maintained

Funds allocated to BLI will provide for two (2) accreditation specialists; administrative oversight; data collection, monitoring and reporting over the course of twelve (12) months.

**Pricing and Payment Terms**
$140,000 – $35,000 per quarterly phase – to be invoiced within 15 days of completion of each phase and paid within 30 days of invoice.

**Terms and Conditions**
This agreement for the reimbursement for professional services is contingent on the BLI making timely submission of quarterly documentation that the Accreditation Specialists are providing the prescribed professional services and that the participating businesses are meeting progress benchmarks.

| **Kids Hope Alliance**<br>**City of Jacksonville** | **Business Leadership Institute Early Learning, Inc.** |
|---|---|
| **Signature** | **Signature** |
| **Printed Name** | Robyn Fern Perlman<br>**Printed Name** |
| **Title** | President<br>**Title** |
| **Date** | May 20, 2022<br>**Date** |

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## *BENCHMARKS OF PROGRESS TOWARD ACCREDITATION*
***( with Documentation)***
**Family Home Based Business / Center Based Business**

### Phase 1
### Beginning an Accreditation Process

- ***Participants:*** Complete the BLI course with a Business Plan to support operations following accreditation standards
  *(BLI Course Certificate and Business Plan)*
- ***Participants:*** Submit a "Funding Request" form to KHA for the application and submission fees
  *(Application Packet or Confirmation Document)*
- ***Participants:*** Apply and receive accreditation packet and begin process
  *(Application Packet or Confirmation Document)*

### Phase 2
### Benchmarks for Accreditation Process

- ***Participants:*** Attend an introductory NAFCC / APPLE Accreditation orientation workshop to become familiar with the accreditation process. *(Sign-In sheet)*

- ***Accreditation Specialist:*** With the owner/operator, conducts an onsite observation and guides a self-assessment and evaluation of current practices as compared to NAFCC / APPLE Quality Standards and submits an initial individual action plan for each business for follow-up.
  *(Specialist submits individualized action plan)*

- ***Accreditation Specialist:*** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents.
  *(Specialist submits observation summary reports /contact log to meet benchmark)*

- ***Participants:*** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner.
  *(Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)*

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## Phase 3

### Benchmarks for Accreditation Process

- ***Accreditation Specialist:*** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents. *(Specialist submits observation summary reports / contact log to meet benchmark)*

- ***Accreditation Specialist:*** Conduct **(1) group** virtual meeting with participants and BLI representative to discuss and collaborate on progress. *(Sign in sheet)*

- ***Participants:*** Participate in group meetings for discussion and collaboration on progress.

- ***Participants:*** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner *(Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)*

## Phase 4

### Benchmarks for Accreditation Process

- ***Accreditation Specialist:*** Conduct a "practice" onsite accreditation observation using the Accreditation Standards; Review with Participant for final corrections and adjustments prior to final submission of portfolio and site visit. *(Summary report that all portfolio and observation standards are met)*

- ***Participants:*** Submit all portfolio documents to accrediting agency for final portfolio review. *(Specialist provides documentation from Provider of final submission)*

- ***Participants:*** Request an appointment for the accreditation observer* to visit. *(Provider submits confirmation of appointment schedule)*

- ***Participants:*** Completes accreditation and applies for Gold Seal designation from the State of Florida. *(Provider submits copy of accreditation and confirmation of submission for Gold Seal)*

# Business Leadership Academy and Accreditation Academy
## Quarterly Deliverables

Quarterly deliverables are due ten (10) business days after the last day of the quarter and must be submitted for requests to be approved (KHA reserves the right to make changes prior to contract execution):

## Quarter 1 (July – September): $43,750

Cohort 2 & 3

- Deliverable 1 – Accreditation Specialist
- Deliverable 2 – Recruitment Plan
- Deliverable 3 – Family Home-Based and Center-Based Participants
- Deliverable 4 – Data Collection
- Deliverable 5 – Quarterly Report

- Master Class - Deliverables

## Quarter 2 (October – December): $43,750

Cohort 2 Deliverable 1 – Timeline of quarterly phases with benchmarks

- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

- Master Class - Deliverables

Cohort 3

- Deliverable 1 – Participation in Masterclass
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

## Quarter 3 (January – March): $43,750

Cohort 2 & 3

- Deliverable 1 – Timeline of quarterly phases with benchmarks
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

- Master Class – Deliverables

Business Leadership Academy and Accreditation Academy
Quarterly Deliverables

Cohort 2

- Deliverable 1 – Completion of Masterclass
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

- Master Class - Deliverables

## Quarter 4 (April – June): $43,750

Cohort 2

- Deliverable 1 – Onsite accreditation observation using the Accreditation Standards
- Deliverable 2 – Portfolio Submission
- Deliverable 3 – Quarterly Report

Cohort 3

- Deliverable 1 – Onsite accreditation observation using the Accreditation Standards
- Deliverable 2 – Portfolio Submission
- Deliverable 3 – Accreditation
- Deliverable 4 - Quarterly Report

- Master Class – Deliverables

**Total: $175,000**

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

| JUSTIFICATION FOR SINGLE SOURCE (JSS) | |
|---|---|
| *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.* | |
| *1. Requesting Agency:* | Kids Hope Alliance |
| *2. Nature and/or description of the requirement being requested.*<br><br>*Identify each item, component or service being procured. (Attach quote/proposal):*<br><br>*Why does the City need these particular goods or services?* | The Business and Leadership for Early Learning, Inc. (BLI) provides services and accountability to each child development center business for up to 12 months to achieve national accreditation with a financial plan put in place for operations generating revenue to sustain the quality of the child care learning program. |
| *3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:* | The Business and Leadership Institute for Early Learning, Inc. Master Class and National Accreditation training was created in Florida, by a child care provider who recognized a gap in support available for developing the business side of the child care industry.The BLI Master Class is only offered in the state of Florida. BLI is partnering with KHA to continue to support the community of Jacksonville, Florida in it's second year of Accreditation Academy which combines strategies for business operations that sustain a high quality learning program with professional services to support success in achieving a national accreditation. |
| *4. Date of Request* | 6/1/2022 |

*5. Summary of Market Research*

*[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]*

[ Business and Leadership for Early Learnin (BLI) offers exclusive and unique Master Class and peer networking system of Early Learning child care entrepreneurs that operate at peak performance creating financially sound social enterprises that demonstrate the highest quality care and learning for the children they serve. BLI offers industry specific Master Classes, conferences, alumni trainings, online support, peer-to-peer meetings and advocacy engagement with key industry decision makers, legislators and community leaders to explore new possibilities for better outcomes with participants as a larger network of small business entrepreneurs. ]

6. ***Other Documentation (Check and attach all that apply)***

☐ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation. ]

**SINGLE SOURCE AWARD**

**BID # SS-11001-21**

**Subject:** BLI Master Class for Childcare Providers

**Department:** Kids Hope Alliance

**Description of Purchase:** Recommend approval of single source award to The Business Leadership Institute, Inc. to provide childcare businesses with BLI Master Class training. Period of service is from date of award through June 30, 2022. Total expenditure amount not to exceed $140,000.00.

Funding Source: 10901.181005.531090.000000.00000000.00000.0000000

**Single Source Award To:** The Business Leadership Institute, Inc.

**Price Justification:** See Attached

**Total Award:** $140,000.00

**Requisition #:** KHOD-500680-21

**Attachments:** Recommendation Memo, Single Source Form and Vendor Scope of Services/Quote

**Certification as to Single Source:** Dr. Saralyn Grass, CAO, Kids Hope Alliance

**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*** 10/28/2021

ACTION OF AWARDING AUTHORITY

DATE: 11-1-21

APPROVED ✓

DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

FORM GB-113, Revised 12/2007

Select if the request is a no cost agreement or request not to exceed $2,500. =
Attach a draft agreement or MOU if applicable. =Attached
Attach the agency request memorandum. =Attached
Select the purchasing outcome for this request. =Contract Purchase Agreement