SUBJECT: JACKSONVILLE JOURNEY SUMMER SAIL CAMPS

BID # ESC-0422-17 **OPEN DATE: 3/15/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - GRANT CONTRACT PERIOD – MAY 1, 2017 THROUGH AUGUST 31, 2017, WITH TWO (2) ADDITIONAL RENEWAL OPTIONS

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 97 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject three (3) bidders: Divine Miracles International and Lincoln Carver Community Center for not meeting the minimum requirements and Don't Miss a Beat for failure to submit a response in the format outlined in Attachment A of the RFP.

Recommend approval of award to the YMCA of Florida's First Coast for the period of May 1, 2017 through August 31, 2017, with two (2) additional renewal options. Total estimated expenditure in the amount of $50,960.00.

Funding Source: JCOD191SC-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Evaluation Matrix and Scores

BUYER _____
ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **JON HEYMANN, EXECUTIVE DIRECTOR, JACKSONVILLE CHILDREN'S COMMISSION**

(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 _____

Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Jon Heymann, Executive Director/CEO
Jacksonville Children's Commission

Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

Joyce Watson, Asst. Director Research and Grants
Jacksonville Children's Commission

SUBJECT: **Award Recommendation for BID ESC-0422-17 Jacksonville Children's Commission Afterschool and Summer Programs**

DATE: **March 30, 2017**

The Commission has completed preliminary evaluation of BID ESC-0422-17 and is recommending that Competitive Sealed Proposal Evaluation Committee (CSPEC) make a final recommendation to the Mayor as follows:

Award:

YMCA of Florida's First Coast **$50,960.00**
See **Exhibit 1** for further details.

Please see the scoring matrix in **Exhibit 2** and the reviewer comments in **Exhibit 3**.

In making this recommendation, we respectfully ask the committee to note the following:

1) The following bids were rejected by the City of Jacksonville's procurement department:

Divine Miracles International (Camp Hero
Lincoln Carver Community Center

BID TABULATION SHEET

TITLE: JAX JOURNEY SUMMER SAIL CAMPS BID NO.: ESC-0422-17 OPEN DATE: MARCH 15, 2017 @ 2:00 P.M. BUYER: ANNETTE BURNEY, ANALYST No. Invited: (97) No. Received (4) No Bids: (0) Recorded By: Gail Sampson Announcer: Pearl Mitchell	Carver-Lincoln Community Center	YMCA OF FLORIDA'S FIRST COAST	Don't Miss a Beat, Inc.	Divine Miracles International (Camp Hero)
NOTES:	Reject/No Insurance			Reject as non-responsive/No copies or flash drive
MINIMUM REQUIREMENTS:	NO	YES	YES	YES
CONFLICT OF INTEREST:	YES	YES	YES	YES
ADDENDUMS(1-3)	YES	YES	1,2	1,2

EXHIBIT 1 - RECOMMENDATION FOR AWARD

SITE NAME	SITE ADDRESS	CITY	STATE	ZIP	AGENCY NAME	# OF YOUTH PROPOSED TO SERVE	NUMBER OF NON-SCHOOL OR SUMMER	Unit Cost	TOTAL NUMBER OF UNITS (minimum service	DATES	DAYS	17-18 SUMMER FUNDING REQUEST
First Baptist Church of Oakland	1025 Jessie St	Jacksonville	FL	32206	YMCA of Florida's First Coast	60	2040	$ 21.87	2040	6/12/17-7/28/17	34	$ 50,960
					Totals	60						$ 50,960

EXHIBIT 2 -JAX JOURNEY SUMMER SAIL SCORING

Site	Agency	PART 1: A	PART 1: B	PART 2: A	PART 2: B	BONUS POINTS	Total Points Per Site	17-18 SUMMER FUNDING REQUEST	Total Funding	Funding Remaining
First Baptist Church of Oakland	YMCA of Florida's First Coast	50	50	63	25.5	20	208.5	$ 50,960.00	$ 50,960.00	$ 587,040.00

Reviewer Name	Agency Name	Bid Number	you have a conflict of intere		Comments:
J. Davis	YMCA	ESC-0422-17	No	10	The agency's answers were complete and thorough with evidentiary support documents attached. The agency has 4 additional funders to support the programs applied for along wil detailed account of the intended budget. The agency has received funding form organizations for over 10 years and has a finance manager who has 19 years experience managing grants and funds. The only slight concern is the staffing of one program at Tiger Academy.
M. Wilson	YMCA	ESC-0422-17	No	10	Thorough answers that addressed all questions, org chart, budget and all other required docs included. Many years of experiencing administering programs and grant funding. Dive funding sources.

Bid Number	Reviewer Name	Agency Name	Site Name (Please enter name exactly as submitted in the application.)	Program Type	Do you have a conflict of interest?	Score	Bonus Points	Comments:
ESC-0422-17	K. Moore	YMCA	YMCA of Floridaâ€™s First Coast	Summer	No.	9	20	This program would beneficial at the proposed site. The data included shows a high probability of success within the partnerships and structure of this program.
ESC-0422-17	K. Allen	YMCA	First Church of Oakland	Summer	No.	9	20	In all likelihood, this project is going to work. However, in looking at the schedule, I only see 45 minutes of the reading time, which the SAIL grant requires at least an hour.

Bid Number	Reviewer Name	Agency Name	Do you have a conflict of interest?	Score	Comments:
ESC-0422-17	K. Scott	YMCA	No.	10	The proposal submitted by YMCA has complete responses within Part 1B. The responses for the sections within Part 1B provide strong evidence that the applicant has a high prob The proposal demonstrates a strong understanding of the RFP components and has a strong focus on quality while still ensuring compliance. Some strengths of the proposal inclu curriculum and the specific timeline for when the program measures will be collected and analyzed. An additional strongpoint of the proposal was the detail in which the Big Five and FAN standards were described, including program-based outcomes for how students should imp or maintain literacy levels by the end of the summer program).
ESC-0422-17	J. Green	YMCA	No.	10	This applicant provided strong evidence in complete responses indicating a high probability of success in program implementation and reaching the Big Five goals

Jacksonville Children's Commission

Budget - Fiscal Year 2016 - 2017

Schedule of Funding to Agencies for Children's Programs and Other Program (08201) Funding

	City of Jacksonville Funding	Grant Funding	Contract Amount
Agency Funding:			
Boselli Foundation Inc.	81,600		81,600
Boys and Girls Club of Northeast Florida	1,261,272		1,261,272
Bridge of Northeast Florida	1,547,026		1,547,026
Carpenter's Shop Center, Inc.	71,400		71,400
Child Guidance Center	179,606		179,606
Communities In Schools of Jacksonville, Inc.	2,773,098		2,773,098
Community Connections Inc	483,654		483,654
Daniel	60,000		60,000
DLC Nurse and Learn	304,588		304,588
Edward Waters College	90,000		90,000
Girls Inc.	122,400		122,400
Hope Haven	250,916		250,916
MaliVai Washington Foundation, Inc.	102,600		102,600
New Heights of Northeast FL, Inc.	120,099		120,099
Northwest Behavioral Health	97,493		97,493
PACE Center for Girls	180,000		180,000
Police Athletic League of Jacksonville, Inc.	293,768		293,768
Sulzbacher Center for Homeless	44,360		44,360
Wayman Community Development Corporation	340,632		340,632
YMCA	195,966		195,966
Youth Crisis Center	90,500		90,500
Total Agency Funding	$ 8,690,978	$ -	$ 8,690,978
Funding for Statewide Coalitions & Matching Funds for Grants:			
Children's Services Council	32,015		32,015
Florida Afterschool Network	15,000		15,000
Criminal Justice Grant Match	60,000		60,000
JCC - SAMHSA Grant Match	146,000		146,000
21st CCLC Grant Match	157,718		157,718
Jacksonville Journey Early Learning Coalition (Subsidized Childcare Match)	625,000		625,000
Subtotal	$ 1,035,733	$ -	$ 1,035,733
Agency Funding by Procurement Award:			
Summer Camp Program Award - Procurement RFP - 4/1/17	2,600,000		2,600,000
Healthy Families Once of Prevention Award - Procurement RFP - 10/1/16	1,040,500	1,025,500	2,066,000
Full Service Schools Mental Health Award - Procurement RFP Renewal - 7/1/17	1,703,000		1,703,000
Mentoring Program Award - Procurement RFP - 10/1/16	627,288		627,288
Afterschool Programs - Procurement RFP Effective 7/1/2017	2,384,777		2,384,777
Subtotal	$ 8,355,565	$ 1,025,500	$ 9,381,065
Total Youth Development, Matching Grants & Other Initiatives	$ 18,082,276	$ 1,025,500	$ 19,107,776
Early Learning Program Funding:			
Agency Funding for Early Learning Program Awards:			
Early Learning Programs Award - Procurement RFP - 10/1/16	1,100,417		1,100,417
Early Learning Programs Award - Procurement RFP - 10/1/16	571,777		571,777
Jacksonville Journey Early Learning Coalition Developmental Screening Program	185,223		185,223
Total Agency Funding for Early Learning Programs	$ 1,857,417	$ -	$ 1,857,417
Total Funding for Non-Profit Agencies	$ 19,939,693	$ 1,025,500	$ 20,965,193

ATTACHMENT A

RESPONSE FORMAT

To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the five sections would be helpful.

1) **Title Page:** Include RFP Title, RFP Number, Contractor's full name, address, phone number.

2) **Cover Letter:** Include the following:
   - Date of Letter.
   - RFP Title and Number
   - Contractor's full name, address and phone number.
   - Names of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers.
   - Contractor's Federal Employer ID Number.
   - Acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments.
   - Signature of Authorized Representative.

3) **Required Forms.** Attach all forms identified in Section 1 or in the attachments, if applicable, each signed by an authorized representative. Required forms include:
   - Budget/Narrative (Form 1)
   - Additional Required Forms (4-6)
   - Conflict of Interest Certificate.
   - Response (including all required documents in Section 1.4 and Attachment E, Submission Checklist)

4) **Proof of Minimum Requirements.** Responses will ONLY be accepted from companies meeting the minimum requirements in Section 1 of the RFP. Contractor must provide clear documentation that they meet the minimum requirements.

5) **Statement of Qualifications.** This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Attachment B – Evaluation Criteria. <u>Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive</u>. Please divide this portion of the Response into **five (5) subsections** (one subsection for each of the listed criteria).

Attachment A continues....

PART 1: AGENCY EVALUATION:

A. **COMPETENCE/PAST PERFORMANCE:** Along with the narrative, include the following documents in the order they are requested:

- Agency Budget
- Letter from Insurance agent

B. **ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Along with the narrative, include the following documents:

- Organizational chart
- Work Plan

PART 2: SITE LOCATION EVALUATION: The site location evaluations should be submitted together by funding category (e.g. JCC Afterschool or JCC Summer) as follows:

A. **SITE PROFILES**

- Proposal Summary Sheet (print out the last tab from the Budget Form)
- Program Budget Summary (print out from the Budget Form)
- Site Profile(s) (with the following information immediately following each Site Profile)
  - i. Narrative
  - ii. Attachments

B. **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.**

- Provide an Excel file of each **Form 1** for each proposed funding category
- Advance Letter

ELECTRONIC SUBMISSION

When submitting the electronic copies of the Response, please submit as follows:

Sections 1-4: One (1) PDF file, saved as "Agency – Response Sections 1-4"

Section 5: Separate PDF files by section, saved as follows:

"Agency Name – Response Section 5 Part 1A"
"Agency Name – Response Section 5 Part 1B"

"Agency Name – Response Section 5 Part 2A – Site 1- Site Name"
NOTE: Create a separate PDF file for each site (including attachments)

"Agency Name – Response Section 5 Pt. 2B - Excel file for each funding category (JCC Afterschool, JCC Summer)

"Agency Name – Advance Request Letter"

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.** The response to each of the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder(s). Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

Please be economical in the length of your response.

Basis of Award

Each criterion will be reviewed by two reviewers and will receive a maximum of ten (10) points. Each agency will receive an overall agency score based on the criteria that comprises **Part 1** (A and B) of the evaluation matrix, and each site location will receive a score based on the criteria that comprises **Part 2** (A & B). **Awards will be made at the site level and will be based on the overall combined score of the Agency Evaluation from Part 1 and Site Location Evaluation from Part 2.**

Rating scale

Each section will be rated on a scale from 0 to 10, using 1-point increments.

0 points – No responses

- No responses provided for this section.

1 - 2 points – Incomplete or poor responses

- Substantially incomplete responses for this section—unable to assess the probability of success due to lack of information.
- And/or, information provided by the applicant indicates low probability that the applicant can successfully implement the proposed program and reach the Big Five goals.

3 - 6 points – Mostly complete responses but probability of success uncertain

- Mostly complete responses for this section but missing needed information to assess the probability that the applicant can successfully implement the proposed program.
- And/or, responses *do not provide sufficient* evidence that the applicant has a good probability of successfully implementing the proposed program and of reaching the Big Five goals.

7 - 8 points – Complete responses, good probability of success

- Complete responses throughout this section.
- And/or, responses provide evidence that the applicant has a *good* probability of successfully implementing the proposed program and of reaching the Big Five goals.

9 - 10 points – Complete responses, high probability of success

- Complete responses provided throughout this section.

And/or, each response provides *strong* evidence that the applicant has a *high* probability of successfully implementing the proposed program and of reaching the Big Five goals.

Part 1: Agency Evaluation	Reviewer 1	Reviewer 2	Weighting	Total Points
Part 1 will serve as one score for the agency and be applied to each site score.				
A. Competence/Past Performance	10 points	10 points	X 2.5	50
B. Ability To Understand An Meet The Project Requirements.	10 points	10 points	X 2.5	50
			Total Points Part 1:	100 points
Part 2: Site Location Evaluation	**Reviewer 1**	**Reviewer 2**	**Weighting**	**Total Points**
A. Site Profiles	10 points	10 points	X 3.5	70
B. Quotation Of Rates, Fees Or Charges And Other Detailed Cost Proposal Or Cost Breakdown Information.	10 points	10 points	X 1.5	30
			Total Points Part 2:	100 points
			Total Points Per Site	**200 Points**

BONUS: Bonus Points will be awarded to the Site Location Evaluation as follows:

- **20 Point for sites located on Section 8 Housing property.**
- **15 Points for sites located within one (1) mile of Section 8 Housing property**
- **10 Points for sites located within two (2) miles of Section 8 Housing property.**
- **5 Points for sites located within three (3) miles of Section 8 Housing property.**

PART 1: AGENCY EVALUATION

A. COMPETENCE / PAST PERFORMANCE

1. Provide a concise description of the Agency, including its history, years of operation, general service mission, and primary services provided. Include a copy of your organizational chart and indicate where the proposed program reports within your agency.

2. Provide a detailed explanation of current or similar programs that the Agency has managed. The explanation must include any staffing, goals, cost, and program outcomes. If applicable, please attach any previous monitoring reports and outcome performance data (i.e., Quantitative outcomes? Qualitative outcomes? Better offs?) for similar services completed within the past twelve (12) months. **Please be sure to include any reports, outcomes, etc. for non-Commission funded programs.** In short, what is your evidence to persuade the Commission that you will be able to deliver the program as proposed?

3. List any Commission funding received in the last three years.

Type of Service	Annual Amount	Contract Period

*If not applicable, please include a statement to that effect.

If you have received non-Commission funding for similar services in the past twelve (12) months, please indicate the funding information in the chart below. **NOTE: Add or delete rows as necessary.**

Funder	Annual Amount	Contract Period	Type of Service

4. Attach a copy of your agency's overall budget. If the proposed program is awarded, what percentage of your overall budget would this award represent?

5. Describe form of business, i.e., non-profit corporation or government entity; years in business; bank reference(s); legal proceedings brought against the Agency within the last 10 years in any forum, any pending legal proceedings in any forum and any legal proceedings threatened to be filed against the Agency at any time in the last three years in any forum; any other information the Agency may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in a score less than the maximum for this criterion.

6. Describe how your agency has the financial capabilities to manage a program of the size and scope proposed. Persuade the Commission that your agency has the financial capabilities to administer a program of the size proposed and that your agency has the capability of operating under City of Jacksonville's guidelines for payments, such as **Section 3.16** which states that "Payments will be made to Contractor approximately forty-five (45) days after receipt and acceptance of a proper invoice."

B. AGENCY'S ABILITY TO UNDERSTAND AND MEET THE PROJECT REQUIREMENTS:

i. STAFFING PLAN

1. Describe the management structure of the Agency. Include an organizational chart.

2. Explain the efforts that will be made to retain qualified and trained, experienced staff. Include historical turnover information (if available) and explain any current recruitment and retention efforts.

3. How will your agency ensure that the proper ratios are maintained at all times at all sites?

4. Describe your agency's process for insuring that all employees meet the requirements of Level 2 background screening as described in **Section 4.10.6**. What is your agency's process to ensure that employees are rescreened every five (5) years?

5. Describe the training requirements as outlined in this RFP as it relates to the program(s) your agency is proposing. Describe the associated costs of those trainings. Explain how your agency will ensure that all Commission training requirements have been met. Be sure to describe your agency's internal employee orientation process and how your agency's trainings will include a review of the Response to the RFP and associated requirements to achieve the goals and objectives of the proposed program.

6. Include a **work plan** of how your agency will hire and staff up to meet the staffing and training requirements prior to the commencement of the proposed programs.

ii. AGENCY'S ABILITY TO MEET PROGRAM ACTIVITIES REQUIREMENTS

7. Describe your agency's understanding of the learning vision developed by the JaxShines Coalition and demonstrate that your agency understands "The Big Five" goals.

8. Other than literacy, choose one of the other "Big Five" goals. Describe an activity your agency would propose and how that activity builds the skills of that particular goals in the students that are participating in that activity.

9. Describe your agency's attendance policy. In addition, describe the intake and wait list procedures.

10. Describe how your agency will ensure that all services are 1) youth guided, 2) family driven, and 3) delivered in a culturally and linguistically competent manner.

11. Describe how your agency will meet the meals and snack requirements of the RFP.

iii. AGENCY'S ABILITY TO MEET PERFORMANCE MEARUREMENT AND DATA REQUIREMENTS

NOTE: In addition to the responses in questions 12-15, a site-level outcomes framework is required as described in **Form 6** and is to be included with the responses in **Part 2** for the Summer SAIL Program.

12. Describe the program quality outcomes as described in this RFP. How will your agency ensure that those outcomes are being met? How will you ensure that all self- assessments are completed?
13. In addition to the BIG FIVE, are any additional outcome measures being proposed? What are they? How will they be measured? How will they be reported back to the Commission? (N/A if not applicable)

14. Describe how your agency will ensure that all demographic data and program attendance data required in this RFP is reported into the Commission's data system accurately and timely? Describe any procedures in place to ensure timely and accurate data collection.

15. Describe how your agency will comply with the Federal Education Records Privacy Act (FERPA). How will your agency ensure that all student records are kept confidential, as required by law? Demonstrate that your agency understands the requirements as described in **Section 4.12.7** of this RFP.

PART 2: SITE LOCATION EVALUATIONS

A. SITE PROFILES

1. Fill out a Site Profile summer location proposed using **Form 4.**

2. In addition, please include a narrative for **each site** that includes the following:

   - **Executive Summary (limited to approximately 100 words):** briefly describes the proposed program; this will be used in Commission publications, funding overviews and reports to the JCC Board of Directors.

   - **Need for the Program**: Describe the need for the program ***at the proposed site***. Include demographics data, poverty data, school data, crime data, health and wellness data, or any other information. Describe the extent that youth, families, schools, and those impacted by the program were considered. Describe the other resources currently in the community to meet the needs? In what way will the proposed program meet those needs?

   - **Target Population:** Describe the target population. If the population is further targeted beyond the requirements of **Section 4.6** of the RFP, explain why this is necessary. List the schools, public housing sites, and/or neighborhoods targeted. If the program is not located in an area described in **Section 4.6,** describe how the program will assure that the youth enrolled in the program meet the requirements of the RFP.

   - **Staffing**: Justify any staff position scheduled to work more than five (5) hours per day during the school year. Describe the activities to be performed during non-operational hours. **(N/A for summer sites)** Justify proposing more than one certified teacher per site. What are the types of interventions to be provided by those teachers? What youth will receive those interventions? How will those youth be identified **(NA if not proposing additional teachers)**?

   - **Volunteers:** Explain if and how volunteers are part of the service delivery at this site.

   - **Daily and Weekly Schedule:** Provide a sample **daily** and **weekly** schedule for an afterschool program and/or summer program (as applicable). The schedule should reflect the proposed activities with the appropriate time frame and frequencies. Note how the schedules will accommodate varying afterschool release times (i.e. early release for afterschool programs). Include all activities including snacks and meals, transitions, and sign-in and sign out time.

- **Literacy**: Describe your agency's strategy to meet the literacy requirements of this RFP at this site.

- **Outreach and Communications Strategies:** Describe the strategies that will be used to recruit and retain youth into the program. Once in the program, describe how the program will continue to communicate with youth and families (i.e. newsletters, websites, etc.).

- **Transportation:** Describe the type(s) of transportation provided (if any)

- **Partnerships**: List any key partnerships that will enhance service delivery at this site. List the partners in a table like the one below. Include a Memorandum of Understanding (MOU) or Letter of Agreement that affirm commitments to your organization.

Partnership Table
(add rows as needed)

Partner	Partner Agency Description	Role in Program (specify resources, what partner will do, what will be contributed i.e. staff, dollars, etc.)	MOU/Letter Attached?	Is this a paid subcontractor or an in-kind service?

- **Attachments – with each site profile, attach the following documents:**
    - DCF License or Exemption – include a copy of the questionnaire submitted to DCF. If the proposed site is not yet licensed, please provide a brief work plan on how the site will meet the requirements of licensure by the first day of programming (if applicable).
    - If currently licensed, a list of any violations since 9/12/16.
    - Occupancy Certificate from the Fire Marshall – (exempt and summer sites, only).
    - Principal Support Letter (school based sites) **Form 5.**
    - Memorandum of Understanding, Lease Agreement, Operating Agreement, or other evidence that the Contractor is authorized to utilize the facility of the proposed site (non-school based sites only).
    - Outcomes Framework (How Much? How Well? Better Offs?).
    - Site Budget (see instructions in Attachment B, Part 2, B, #1).

- **BONUS POINTS – If claiming bonus points for being in the priority location as described in Section 4.6, please provide documentation that the proposed site meets the requirements.**

B. **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.**

Describe the agency's overall willingness to meet both time and budget requirements for the program. The Contractor's proposed budget is to be submitted using the spreadsheet set forth in **Form 1.**

1. **Budget and Narrative:** Provide a budget and budget narrative for each afterschool and each summer site proposed. The budget and the narrative should match your site profiles. Use **Form-1** to submit the budget and narrative. **THE FORM(s) SHOULD BE SUBMITTED IN EXCEL FORMAT. SUBMIT A SEPARATE FILE FOR EACH FUNDING GROUP (JCC AFTERSCHOOL, JCC SUMMER LEARNING).**

   Attach a printed copy of each site budget to the corresponding site profile.

2. Will your agency be requesting an advance? Please submit a request on agency letterhead signed by the appropriate authority requesting the advance. Explain the need for the advance and be sure and explicitly state the site(s) for which the advance payment is being requested.

PART 2: SITE LOCATION EVALUATIONS

A. SITE PROFILES

3. Fill out a Site Profile Form for each afterschool and summer location proposed using **Form 4** and/or **Form 5.**

4. In addition, please include a narrative for **each site** that includes the following:

   - **Executive Summary (limited to approximately 100 words):** briefly describes the proposed program; this will be used in city publications, funding overviews and reports to the JCC Board of Directors.

   - **Need for the Program**: Describe the need for the program ***at the proposed site***. Include demographics data, poverty data, school data, crime data, health and wellness data, or any other information. Describe the extent that youth, families, schools, and those impacted by the program were considered. Describe the other resources currently in the community to meet the needs? In what way will the proposed program meet those needs?

   - **Target Population:** Describe the target population. If the population is further targeted beyond the requirements of **Section 4.6** of the RFP, explain why this is necessary. List the schools, public housing sites, and/or neighborhoods targeted. If the program is not located in an area described in **Section 4.6**, describe how the program will assure that the youth enrolled in the program meet the requirements of the RFP.

   - **Outreach and Communications Strategies:** Describe the strategies that will be used to recruit and retain youth into the program. Once in the program, describe how the

program will continue to communicate with youth and families (i.e. newsletters, websites, etc.).

- **Transportation** – Describe the type(s) of transportation provided (if any)

- **Additional Funds** - For each site that operated with city funding in FY16-17, please provide a brief narrative that explains for what purpose additional funds are being requested, IF IN FACT ADDITIONAL FUNDS ARE BEING REQUESTED FOR THAT SITE. The explanation should specifically reference how the additional funds will help meet the requirements of the RFP. The requirements and additional costs should be clearly identified.

- **Attachments – with each site profile, attach the following documents:**
    - DCF License or Exemption – include a copy of the questionnaire submitted to DCF. If the proposed site is not yet licensed, please provide a brief work plan on how the site will meet the requirements of licensure by the first day of programming (if applicable).
    - If currently licensed, a list of any violations since 9/12/16.
    - Occupancy Certificate from the Fire Marshall – (exempt and summer sites, only).
    - Principal Support Letter (school based sites) **Form 5.**
    - Memorandum of Understanding, Lease Agreement, Operating Agreement, or other evidence that the Contractor is authorized to utilize the facility of the proposed site (non-school based sites only).
    - Outcomes Framework (How Much? How Well? Better Offs?).
    - Site Budget (see instructions in Attachment B, Part 2, B, #1).
    - a brief work plan on how the site will meet the requirements of licensure by the first day of programming (if applicable).
    - If currently licensed, a list of any violations since 9/12/16.
    - Occupancy Certificate from the Fire Marshall – (exempt and summer sites, only).
    - Principal Support Letter (school based sites) **Form 5.**
    - Memorandum of Understanding, Lease Agreement, Operating Agreement, or other evidence that the Contractor is authorized to utilize the facility of the proposed site (non-school based sites only).
    - Outcomes Framework (How Much? How Well? Better Offs?).
    - Site Budget (see instructions in Attachment B, Part 2, B, #1).

- **BONUS POINTS – If claiming bonus points for being in the priority location as described in Section 4.6, please provide documentation that the proposed site meets the requirements.**

B. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.

Describe the agency's overall willingness to meet both time and budget requirements for the program. The Contractor's proposed budget is to be submitted using the spreadsheet set forth in **Form 1.**

3. **Budget and Narrative:** Provide a budget and budget narrative for each afterschool and each summer site proposed. The budget and the narrative should match your site profiles. Use **Form-1** to submit the budget and narrative. **THE FORM(s) SHOULD BE SUBMITTED IN EXCEL FORMAT. SUBMIT A SEPARATE FILE FOR EACH FUNDING GROUP (AFTERSCHOOL, JCC SUMMER LEARNING).**

   Attach a printed copy of each site budget to the corresponding site profile.

4. Will your agency be requesting an advance? Please submit a request on agency letterhead signed by the appropriate authority requesting the advance. Explain the need for the advance and be sure and explicitly state the site(s) for which the advance payment is being requested.

OPTIONAL AMERICORPS STEM GRANT (VOLUNTEER PROJECT)

NOTE: This question is not a part of the Response Evaluation.

1. Please indicate whether your agency is interested in being considered for participation in the AmeriCorps STEM Program as described in **Section 4.11.1.3.3** of the RFP.

_____ Yes _____ No

If yes, describe your commitment to having AmeriCorps members in your afterschool and/or summer programs and what STEM programming you would propose.

Remainder of page intentionally left blank.

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

April 3, 2017

1214 Labelle Street
Jacksonville, FL 32205

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: Divine Miracles International Ministries, Inc.

CONTACT NAME: Deannia Hester

BID NUMBER: ESC-0422-17

NAME OF BID: Jacksonville Journey Summer SAIL Camps

DATE OPENED: March 15, 2017

REASON FOR REJECTION:

Vendor is being recommended for rejection for failure to submit required information as specified in the RFP:

No copies or Flash Drive and incorrect format

Please log on to the COJ Procurement website for a second opportunity to bid on this project.

http://www.coj.net/departments/intra-governmental-services/procurement.aspx

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: Monday, April 03, 2017 5:44 PM
To: 'deannia hester'
Cc: Pearson, Daniel (Pearson@coj.net); Freeman, Dustin
Subject: FW: COJ Procurement
Attachments: COJ Procurement.pdf

Please find the attached rejection notice for Jax Journey Summer SAIL Camps. This bid has been re-advertised and is available for download by clicking on the link below.

http://www.coj.net/departments/finance/procurement/bidding-opportunities-(including-capital-improveme

Annette L. Burney
Purchasing Analyst
City of Jacksonville
Procurement Division
Office: 904-255-8810
Fax: 904-360-8527

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Monday, April 03, 2017 5:33 PM
To: Leslie-Burney, Annette
Subject: COJ Procurement

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

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PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

April 3, 2017

1302 Carvill Ave.
Jacksonville, FL 32208

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Carver-Lincoln Association for Youth

CONTACT NAME: Gale Williams

BID NUMBER: ESC-0422-17

NAME OF BID: Jacksonville Journey Summer SAIL Camps

DATE OPENED: March 15, 2017

REASON FOR REJECTION:

Vendor is being recommended for rejection for failure to meet the minimum requirements:

No Certificate of Insurance or affidavit

Please log on to the COJ Procurement website for a second opportunity to bid on this project.

http://www.coj.net/departments/intra-governmental-services/procurement.aspx

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: Monday, April 03, 2017 5:42 PM
To: 'gale.williams@comcast.net'
Cc: Pearson, Daniel (Pearson@coj.net); Freeman, Dustin
Subject: Rejection Notice: ESC-0422-17
Attachments: CARVER.pdf

Please find the attached rejection notice for Jax Journey Summer SAIL Camps. This bid has been re-advertised and is available for download by clicking on the link below.

http://www.coj.net/departments/finance/procurement/bidding-opportunities-(including-capital-improveme

Annette L. Burney
Purchasing Analyst
City of Jacksonville
Procurement Division
Office: 904-255-8810
Fax: 904-360-8527

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Monday, April 03, 2017 5:34 PM
To: Leslie-Burney, Annette
Subject: CARVER

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

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Device Name: P0697

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PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

April 3, 2017

PO Box 6697
Jacksonville, FL 32236

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Don't Miss a Beat, Inc.

CONTACT NAME: Gwendolyn Owens

BID NUMBER: ESC-0422-17

NAME OF BID: Jacksonville Journey Summer SAIL Camps

DATE OPENED: March 15, 2017

REASON FOR REJECTION:

Vendor is being recommended for rejection due to failure to submit a response in the proper format as specified in the RFP.

Please log on to the COJ Procurement website for a second opportunity to bid on this project.

http://www.coj.net/departments/intra-governmental-services/procurement.aspx

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: Monday, April 03, 2017 5:43 PM
To: Gwendolyn Owens (glowens2@yahoo.com)
Cc: Pearson, Daniel (Pearson@coj.net); Freeman, Dustin
Subject: Rejection Notice: ESC-0422-17
Attachments: DMAB.pdf

Please find the attached rejection notice for Jax Journey Summer SAIL Camps. This bid has been re-advertised and is available for download by clicking on the link below.

http://www.coj.net/departments/finance/procurement/bidding-opportunities-(including-capital-improveme

Annette L. Burney
Purchasing Analyst
City of Jacksonville
Procurement Division
Office: 904-255-8810
Fax: 904-360-8527

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Monday, April 03, 2017 5:34 PM
To: Leslie-Burney, Annette
Subject: DMAB

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

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Device Name: P0697

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QWS3270X 4/4/2017 8:20 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 04/04/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 8:20 AM

FISCAL MO/YEAR : 07 2017 CURRENCY CODE :
INDEX CODE : JCOD191SC JOURNEY - SUMMER CAMPS
SUBOBJECT : 08201 SUBSIDIES & CONTRIBUTIONS TO PRIVATE ORG
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	APR 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	997,504.00	997,504.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	19,100.00	19,100.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	978,404.00	978,404.00

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

G014 - RECORD FOUND