2

SUBJECT: Afterschool and Summer Programs

BID #: ESC-0436-20

OPEN DATE: 5/6/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Grant Contract Period(s) as outlined below

FOR: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 35 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award with Boys and Girls Clubs of Northeast Florida to transfer seats from underutilized sites to sites with waiting lists in accordance with Section 4.11 of the RFP. The seats will be adjusted as outlined in the attached memo with no increase to the maximum indebtedness. Total revised expenditure amount of $18,703,740.00 will remain the same.

Funding Source: 10901.181001.582001.000000.00000455.00000.0000000

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST _____ RESPECTFULLY SUBMITTED _____

Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, 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_____

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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: Michael Weinstein, CEO, Kids Hope Alliance
Saralyn Grass, CPO, Kids Hope Alliance
Kenneth Darity, Director, Out of School Time, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance

SUBJECT: **Request to Amend the Afterschool and Summer Programs, ESC-0436-20 to Transfer Seats Between Sites Within Same Contract # 70266-20, Boys' and Girls' Clubs of Northeast Florida, Inc. No Increase in Contract Amount**

DATE: February 11, 2021

The Kids Hope Alliance on behalf of the City of Jacksonville, respectfully request to Amend the Award to transfer seats from sites that are being underutilized to sites with a waiting list. The net transfer results will not increase the contract's maximum indebtedness. This action enables the Agency to maintain the projected number of children that will be served. The following documents are attached for your review. They are as follows:

1) Copy of Original Contract #70268-20
2) Copy of First Amendment to Contract #70268-20
3) Copy of Request from Contractor to Transfer Seats between Sites
4) Copy of Revised Exhibit A, Funding Recommendations Landscape

The Office of General Counsel is requesting this approval. If you need additional information, please let us know.

Upon approval of this amendment to the Award, the contract amendment will be executed by formal contract amendment through the Office of General Counsel. The funding of the listed Agency will be from the following Accounting Codes:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00000455	00000	0000000

If you need additional information, please contract Kenneth Darity at 255-4422 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
April Hart, Assistant Finance Director
Kenneth Darity, Director, OST
Deborah Sibley, Contract Manager

BOYS & GIRLS CLUBS
OF NORTHEAST FLORIDA

November 25, 2020

Deborah Sibley
Kids Hope Alliance
1095 A. Philip Randolph
Jacksonville, FL 32206

RE: Seat Transfer BID # ESC-0436-20

Dear Ms. Sibley:

Please accept this letter as notice of Boys & Girls Clubs of Northeast Florida's request to transfer seats between the following site location(s):

Site Name	Contracted Youth Served	Contract Amt.	Requested increase/decrease (increments of 20)	Revised Youth Served	Revised Contract Amt.	Justification (waitlist, ADA, unforeseen circumstance)
Beaches Boys & Girls Club	60	$112,200	+20	80	$149,600	Waitlist
Biscayne Elementary Boys & Girls Club	40	$74,800	+40	80	$149,600	Waitlist
Ed White High School Boys & Girls Club	60	$112,200	+40	100	$187,000	Waitlist
Biltmore Elementary	80	$149,600	-20	60	$112,200	Waitlist
Arlington Middle	120	$224,400	-40	80	$149,600	Waitlist
NFL Yet	100	$187,000	-40	60	$112,200	Waitlist

We appreciate the opportunity to be a program partner and thank you in advance for your consideration.

Sincerely,

Paul Martinez
President/CEO

4.10 Required Match

KHA seeks to fund programs that it expects will operate in a fiscally sound manner. Therefore, KHA requires a match of 10%. Match may be in-kind or cash.

Match must be directly related to the operation of the program(s). Acceptable cash match may include matching funds from another unallocated source which directly supports the program(s). Program fees are not allowed as match. Acceptable in-kind contributions may include volunteers, administrative overhead, and equipment dedicated to the project. KHA will require supporting documentation of the match. Once a contract is awarded a form will be provided for the Contractor to complete. Training will be offered to assist with the completion of the form. **Programs that propose a match but fail to meet their match obligation will be subject to a reduced award by an equivalent amount for the subsequent renewal. Final payment will not be made until match has been verified.**

4.11 Contract Adjustments

Contracts adjustments will be made at the sole discretion of KHA. based on the following:

A. Actual Units of Service Delivered – Contracts may be adjusted up or down in proportion to the actual units of service delivered at the site level.. This will involve a recalculation of the units of service for that site.

B. Provision for Additional Funds – Should additional funding become available (e.g. either by additional appropriation of funding through the Jacksonville City Council, or through the non-renewal of certain sites or contracts), the funds may be allocated using any one of the three criteria set forth below:

1. **Need for additional capacity:** Sites that demonstrate that they have the capacity to serve additional youth based on serving more units than originally contracted or by documentation of need though a waiting list may receive an increased renewal award.

2. **Making partial awards whole:** Sites that were given partial awards due to lack of funding in the original award cycle may receive an increased renewal up to the original proposed amount.

3. **Additional awards based on the Responses to the RFP** – Contractors not awarded sites or contracts in the original award cycle may receive an award if additional funding is available. **RFP score minimums may be waived in this case at KHA's sole discretion.**

4.12 Method of Payment

A. Payments

Contractors will be paid on a monthly basis. No payments will be made until all deliverables are submitted and approved by the Kids Hope Alliance (see Attachment M). An initial 25% advance payment may be given at the beginning of the program. All contractors must complete KHA's advance payment option form, which will be required before contract execution. Advances will be issued in a timely manner once a contract is fully executed. Advances will be recouped based on an agreed upon schedule as chosen in the advance payment form.

SUBJECT: Afterschool and Summer Programs

BID #: ESC-0436-20

OPEN DATE: 5/6/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Grant Contract Period(s) as outlined below

FOR: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 35 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award to add language to the Covid-19 emergency operational guidance that will allow contractors to provide services on Saturday and virtual services during the school year, and to increase the award by $100,320.00 for Boys and Girls Clubs of Northeast Florida to serve an additional 20 students at its Celebration site. Total revised expenditure amount not to exceed $18,703,740.00.

Funding Source: 10901.181001.582001.000000.00000455.00000.0000000

Attachments: Recommendation Memo, Exhibits and Previous Awards

ANALYST _____ RESPECTFULLY SUBMITTED _____

Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Darity, Director of Out of School, Kids Hope Alliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/03/20

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 9/4/20

MR APPROVED ✓ BH DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: Afterschool and Summer Programs

BID #: ESC-0436-20

OPEN DATE: 5/6/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Grant Contract Period(s) as outlined below

FOR: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 35 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award to include Covid-19 emergency operational guidance language as outlined in Exhibit 2 and to increase the award in the total amount of $70,400.00 (Wayman Community Development Corporation to be increased by $33,000.00 and YMCA of Florida's First Coast to be increased by $37,400.00) due to an increase in the number of students to be served for afterschool programming. In addition, this amendment acknowledges the agreement with four (4) contractors: Communities in Schools of Jacksonville, Inc., Girls, Inc. of Jacksonville, Wayman Community Development Corporation and YMCA of Florida's First Coast, Inc. to provide services at schools that were not chosen from Attachment J, School List, in the RFP. Total revised expenditure amount not to exceed $18,603,420.00.

Funding Source: 10901.181001.582001.000000.00000455.00000.0000000

Attachments: Recommendation Memo, Exhibits and Previous Awards

ANALYST _____ RESPECTFULLY SUBMITTED _____

Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Darity, Director of Out of School, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 7/30/20

_____ _____ OTHER _____

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_____ _____

ACTION OF AWARDING AUTHORITY DATE 8/3/20

APPROVED ✓ BH DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: Afterschool and Summer Programs

BID #: ESC-0436-20

OPEN DATE: 5/6/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Grant Contract Period(s) as outlined below

FOR: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 39 NUMBER RECEIVED: 35 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to waive as a minor irregularity various missing documents from I.M. Sulzbacher Center for the Homeless, Jacksonville Arts & Music School, Inc., Krumpin' for Success, Inc., and Tiphne Darshay Hollis Foundation. The documents have been received. Recommend approval of award to the highest scoring responsive, responsible bidders listed on the attached scoring sheet with the exception of the following vendors who scored below the minimum score of 75%: Bedford Franklin Corporation, Harvest Time Christian Fellowship, Northside Church of Christ and Vision for Excellence. Period of service for Afterschool is August 1, 2020 through July 31, 2021 and Summer will be from April 1, 2021 through July 31, 2021 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $18,533,020.00.

Funding Source: 10901.181001.582001.000000.00000455.00000.0000000

Attachments: Recommendation Memo, Tabulation and Scores and Evaluation Matrix

ANALYST _____ RESPECTFULLY SUBMITTED _____

Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Darity, Director of Out of School, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 7/2/20

_____ OTHER _____

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ACTION OF AWARDING AUTHORITY DATE 7/7/20

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

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