SUBJECT: AFTERSCHOOL AND SUMMER PROGRAMS

BID # ESC-0410-17 **OPEN DATE: 3/15/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT - GRANT CONTRACT PERIOD(S) AS OUTLINED BELOW

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: **145** NUMBER RECEIVED: **37** OTHER: **1**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award to Masters of Education, Inc. dba Oxford Preparatory Academy to correct the award amount from $96,000.00 to $90,415.00, and to change a site location awarded to the YMCA of Florida's First Coast from Rufus E. Payne Elementary to Woodlawn Presbyterian Church. Total revised estimated expenditure in the amount of $3,252,716.00.

Funding Source: JCOD191RG-08201 - $2,383,831.00 (Afterschool); $868,885.00 (Summer) - To be executed by formal contract(s) through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Award

BUYER _____ RESPECTFULLY SUBMITTED _____

ANNETTE BURNEY

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

SUBJECT: **Amended Awards Recommendation for BID ESC-0410-17 Jacksonville Children's Commission Afterschool and Summer Programs**

DATE: **May 10, 2017**

The Commission is respectfully requesting that the award for BID ESC-0410-17 be amended as follows:

1) Reduce the award for **Master of Education** from $96,000 to $90,415. The original award was made in error and the proper budget form is attached to this memo.

2) Correct **Exhibit 3** to show that MaliVai Washington Kids Foundation was awarded $224,000 for it's afterschool site TNT (Tennis N Tutoring Program). Only the Exhibit was in error, the original award was correct.

3) Change the site location for the YMCA of Florida's First Coast in accordance with **Section 4.7.2 #2** of the RFP which states that agencies may make site location change requests for non-emergency situations as follows:

2. **Non-Emergencies** – in the case of a non-emergency (i.e. planned repairs at a facility), the Contractor may request a site change. The request may not materially change the scope of services as described in the original response and site profile.

   Contractors should not assume that non-emergency site location change requests will be honored. If the Commission determines that the site location change request deviates from the original scope (i.e. will not allow for the same target population to attend the program), the Commission may determine that the request be denied and the funds be reallocated to another site or another Contractor's site based on 1) the capacity to serve the target population described in the Site Profile of the site

requested to be relocated, or 2) the criteria set forth in **Section 4.14.10-Transferring Funds Between Program Sites** of the RFP.

AGENCY	AFTERSCHOOL	SUMMER	TOTAL
A Life for a Life International		$ 48,000	**$ 48,000**
Father's HARBOR Academy	$ 160,000		**$ 160,000**
Gingerbread House, Inc.		$ 47,928	**$ 47,928**
Girls, Inc.	$ 288,000	$ 36,000	**$ 324,000**
Jacksonville Alliance for KIPP Schools	$ 752,796		**$ 752,796**
Jacksonville Area Music School	$ 64,000	$ 20,000	**$ 84,000**
Joshua Christian Academy		$ 96,000	**$ 96,000**
MaliVai Washington Kids Foundation	$ 224,000	$ 84,000	**$ 308,000**
Masters of Education		$ 90,415	**$ 90,415**
Police Athletic League of Jacksonville	$ 384,000	$ 144,000	**$ 528,000**
Sanctuary of Northeast Florida	$ 64,000	$ 36,000	**$ 100,000**
YMCA of Florida's First Coast	$ 351,035	$ 230,542	**$ 581,577**
Vision for Excellence	$ 96,000	$ 36,000	**$ 132,000**
TOTAL	**$ 2,383,831**	**$ 868,885**	**$ 3,252,716**

Index Code: JCOD191RG - 08201 - $2,383,831.00 -Afterschool
JCOD191RG - 08201 - $ 868,885.00 -Summer

SITE BUDGET

SITE NAME	Oxford Preparatory			
SITE ADDRESS	5725 Ft Caroline Rd Jax, FL 32277			
# OF YOUTH (should match Site Profile)	160	COST PER YOUTH	$ 565.09	
# AFTERSCHOOL DAYS (should match Site Profile)		AFTERSCHOOL UNIT COST	$ -	
# NON SCHOOL / SUMMER DAYS (should match the Site Profile)	29	NON SCHOOL / SUMMER UNIT COST	$ 13.53	**Adjusted for Overall Unit Cost**
AFTERSCHOOL UNITS (should match Site Profile)	0	**TOTAL UNITS**	**4640**	
NON-SCHOOL / SUMMER UNITS (should match Site Profile)	4640			
Categories and Line Items	**Total Program Cost FY 17 -18**	**Jacksonville Children's Commission Request 17-18**	**All Other Funding Sources for Program**	
Personnel Expenses				
Salaries and Wages				
Regular Salaries and Wages (List all positions on narrative)	$ 48,400	$ 44,400	$ 4,000	
Subtotal Salaries and Wages	$ 48,400	$ 44,400	$ 4,000	
Payroll Taxes and Benefits				
Social Security	$ 3,128	$ 3,128		
Medicare	$ -			
Life and Health Insurance	$ -			
Retirement Contributions	$ -			
Unemployment Compensation	$ -			
Workers Compensation	$ 677	$ 677		
Subtotal Payroll Taxes and Benefits	$ 3,805	$ 3,805	$ -	
Total Personnel Expenses	$ 52,205	$ 48,205	$ 4,000	
Direct Expenses (Cost Per Unit):				
Program Supplies				
Educational Materials	$ 5,000	$ 5,000		
Consumable Program Supplies (Do not include electronics)	$ 2,500	$ 2,500		
	$ -			
	$ -			
	$ -			
Subtotal of Program Supplies	$ 7,500	$ 7,500	$ -	
Other Operating Expenses				
Background Screening	$ 1,080	$ 1,080		
Drug Screening	$ -			
Outreach to Families	$ -			
	$ -			
Subtotal of Other Operating Expenses	$ 1,080	$ 1,080	$ -	
Office Expenses - Directly Related to Program				
Office Supplies	$ 500	$ 500		
Postage, Shipping, Delivery	$ -			
Copying	$ 500	$ 500		
Outside Printing and Artwork	$ 2,000	$ 2,000		
Desk Phones	$ -			
Cell Phones	$ -			
Subtotal of Office Expenses	$ 3,000	$ 3,000	$ -	
Travel and Professional Development				
Staff Travel - Local Mileage	$ 1,000	$ 1,000		
Staff Training - In-County	$ 2,000	$ 2,000		
Conferences and Staff Development - Out of County	$ -			
Conference Registration Fees	$ -			
	$ -			
Subtotal of Travel & Professional Development Expenses	$ 3,000	$ 3,000	$ -	
Total Direct Operating Expenses	$ 14,580	$ 14,580	$ -	
Total Direct Expenses (Personnel and Direct Operating Expenses)	$ 66,785	$ 62,785	$ 4,000	$ 62,785
Value-Added Direct Expenses				
Special Consultants and Contracts				
Program Consultants - Enrichment Activities	$ 3,000	$ 3,000		$ 3,000
Program Contractual (SRO, Janitorial, Other)	$ 1,500	$ 1,500		$ 1,500
Other Professional Services	$ 3,000	$ 3,000		$ 3,000
Special Consultants and Contracts	$ 7,500	$ 7,500	$ -	$ 7,500
Field Trips and Transportation				
Student Field Trip Entrance Fees	$ 7,680	$ 7,680		$ 7,680
Student Field Trip Entrance Transportation	$ 900	$ 900		$ 900
Other Student Transportation (Travel to Program and Home)	$ -			$ -
	$ -			$ -
Subtotal of Field Trips and Transportation	$ 8,580	$ 8,580	$ -	$ 8,580
Facility and Maintenance Expenses - Directly Related to Program				
Lease/Rent - Equipment	$ -			$ -
Lease/Rent - Building	$ 5,500	$ 5,500		$ 5,500
Maintenance - Equipment	$ -			$ -
Maintenance - Building	$ -			$ -
Utilities	$ -			$ -
Insurance - Facility	$ -			$ -
Subtotal of Facility and Maintenance Expenses	$ 5,500	$ 5,500	$ -	$ 5,500
Insurance Expenses				
Insurance - Insurance other	$ 5,550	$ 5,550		$ 5,550
Subtotal of Other Insurance Expenses	$ 5,550	$ 5,550	$ -	$ 5,550
Equipment Under - $1,000 (Trackable)				
Other Electronics (TVs, Cameras, Videos, Gaming Systems, etc.)	$ 500	$ 500		$ 500
Subtotal of Equipment Under $1,000	$ 500	$ 500	$ -	
Capital Outlay				
Operating Capital Outlay - Computers	$ -			$ -
Operating Capital Outlay - Other	$ -			$ -
Subtotal of Capital Outlay Expenses	$ -	$ -	$ -	$ -
Total Value-Added Direct Program Expenses	$ 27,630	$ 27,630	$ -	$ 27,130
Indirect Costs (limited to 12%)	0%	0%	0	
salaries & other allowable indirect expenses; unallowable expenses such	$ -			
Total Indirect Costs	$ -	$ -	$ -	
Grand Total (Direct, Value Added & Indirect Costs)	$ 94,415	$ 90,415	$ 4,000	$ 89,915
Percent of the Budget	100%	95.76%	4.24%	

All items must be included in the narrative section of the Budget

SITE	AGENCY	PART 1: A	PART 1: B	PART 2: A	PART 2: B	BONUS POINTS	TOTAL POINTS PER SITE	17-18 AFTERSCHOOL FUNDING REQUEST	TOTAL FUNDING	FUNDING REMAINING
TNT (Tennis N Tutoring Program)	MaliVai Washington Kids Foundation	50	47.5	66.5	21	20	205	$ 224,000.00	$ 224,000.00	$ 7,289,000.00
JaxPal Monument	Police Athletic League of Jacksonville	42.5	47.5	63	30	20	203	$ 128,000.00	$ 352,000.00	$ 7,161,000.00
Rufus Payne Elementary	YMCA of Florida's First Coast	50	50	56	24	20	200	$ 191,265.00	$ 543,265.00	$ 6,969,735.00
JaxPal Eastside	Police Athletic League of Jacksonville	42.5	47.5	59.5	30	20	199.5	$ 64,000.00	$ 607,265.00	$ 6,905,735.00
Tiger Academy	YMCA of Florida's First Coast	50	50	49	24	20	193	$ 159,770.00	$ 767,035.00	$ 6,745,965.00
JaxPal Northside	Police Athletic League of Jacksonville	42.5	47.5	52.5	30	20	192.5	$ 128,000.00	$ 895,035.00	$ 6,617,965.00
Spring Park Elementary	Girls Inc.	45	50	56	18	20	189	$ 96,000.00	$ 991,035.00	$ 6,521,965.00
Ft. Caroline Elementary	Girls Inc.	45	50	52.5	18	20	185.5	$ 96,000.00	$ 1,087,035.00	$ 6,425,965.00
KIPP Impact Middle	Jacksonville Alliance for KIPP Schools	50	42.5	49	22.5	20	184	$ 192,381.00	$ 1,279,416.00	$ 6,233,584.00
KIPP Jacksonville Elementary	Jacksonville Alliance for KIPP Schools	50	42.5	49	22.5	20	184	$ 209,110.00	$ 1,488,526.00	$ 6,024,474.00
JaxPal Westside	Police Athletic League of Jacksonville	42.5	47.5	42	30	20	182	$ 64,000.00	$ 1,552,526.00	$ 5,960,474.00
Father's HARBOR Academy	Father's HARBOR Academy	45	32.5	59.5	18	20	175	$ 160,000.00	$ 1,712,526.00	$ 5,800,474.00
KIPP Voice Elementary	Jacksonville Alliance for KIPP Schools	50	42.5	49	22.5	0	164	$ 351,305.00	$ 2,063,831.00	$ 5,449,169.00
JAMS	Jacksonville Arts and Music School	37.5	37.5	42	22.5	20	159.5	$ 64,000.00	$ 2,127,831.00	$ 5,385,169.00
Sanctuary on 8th Street	Sanctuary of Northeast Florida	37.5	27.5	59.5	13.5	20	158	$ 64,000.00	$ 2,191,831.00	$ 5,321,169.00
Parkwood Heights Elementary	Girls Inc.	45	50	42	18	0	155	$ 96,000.00	$ 2,287,831.00	$ 5,225,169.00
McGirts Creek Community Center	Vision for Excellence	45	22.5	45	6	20	138.5	$ 96,000.00	$ 2,383,831.00	$ 5,129,169.00
Ephesus Jr. Academy	Ephesus Jr. Academy	7.5	20	21	19.5	0	68	$ 39,374.00		

SITE	AGENCY	PART 1: A	PART 1: B	PART 2: A
TNT (Tennis N Tutoring Program)	MaliVai Washington Kids Foundation	50	47.5	66.5
JaxPal Monument	Police Athletic League of Jacksonville	42.5	47.5	63
Rufus Payne Elementary	YMCA of Florida's First Coast	50	50	56
JaxPal Eastside	Police Athletic League of Jacksonville	42.5	47.5	59.5
Tiger Academy	YMCA of Florida's First Coast	50	50	49
JaxPal Northside	Police Athletic League of Jacksonville	42.5	47.5	52.5
Spring Park Elementary	Girls Inc.	45	50	56
Ft. Caroline Elementary	Girls Inc.	45	50	52.5
KIPP Impact Middle	Jacksonville Alliance for KIPP Schools	50	42.5	49
KIPP Jacksonville Elementary	Jacksonville Alliance for KIPP Schools	50	42.5	49
JaxPal Westside	Police Athletic League of Jacksonville	42.5	47.5	42
Father's HARBOR Academy	Father's HARBOR Academy	45	32.5	59.5
KIPP Voice Elementary	Jacksonville Alliance for KIPP Schools	50	42.5	49
JAMS	Jacksonville Arts and Music School	37.5	37.5	42
Sanctuary on 8th Street	Sanctuary of Northeast Florida	37.5	27.5	59.5
Parkwood Heights Elementary	Girls Inc.	45	50	42
McGirts Creek Community Center	Vision for Excellence	45	22.5	45
Ephesus Jr. Academy	Ephesus Jr. Academy	7.5	20	21

Request to Change Program Site Location

Jacksonville Children's Commission
Helping Jacksonville Grow Great Kids

- Complete and return this form to the Jacksonville Children's Commission (JCC) to request a change in a program service delivery location.
- JCC must then approve the change for all impacted sites prior to proposed change before executed by the provider.
- This form is **NOT** to be used to request changes in the scope of services other than a site change. Therefore, no contractual obligations such as change in the total contracted participants, type of participants, or total participants by individual type of participants will be altered by this request to amend a site location.
- Do not use this form to notify JCC of a change in the administrative office location or a change in the contact person. Instead, the Notification of Change of Contact and Administrative Information form must be completed and provided to JCC to notify JCC of changes in contact and administrative information.

This form must be e-mailed or hand delivered to JCC and must contain an original signature.
For Providers: Please attach an updated copy of the Site Profile.

Required Agency Information

Agency Name: YMCA of Florida's First Coast, Inc.

Contract number: Pending Contract period: 05/01/2017 (START DATE) through 08/31/2017 (END DATE)

EXPLANATION FOR REQUEST TO CHANGE CURRENT CONTRACTED SITE(S) INFORMATION:

Proposed Change Effect Date: 06/12/17

Site Information:	Current Contracted Site:	Proposed Contracted Site:
Site Name:	Rufus E. Payne Elementary	Woodlawn Presbyterian Church
Site Address:	6725 Hema Road	3026 Woodlawn Road
City:	Jacksonville	Jacksonville
Zip Code:	32209	32209
Number of Proposed Participants to be Served:	80	80
Total Number of Children:	80	80
Site Timing Services:	8:00am – 5:00pm	8:00am – 5:00pm
Year Round (School Year and Summer):	Rufus E. Payne	N/A
School Year ONLY:	Rufus E. Payne Elementary	**Just Summer (06/12/17 – 07/21/17)
Summer ONLY:		

PREPARER REQUIRED SIGNATURE SECTION

Provider Authorized Agency Official Only Name (Print Name) Penelope A. Zuber Title EVP-COO and CFO

Official Signature Required [signature] Date of Request 5.8.17

FOR OFFICIAL USE BY THE JACKSONVILLE CHILDREN'S COMMISION

JCC Contract Manager Recommendation	JCC Contract Director Authorization:
RECOMMENDED: ☐ REJECTED: ☐	APPROVED: ☐ NOT APPROVED: ☐
Received by Contract Manager: _____	Received by Contract Administration: _____
If rejected, explain: _____	If not approved, explain: _____
Contract Manager Signature Date	Director Signature Date

Approved Copy Sent to Director by Contract Manager on _____
Approved Original Placed in File on _____
Approved Copy Entered into Contract on _____

the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

May 8, 2017

Ms. Bridgette Newby
Jacksonville Children's Commission
1095 A. Phillip Randolph Boulevard
Jacksonville, Florida 32206

RE: Program Site Location Change

Dear Ms. Newby,

Please consider this request for a change of site location for the Rufus E. Payne Elementary programming for the 2017 summer, contract dates May 1, 2017 – August 31, 2017. The new proposed contracted site location is the Woodlawn Presbyterian Church located at 3026 Woodlawn Road, Jacksonville, Florida 32209. This change is necessary since Rufus E. Payne Elementary will be under construction during this time period.

If you have any questions, please contact me directly at 904.265.1800. Thank you so much for your assistance.

Very truly yours,

Penny Zuber

Penelope A. Zuber
Exec. VP – Chief Operating Officer & CFO

cc: Melissa Little

SUMMER SITE PROFILE

Jacksonville Children's Commission
Helping Jacksonville Grow Great Kids

(a) Agency Name	YMCA of Florida's First Coast			BID Number	ESC 0410-17	
Site Name	Rufus E. Payne Elementary School / Woodlawn Presbyterian			Type of Site	School Based	
Site Address:	3026 Woodlawn Road Jacksonville, FL		**City**	Jacksonville	**Zip**	32209
Site Contact Name:	Chelsea Reeves	Phone	904-210-1742	Email	creeves@FirstCoastymca.org	

SUMMARY OF FUNDING REQUEST					
(b) SITE BUDGET (SEE MAXIMUM REQUEST WORKSHEET)	$47,922	(c) NUMBER OF YOUTH PROPOSED (AVERAGE DAILY ATTENDANCE)	80	(d) COST PER YOUTH	$599.03

SUMMER SITE OPERATIONS (Summer 17)					
(g) Start Date	06/12/2017	End Date	07/21/2017	Total Number of Service Days	29
(h) Non-service dates	07/04/2017				
	Monday	Tuesday	Wednesday	Thursday	Friday
(i) Start Time	8:00	8:00	8:00	8:00	8:00
End Time	5:00	5:00	5:00	5:00	5:00
(j) Hours	9	9	9	9	9

(k) FACILITY DESCRIPTION		
Type of Room	Room Number	Description (i.e. amenities, square feet, etc.)
Classroom		academic instruction and enrichment activities
Classroom		academic instruction and enrichment activities
Classroom		academic instruction and enrichment activities
Classroom		Waiting and holding area
Classroom		academic instruction and enrichment activities
Classroom		academic instruction and enrichment activities
Classroom		academic instruction and enrichment activities
Classroom		academic instruction and enrichment activities
Cafeteria		Snack, Dinner, Assembly, Dance Practice, Singing, Step Practice and Games
Playground		Outdoor Activities
Gym		Physical education activities

(I) STAFFING DESCRIPTION		
Staff Position	Number of Positions	Description of Duties
Area Director (included in other budget, not grant)	1	Administering the program, primary contact
Site Manager	1	Responsible for daily operation and delivery of services, facilitate communication between day time teachers and afterschool teachers to meet student needs, prepare programmatic reports, including monthly deliverables. Supervise enrichment staff and ensure they are planning and implementing creative engaging activities. Monitor all enrichment, family involvement and recreational areas to ensure program objectives are being met.
Data Manager	1	Maintain program attendance records; contact parents and guardians regarding issues such as absences, field trips, events; checking identification and helping to secure site from unauthorized access. Records received data and source documents. Prepares and sorts source documents and identifies and interprets data to be entered. Contacts originators of source to resolve questions, inconsistencies or missing data. Transmits entered information into database. Files or routes source documents after entry. Provides routing office support as needed.
Lead Academic Teacher	1	Certified teacher to supervise academic plans and activities, complete lesson plans, monitor all academic areas to ensure program objectives are being met
Academic Teachers	2	Certified teachers to deliver academic plans and activities, facilitate classroom activities
Enrichment Staff	5	Engage students in meaningful, creative and supportive activities. Check attendance, escort students to and from assigned activities. Assist with special events, projects and programs. Assist in dismissal and students are signed out by their parent/guardian.
Custodial	1	Clean and sanitize restrooms for health and safety. Sweep, mop and vacuum classrooms used. Clean, dust and wipe furniture in classrooms used. Empty trash containers in classrooms used. Support and enforce all OSHA rules and policies. Assist with set up of facilities for events. Unlock and lock assigned buildings and classrooms.

FORM 5

(m)Activity Category	(n) Brief Description of Activity(ies)	(o)Skills/Learning Goals to be Gained by Participants
Academic Support	Literacy/Reading/Writing, Math, Science Hour led by Teacher instruction	Literacy, Problem Solving, Teamwork and Collaboration, Communication and Connection, Creativity and Innovation, Increasing/Strengthening Character Developn
Enrichment Activity (Cultural arts, STEM, field trips, other)	Authors' Study, City Kids Art Factory, Garden Tower, Arts (Music, Media, Visual (Photography)) and Rhythm), STEM activities, field trips, Project Based Learning Activities, (creating business plans, commercials, marketing messages, items to market, meaning and purpose behind item)	Literacy, Teamwork and Collaboration, Communication ar Connection, Problem Solving, Creativity and Innovation, Increasing/Strengthening Character Developn
Service Learning	Through field trips and increased awareness through current events, learn about a need in the community and work together to address that need.	Problem Solving, Teamwork and Collaboration, Communi and Connection, Creativity and Innovation, Increasing/Strengthening Character Developn
Physical Activity	Youthfit for Life, Safety Around the Water, Structured Outdoor Activities	Increasing physical activity, impacting Body Mass Index (B Teamwork and Collaboration, Problem Solving, Increasing/Strengthening Character Developmen
Family Engagement	Parent Orientation, Literacy Night, Family Fitness Night and/or STEM Family Night (all opportunities to showcase student projects/work and share vital information to help strengthen family support network).	Teamwork and Collaboration, Communication and Conne Creativity and Innovation, Increasing/Strengthening Char Development

Summer Site Profile Instructions

a) Fill in the Agency Name, Site Name, Site Address, (city, state, zip), the BID number (found on the front page of this RFP), the type of site (school-based or community-based) and the main contact for the site.

b) Dollar Amount of the site budget.

c) Average number of youth proposed to attend daily.

d) Total number of proposed service days.

e) Total Number of units (D times E).

f) Cost per youth (C divided by D).

g) Start Date, End Date, and Total Number of Service Days for the program.

h) Non-service days of the program (i.e., if the 4th of July falls within the start and end date of the program, 7/4 would be included as a non-service day if the proposed program will not be operating that day)

i) Start Time and End Time of the program.

j) Number of daily program hours.

k) Facility description including type of room (i.e. classroom), the room number (if applicable) and a description, to include amenities, and square footage.

l) Staffing description including the Staff Position, the number of positions, and a description of duties (refer to **Section 4.10** of the RFP).

m) Activity category (see **Section 4.11** of the RFP). This column can customized as necessary for each site.

n) Provide a brief description of each activity.

o) List the skills/knowledge desired outcome from each activity (refer to the Big Five in **Section 4.5** of RFP for guidance).

p) Frequency of the activity

BOARD ACTION ITEM

FY 16-17: SITE LOCATION CHANGE REQUEST: YMCA REQUESTS CHANGING RUFUS E. PAYNE LOCATION DUE TO SCHOOL CONSTRUCTION

PROGRAM & FINANCE MEETING DATE: MAY 10, 2017

BOARD OF DIRECTORS MEETING DATE: MAY 17, 2017

TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS

FROM: JON HEYMANN, CEO JACKSONVILLE CHILDREN'S COMMISSION

CC: BILL HODGES, DIRECTOR OF GOVERNMENT AFFAIRS AND STRATEGIC INITIATIVES
COLIN MURPHY, SENIOR DIRECTOR OF OPERATIONS
KENNETH DARITY, ASSISTANT DIRECTOR, YOUTH DEVELOPMENT
BRIDGETTE NEWBY, YOUTH DEVELOPMENT SPECIALIST

REQUESTED ACTION:
The Board is asked to approve a Site Location Change for the YMCA from Rufus E. Payne Elementary- 6725 Hema Road, Jacksonville, Florida 32209 to Woodlawn Presbyterian Church- 3026 Woodlawn Road, Jacksonville, Florida 32209 .

NARRATIVE:
The YMCA would like to change site locations for summer 2017 for Rufus E. Payne Elementary due to school construction and school not being able to be occupied while construction is taking place. YMCA is requesting to utilize Woodlawn Presbyterian Church as alternative location for summer 2017. The new requested site location is approximately 1.5 miles away from the current location.

As a result, the agency is seeking approval for the following changes:

(LOCATION CHANGE

From:	Rufus E. Payne Elementary- 6725 Hema Road, Jacksonville Florida 32209
To:	Woodland Presbyterian Church – 3026 Woodlawn Road, Jacksonville, Florida 32209

Section 4.7.2 #2 of RFP ESC-0410-17 states that agencies may make site location change requests for non-emergency situations as follows:

2. <u>Non-Emergencies</u> – in the case of a non-emergency (i.e. planned repairs at a facility), the Contractor may request a site change. The request may not materially change the scope of services as described in the original response and site profile.

   Contractors should not assume that non-emergency site location change requests will be honored. If the Commission determines that the site location change request deviates from the original scope (i.e. will not allow for the same target population to attend the program), the Commission may determine that the request be denied and the funds be reallocated to another site or another Contractor's site based on 1) the capacity to serve the target population described in the Site Profile of the site requested to be relocated, or 2) the criteria set forth in **Section 4.14.10-Transferring Funds Between Program Sites** of the RFP.

FISCAL IMPACT:

- No Financial impact

GOVERNANCE/PROGRAM IMPACT:

This action requires board approval.

OPTIONS:

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:

Staff recommends approval.

SUBJECT: AFTERSCHOOL AND SUMMER PROGRAMS

BID # ESC-0410-17

OPEN DATE: 3/15/2017

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT - GRANT CONTRACT PERIOD(S) AS OUTLINED BELOW

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 145 NUMBER RECEIVED: 37 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject 22 bidders for not meeting the minimum requirements or for failure to submit a response in the format outlined in Attachment A of the RFP. Based on Scoring for both afterschool and summer programs, Ephesus Junior Academy will not be awarded. One (1) YMCA site and three (3) Jacksonville Alliance for Kipp Schools, Inc. sites may be awarded pending review of funding eligibility by the Office of General Counsel in accordance with the Jacksonville Children's Commission Ordinance Code Chapter 51.04 (c).

The response received from the YMCA of Florida's First Coast was missing addendum #5. The addendum has been received. Recommend approval to waive the missing addendum as a minor irregularity. Recommend approval of award to the nine (9) contractors listed in Exhibit 1 for Afterschool Programming and 11 contractors listed in Exhibit 2 for Summer Programming. Period of service for Summer Programming is from May 1, 2017 through August 31, 2017, with two (2) additional renewal options and Afterschool Programming is from July 1, 2017 through June 30, 2018, with a three (3) month extension from July 1, 2017 to September 30, 2018 and two (2) one (1) year renewal options beginning October 1, 2018. Total estimated expenditure in the amount of $3,258,301.00.

Funding Source: JCOD191RG-08201 - $2,383,831.00 (Afterschool); $874,470.00 (Summer) -To be executed by formal contract(s) through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Rejection Letters and 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 5 MEMBERS DISAPPROVING Ø DATE: 4/20/17

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 4/25/17

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
~~Executive Order No.~~ 2015-05