SUBJECT: Preteen/Teen Success: Afterschool and Summer Programs

BID #: ESC-0212-20 **OPEN DATE: 8/28/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – October 1, 2019 through September 30, 2020, with two (2) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 22 **NUMBER RECEIVED:** 20 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject Edward Waters College for failure to submit an executed Insurance Agent Acknowledgement Form (Form 3) as required in the specifications.

Recommend approval to ratify the period of service from October 1, 2019 to date of award. Recommend approval of award to the highest scoring responsive, responsible bidders outlined in the attached memo. One provider, Fresh Ministries, Inc., did not return Addenda 1 & 2. Recommend approval to waive the missing addenda as a minor irregularity. The addenda have been received. Period of service is from date of award through September 30, 2020 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $1,541,370.00.

Funding Source: JCOD191ESPTP-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scoring Sheet, Rejection Letter, Evaluation Matrix, Addenda

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: John Everett, Director, Pre-Teen/Teen Programs, 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: _____

_____ _____

_____ _____

_____ _____

_____ _____

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: Donald H. Horner, III, Acting CEO, Kids Hope Alliance
Saralyn Grass, CPO, Kids Hope Alliance
John Everett, Director Pre-Teen|Teen Programs, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agencies for the Pre-Teen/Teen Success: After-School and Summer Programs RFP - ESC-0212-20**

DATE: October 7, 2019

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Pre-Teen/Teen Success: After-school and Summer Programs Contracts to the below listed agencies. One agency, Edward Waters College is be recommended for rejection due failure to submit the required Insurance Acknowledgement Form. Accordingly, we ask that the initial term of the Agreement will be from October 1, 2019 through September 30, 2020 with an option to renew such Agreement for two (2) additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP.

Upon approval of Award, the contract will be executed by formal contract through the Office of General Counsel.

The Funding Source: Index Code: JCOD191ESPTP, PreTeens and Teens Grant $1,541,370.00.

The below listed agencies responded and satisfied the mandatory minimum requirements of the RFP. As a result, we are requesting to Award the following Agencies:

Agency Name	Score	Amount	Comments
MaliVai Washington Foundation, Inc.	93.00	$63, 792	Recommend for award
Groundwork Jacksonville, Inc.	87.00	$77, 628	Recommend for award
Boys and Girls Club NE FL	85.67	$235, 500	Recommend for award
Goodwill Industries	85.00	$81, 131	Recommend for award

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

Cathedral Arts Project, Inc.	82.67	$89, 074	Recommend for award
Police Athletic League of Jacksonville, Inc.	82.33	$85, 945	Recommend for award
U-Turn, Inc. dba Teen Leaders of America	82.33	$292, 710	Recommend for award
The Carpenter Shop Center, Inc.	82.00	$82, 181	Recommend for award
Communities in Schools of Jacksonville	81.33	$132, 744	Recommend for award
Jacksonville Zoological Society, Inc.	81.00	$220, 717	Recommend for award
The Performers Academy, Inc.	81.00	$95, 953	Recommend for award
Fresh Ministries. Inc.	80.00	$83, 995	Recommend for award

The agencies below did not meet the minimum score of 80 and will not be awarded:

Big Brothers Big Sisters of Northeast Florida	79.33
Girls, Inc.	77.67
I'm a Star Foundation	77.00
Read USA	75.67
Don't Miss a Beat, Inc.	72.00
Girl Scouts of Gateway Council	65.33
VanGar Corporation	62.00
Academy of Scholars, Inc.	57.33

If you need additional information, please contract John Everett at 255-4472 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Senior Director, Finance
Saralyn Grass, Chief Program Officer
John Everett, Director of Pre-Teen/Teen Programs
Joyce Watson, Director of Administration

TITLE: Preteen/Teen Success: Afterschool and Summer Programs BID NO.: ESC-0212-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (22) No. Received: (20) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		Academy of Scholars	Big Brothers Big Sisters of Northeast Florida	Boys and Girls Club of Northeast Florida	The Carpenter's Shop Center, Inc.	Cathedral Arts Project
	Notes:					
Program Plan/Description	30					
Organizational and Subject Matter Program Competence	25					
Experience and Knowledge	25					
Project Budget and Budget Narrative	20					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		Yes	Yes	Yes	Yes	Yes
CONFLICT OF INTEREST		Yes	Yes	Yes	Yes	Yes
INSURANCE AGENT ACKNOWLEDGEMENT		Yes	Yes	Yes	Yes	Yes
ADDENDUM (2)		Yes	Yes	Yes	Yes	Yes

TITLE: Preteen/Teen Success: Afterschool and Summer Programs BID NO.: ESC-0212-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received: (20) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		Communities in Schools of Jacksonville	Don't Miss A Beat	Edward Waters College	Fresh Ministries	Girls Inc. of Jacksonville
	Notes:			Reject/Form 3 Incomplete		
Program Plan/Description	30					
Organizational and Subject Matter Program Competence	25					
Experience and Knowledge	25					
Project Budget and Budget Narrative	20					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		Yes	Yes	Yes	Yes	Yes
CONFLICT OF INTEREST		Yes	Yes	Yes	Yes	Yes
INSURANCE AGENT ACKNOWLEDGEMENT		Yes	Yes	No	Yes	Yes
ADDENDUM (2)		Yes	Yes	Yes	No	Yes

TITLE: Preteen/Teen Success: Afterschool and Summer Programs BID NO.: ESC-0212-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received: (20) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		Girl Scouts of Gateway Council	Goodwill Industries of North Florida, Inc.	Groundwork Jacksonville, Inc.	I'm A Star Foundation, Inc.	Jacksonville Zoological Society
	Notes:					
Program Plan/Description	30					
Organizational and Subject Matter Program Competence	25					
Experience and Knowledge	25					
Project Budget and Budget Narrative	20					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		Yes	Yes	Yes	Yes	Yes
CONFLICT OF INTEREST		Yes	Yes	Yes	Yes	Yes
INSURANCE AGENT ACKNOWLEDGEMENT		Yes	Yes	Yes	Yes	Yes
ADDENDUM (2)		Yes	Yes	Yes	Yes	Yes

TITLE: Preteen/Teen Success: Afterschool and Summer Programs BID NO.: ESC-0212-20 OPEN DATE: August 28, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received: (20) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		MaliVai Washington Kids Foundation, Inc.	Police Athletic League (PAL)	The Performers Academy, Inc.	Read USA	U-Turns, Inc. dba Teen Leaders of America	VanGar Corporation
	Notes:						
Program Plan/Description	30						
Organizational and Subject Matter Program Competence	25						
Experience and Knowledge	25						
Project Budget and Budget Narrative	20						
TOTAL POINTS	100						
MINIMUM REQUIREMENTS		Yes	Yes	Yes	Yes	Yes	Yes
CONFLICT OF INTEREST		Yes	Yes	Yes	Yes	Yes	Yes
INSURANCE AGENT ACKNOWLEDGEMENT		Yes	Yes	Yes	Yes	Yes	Yes
ADDENDUM (2)		Yes	Yes	Yes	#2	Yes	#2

Preteen/Teen Success: Afterschool and Summer Programs

ESC-0212-20

	5 Points	10 Points	15 Points	13 Points	12 Points	13 Points	12 Points	20 Points	OVERALL	Rank
	Statement of Need	Expected Outcomes and Outputs	Project Design/ Implementation	Essential Services Goals	Evaluation & Sustainability	Organizational, Administrative & Fiscal Capacity	Staff Qualifications	Budget & Budget Narrative	100 Total Points (100 max)	
Academy of Scholars										
Heather Crowley	3.00	6.00	7.00	7.00	3.00	9.00	10.00	14.00	59.00	
Maira Martelo	3.00	5.00	7.00	6.00	7.00	12.00	8.00	16.00	64.00	
Laura Lane	3.00	4.00	5.00	6.00	5.00	7.00	9.00	10.00	49.00	
Average	3.00	5.00	6.33	6.33	5.00	9.33	9.00	13.33	**57.33**	
Big Brothers Big Sisters										
Heather Crowley	3.00	8.00	14.00	8.00	9.00	11.00	11.00	18.00	82.00	
Maira Martelo	5.00	10.00	15.00	12.00	12.00	13.00	12.00	18.00	97.00	
Laura Lane	2.00	5.00	8.00	6.00	9.00	7.00	6.00	16.00	59.00	
Average	3.33	7.67	12.33	8.67	10.00	10.33	9.67	17.33	**79.33**	
Boys and Girls Club										
Heather Crowley	4.00	7.00	11.00	10.00	9.00	11.00	9.00	16.00	77.00	
Maira Martelo	5.00	8.00	14.00	12.00	12.00	12.00	12.00	18.00	93.00	
Laura Lane	5.00	8.00	11.00	11.00	8.00	13.00	11.00	20.00	87.00	
Average	4.67	7.67	12.00	11.00	9.67	12.00	10.67	18.00	**85.67**	
The Carpenter Shop										
Heather Crowley	4.00	7.00	12.00	8.00	8.00	11.00	10.00	18.00	78.00	
Maira Martelo	4.00	9.00	15.00	13.00	12.00	13.00	12.00	20.00	98.00	
Laura Lane	5.00	8.00	10.00	8.00	5.00	11.00	5.00	18.00	70.00	
Average	4.33	8.00	12.33	9.67	8.33	11.67	9.00	18.67	**82.00**	

Cathedral Arts Project									
Heather Crowley	3.00	7.00	12.00	11.00	8.00	10.00	9.00	16.00	76.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	2.00	7.00	12.00	10.00	6.00	11.00	10.00	14.00	72.00
Average	3.33	8.00	13.00	11.33	8.67	11.33	10.33	16.67	**82.67**
Communities in School									
Heather Crowley	4.00	7.00	11.00	12.00	7.00	11.00	9.00	14.00	75.00
Maira Martelo	4.00	8.00	13.00	11.00	10.00	13.00	12.00	18.00	89.00
Laura Lane	5.00	8.00	11.00	11.00	5.00	11.00	9.00	20.00	80.00
Average	4.33	7.67	11.67	11.33	7.33	11.67	10.00	17.33	**81.33**
Don't Miss a Beat									
Heather Crowley	4.00	6.00	12.00	8.00	9.00	10.00	10.00	17.00	76.00
Maira Martelo	4.00	8.00	15.00	11.00	9.00	11.00	12.00	18.00	88.00
Laura Lane	3.00	5.00	8.00	10.00	5.00	7.00	0.00	14.00	52.00
Average	3.67	6.33	11.67	9.67	7.67	9.33	7.33	16.33	**72.00**
Fresh Ministries									
Heather Crowley	4.00	0.00	10.00	10.00	9.00	8.00	10.00	16.00	67.00
Maira Martelo	5.00	10.00	15.00	13.00	10.00	11.00	10.00	18.00	92.00
Laura Lane	4.00	7.00	12.00	11.00	10.00	11.00	9.00	18.00	82.00
Average	4.33	5.67	12.33	11.33	9.67	10.00	9.67	17.33	**80.33**
Girls Inc.									
Heather Crowley	4.00	8.00	11.00	6.00	10.00	9.00	10.00	14.00	72.00
Maira Martelo	4.00	8.00	11.00	10.00	10.00	11.00	10.00	18.00	82.00
Laura Lane	4.00	8.00	15.00	12.00	7.00	11.00	10.00	12.00	79.00
Average	4.00	8.00	12.33	9.33	9.00	10.33	10.00	14.67	**77.67**

Girl Scouts									
Heather Crowley	4.00	7.00	12.00	9.00	8.00	10.00	9.00	14.00	73.00
Maira Martelo	4.00	8.00	11.00	10.00	10.00	11.00	10.00	18.00	82.00
Laura Lane	4.00	4.00	8.00	7.00	5.00	8.00	5.00	0.00	41.00
Average	4.00	6.33	10.33	8.67	7.67	9.67	8.00	10.67	**65.33**
Goodwill Industries									
Heather Crowley	4.00	7.00	10.00	10.00	7.00	10.00	9.00	14.00	71.00
Maira Martelo	5.00	10.00	15.00	12.00	12.00	12.00	12.00	18.00	96.00
Laura Lane	4.00	9.00	14.00	11.00	11.00	11.00	9.00	19.00	88.00
Average	4.33	8.67	13.00	11.00	10.00	11.00	10.00	17.00	**85.00**
Groundwork									
Heather Crowley	4.00	8.00	12.00	10.00	8.00	9.00	8.00	16.00	75.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	5.00	9.00	15.00	12.00	6.00	11.00	10.00	18.00	86.00
Average	4.67	9.00	14.00	11.67	8.67	11.00	10.00	18.00	**87.00**
I'm a Star Foundation									
Heather Crowley	4.00	8.00	11.00	11.00	7.00	11.00	10.00	14.00	76.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	2.00	5.00	3.00	10.00	6.00	6.00	9.00	14.00	55.00
Average	3.67	7.67	9.67	11.33	8.33	10.00	10.33	16.00	**77.00**
Jacksonville Zoo									
Heather Crowley	4.00	8.00	11.00	10.00	10.00	11.00	10.00	17.00	81.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	2.00	7.00	8.00	7.00	9.00	10.00	9.00	10.00	62.00
Average	3.67	8.33	11.33	10.00	10.33	11.33	10.33	15.67	**81.00**

MaliVai Washington									
Heather Crowley	4.00	8.00	12.00	11.00	10.00	11.00	10.00	18.00	84.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	5.00	9.00	14.00	12.00	12.00	13.00	11.00	20.00	96.00
Average	4.67	9.00	13.67	12.00	11.33	12.33	11.00	19.33	**93.33**
Police Athletic League									
Heather Crowley	4.00	7.00	12.00	11.00	9.00	11.00	10.00	18.00	82.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	4.00	4.00	10.00	10.00	5.00	7.00	9.00	16.00	65.00
Average	4.33	7.00	12.33	11.33	8.67	10.33	10.33	18.00	**82.33**
Read USA									
Heather Crowley	4.00	7.00	12.00	10.00	8.00	10.00	8.00	14.00	73.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	2.00	5.00	7.00	7.00	6.00	7.00	5.00	15.00	54.00
Average	3.67	7.33	11.33	10.00	8.67	10.00	8.33	16.33	**75.67**
The Performers Academy									
Heather Crowley	4.00	7.00	12.00	11.00	7.00	10.00	8.00	13.00	72.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	18.00	98.00
Laura Lane	4.00	5.00	11.00	10.00	5.00	11.00	10.00	17.00	73.00
Average	4.33	7.33	12.67	11.33	8.00	11.33	10.00	16.00	**81.00**
U-Turn									
Heather Crowley	4.00	7.00	11.00	9.00	8.00	9.00	9.00	14.00	71.00
Maira Martelo	5.00	10.00	15.00	13.00	12.00	13.00	12.00	20.00	100.00
Laura Lane	5.00	7.00	12.00	11.00	9.00	8.00	8.00	16.00	76.00
Average	4.67	8.00	12.67	11.00	9.67	10.00	9.67	16.67	**82.33**
VanGar									
Heather Crowley	4.00	6.00	7.00	8.00	7.00	8.00	7.00	13.00	60.00
Maira Martelo	3.00	8.00	12.00	11.00	7.00	10.00	9.00	18.00	78.00
Laura Lane	2.00	8.00	7.00	7.00	5.00	6.00	5.00	8.00	48.00
Average	3.00	7.33	8.67	8.67	6.33	8.00	7.00	13.00	**62.00**

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

October 1, 2019

1658 Kings Rd.
Jacksonville, FL 32209

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Edward Waters College

CONTACT NAME: Victor Chrispin Jr.

BID NUMBER: ESC-0212-20

NAME OF BID: Preteen/Teen Success: Afterschool and Summer Programs

DATE OPENED: 8/28/19

REASON FOR REJECTION:
Vendor is being recommended for rejection for failure to execute the Insurance Agent Acknowledgement Form (Form 2) as required in the specifications.

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:	Tuesday, October 01, 2019 10:48 AM
To:	Chrispin, Victor (v.chrispin@ewc.edu)
Cc:	Laidler, Marilyn; Pease, Gregory
Subject:	Rejection Notice: ESC-0212-20 Preteen/Teen Success: Afterschool and Summer Programs
Attachments:	REJECTION - EWC.pdf

Chrispin, please find the attached rejection notice for the above RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

*** Privacy Act: This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Tuesday, October 01, 2019 10:43 AM
To: Leslie-Burney, Annette
Subject: REJECTION - EWC

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

For more information on Xerox products and solutions, please visit http://www.xerox.com

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 (on letterhead, one-page limit):**

   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.
   - City of Jacksonville High School(s) included in the response
   - Project Title, Dates and Times
   - 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.
   - Include a statement that this project will not supplant current programs of KHA funding.
   - Signature and printed name and title of Authorized Representative.

3) **Required Forms.** Attach all forms or requested documentation identified in Section 1 or in the Attachments, if applicable. Each must be signed by an authorized representative. Required forms/documentation include:

   - Budget/Budget Narrative (Form 1)
   - Conflict of Interest Certificate (Form 2)
   - Insurance Agent Acknowledgment (Form 3)
   - Proof of 501(c) (3) non-profit status or State of Florida registration through Sunbiz.org

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. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into subsections that correspond to each of the listed criteria.

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.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

The Contractor must demonstrate capability to implement the project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the evaluation process. You must number the Project Narrative beginning with page number 1.

Contractor must use the same section headers identified below for each section of the Project Narrative:

I. PROJECT NARRATIVE (80 POINTS)

A. Program Plan and Description

1) Statement of Need (5 Points)

a. The contractor must provide the school name(s) and address(es) where the participating students attend and identify the geographic area in which the Preteen/Teen Success project will be located – this includes the Contractor and any partners, if appropriate. Identify and discuss the need of the targeted population in the selected area(s).

b. Part of the need statement should be a clear vision for working with at-hope preteen/teen students, along with how the Contractor plans to understand the needs of the community and students. The Contractor should also identify any systems already in place and, if applicable, build on existing work before identifying gaps that call for new initiatives. The statement should also include a clear vision for what is needed in terms of academic, career, and civic rationale that is different from what has already been provided in the community or school and/or what gaps in knowledge need to be addressed.

2) Expected Outcomes and Outputs (10 Points)

All contractors must identify the number of student participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation, dates of the program, and academic, career, and civic skills that will be targeted – be very specific. If using a recognized curriculum/program, please list and explain the skills with expected outcomes.

3) Project Design / Implementation Plan (15 Points)

a. Begin this section by stating the project goals. Include the propose methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the Preteen/Teen Success program. Specify how the proposed methods are innovative in Jacksonville and how the community as well as parents will be creatively engaged in the student's success.

b. Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (Include planning days, a sample timeline of activities, as well as start and ending dates and hours for the program).

c. Please include details on the curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program. The curriculum should include cultural sensitivity and should be evidence-based models. The program plan should include, but is not limited to, the following:
   1. Target freshmen to rising senior, at-hope, students.
   2. Include required content: College Readiness, Literacy, Career Readiness, Civic Engagement, and High School Success/Completion
   3. Consider recommended content which may include Financial Literacy, Life Skills, Mentoring, and Leadership.
   4. Address recommended activities which may include, but are not limited to, evidence-based practices, basic academic skills, ongoing incentives, family engagement, multi-generational engagement, and community-based learning.
   5. Engage partners (required) which may include faith-based organizations, industry/business, and community organizations.
   6. Explain how you and each student will develop, monitor, and measure success with the student's academic, career, and civic success Action Plan.

B. Organizational and Subject Matter Program Competence

4) Essential Services Goals (13 Points)

Include a description of how the project activities will align with the KHA Essential Services Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

5) Evaluation and Sustainability (12 Points)

Describe how you will measure success for each of the Preteen/Teen Success program listed in your project design. Relate the measurements to the Essential Service Performance Measures listed in the RFP Scope of Services section. Describe any culminating events, how participant success will be celebrated, and how the culminating event will showcase the academic, career, and civic learning that was gained over the course of the program. Explain how you will continue the learning or program beyond this grant funding.

C. Experience and Knowledge

6) Organizational, Administrative, and Fiscal Capacity (13 Points)

Provide information on the contractor's organization and current mission, structure, staffing, and relevant experience that relate to the Preteen/Teen Success program. Describe how these factors will contribute to the ability of the organization (and partners) to conduct the program requirements and meet program expectations. Discuss the quality of the leadership personnel in relationship to the program as well as their capacity and qualification for providing the oversight of the plan, including reporting process and who will provide SAMIS information. Include an organizational chart showing the Preteen/Teen Success administration, staff, and students (not the contractor's organizational chart, but the program's organizational chart).

7) Staff Qualifications (12 Points)

Describe any staff or subcontractors who will be engaged and information on how they will be selected (criteria and process). Provide a description of the staff to be engaged in the Preteen/Teen Success program, their roles and responsibilities, time dedicated to the project, and experience. Include information on staff diversity, cultural competence, and how they reflect the communities that they will serve. Explain how the staff will meet all staff requirements, including required training.

II. PROJECT BUDGET AND BUDGET NARRATIVE (20 POINTS)

Use the Budget/Budget Narrative (**Form 1**) to detail the budget, which should be reasonably based on the activities outlined in the project narrative.

1) Budget Form (10 Points)

The total amount of the requested funds will be based on a calculation by the Contractor for their proposed plan. KHA is not providing an amount per award nor requiring a set number of students to be served per award – it is the responsibility of the Contractor to present a reasonable budget, per student amount, with a justification for their request).

The budget form may not exceed three pages. List budget expenditure under the correct categories on **Form 1.** Check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: 1) incidental costs, such as the costs of amusement, awards, social activities, meals and beverages, may not exceed 2% of the budget, 2) equipment or materials that are over $1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends, and 3) No funding for capital improvements will be allowed.

The contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) Budget Narrative (10 Points)

This section of your response helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to rationalize the budget, both in total and in an itemized manner, showing how the amounts requested were calculated. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds). Priority will be given to organizations that maximize the KHA dollars.

(Remainder of page intentionally left blank)

ATTACHMENT B
EVALUATION MATRIX
(Continued)

The response to the above criteria will be scored on the following matrix and the evaluation maximum point count is identified for Sections A & B. Only submissions receiving a cumulative score of **80 points** or higher will be considered for award.

The response will be evaluated on how effectively it demonstrates the following:

Evaluation Criteria	Superior	Average	Below Average	Poor	Missing
I. Project Narrative (80 Total Points)					
A. Program Plan/Description (30 Point)	**30**	**11-24**	**6-10**	**1-5**	**0**
1) Statement of Need					
2) Expected Outcomes and Outputs					
3) Project Design / Implementation Plan					
B. Organizational and Subject Matter Program Competence (25 Points)	**25**	**11-24**	**6-10**	**1-5**	**0**
4) Essential Service Goals					
5) Evaluation and sustainability					
C. Experience and Knowledge (25 Points)	**25**	**11-24**	**6-10**	**1-5**	**0**
6) Organizational, Administrative, and Fiscal Capacity					
7) Staff Qualifications					
II. Project Budget and Budget Narrative (20 Total Points)					
1) Budget Form	**10**	**6-9**	**3-5**	**1-2**	**0**
2) Budget Narrative	**10**	**6-9**	**3-5**	**1-2**	**0**
Total Points	**100**				

CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **ONE (1)**

BID NUMBER: **ESC-0212-20**

PROJECT NAME: **Preteen/Teen Success: Afterschool and Summer Programs**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, August 28, 2019**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is to clarify the following information in the specifications:

Section 4, Description of Services and Deliverables, has been revised to include the preteen population of at-hope youth:

1.0 Statement of Need, item #1:
Address issues and challenges which prevent at-hope **youth ages 11-18** from achieving their academic, career, and civic potential.

6.0 Program Design Requirements, item #1:
Target at-hope students **ages 11-18**

7.0 Staff Requirements, item #1:
Minimum 25% of instruction provided by Florida certified **middle school or high school teacher**, with specialization in Math, English, Reading preferred or demonstrated 3-5 years of experience in SAT/ACT and college preparation curriculum and delivery, with demonstration of student performance post-completion.

DATE: August 8, 2019 **Analyst: Annette Burney**

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

_____
Bidder's Signature

_____
Title

_____
Company

_____
Date

CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **TWO (2)**

BID NUMBER: **ESC-0212-20**

PROJECT NAME: **Preteen/Teen Success: Afterschool and Summer Programs**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, August 28, 2019**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is in response to vendor questions.

Form 1, Budget and Budget Narrative has been updated to reflect the current fiscal year 19-20. The revised budget form must be used and submitted with your response.

An electronic copy is available for those who have not already received a copy with this addendum. Email aburney@coj.net for the Excel budget form.

The response to vendor questions are attached.

Please remember to sign and return this addendum with your response to this RFP.

DATE: August 23, 2019

Analyst: Annette Burney

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Title

Company

Date