SUBJECT: READ JAX LITERACY COLLABORATION PILOT

BID #: ESC-0354-23 **OPEN DATE: 5/17/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2023 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 NUMBER RECEIVED: 10 OTHER: 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) one-year renewals for Read Jax Literacy Collaboration Pilot to providers as outlined in Exhibit A-2 and Exhibit B-1. Period of service is from June 1, 2024 through May 31, 2025 with two (2) one (1) year renewal options remaining. Total not to exceed expenditure for this period is $3,802,298.62. Total revised not to exceed expenditure is $6,979,457.34.

- Communities in Schools of Jacksonville (Contract 70583-23, AMD #3) - $1,893,020.00
- Boys' and Girls' Clubs of Northeaset Florida, Inc. (Contract 70581-23, AMD #3) - $1,909,278.62

Funding Sources:
ESP – Out-of-School Time: 10901.181001.582001.000000.00000455.00000.0000000. $3,802,298.62
To be executed by formal contract amendment through the Office of General Counsel and process by purchase order(s).

Attachments: Recommendation Memo, Letters of Intent, Exhibits, Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
OLIVE WALLACE-COHEN DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Saralyn Grass, CEO, Kids Hope Alliance

(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

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

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

Saralyn Grass

CC: Kenneth Darity, Chief Administrative Officer

SUBJECT: Request to amend BID # ESC-0354-23, Read Jax Literacy Collaboration Pilot

DATE: May 8, 2024

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests the following:

1. Request to amend the Award for BID # ESC-0354-23, Read Jax Literacy Collaboration Pilot, to exercise the first of three (3) one (1) year renewal options with the Providers outlined in the attached Exhibit A-2, Communities in Schools of Jacksonville, Inc. and Exhibit B-1, Boys' and Girls' Clubs of Northeast Florida, Inc. Period of service is from June 1, 2024 through May 31, 2025. Total revised expenditure amount is $3,802,298.62, for a total expenditure amount not to exceed $6,979,457.34.
    a. Contract # 70583-23, Amendment 3, Communities in Schools of Jacksonville, Inc., in the amount of $1,893,020.00 as per Exhibit A-2.
    b. Contract # 70581-23, Amendment 3, Boys' and Girls' Clubs of Northeast Florida, Inc., in the amount of $1,909,278.62 as per Exhibit B-1.

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

KHA anticipates funding as follows:

Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
ESP – Out of School Time	10901	181001	582001	000000	00000455	00000	0000000

Total Funding **$ 3,802,298.62**

Attachment(s): Previous Award Dated 3/8/24
Exhibit A-2, Communities in Schools of Jacksonville, Inc.
Exhibit B-1, Boys' and Girls' Clubs of Northeast Florida, Inc.
Letter of Intent for each Provider (2)
Scope of Services for each Provider (2)

For additional information, please contact Kenneth Darity at (904) 255-4422 or KDarity@coj.net.

Cc: Olive Wallace Cohen, Buyer
Jessica Pitts, Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Katoia Wilkins, Director, Contract Management

1095 A. Philip Randolph Blvd., Jacksonville, FL 32206 | (904) 255-4400 | Fax: (904) 255-4502

SUBJECT: READ JAX LITERACY COLLABORATION PILOT

BID #: ESC-0354-23 **OPEN DATE: 5/17/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2023 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED: 10** **OTHER: 2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and decrease award by $47,000.00 per revised Exhibits A-1 and B as follows:

- Amend award (Contract #70581-23, AMD #2) for Boy's and Girl's Club of Northeast Florida, Inc., to decrease by $23,500.00 per Exhibit A-1 & B. The revised total not-to-exceed amount is $1,560,338.72.
- Amend award (Contract #70583-23, AMD #2) for Communities in Schools of Jacksonville, Inc., to decrease by $23,500.00 per Exhibit A-1 & B. The revised total not-to-exceed amount is $1,6~~6~~,820.00. DCWL

Period of service remains August 1, 2023 through May 31, 2024, with three (3) one (1) year renewal options. The total revised award expenditure not-to-exceed $3,177,158.72.

Funding Sources: ARP Funding 11415.191149.582001.010349 00000000.00000.0000000. $1,005,157.00
ESP – Early Learning: 10901.181001.582001.000000.00000459.00000.0000000. $2,172,001.72
To be executed by formal contract amendment through the Office of General Counsel and process by purchase order(s).

Attachments: Recommendation Memo, Previous Awards/Contract, Exhibits

ANALYST: Olive Wallace-Cohen **RESPECTFULLY SUBMITTED** POR: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Saralyn Grass, CEO, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 3/7/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/8/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: READ JAX LITERACY COLLABORATION PILOT

BID #: ESC-0354-23 **OPEN DATE: 5/17/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2023 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED: 10** **OTHER: 2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase award by $204,980.00 for additional students served and security at specific site locations as follows:

- Amend award (Contract #70581-23, AMD #1) for Boy's and Girl's Club of Northeast Florida, Inc., to increase by $96,660.00 per Exhibit A & B. The revised total not-to-exceed amount is $1,583,838.72.
- Amend award (Contract #70583-23, AMD #1) for Communities in Schools of Jacksonville, Inc., to increase by $108,320.00 per Exhibit A & A-1. The revised total not-to-exceed amount is $1,640,320.00.

Period of service remains August 1, 2023 through May 31, 2024, with three (3) one (1) year renewal options. The total revised award expenditure not-to-exceed $3,224,158.72.

Funding Sources: ARP Funding 11415.191149.582001.010349 00000000.00000.0000000. $1,005,157.00
ESP – Out-of-School Time: 10901.181001.582001.000000.00000459.00000.0000000. $2,219,001.72
To be executed by formal contract amendment through the Office of General Counsel and process by purchase order(s).

Attachments: Recommendation Memo, Previous Awards/Contract, Exhibits

ANALYST: Olive Wallace-Cohen **RESPECTFULLY SUBMITTED** FOR DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Saralyn Grass, CEO, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 12/14/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/15/2023

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: READ JAX LITERACY COLLABORATION PILOT

BID #: ESC-0354-23 **OPEN DATE: 5/17/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2023 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED: 10** **OTHER: 2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the two (2) highest scoring responsive, responsible bidders, Boys' and Girls' Club of Northeast Florida, Inc. in the amount of $1,487,178.72, and Communities in Schools of Jacksonville, Inc. in the amount of $1,532,000.00 as a result of negotiation. Period of service will be from August 1, 2023 through May 31, 2024, with three (3) one (1) year renewal options. The total award expenditure not-to-exceed $3,019,178.72.

Funding Sources: ARP Funding 11415.191149.582001.010349 00000000.00000.0000000. $1,005,157.00
ESP Out-of-School Time: 10901.181001.582001.000000.00000455.00000.0000000. $2,014,021.72.
To be executed by formal contract through the Office of General Counsel and process by purchase order(s).

Attachments: Recommendation Memo, Previous Award, Scoring Sheets, and Evaluation Criteria

ANALYST: Olive Wallace-Cohen **RESPECTFULLY SUBMITTED** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, CEO, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 7/13/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/14/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: READ JAX LITERACY COLLABORATION PILOT

BID #: ESC-0354-23 **OPEN DATE: 5/17/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - August 1, 2023 through May 31, 2023 with three (3) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 10 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Preliminary evaluation was done for the four (4) bids that were received for the Read Jax Literacy Collaboration Pilot. Of the respondents, Wayman Community Development Corporation was not scored due to the Principal Support Letters (Form 5) not being signed by the school principals; and Read USA, Inc., scored the lowest of all three applicants (see Exhibit 1). The RFP had a finite number of eight (8) sites and only one (1) award could be made per site with up to four (4) sites per provider Boys' and Girls' Club of Northeast Florida and Read USA, Inc., applied for three (3) of the same sites but Boys' and Girls' Club of Northeast Florida scored higher.

Recommend approval to enter into negotiations with the top two (2) highest scoring bidders Boys' and Girls' Club of Northeast Florida, Inc., and Communities in Schools of Jacksonville, Inc.. The results will be documented and presented to the CSPEC Committee for approval.

Boys & Girls Club	97.74%	1
Communities in Schools	95.99%	2
Read USA.	84.98%	3

Attachments: Recommendation Memo, Scoring Sheets, and Evaluation Criteria

ANALYST: Olive Wallace-Cohen **RESPECTFULLY SUBMITTED** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, CEO, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 6/8/2023

OTHER

ACTION OF AWARDING AUTHORITY DATE 6/9/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

Letter of Intent
Agency Award Information: FY24-25

ESC: 0349-23	Contract: #70589-23	Agency: Communities In Schools of Jacksonville

02/01/2024
Leon Baxton
Communities In Schools of Jacksonville
532 Riverside Avenue, Ste. #3-OH

RE: Letter of Intent

Dear Kids Hope Alliance Contract Manager:

Please accept this letter as notice of **Communities In Schools of Jacksonville** intent to continue services for the FY2024-25 Contract Year at the following:

Program Location(s) (Please list all locations)	Alfred DuPont MS, Andrew A. Robinson ES, Andrew Jackson HS, George W. Carver ES, Highlands MS, Joseph Stilwell MS, Lake Shore MS, Mayport MS, Normandy Village ES, Pickett ES, Ribault MS, Riverside HS, Sadie Tillis ES, Sallye B. Mathis ES, Southside MS, Terry Parker HS, Westside HS, Westside MS,
Program Start Date	June 1, 2024
Program End Date	May 31, 2025
Contract Amount (12month budget)	$4,676,270

We appreciate the opportunity to be a program provider for another year and look forward to working with the Kids Hope Alliance (KHA).
Sincerely,

Leon Baxton
904.344.3900
lbaxton@cisjax.org
Chief Executive Officer (CEO)

***Must be the authorized signer for the agency**

Approved by: Leon Baxton **Date:** 2/7/24

FY 24-25 Scope of Services	
ESC: 0349-23	**Agency: Communities In Schools of Jacksonville**

FY24-25 Contract Year: June 1, 2024 -May 31, 2025

Funding Approved for FY24-25: $4,676,270
Number of Proposed Children/Youth 24/25: 1,580

Letter of Intent
Agency Award Information: FY24-25

ESC 0354-23	Contract # 70581-23	Agency Boys & Girls Clubs of Northeast Florida

4/12/24
Wyatt Parlette VP of Operations
Boys & Girls Clubs of Northeast Florida
10 South Newnan Street
Jacksonville, FL 32202

BOYS & GIRLS CLUBS
OF NORTHEAST FLORIDA

RE: Letter of Intent

Dear Kids Hope Alliance Contract Manager:

Please accept this letter as notice of Boys & Girls Clubs of Northeast Florida intent to continue services for the FY2024-25 Contract Year at the following:

Program Location(s) (Please list all locations)	Highlands Elem Arlington Heights Arlington Elem Northwestern Legends
Program Start Date	June 17th
Program End Date	May 31st
Contract Amount (12month budget)	1,876,498.72

We appreciate the opportunity to be a program provider for another year and look forward to working with the Kids Hope Alliance (KHA).
Sincerely,

Wyatt Parlette
904-514-5565
wyattp@bgcnf.org
VP of Operations

***Must be the authorized signer for the agency**

Approved by: Date:

EXHIBIT B-1

Boys' and Girls' Clubs of Northeast Florida, Inc.

READ Jax Literacy Collaboration Pilot

Unit of Service by Programs

A.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	80 students	$ 170,000.00
Case Management	$ 35.44		per unit	$ 85,064.13
Literacy Tutoring	$ 29.34		per unit	$ 84,520.55
Family Engagement	$ 13.42		per unit	$ 32,210.00
			Subtotal	**$ 371,794.68**
Out-of-School Time (Summer)	$ 25.00	28	60 students	$ 42,000.00
Total			**1 Site***	**$ 413,794.68**

***Arlington Elementary School**

B.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	80 students	$ 170,000.00
Case Management	$ 35.44		per unit	$ 85,064.13
Literacy Tutoring	$ 29.34		per unit	$ 84,520.55
Family Engagement	$ 13.42		per unit	$ 32,210.00
			Subtotal	**$ 371,794.68**
Out-of-School Time (Summer)	$ 25.00	28	60 students	$ 42,000.00
Total			**1 Site***	**$ 413,794.68**

***Arlington Heights Elementary School**

C.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	100 students	$ 212,500.00
Case Management	$ 35.44		per unit	$ 85,064.13
Literacy Tutoring	$ 29.34		per unit	$ 84,520.55
Family Engagement	$ 13.42		per unit	$ 32,210.00
Security	$ 28,050.00		per unit	$ 28,050.00
			Subtotal	**$ 442,344.68**
Out-of-School Time (Summer)	$ 25.00	28	80 students	$ 56,000.00
Total			**1 Sites***	**$ 498,344.68**

*** Highlands Elementary School**

D.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	140 students	$ 297, 500.00
Case Management	$ 35.44		per unit	$ 85,064.13
Literacy Tutoring	$ 29.34		per unit	$ 84,520.55
Family Engagement	$ 13.42		per unit	$ 32,210.00
Security	$ 28,050.00		per unit	$ 28,050.00
			Subtotal	**$ 527,344.68**
Out-of-School Time (Summer)	$ 25.00	28	80 students	$ 56,000.00
Total			**1 Site***	**$ 583,344.68**

***Northwestern Legends Elementary School**

E.

Section A. Total	**$ 413,794.68**
Section B. Total	**$ 413,794.68**
Section C. Total	**$ 498,344.68**
Section D Total	**$ 583,344.68**
Program Total	**$ 1,909,278.62**

EXHIBIT A-2

Communities In Schools of Jacksonville, Inc.

READ Jax Literacy Collaboration Pilot

Unit of Service by Programs

A.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	100 students	$ 212,500.00
Out-of-School Time (Summer)	$ 25.00	28	80 students	$ 56,000.00
Case Management	$ 28.00		per unit	$ 80,640.00
Literacy Tutoring	$ 17.75		per unit	$ 51,120.00
Family Engagement	$ 28.00		per unit	$ 80,640.00
Security	$28,050.00		per unit	$ 28,050.00
Total			**1 Site***	**$ 508,950.00**

***Pinedale Elementary School**

B.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	80 students	$ 170,000.00
Out-of-School Time (Summer)	$ 25.00	28	60 students	$ 42,000.00
Case Management	$ 28.00		per unit	$ 80,640.00
Literacy Tutoring	$ 17.75		per unit	$ 51,120.00
Family Engagement	$ 28.00		per unit	$ 80,640.00
Security				
Total			**1 Site***	**$ 424,400.00**

***Reynolds Lane Elementary School**

C.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	80 students	$ 170,000.00
Out-of-School Time (Summer)	$ 25.00	28	60 students	$ 42,000.00
Case Management	$ 28.00		per unit	$ 80,640.00
Literacy Tutoring	$ 17.75		per unit	$ 51,120.00
Family Engagement	$ 28.00		per unit	$ 80,640.00
Security				$
Total			**1 Sites***	**$ 424,400.00**

*** Rufus E. Payne School**

D.

Description	Cost	Service Days	Multiplier	Maximum Allowance
Out-of-School Time (Afterschool only)	$ 12.50	170	100 students	$ 212,500.00
Out-of-School Time (Summer)	$ 25.00	28	100 students	$ 70,000.00
Case Management	$ 28.00		per unit	$ 80,640.00
Literacy Tutoring	$ 17.75		per unit	$ 51,120.00
Family Engagement	$ 28.00		per unit	$ 80,640.00
Security	$ 40,370.00		per unit	$ 40,370.00
Total			**1 Site***	**$ 535,270.00**

***Woodland Acres Elementary School**

E.

Section A. Total	**$ 508,950.00**
Section B. Total	**$ 424,400.00**
Section C. Total	**$ 424,400.00**
Section D Total	**$ 535,270.00**
Program Total	**$ 1,893,020.00**