16

SINGLE SOURCE AWARD **BID # SS-11001-21**

Subject: BLI Master Class for Childcare Providers

Department: Kids Hope Alliance

Description of Purchase: Recommend approval of single source award to The Business Leadership Institute, Inc. to provide childcare businesses with BLI Master Class training. Period of service is from date of award through June 30, 2022. Total expenditure amount not to exceed $140,000.00.

Funding Source: 10901.181005.531090.000000.00000000.00000.0000000

Single Source Award To: The Business Leadership Institute, Inc.

Price Justification: See Attached

Total Award: $140,000.00 **Requisition #:** KHOD-500680-21

Attachments: Recommendation Memo, Single Source Form and Vendor Scope of Services/Quote

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

16

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

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

Michael Weinstein, Chief Executive Officer Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer, Kids Hope Alliance (KHA)

SUBJECT: Request ~~for an Administrative Award~~ for a Single Source – The Business Leadership Institute, Inc. (BLI) for Early Learning Educare Implementation - $140,000

DATE: August 13, 2021

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 (the "KHA") respectfully request approval of the following:

1) Funding ~~for an Administrative Award~~ for a Single Source to fund The Business Leadership Institute, Inc. (BLI) for Early Learning INC. Educare Implementation in the amount of $140,000. The contract period is July 1, 2021 through June 30, 2022.

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

The KHA anticipates funding as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181005	531090	000000	0000000	00000	00000000

Total Funding **$140,000**

If you desire additional information, please contact Tyrica Young at 904-255-4423 or e-mail me at tyricay@coj.net

Cc: Annette Leslie-Burney, Buyer
April Hart, Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research and Grants

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Kids Hope Alliance

FUNDING SOURCE: JCOD

BRIEF DESCRIPTION OF GOODS/SERVICES:

The Business Leadership Institute for Early Learning (BLI) will provide professional services for up to 24 Early Learning businesses in the pilot of KHA's Accreditation Academy Initiative. The BLI will provide support services and accountability to each business for up to 12 months, to their achievement of a national accreditation with a financial plan in place for operations generating the revenue to sustain the quality of the learning program.

AMOUNT OF PROJECT (attach quote): $140,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Funds allocated to BLI will provide for two (2) accreditation specialists to work with up to 24 child care businesses, administrative oversight of the project, data collection and progress monitoring of the businesses and reporting to KHA. This project term is twelve (12) months of four phases of work toward national accreditation The goal of this initiative is to build the capacity of a childcare business to sustain a quality learning environment, by developing a plan for financial stability and providing the assistance to achieve national accreditation and gain the benefits of that designation.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

The Business Leadership Institute Master Class was created in Florida, by a Child Care provider who recognized a gap in support available for developing the business side of the childcare industry. The BLI is part of Florida International University and the Master Class is only offered in Florida. BLI is partnering with KHA to pilot the Accreditation Academy model that combines strategies for business operations that sustain a high quality learning program with professional services to support success in achieving a national accreditation. To date, over 50 Jacksonville child care businesses have completed the BLI master class.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The Children's Home Society is one of the BLI's sponsoring organizations, and has a long history of support for one-of-a kind initiatives that provide lasting solutions, not short-term fixes. The BLI course was created in Florida, by a Child Care provider who recognized a gap in support available for developing the business side of the industry. Historically, KHA has partnered with CHS and other Jacksonville agencies and colleges on many initiatives that improved outcomes for young children in neighborhoods of high need and the quality of the programs that serve them.

Submitted by: Lenora Wilson — Director, Program Quality (0-12)

(Name) (Title)

Date: 06/11/2021

Requesting Agency's Director's Signature:

Procurement Division

THE BUSINESS LEADERSHIP INSTITUTE
for Early Learning

Accreditation Specialist Support during the Accreditation Process:
Participants will work to complete the requirements for each standard of the accreditation and submit documentation in the required manner. To give direction for the process, the accreditation specialists will have participants follow an outline in four quarterly phases with benchmarks to meet for each phase to ensure the continuation of progress and the successful completion of each business. KHA allocates funds for incentives and continued eligibility is based on program progress. The businesses are supported at their individual rates of progression and may be in different phases from others in the cohort. Accreditation support is funded as a 12-month process.

Accreditation Specialist Support during the BLI Master Class 2021-2022:
Accreditation specialists will attend all four sessions of the BLI Master Class 2021-2022 to become acquainted with and familiarize themselves with the business of their assigned participants. They will monitor the participants' progress through the BLI program as well as help them prepare for the accreditation process as they go through Master Class. The accreditation specialist will work with BLI and KHA to identify a local accreditation specialist for future cohorts.

Data Collection:
Each accreditation specialist will be responsible for managing data for industry outcome data points. BLI will be responsible for collecting, tracking, and reporting data to KHA. Data can include

- Data on the program: enrollment/demographic information on the children, staff credentials and turnover rates, progress in meeting benchmarks
- Data on classroom quality: conducts observations and reviews CLASS scores on teacher interactions and instructional quality
- Post-accreditation evaluation to get participant feedback on the support provided by the Accreditation Specialists and the benefits of participating in the Accreditation Academy
- Data on the business a year post-accreditation to determine if operations are consistent with accreditation standards and Gold Seal designation has been maintained

Reporting:
BLI will collect and track data and submit quarterly reports on the participants' progress and the support activities provided by the Accreditation Specialists. The Quarterly reports will reflect the work done for the prior quarter, coinciding with the reimbursement request.

THE BUSINESS & LEADERSHIP INSTITUTE
for Early Learning

Scope of Services

Business Leadership Institute (BLI) Accreditation Academy Initiative
2021 – 2022 Pilot Year

This is a funding proposal for BLI to provide direct services for the participants in the Accreditation Academy initiative, created collaboratively by KHA and BLI as an extension of the BLI Master Class Series. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through a seamless process of business development and national accreditation to build business sustainability and high-quality childcare performance- based results.

Accreditation Academy Program Design, Administration and Oversight:
BLI will design a continuum of programming to extend the BLI Master Class Curriculum. The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, but are not limited to, support for the home-based and center-based accreditation specialists for logistics and performance-monitoring; outcomes protocol development and execution; tracking, analyzing and reporting data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management. To ensure qualified candidates, BLI will design and execute the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy will include developing and executing ongoing communication between BLI and the participants throughout the process. To further build capacity, BLI will work with KHA to help identify local accreditation specialist for future cohorts.

Outcomes
90% of participating child care businesses will become a Florida Gold Seal accredited program.

ACCREDITATION ACADEMY PROCESS

Time Period for Accreditation Academy Participation:

- **Cohort 1** – Up to 12 businesses will receive professional services to achieve the **GOAL** of NAFCC family home-based or FACCM's (APPLE) childcare accreditation and Florida's Gold Seal Award for a 12-month period.
- **Cohort 2** – A second cohort of up to 12 businesses begin to receive professional services for the accreditation process for the remainder of the contract year after completing the BLI Master Class Series in February 2022.

Participant Selection:

- BLI will have oversight working with KHA for approval of participants selected for the 2021 – 2022 family home-based and center-based child care cohorts. Up to 6 participants will be selected in each category.
- Recruitment will be part of the BLI marketing efforts for the 2021 – 2022 cohort. BLI and KHA will develop a 'Recruitment Candidate Profile' for center-based and home-based selection, as

well as application and selection criteria. BLI will work with KHA regarding narrative and content for KHA accreditation cohort recruitment.

- BLI will interview each potential KHA accreditation participant as well as coordinate an interview process with the accreditation specialists prior to final selection.
- BLI will conduct site visits as part of the onboarding of selected candidates.

Provide 2 Accreditation Specialists - 1 for Family Home-based and 1 for Center-based programs:

- BLI will select an accreditation specialist for the BLI/NAFCC accreditation process for family home-based childcare businesses participating in the Kids Hope Alliance cohort in the Jacksonville area. The specialist will immediately begin providing professional services for accreditation support to the current KHA cohort in the Accreditation Academy and then begin professional services for a second cohort of home-based businesses after their completion of the BLI Master Class.
- BLI will work directly with FACCM (APPLE) to select an accreditation specialist to support the BLI/FACCM accreditation process for center-based businesses. The specialist will immediately begin providing professional services for accreditation support to the current KHA cohort in the Accreditation Academy and then begin professional services for a second cohort of center-based businesses after their completion of the BLI Master Class.

ACCREDITATION SPECIALIST CONTRACT TERMS AND DELIVERABLES:

Accreditation Specialist 1: Family Home-based

BLI will recruit and oversee the family home-based accreditation specialist responsible for guiding and managing up to (6) family home-based childcare programs through the accreditation process. The initial contract begins July 1, 2021 – June 30, 2022. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The accreditation specialist will fulfill all obligations according to the deliverables chart and work description. The accreditation specialist will report directly to BLI.

Under this contract, the accreditation specialist will also work with up to (6) family home-based childcare businesses as a new Accreditation Academy cohort attends the BLI Master Class starting October 2021. The accreditation specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services will begin after their completion of the Master class in February 2022. The accreditation specialist will work with BLI and KHA to identify a local home-based accreditation specialist for future cohorts.

Accreditation Specialist 2: Center-based

BLI will oversee the recruitment of an accreditation specialist contracted through FACCM responsible for guiding and managing up to (6) center-based childcare programs through the accreditation process. The initial contract begins July 1, 2021 – June 30, 2022. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The FACCM accreditation specialist will meet deliverables to ensure successful completion of APPLE accreditation. The accreditation specialist will report directly to BLI.

Under this contract, the accreditation specialist will also work with up to (6) center-based childcare programs as a new Accreditation Academy cohort attends BLI Master Class starting October 2021. The accreditation specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services for accreditation will begin after the completion of the Master Class in February 2022. The accreditation specialist will work with BLI and KHA to identify a local center-based accreditation specialist for future cohorts.

Business and Leadership Institute for Early Learning, Inc.
Budget by Deliverables

Quarterly deliverables are due ten (10) business days after the last day of the quarter and must be submitted for requests to be approved (KHA reserves the right to make changes prior to contract execution):

Quarter 1 (July – September): $35,000

Cohort 1 & 2

- Deliverable 1 – Accreditation Specialist
- Deliverable 2 – Recruitment Plan
- Deliverable 3 – Family Home-Based and Center-Based Participants
- Deliverable 4 – Data Collection
- Deliverable 5 – Quarterly Report

Quarter 2 (October – December): $35,000

Cohort 1

- Deliverable 1 – Timeline of quarterly phases with benchmarks
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

Cohort 2

- Deliverable 1 – Participation in Masterclass
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

Quarter 3 (January – March): $35,000

Cohort 1

- Deliverable 1 – Timeline of quarterly phases with benchmarks
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

Cohort 2

- Deliverable 1 – Completion of Masterclass
- Deliverable 2 – Data Collection
- Deliverable 3 – Quarterly Report

Business and Leadership Institute for Early Learning, Inc.
Budget by Deliverables

Quarter 4 (April – June): $35,000

Cohort 1

- Deliverable 1 – Onsite accreditation observation using the Accreditation Standards
- Deliverable 2 – Portfolio Submission
- Deliverable 3 – Quarterly Report

Cohort 2

- Deliverable 1 – Onsite accreditation observation using the Accreditation Standards
- Deliverable 2 – Portfolio Submission
- Deliverable 3 – Accreditation
- Deliverable 4 Quarterly Report

Total: $140,000

BOARD ACTION ITEM: **BLI: EXTENSION OF THE BLI MASTER CLASS SERIES**

BOARD MEETING: **JUNE 30, 2021**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

FROM: **MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER**

REQUESTED ACTION:

1) Approve funding for the Business Leadership Institute for Early Learning, Inc. (BLI) for the pilot accreditation extension of the BLI Master Class Series for $140,000.
2) Authorize the CEO of KHA to execute a contract and to take all other actions necessary to accomplish the actions approved in (1) above.

AGENCY	*PROGRAM*	FUNDING DATES	PROPOSED FUNDING
Business Leadership Institute for Early Learning, Inc.	Pilot accreditation extension of the BLI Master Class Series	7/1/21-6/30/22 With up to two one-year renewals	$140,000

NARRATIVE:

The BLI model is a series of industry specific master classes on business and leadership using a curriculum that is delivered by subject matter experts. At the program core, BLI works with participants focusing on their capability to build and sustain a financially healthy enterprise for quality early learning. The improvement of financial and business health of these childcare programs results in lower turnover and higher wages for staff, ultimately providing higher quality care for the children they serve. To participate in the program, early learning facilities must be serving at-risk children and receiving School Readiness subsidy vouchers through the Early Learning Coalition or a part of Head Start.

The BLI Master Class Series is funded through a partnership with KHA, Children's Home Society and Wells Fargo. The services for the BLI Accreditation Academy initiative, created by BLI as an extension of the BLI Master Class Series, is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through a seamless process of business development and national accreditation to build business sustainability and high-quality childcare performance- based results. Programs who achieve accreditation receive a higher reimbursement rate from the ELC, which they can then use to invest back into their center and care for children.

FISCAL IMPACT:

BLI will receive $140,000 through the professional services line item within the administrative budget of Kids Hope Alliance.

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.