SUBJECT: Healthy Families Jacksonville

BID # ESC-0490-16 **OPEN DATE: 7/20/16**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: October 1, 2016 through June 30, 2017 with three (3) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE (FORMERLY, JACKSONVILLE CHILDREN'S COMMISSION)

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: **45** NUMBER RECEIVED: **4** OTHER: **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase the award with Northeast Florida Healthy Start Coalition by $58,269.34 for the period ending June 30, 2019. Total revised expenditure amount is $1,782,869.34, for an expenditure amount not to exceed $4,639,732.84.

Funding for this award to be executed by formal contract amendment through the Office of General Counsel and encumbered by the following accounts: JCP192HF-08201-JCP009-19

Attachments: Recommendation Memo and Previous Awards

ANALYST Annette Burney

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Mary Tobin, COO, 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
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

DATE: February 11, 2019

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Joseph Peppers, CEO
Kids Hope Alliance
Mary Tobin, COO
Kids Hope Alliance

SUBJECT BID# ESC-0490-16 – Healthy Families Jacksonville for Kids Hope Alliance

---

The Kids Hope Alliance respectfully requests to administer a 3rd amendment to the following contract:

Northeast Florida Healthy Start Coalition, Inc.

- Healthy Families Jacksonville (Contract #8722-17) - $1,724,600.00

This request is to increase funding by $58,269.34 for the July 1, 2018 through June 30, 2019 contract period for the program, resulting in a revised budget amount of $1,782,869.34, see Exhibit 1. This increase is a result of moving the Program Manager position from the Kids Hope Alliance employment under the contract to the contractor, Northeast Florida Healthy Start Coalition, Inc. The Maximum Indebtedness will increase from $4,581,463.50 not to exceed $4,639,732.84.

Attached is the KHA Board of Director Action Item related to funding recommendations that was approved at the December 19, 2018 meeting, see Exhibit 2.

Also, attached is a copy of the prior approved BID #ESC-0490-16 for your information, see Exhibit 3.

The Funding Authority is as follows:

Index Code: JCP192HF
Grant Detail: JCP009 19
Sub-Object: 08201

If you need additional information, please let us know. Thank you for your assistance through this process.

CC: Annette Burney, Purchasing Analyst Procurement
Mary Nash, Director of Special Needs, Kids Hope Alliance
Joyce Watson, Director of KHA Administration

BOARD ACTION ITEM

HEALTHY FAMILIES JACKSONVILLE CONTRACT AMENDMENT FOR 2018/2019

FINANCE COMMITTEE: 12/5/2018

BOARD MEETING DATE: 12/19/2018

TO: KIDS HOPE ALLIANCE (KHA) BOARD OF DIRECTORS

FROM: JOSEPH PEPPERS, CEO, KIDS HOPE ALLIANCE

REQUESTED ACTION:

The Board is asked to authorize the following actions:

1. Approve Contract Amendment #7 between the Ounce of Prevention Fund of Florida and the Kids Hope Alliance reflecting a change in the organizational structure by moving the Program Manager from under the Kids Hope Alliance to the Northeast Florida Healthy Start Coalition.

2. Approve Contract Amendment #3 between the Kids Hope Alliance and the Northeast Florida Healthy Start Coalition to reflect the same organizational structure change as made in the Ounce contract.

3. Authorize the CEO to execute the final contract amendments on behalf of the Kids Hope Alliance.

NARRATIVE:

- Healthy Families is an evidenced based, voluntary home visiting program that is proven to prevent child abuse/neglect and improve outcomes for Florida's highest risk families.
- The Healthy Families Jacksonville contract, through the Ounce of Prevention Fund of Florida and a City of Jacksonville match, provides funding in the amount of $2,135,000.00 to operate the Healthy Families Jacksonville program.
- This amendment would move the Program Manager position under the NEFHSC subcontract and maintain positions at KHA that oversee compliance and quality under the Healthy Families America model and Healthy Families Florida specific policies and procedures. KHA would continue to be the lead agency and the direct contact with HFF. These changes would create a more effective model for Jacksonville in that a unified APM and PM under one organization would result in a more unified vision, culture and accountability for staff and thus more positive outcomes for families served.

FISCAL IMPACT:
No change to the overall program budget.

PROGRAMMATIC IMPACT:
Movement of the Program Manager position from KHA to the NEFHSC.

GOVERNANCE/PROGRAM IMPACT:
Needs Kids Hope Alliance Board Approval

OPTIONS:
1. Vote to approve recommendation.
2. Decline to approve recommendation.

STAFF RECOMMENDATION:
Staff recommends approval.

Funding Period: 7/1/18 - 6/30/19
Lead Entity: Kids Hope Alliance
Project Name: Healthy Families Jacksonville
Contract # 15-20-02

Categories and Line Items	Total Cost of Program	HFF Grant	Cash Contrib. COJ	In-kind Contrib.	Other	Budget Narrative
Direct Expenses						
A. Salaries and Wages						
1. Program Manager (NEFHSC) 1.0	$44,977.21	$44,977.21				HFF-Program Manager 1.0 FTE @ $44,977.21 beginning 11/16/18
2. Assistant Program Manager (NEFHSC) 1.0	$54,302.50	$0.00	$54,302.50	$0.00	$0.00	CASH - Assistant Program Manager 1.0 FTE @ $54,302.50 annually
3. FAW/FSW Supervisor (NEFSHC) 1.0 (50HFF/50	$35,525.00	$0.00	$35,525.00	$-	$-	CASH - FSWS/FAWS 1.0 FTE @ $35,525.00 annually
4. FSW Supervisors (NEFHSC) 5.0	$174,580.00	$87,290.00	$87,290.00	$-	$-	HFF - $87,290.00 FSWS 2.0 FTE @ 35,525 = $71,050 FSWS .47 FTE @ $16,240 CASH - $87,290.00 FSWS 2 FTE @ $34,510 = $69,020 FSWS .53 FTE @ $18,270
5. FAW (NEFHSC) 4.0	$118,755.00	$58,870.00	$59,885.00	$-	$-	HFF - $58,870 - FAW 2.0 FTE @ $29,435 CASH - $59,885 - FAW 1 FTE @ $30,450 FAW 1 FTE @ $29,435
6. FSWs (NEFHSC) 24.0	$671,118.00	$335,559.00	$335,559.00	$-	$-	HFF - 12 FTE = $335,559 CASH - 12 FTE = $335,559 Note we only funded 95% of the true salary amount anticipating some attrition.
7. Intake Clerk (NEFHSC) 1	$29,560.86	$14,780.43	$14,780.43	$0.00	$0.00	HFF - Intake Clerk .5 FTE @ $14,780.43 CASH - Intake Clerk .5 FTE @ $14,780.43 Total = $29,560.86 annually
8. Admin Assistant (NEFHSC) 1.0	$27,445.60	$22,644.58	$4,801.02	$0.00	$0.00	HFF - Admin Assistant .83 FTE @ $22,644.58 CASH - Admin Assistant .17 FTE @ $4,801.02 Total = $27,445.60 annually
Subtotal Salaries and Wages	$1,156,264.17	$564,121.22	$592,142.95	$0.00	$0.00	
B. Payroll Taxes and Benefits	$358,423.46	$169,100.12	$169,323.34	$0.00	$0.00	Taxes and Benefits costs include: 7.65% FICA, Health Insurance @ $477.43 per month, 6% retirement .91% life/std, 1.97% workers compensation, .74% unemployment (funded 55% by COJ and 45% by HF).
C. Program Consultants and Contractual						
1. Background Screenings	$2,100.00	$880.00	$1,220.00	$0.00	$0.00	HFF - $880 CASH/COJ - $1,220 Background screening of employees to ensure compliance with HFF hiring criteria. $60.00 per screen x 35 screens = $2,100.
2. Drug Screens	$880.00	$440.00	$440.00	$0.00	$0.00	HFF - $440 = drug screens for 11 new staff at $40 per employee CASH/COJ - $440 = drug screens for 11 new staff at $40 per employee
Subtotal Program Consultants & Contractual	$2,980.00	$1,320.00	$1,660.00	$0.00	$0.00	

D. Other Consultants and Contractual						
1. Legal	$50.00	$0.00	$50.00	$0.00	$0.00	CASH/COJ - $50 as a minimum costs for NEFHSC legal costs.
2. Audit	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	CASH/COJ: $2,500 Estimated cost for NEFHSC audit based on 18/19 expenses
3. IT Support	$41,800.00	$0.00	$41,800.00	$0.00	$0.00	CASH - $41,800. $1,100 per employee @ 38 FT and PT employees
5. Other Consultants	$4,608.00	$0.00	$4,608.00	$0.00	$0.00	CASH/COJ - $4,608.00 - Contracted part-time home visitor as needed ($16hr*24 hrs*12 weeks)
Subtotal Other Consultants and Contractual	$48,958.00	$0.00	$48,958.00	$0.00	$0.00	
E. Participant Educational Materials	$3,600.00	$0.00	$3,600.00			Direct costs for books, calculators and supplemental curriculum/non-HFF educational materials to be used during home visits. Educational materials for monthly client activities. ($3,600/KHA Funds).
F. Consumable Program Supplies	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	$4,000/KHA Funds. - To be used for program costs such as family activities, games, and materials for home visits. No HFF funds will be used for the purchase of food.
G. Assistance to Participants						
1. Client Assistance	$9,674.35	$4,728.00	$4,946.35	$0.00	$0.00	Direct costs: $4,946.35 KHA Funds and $4728.00 HFF Funds will be used to assist participants with needs such as pack-n-plays for safe sleep environments and transportation assistance for families.
Subtotal Assistance to Participants	$9,674.35	$4,728.00	$4,946.35	$0.00	$0.00	
H. Office Expenses						
1. Telephone	$14,700.00	$0.00	$14,700.00	$0.00	$0.00	Cellphones for 35 FTEs x $35/month for 12 months = $14,700/COJ Funds
2. Utilities	$0.00	$0.00	$0.00	$0.00	$0.00	
3. Postage and Shipping	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000/COJ Funds to be used for mailing outreach materials to families.
4. Supplies	$8,000.00	$0.00	$8,000.00	$0.00	$0.00	$8,000/COJ Funds will be used for office supplies needed to complete the contract requirements of the program.
5. Copying	$0.00	$0.00	$0.00	$0.00	$0.00	
Subtotal Office Expenses	$23,700.00	$0.00	$23,700.00	$0.00	$0.00	
I. Operating Capital Outlay						
1. Machinery & Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	
2. Computers & Software	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500/COJ Funds reserved for the purchase of computers as needed
Subtotal Operating Capital Outlay	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	
J. Lease/Rent						
1. Equipment	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000/KHA funds used for the rental of a postage machine
2. Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	
3. Building	$0.00	$0.00	$0.00	$0.00	$0.00	
Subtotal Lease/Rent	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	
K. Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	
L. Insurance	$14,336.00	$0.00	$14,336.00	$0.00	$0.00	CASH/COJ/NEFHSC - $14,336 General liability, property and casualty and other insurance expenses. This amount is allocated at $388 per employee @ 37 FTE.
M. Staff Travel	$77,700.00	$0.00	$77,700.00	$0.00	$0.00	100% KHA funding. Assumes 35 employees @$185 per month

N. Conferences and Staff Training	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000/KHA Funds to be used for travel, registration, training, and lodging to non-local trainings.
O. Membership Fees and Subscriptions	$0.00	$0.00	$0.00	$0.00	$0.00	
P. Advertising	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	$1,200 to be used for program brochures and employment advertising
Q. Outside Printing and Artwork	$0.00	$0.00	$0.00	$0.00	$0.00	
R. Other Allowable Costs	$2,700.00		$2,700.00			$225 a month for data savers to store information
!		$0.00	$0.00	$0.00	$0.00	
Subtotal Other Allowable Costs	$2,700.00	$0.00	$2,700.00	$0.00	$0.00	
DIRECT EXPENSES TOTAL	$1,709,035.98	$739,269.34	$969,766.64	$0.00	$0.00	
	$0.00					
Administrative Expenses	$0.00					
Allocated Management and General Overhead, not to exceed 10% of HFF grant amount	$73,833.36	$5,000.00	$68,833.36	$0.00	$0.00	Includes $70k for costs associated with admin expenses (HR and finance support) plus $5.6k for payroll processing (.005% of salaries)
GRAND TOTAL (Direct and Administrative Expenses)	$1,782,869.34	$744,269.34	$1,038,600.00	$0.00	$0.00	
	$0.00					
REVENUE SUMMARY	$0.00					
(List Revenue Sources)	$0.00					
1. Healthy Families Florida	$744,269.34	$744,269.34		$0.00	$0.00	
2. City of Jacksonville	$1,038,600.00	$0.00	$1,038,600.00	$0.00	$0.00	
Total Anticipated Revenue (Must equal Grand Totals above)	$1,782,869.34	$744,269.34	$1,038,600.00	$0.00	$0.00	

Spreadsheet Instructions

1. Complete the funding period, agency information, project name and contract number at the top of the form.

2. Enter line items in categories where appropriate

Enter line items that relate to your program in categories such as Salaries and Wages, Program Consultants,

Other Consultants, Assistance to Participants and Other Allowable Costs. There are additional rows that are hidden
if you need more than what is shown. Please unhide the rows rather than create them so that the formulas will
remain accurate.

3. Enter budget amounts in the HFF Grant, Cash Contrib., In-kind Contrib. and Other funding columns.

Only enter amounts in black cells. Red cells denote formulas. Please do not make any entries in red cells.

4. Enter a narrative for each line item in the cell located on the same row of that line item.
Use only one narrative cell per line item. Type as much information in that cell to completely describe the budget for that line item.
For cells that have lengthy narratives, you will have to widen the "row" so that it reveals all of the text of that cell.
(See attached "Instructions" for guidance in completing the budget and narrative)

5. Complete the Revenue Summary
List all of the revenue sources (including Healthy Families Florida) and their related grant amounts to support the "grand totals" of the Budget Summary.

You will classify each amount as either Cash Contrib., In-kind Contrib. or Other Funding.
Once all of the revenue sources and their related amounts have been entered, the Revenue Summary and Budget Summary totals should match.

SUBJECT: Healthy Families Jacksonville

BID # ESC-0490-16 OPEN DATE: 7/20/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: October 1, 2016 through June 30, 2017 with three (3) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE (FORMERLY, JACKSONVILLE CHILDREN'S COMMISSION)

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 45 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of three (3) renewal options with Northeast Florida Healthy Start Coalition for the period of July 1, 2018 through June 30, 2019. Total revised expenditure amount is $1,724,600.00, for an expenditure amount not to exceed $4,581,463.50.

*Funding for FY18 will be available upon approval of City Council legislation. Funding for FY19 will be available pending City Council Budget Ordinance.

Funding for this award to be executed by formal contract amendment through the Office of General Counsel and encumbered by the following accounts: JCPS192HF-08201

Attachments: Recommendation Memo, Vendor Letters and Previous Awards

ANALYST Annette Burney RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Colin Murphy, Senior Director of Operations, Kids Hope Alliance

---

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 6/21/18

OTHER

ACTION OF AWARDING AUTHORITY DATE 6/21/18

APPROVED DISAPPROVED

OTHER:

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Health Families Jacksonville

BID # ESC-0490-16 OPEN DATE: 7/20/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – October 1, 2016 through June 30, 2017 with three (3) one (1) year renewal options

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 45 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of three (3) renewal options with Northeast Florida Healthy Start Coalition, Inc., to provide Healthy Family Services for the Jacksonville Children's Commission for the period July 1, 2017 through June 30, 2018. The total annual expenditure not to exceed is $1,735,000.00. The total revised not to exceed expenditure is $2,856,863.50.

Funding Source: JCPS192HF-08201-JCP009-18, to be executed by amendment one (1) to formal contract #8722-17 through the Office of General Counsel.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo; Vendor Letter of Intent; Previous Award

ANALYST _____ RESPECTFULLY SUBMITTED _____
STEVEN BURAKOWSKI
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: 6/22/17

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/22/17

APPROVED _____ DISAPPROVED: _____

OTHER: _____

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

SUBJECT: Healthy Families Jacksonville

BID # ESC-0490-16 OPEN DATE: 7/20/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – October 1, 2016 through June 30, 2017 with three (3) one (1) year renewal options

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 45 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing addendums 1 & 2 for Northeast Florida Healthy Start Coalition, The Bridge of Northeast Florida and Jewish Family and Community Services. The documents have been received.

Recommend approval of award to the highest scoring firm, Northeast Florida Healthy Start Coalition, to provide Healthy Families Services for the Jacksonville Children's Commission for the period of October 1, 2016 through June 30, 2017 in the not to exceed expenditure amount of $1,121,863.50.

Funding Source: JCPS192HF-08201-JCP009-17 – To be executed by formal contract(s) through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Evaluation Matrix and Scores

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST _____ 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 5 MEMBERS DISAPPROVING Ø DATE: 8-25-16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 8/25/16

MK APPROVED ✓ DISAPPROVED: _____

OTHER: _____

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