Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

PSEC MEMORANDUM

Date: **July 12, 2017**

To: **Gregory Pease, Chief of Procurement Division**

From: **Jon Heymann, CEO**

Colin Murphy, Senior Director of Operations

Subject: **Certification Letter for Professional Services – Consultant for Afterschool and Summer Quality Assessments**

CC: **Ginger Preston, Director of Quality Initiatives**
Alex Baker, Purchasing Analyst

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with Chapter 126.302 of the City Ordinance Code.

JCC would like to begin the process to secure professional services for a consultant to conduct afterschool and summer program quality assessments

(i) **Nature and Scope of Professional Services Needed**

JCC is currently seeking a consultant to administer the external assessment process for improving program quality in afterschool and summer learning for our community. Weikart's Program Quality Assessment (PQA) tools are evidence-based assessment tools. Evidence is gathered through observation and interview. Assessors observe program activities, take notes, and then conduct an interview with a program administrator. Notes, observations, and interview data are used as evidence to score items. Item scores are combined to create an overall program quality profile.

(ii) **Objectives of the Services**

Objective 1: Complete an observation of approximately 50 afterschool sites in the fall of 2017 and report observation data to the Commission

Objective 2: Complete a second observation of approximately 50 afterschool sites in the spring of 2018 and report observation data to the Commission

Objective 3: Complete an observation of approximately 75 summer program sites in the summer of 2018 and report the observation data to the Commission

(iii) **Estimated Tim Period - (This timeline may be adjusted to be completed in 6-12 months as needed).**

September – October 2017 – Conduct external observations of afterschool program sites

April – May 2018 – Conduct external observations of afterschool program

June – July 2018 – Conduct external observations of summer programs

(iv) **Estimated Cost of the Service**

Estimated cost of the services will not exceed the available funding. The Commission estimates that the total per site assessment cost will not exceed $350/site for a total of $61,250.

(v) **Duplication of Services**

These services do not duplicate any services currently being provided on behalf of the City.

(vi) **List of Current Contracts or Prior Services or Studies**

The City of Jacksonville does not currently have any existing contracts providing this service.

Thank you for your consideration.