SUBJECT: Juvenile Justice Prevention and Intervention Programs for Small Providers

BID #: ESC-0262-21 **OPEN DATE: 9/23/2021**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of executed contract through July 31, 2021 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: 25 **NUMBER RECEIVED:** 18 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject five (5) vendors: Annie Ruth Foundation, Inc., Education Through Entertainment, First Coast Taekwondo Club, Inc., The Made A Way Foundation and Tiphne Dar'shay Foundation, Inc. for failure to return Addendum 2 and the requested Form 5, Small Provider Attestation. Recommend approval to waive as a minor irregularity the following documents: 501(c)(3), Conflict of Interest (Form 2), Insurance Agent Acknowledgement (Form 3), Small Provider Attestation (Form 5) and Addenda (2). The documents were omitted from the responses received from Revitalize Arlington, Inc., Step-By-Step 4 Help Foundation, Inc., The Foundation Academy Studio School, Inc., The Giving Closet Project, Inc., Word of Truth Worship Center, Youth in Motion, Inc. The documents have since been received.

Recommend approval of award to the 13 providers listed in the attached memo. Period of services is from date of executed contract through July 31, 2021 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $323,124.00.

Funding Source: 10904.181001.582001.005644.00000000.00000.0000000 – To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scores, Rejection Letters, Addenda and Evaluation Criteria

ANALYST: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, 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

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Micheal Weinstein, CEO, Kids Hope Alliance
Dr. Saralyn Grass, CPO, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agencies for the Juvenile Justice Prevention and Intervention Programs for Small Providers RFP Bid# ESC-0262-21**

DATE: November 2, 2020

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Juvenile Justice Small Provider RFP BID# 0262-21 to the agencies listed below in the table. Accordingly, we ask that the term of the Agreement be from the contract effective date through July 31, 2021 with an option to renew such Agreement for two 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. Funding amount for the award request is $323,124.00. Thirteen applications were reviewed for adhereance to the RFP application guidelines.

The following five vendors applications were rejected because failure to submit documents and forms:

1) The Made A Way Foundation,
2) Education Through Entertainment,
3) Annie Ruth Foundation, Inc.,
4) Tiphne Darshay Hollis Foundation, Inc.
5) First Coast Taekwondo Club

The following applications are the highest scored for meeting the minimum criteria for the Juvenile Justice Prevention and Intervention Small Provider RFP with the recommended award amount listed in the table.

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

Agency Name	Score	Funding Requested Amount	Award Recommended
THE FOUNDATION ACADEMY STUDIO SCHOOL, INC	92.98%	$25,000	$25,000
PEARLS OF PERFECTION, INC	92.63%	$25,000	$25,000
EMPOWERMENT RESOURCES	91.93%	$24,776	$24,776
2ND MILE MINISTRIES	90.18%	$24,999	$24,999
THE GIVING CLOSET PROJECT, INC	88.07%	$25,000	$25,000
WORD OF TRUTH WORSHIP CENTER	88.07%	$25,000	$25,000
TRUE Youth Association	87.37%	$25,000	$25,000
YOUTH IN MOTION, INC	87.02%	$25,000	$25,000
CORNERSTONE SPECIAL EDUCATION ALLIANCE	86.67%	$24,999.48	$24,999
CENTER FOR CHILDREN'S RIGHTS	85.96%	$24,000	$24,000
REVITALIZE ARLINGTON, INC	84.91%	$24,350	$24,350
STEP-BY-STEP 4 HELP FOUNDATION, INC	84.21%	$25,000	$25,000
HOPE AT HAND, INC	81.75%	$25,000	$25,000
		$323,124	**$323,124**

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

Fund	Center	Account	Project	Activity	Interfund	Future
10904	181001	582001	005644	00000000	00000	0000000

If you need additional information, please contract Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
April Hart, Assistant Director, Finance

TITLE: Juvenile Justice Prevention and Intervention Programs for Small Providers BID NO.: ESC-0262-21 OPEN DATE: September 23, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (25) No. Received: (18) No Bids: ( ) Recorded By: Renata Barnett Announcer: Sokkhar Muon		The Made a Way Foundation	Education Through Entertainment	Word of Truth Worship Center	Hope at Hand, Inc.	The Giving Closet Project, Inc.
	Notes:	Reject/ Missing Addendum #2 & Form 5	Reject/ Missing Addendum #2 & Form 5			
CONTRACTOR DETAILS	10					
ORGANIZATIONAL CAPABILITY	10					
PROPOSED STAFF INFORMATION /HIRING, TRAINING & SUPERVISION	10					
PROGRAM DESIGN	55					
BUDGET	10					
TOTAL	95					
CONFLICT OF INTEREST		Y	Y	Y	Y	Y
INSURANCE AGENT ACKNOWLEDGEMENT (FORM 3)		Y	Y	Y	Y	Y
SMALL PROVIDER CRITERIA ATTESTATION (FORM 5)		N	N	Y	Y	Y
ADDENDUM (2)		N	N	N	Y	#2 only

TITLE: Juvenile Justice Prevention and Intervention Programs for Small Providers BID NO.: ESC-0262-21 OPEN DATE: September 23, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (25) No. Received: (18) No Bids: ( ) Recorded By: Renata Barnett Announcer: Sokkhar Muon		Annie Ruth Foundation	Tiphne Darshay Hollis Foundation, Inc.	Youth in Motion, Inc.	Step by Step 4 Help Foundation, Inc.	Empowerment Resources
	Notes:	Reject/Missing Addendum #2 & Form 5	Reject/Missing Addendum #2 & Form 5		Reject/Missing Conflict of Interest, Form 3 & 501c3	
CONTRACTOR DETAILS	10					
ORGANIZATIONAL CAPABILITY	10					
PROPOSED STAFF INFORMATION /HIRING, TRAINING & SUPERVISION	10					
PROGRAM DESIGN	55					
BUDGET	10					
TOTAL	95					
CONFLICT OF INTEREST		Y	Y	Y	N	Y
INSURANCE AGENT ACKNOWLEDGEMENT (FORM 3)		Y	Y	Y	N	Y
SMALL PROVIDER CRITERIA ATTESTATION (FORM 5)		N	N	Y	Y	Y
ADDENDUM (2)		N	N	Y	Y	Y

TITLE: Juvenile Justice Prevention and Intervention Programs for Small Providers BID NO.: ESC-0262-21 OPEN DATE: September 23, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (25) No. Received: (18) No Bids: ( ) Recorded By: Renata Barnett Announcer: Sokkhar Muon		Pearls of Perfection, Inc.	Revitalize Arlington	Center for Children's Rights	The Foundation Academy Studio School	True Youth Association
	Notes:		Missing 501c3		Missing Conflict of Interest	
CONTRACTOR DETAILS	10					
ORGANIZATIONAL CAPABILITY	10					
PROPOSED STAFF INFORMATION /HIRING, TRAINING & SUPERVISION	10					
PROGRAM DESIGN	55					
BUDGET	10					
TOTAL	95					
CONFLICT OF INTEREST		Y	Y	Y	N	Y
INSURANCE AGENT ACKNOWLEDGEMENT (FORM 3)		N	Y	Y	Y	Y
SMALL PROVIDER CRITERIA ATTESTATION (FORM 5)		Y	Y	Y	Y	Y
ADDENDUM (2)		Y	Y	Y	Y	Y

TITLE: Juvenile Justice Prevention and Intervention Programs for Small Providers BID NO.: ESC-0262-21 OPEN DATE: September 23, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (25) No. Received: (18) No Bids: ( ) Recorded By: Renata Barnett Announcer: Sokkhar Muon		2nd Mile Ministries, Inc.	Cornerstone Special Education Alliance	First Coast Taekwondo Club	
	Notes:			Reject/Missing Addendum 2 & Form 5	
CONTRACTOR DETAILS	10				
ORGANIZATIONAL CAPABILITY	10				
PROPOSED STAFF INFORMATION /HIRING, TRAINING & SUPERVISION	10				
PROGRAM DESIGN	55				
BUDGET	10				
TOTAL	95				
MINIMUM REQUIREMENTS		Y	Y	Y	
CONFLICT OF INTEREST		Y	Y	Y	
INSURANCE AGENT ACKNOWLEDGEMENT (FORM 3)		Y	Y	Y	
SMALL PROVIDER CRITERIA ATTESTATION (FORM 5)		Y	Y	N	
ADDENDUM (2)		Y	Y	N	

Successful Agencies	Score
THE FOUNDATION ACADEMY STUDIO SCHOOL, INC	92.98%
PEARLS OF PERFECTION, INC	92.63%
EMPOWERMENT RESOURCES	91.93%
2ND MILE MINISTRIES	90.18%
THE GIVING CLOSET PROJECT, INC	88.07%
WORD OF TRUTH WORSHIP CENTER	88.07%
TRUE Youth Association	87.37%
YOUTH IN MOTION, INC	87.02%
CORNERSTONE SPECIAL EDUCATION ALLIANCE	86.67%
CENTER FOR CHILDREN'S RIGHTS	85.96%
REVITALIZE ARLINGTON, INC	84.91%
STEP-BY-STEP 4 HELP FOUNDATION, INC	84.21%
HOPE AT HAND, INC	81.75%

Juvenile Justice Prevention and Intervention Programs - Small Providers

ESC-0262-21

Vendors	10 Points Agency Details	10 Points Organizational Capacity	10 Points Proposed Staff Info	55 Points Program Design	10 Points Budget	95 Max Points Total Points	Overall Total % Points (Min. Score - 75%)
2nd Mile Ministries							
Tousha Allen	10.00	10.00	10.00	46.00	10.00	86.00	90.53%
Jodie Thomas	10.00	5.00	9.00	52.00	10.00	86.00	90.53%
Ruth Waters	10.00	9.00	10.00	46.00	10.00	85.00	89.47%
Averaged Points & Percentages	10.00	8.00	9.67	48.00	10.00	85.67	90.18%
Center For Children's Rights							
Tousha Allen	10.00	10.00	10.00	47.00	8.00	85.00	89.47%
Jodie Thomas	10.00	10.00	8.00	47.00	8.00	83.00	87.37%
Ruth Waters	7.00	7.00	8.00	49.00	6.00	77.00	81.05%
Averaged Points & Percentages	9.00	9.00	8.67	47.67	7.33	81.67	85.96%
Cornerstone Special Education Alliance							
Tousha Allen	10.00	10.00	9.00	50.00	10.00	89.00	93.68%
Jodie Thomas	10.00	10.00	9.00	45.00	9.00	83.00	87.37%
Ruth Waters	9.00	9.00	9.00	41.00	7.00	75.00	78.95%
Averaged Points & Percentages	9.67	9.67	9.00	45.33	8.67	82.33	86.67%
Empowerment Resources							
Tousha Allen	10.00	10.00	10.00	55.00	8.00	93.00	97.89%
Jodie Thomas	10.00	10.00	10.00	52.00	9.00	91.00	95.79%
Ruth Waters	8.00	6.00	10.00	49.00	5.00	78.00	82.11%
Averaged Points & Percentages	9.33	8.67	10.00	52.00	7.33	87.33	91.93%
Hope All Bard, Inc.							
Tousha Allen	10.00	10.00	10.00	50.00	10.00	90.00	94.74%
Jodie Thomas	10.00	5.00	8.00	41.00	9.00	73.00	76.84%
Ruth Waters	9.00	9.00	8.00	36.00	8.00	70.00	73.68%
Averaged Points & Percentages	9.67	8.00	8.67	42.33	9.00	77.67	81.75%
Pearls Of Perfection, Inc.							
Tousha Allen	9.00	10.00	10.00	55.00	10.00	94.00	98.95%
Jodie Thomas	8.00	10.00	10.00	55.00	8.00	91.00	95.79%
Ruth Waters	8.00	9.00	7.00	50.00	5.00	79.00	83.16%
Averaged Points & Percentages	8.33	9.67	9.00	53.33	7.67	88.00	92.63%

Rayfalls Arlington, Inc.							
Tousha Allen	10.00	10.00	9.00	46.00	10.00	85.00	89.47%
Jodie Thomas	8.00	10.00	9.00	42.00	9.00	78.00	82.11%
Ruth Waters	8.00	8.00	7.00	48.00	8.00	79.00	83.16%
Averaged Points & Percentages	**8.67**	**9.33**	**8.33**	**45.33**	**9.00**	**80.67**	**84.91%**
Step By Step 4 Help Foundation, Inc.							
Tousha Allen	10.00	2.00	10.00	52.00	10.00	84.00	88.42%
Jodie Thomas	10.00	5.00	9.00	48.00	9.00	81.00	85.26%
Ruth Waters	9.00	7.00	9.00	45.00	5.00	75.00	78.95%
Averaged Points & Percentages	**9.67**	**4.67**	**9.33**	**48.33**	**8.00**	**80.00**	**84.21%**
The Foundation Academy Studio School, Inc.							
Tousha Allen	10.00	10.00	10.00	55.00	10.00	95.00	100.00%
Jodie Thomas	10.00	10.00	10.00	52.00	10.00	92.00	96.84%
Ruth Waters	9.00	8.00	9.00	44.00	8.00	78.00	82.11%
Averaged Points & Percentages	**9.67**	**9.33**	**9.67**	**50.33**	**9.33**	**88.33**	**92.98%**
The Giving Project Closet, Inc.							
Tousha Allen	10.00	10.00	9.00	54.00	9.00	92.00	96.84%
Jodie Thomas	8.00	10.00	7.00	50.00	9.00	84.00	88.42%
Ruth Waters	6.00	7.00	6.00	53.00	3.00	75.00	78.95%
Averaged Points & Percentages	**8.00**	**9.00**	**7.33**	**52.33**	**7.00**	**83.67**	**88.07%**
TRUE Youth Association							
Tousha Allen	10.00	10.00	10.00	54.00	10.00	94.00	98.95%
Jodie Thomas	8.00	8.00	9.00	45.00	10.00	80.00	84.21%
Ruth Waters	8.00	8.00	8.00	45.00	8.00	75.00	78.95%
Averaged Points & Percentages	**8.67**	**8.67**	**9.00**	**48.00**	**8.67**	**83.00**	**87.37%**
Word of Truth Worship Center							
Tousha Allen	10.00	10.00	10.00	54.00	10.00	94.00	98.95%
Jodie Thomas	10.00	9.00	10.00	45.00	8.00	82.00	86.32%
Ruth Waters	9.00	7.00	9.00	44.00	6.00	75.00	78.95%
Averaged Points & Percentages	**9.67**	**8.67**	**9.67**	**47.67**	**8.00**	**83.67**	**88.07%**
Youth in Motion, Inc.							
Tousha Allen	10.00	10.00	9.00	54.00	9.00	92.00	96.84%
Jodie Thomas	10.00	5.00	10.00	47.00	9.00	81.00	85.26%
Ruth Waters	8.00	8.00	6.00	48.00	5.00	75.00	78.95%
Averaged Points & Percentages	**9.33**	**7.67**	**8.33**	**49.67**	**7.67**	**82.67**	**87.02%**

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-0262-21**
PROJECT NAME:	**Juvenile Justice Prevention and Intervention Programs for Small Providers**
OPENING TIME AND DATE:	**2:00 P.M., Wednesday, September 16, 2020**

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 for the following:

The response due date has been extended one (1) week to **Wednesday, September 23, 2020.**

Response to Vendor Questions:

1. Request the website to access to complete the FERPA training.

   Response: Please see attached for the link to the FERPA training website.

2. Automotive coverage if provider not transporting children (from pre-bid meeting).

   Response: It will not be necessary, but the provider will need to submit information for the waiver and it will be reviewed on a case by case basis for approval by our Risk Review Department.

3. I apologize not proposing this questing during the call. Does the youth participants eligibility for the program require that they must have a juvenile record or otherwise have record of a prior offense? My youth are at-hope, mostly minority, and low income, but I never inquire as to whether they have a documented prior offense.

   Response: This is not a requirement. See Section 4.3 for information on Target Population.

4. Can the funds for this grant be used for programs running during school hours? Ie., Some aspects of the program are during school hours in conjunction or working with a specific group or class during a specific time period? Or do these funds need to be used specifically during out of school time?

Response: Direct services should be provided during afterschool hours, however, part of the work may occur during those hours. Variations from this will be considered on a case-by-case basis as necessary for the program model.

DATE: September 11, 2020 **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-0262-21**

PROJECT NAME: **Juvenile Justice Prevention and Intervention Programs for Small Providers**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, September 23, 2020**

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 for the following:

Addition to the Specifications:
Form 5, Small Provider Criteria Attestation, has been added to the specifications as a required form. By signing and returning Form 5 with the submission, the provider attests that they meet the eligibility requirements for the Small Provider Program. **Submissions received from ineligible providers will not be considered.**

Response to Vendor Questions:

1. Jacksonville Science Festival has a contract for the After School and Summer Program can that not-for-profit apply for this RFP?

   Response: No, if funding was awarded prior to July 3, 2020. Please refer to the eligibility requirements on the attached KHA Small Provider Academy Pilot Guidelines and Form 5, Small Provider Criteria Attestation.

2. Also, can these funds be used for the after school program if you are already receiving funds from KHA for the After School and Summer program?

   Response: No, if funding was awarded prior to July 3, 2020. Please refer to the eligibility requirements on the attached KHA Small Provider Academy Pilot Guidelines and Form 5, Small Provider Criteria Attestation.

DATE: September 15, 2020 **Analyst: Annette Burney** an

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

_____
Bidder's Signature

_____
Title

_____
Company

_____
Date

SMALL PROVIDER ACADEMY PILOT PURPOSE AND GUIDELINES

PURPOSE OF SMALL PROVIDER ACADEMY PILOT

This academy shall be provided as an investment into the community of Jacksonville and serve the sole purpose of ***building capacity*** among small providers, serving the at-hope children, youth, and families of Jacksonville.

It will also serve as part of the RFP application process, for those seeking funding through KHA's mini grants. Participation and successful completion of Phase 1 will be a requirement for applying for KHA's mini grants.

Our goals are to:

1. Equip small providers with tools to improve their organization
2. Educate on government funding and procedures
3. Provide ongoing coaching and guidance
4. Build shared expectations and accountability to ensure RFP results and deliverables are met

ELIGIBILITY

Any nonprofit is eligible to apply for the 2020 Small Provider Academy if it:

1. has an annual operating budget of $250,000 or less based upon the organization's financial statements (or other information) for its most recently completed fiscal year
2. has a minimum of 1 full or part-time employee, with a maximum of 15 full or part-time employees
3. serves a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers
4. is not currently receiving funds through a KHA contract that is not specifically designed for Small Providers
5. is a non-profit entity, in good standing, registered with the Florida Secretary of State, in existence for a minimum of 1 year
6. primary audience of service is at-hope children, youth, and families in Duval County

ACADEMY GUIDELINES AND PHASES

The Small Provider Academy will be broken into 2 Phases. Phase 1 will be open to all nonprofit organizations, who meet the minimum application requirements. General topics to build organizational capacity, will be covered in this phase. Upon successful completion of Phase 1, organizations will have the opportunity to apply for the Fall 2020 Mini Grants RFP

Phase 2 will include the awardees selected from the Mini Grants RFP process. It will last throughout the contract period.

Surveys will be given to the participants, before and after each phase, to gauge expectations, ensure relevance of content and receive feedback on the experience.

PHASE 1

Organizations will apply to be a part of 3 virtual learning sessions conducted by KHA, in partnership with the Nonprofit Center of Northeast Florida. These sessions will be open to all organizations that meet the minimum application requirements.

These virtual sessions will be offered live via Zoom. Log in details will be sent to participants prior to the start of the session. Role will be taken at the start of sessions, for attendance purposes.

Organizations will receive a certificate of completion, upon successful completion of Phase 1. Successful completion being ***100% attendance***, for the organization, for all 3 sessions. Each organization will be able to designate a specified additional staff member/board member to attend sessions on the organization's behalf.

Sessions will be recorded and able to be viewed by participants, in the event they can not attend the live session. These recordings will only be sent out upon request only and will be able to be viewed within a certain window before the next session.

Each organization, with successful completion of all 3 courses, is then ***eligible to apply*** for the Mini-Grant RFP in the Fall of 2020.

SESSIONS

1. Topic – Nonprofits 101 - hosted by Nonprofit Center
2. Topic- Government Funding – Led by KHA and Nonprofit Center
    a. Terms to know, understanding RFP process etc.
    b. Why diversify funding?
    c. Deliverables
    d. Who is KHA?
3. Budgeting Basics – Led by KHA and Nonprofit Center
    a. Budgeting for grants
    b. Organizational budgeting

PHASE 2

Upon being selected through competitive RFP process, for KHA mini grants, Providers will go through a contract long ongoing training, to further build capacity and assure that deliverables are being met.

Organizations will be required to attend and participate in ongoing sessions, as part of the expectations of the Mini Grants RFP.

This will be a mix of standard awardee meetings, along with special training sessions and opportunities for providers to collaborate.

SESSIONS

1. Mandatory standard Onboarding session for awardees
    - Review of deliverables
    - Procurement process
    - Finance
    - Reporting requirements
2. Standard 1x1 meetings with contract managers from Juvenile Justice team, throughout the contract duration.
    - Regular site visits
3. Bi-monthly mandatory sessions beginning 2 months into the contract period. They will include time dedicated to collaboration and sharing of struggles and successes between the providers.
    - SAMIS reporting- KHA
    - Insurance 101 - Risk Management Team COJ
    - Screenings -Dept. of Children and Families
    - Record Keeping- KHA
    - Mapping Ideas- Selena Webster-Bass – Voices Institute
4. Mentoring
    - We will afford Providers with access to ongoing mentoring with specialist on building a successful nonprofit.

PARTICIPATION EXPECTATIONS

As a member of the 2020 KHA Small Provider Academy, I commit to:

- Attend all program sessions in full. KHA will allow each organization one excused absence in Phase 1. Notice must be sent in writing within 48 hours of the scheduled session, to receive access to recorded material.
- Follow all program norms.
- Complete all participation assessments.
- Participate actively in the program.
- Implement program learning.
- Follow Academy guidelines.
- Give feedback to KHA and complete all surveys and evaluation forms about my experience.

I recognize that full participation in the program will take roughly 2 hours of time each session.

I recognize that full participation in Phase 1 of the Academy, will allow my organization to be eligible to apply for KHA's Mini Grants RFP.

Continuing Education Unit (CEU) credits will be given for time spent completing the Small Provider Academy.

2020 SMALL PROVIDER ACADEMY PILOT TIMELINE

June 9th thru July 3rd	Marketing of Small Provider Academy to public and Application made available on KHA website
July 3rd	Deadline for Application submission
July 6th	Notifications for acceptance sent to applicants, with virtual log on instructions

Live sessions will take place from **5-7 pm est.**

July 9th	Phase 1, session 1 conducted live via Zoom
July 16th	Phase 1, session 2 conducted live via Zoom
July 23rd	Phase 1, session 3 conducted live via Zoom

Form 5
Small Provider Criteria Attestation

Who is considered a small provider?

To be considered a "Small Provider". a provider of children's services must meet all the following criteria, as determined by the Board of the Kids Hope Alliance:

a. Be a non-profit entity registered and in good standing with the Florida Secretary of State, and have been registered with the Florida Secretary of State (Sunbiz) for a minimum of 1 year as of August 1. 2020.
b. Have an annual operating budget of $250,000 or less based upon the organization's financial statements (or other information) for its most recently completed fiscal year.
c. Have a minimum of 1 full or part-time employee. with a maximum of 15 full or part-time employees,
d. Serve a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers. and
e. Was not receiving funds through a KHA contract on July 3, 2020 – the start date of Small Provider Phase One.

I attest that the agency that I represent. meets all the above-mentioned criteria for small providers. I understand that if the agency does not meet any of these criteria, then we are not eligible to apply for funding under this RFP. If the agency does apply and it is discovered that any of the above-mentioned criteria are not met or are misrepresented. their application will be disqualified from consideration.

The CEO or their designee must sign below attesting both their understanding and compliance of the criteria and their eligibility. This signed attestation must be submitted with the agency's application for funding.

Print Name	Title
Signature	Date

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

November 3, 2020

2579 Woolery Drive
Jacksonville, FL 32211

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Annie Ruth Foundation, Inc.

CONTACT NAME: Solomon Coles

BID NUMBER: ESC-0262-21

NAME OF BID: Juvenile Justice Prevention and Intervention Programs for Small Providers

DATE OPENED: 9/23/20

REASON FOR REJECTION:
Vendor is being rejected for failure to submit Addendum 2, which included material changes to the specifications, and a request for the submission of Form 5, Small Provider Attestation.

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, November 3, 2020 10:11 AM
To:	'dee@sowingseeds.today'
Cc:	Freeman, Dustin
Subject:	REJECTION NOTICE: ESC-0262-21 Justice Juvenile Prevention and Intervention Programs for Small Providers
Attachments:	ANNIE RUTH.pdf

Dee:
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

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, November 3, 2020 10:00 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: ANNIE RUTH

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

November 3, 2020

1972 Talon Sharp Way
Fleming Island, FL 32203

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Education Through Entertainment

CONTACT NAME: Scott Weinstein

BID NUMBER: ESC-0262-21

NAME OF BID: Juvenile Justice Prevention and Intervention Programs for Small Providers

DATE OPENED: 9/23/20

REASON FOR REJECTION:
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BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From:	Leslie-Burney, Annette
Sent:	Tuesday, November 3, 2020 10:07 AM
To:	mywildedu@yahoo.com
Cc:	Freeman, Dustin
Subject:	REJECTION NOTICE: ESC-0262-21 Justice Juvenile Prevention and Intervention Programs for Small Providers
Attachments:	EDU THROUGH ENTERTAINMENT.pdf

Scott:
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

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, November 3, 2020 9:59 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: EDU THROUGH ENTERTAINMENT

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

November 3, 2020

7540 103rd St., #110
Jacksonville, FL 32210

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: First Coast Taekwondo Club, Inc.

CONTACT NAME: Isabel Ford

BID NUMBER: ESC-0262-21

NAME OF BID: Juvenile Justice Prevention and Intervention Programs for Small Providers

DATE OPENED: 9/23/20

REASON FOR REJECTION:
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BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From:	Leslie-Burney, Annette
Sent:	Tuesday, November 3, 2020 10:09 AM
To:	Isabel Ford
Cc:	Freeman, Dustin
Subject:	REJECTION NOTICE: ESC-0262-21 Justice Juvenile Prevention and Intervention Programs for Small Providers
Attachments:	TAEKWONDO.pdf

Isabel, 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

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, November 3, 2020 10:00 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: TAEKWONDO

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

November 3, 2020

P.O. Box 40264
Jacksonville, FL 32203

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: The Made a Way Foundation

CONTACT NAME: Frank C. Emanuel

BID NUMBER: ESC-0262-21

NAME OF BID: Juvenile Justice Prevention and Intervention Programs for Small Providers

DATE OPENED: 9/23/20

REASON FOR REJECTION:
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BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From:	Leslie-Burney, Annette
Sent:	Tuesday, November 3, 2020 10:18 AM
To:	'Frank Emanuel'
Cc:	Freeman, Dustin
Subject:	REJECTION NOTICE: ESC-0262-21 Justice Juvenile Prevention and Intervention Programs for Small Providers
Attachments:	MADE A WAY.pdf

Frank:
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

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, November 3, 2020 10:14 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: MADE A WAY

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

November 3, 2020

5013 Broadway Ave.
Jacksonville, FL 32254

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Tiphne Dar'shay Hollis Foundation, Inc.

CONTACT NAME: Shanda Whitaker-Ward

BID NUMBER: ESC-0262-21

NAME OF BID: Juvenile Justice Prevention and Intervention Programs for Small Providers

DATE OPENED: 9/23/20

REASON FOR REJECTION:
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BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From:	Leslie-Burney, Annette
Sent:	Tuesday, November 3, 2020 10:20 AM
To:	carletha@tdhfoundation.org
Cc:	Freeman, Dustin
Subject:	REJECTION NOTICE: ESC-0262-21 Justice Juvenile Prevention and Intervention Programs for Small Providers
Attachments:	TIPHNE DARSHAY.pdf

Carletha:
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

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, November 3, 2020 10:14 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: TIPHNE DARSHAY

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

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Device Name: P0697

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ATTACHMENT A
RESPONSE

KIDS HOPE ALLIANCE SMALL PROVIDER GRANTS 2020 RFP

A COPY OF THIS ATTACHMENT MUST BE REQUESTED IN WRITING TO ABURNEY@COJ.NET. ALL RESPONSES MUST BE TYPED BELOW EACH QUESTION. HANDWRITTEN RESPONSES WILL NOT BE CONSIDERED AND MAY BE GROUNDS FOR REJECTION.

CONTRACTOR INFORMATION

Contractor Legal Name:

Contractor Legal Name must match the name listed for Contractor on the Florida Department of State Division of Corporation website: www.sunbiz.org

Main Administrative Street Address:

City & State: | **Zip Code:**

Federal Identification Number:

Position	Name	Title	Email	Phone #
Executive Officer				
Chief Financial Officer or Finance contact				
RFP Response Contact				

Are you a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code?
___ Yes ___ No (submit a copy of the determination letter or other proof of tax exemption)

Are you registered as a nonprofit entity under the laws of the State of Florida (must have an "Active" status with the FL Dept. of State (www.sunbiz.org))? ___ Yes ___ No

Is your file date on Sunbiz prior to 8/1/2019? ___ Yes ___ No (submit a copy of your detailed page)

Has the Contractor received a certificate of completion, verifying the successful completion of KHA's Small Provider Academy - Phase One? Successful completion being ***100% attendance***, for the organization, for all three sessions. ___Yes ___ No

Have you provided the Insurance Affidavit-Form 3 (executed by Contractor's Insurance Agent)? ___Yes ___No

If you answered No to any of the questions above, you are not eligible to apply. Please do not continue with this Response as you will be disqualified upon receipt.

CERTIFICATION OF ACCURACY AND COMPLIANCE

I do hereby certify that all facts, figures, and representations made in this Response are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the RFP will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this Response will not supplant funds that would otherwise be used for the purposes set forth in the proposed program and are a true estimate of the amount needed to operate the proposed program. This Response has been authorized by the Contractor and I have been duly authorized to act as the representative of the Contractor in connection with this Response. I also agree to follow all Terms and Conditions of the RFP and Contract, and applicable federal and state statutes. Further, I understand that it is the responsibility of the person signing below to obtain from its governing body the authorization for the submission of this Response. Lastly, I hereby attest that all work contained within this Response is the unique and original product of the Contractor and has not been plagiarized or duplicated in any way from another Contractor's work product.

CONTRACTOR SIGNATURE **(In blue ink)**

Authorized Official's Signature	Date	Authorized Official's Title

THE RESPONSE SHOULD NOT EXCEED 8 PAGES (EXCLUDING THE BUDGET PAGES)

CONTRACTOR DETAIL

1. Provide a concise description of the Contractor, including history, years of operation, general service mission, and primary services provided. If the proposal includes partnerships with other agencies, describe the roles of each partner and the areas of expertise that they contribute to the proposed program. *(Maximum 10 points-approx. ½ page)*

2. What is the Contractor's fiscal year? Beginning:_____ Ending: _____

3. Does the Contractor carry all insurance required in Attachment G?

   ____Yes

   ____No, the Contractor must agree to purchase all the insurance required in Attachment G prior to contract execution.
   Affirm:_____Yes _____No

ORGANIZATIONAL CAPABILITY

4. Describe your organizational history in helping to improve or enhance outcomes for the target population. *(Maximum 10 points-approx.1 page)*

PROPOSED STAFF INFORMATION/ HIRING, TRAINING AND SUPERVISION

5. Describe how the program will be staffed. In the chart below, list all positions that will be providing direct and support services. Include the job title (which must match the job title used in your budget narratives); minimum education (including degree area), training, and experience requirements; primary duties, and the percent of each position's time that will be devoted to this program. **Chart positions must match positions in proposed budget. (Maximum 10 points)**

# of staff	Position	Education/ Training	Experience	Primary Duties	% of time devoted to the program

NOTE: Add or delete rows as necessary.

PROGRAM DESIGN

6. Services to youth should be varied based on the needs of the population served. As such, please clearly describe:

a. What factors will you use in determining the program for the target population?

   b. How will you customize the services for your population to meet the needs of the youth? Describe the specific services, activities, and/or other resources that will be provided. *(Maximum 15 points-approx. 2 pages)*

7. Outreach and engagement activities are necessary to obtain and maintain the youth in the

program. Describe how your program will initiate contact and engage participants. Each of the following points should be addressed in your response.

a. What efforts will be made to initially locate and engage youth/families?

b. What services will be used to maintain engagement/participation of the youth and their family?

c. What barriers to program participation do you expect to encounter and how will your program resolve these barriers?

(Maximum 15 points – approx. 1 page)

8. How will you effectively track youth enrollment and their progress? *(Maximum 10 points – approx. 1/2 page)*

9. What strategies will be used to increase youth resilience and increase social skills? *(Maximum 15 points– approx. 1 page)*

BUDGET and BUDGET NARRATIVE

10. Proposals must include a line item budget. See Form 1.
Request budget form to be completed in Excel format from Annette Burney aburney@coj.net. *(Maximum 10 points)*

Applicants may request up to $25,000 each.

When completing the budget narrative, describe each expense/item requested in detail, and ensure that your method of calculation is clearly indicated (*e.g., 5 staff background screenings at $81.00 per screening*). All budget items must relate to the services described in the program proposal and must reflect reasonable costs.

DO NOT PDF YOUR BUDGET FORMS

11. Please list the goals of the Essential Services plan (see Section 4.1) that you plan to address. You must select a minimum of two. *(Not scored)*

(Remainder of page intentionally left blank)

Attachment B

The evaluations will be based upon the following 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. Contractors are encouraged to arrange their responses in the exact format as Attachment A, which will offer ready review and evaluation of each criterion. Please note that the final score will be the percentage of points received. For example, receiving 85 points out of a possible 95, would result in a score of 89.4%. **Contractors must score a minimum 75% of available points to be considered for funding.**

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-2 points	ACCEPTABLE RESPONSE 3-5 points	EXCELLENT RESPONSE 6-10 points
Agency Detail Question #1 (Maximum Points 10)	Description of agency mission or services provided is missing, unclear or minimally described. For programs with partnerships, information & contributing areas of expertise are minimal or missing.	Agency mission & history somewhat support the plan to provide services for the target population described in the Response. For programs with partnerships, information & contributing areas of expertise are provided for both.	Agency mission & history clearly support the provision of services for the target population described in the Response. For programs with partnerships, information & contributing areas of expertise are provided for both & complement each other.
Experience Question #4 (Maximum Points 10)	Agency has not received prior funding & has minimal experience with these or similar services, or has minimal experience providing services for children, youth & participants described in the Response.	Agency indicates 1 year prior funding & 1 year prior provision of similar services, & demonstrates experience serving the proposed population(s).	Agency response demonstrates over 1 year of funding & experience & expertise, along with a thorough knowledge of providing services for the proposed population(s).
APPLICATION REFERENCE POINT	**INCOMPLETE RESPONSE 0-5 points**	**ACCEPTABLE RESPONSE 6-10 points**	**EXCELLENT RESPONSE 11-15 points**
Proposed Staff Information Question #5 (Maximum Points 10)	Staffing chart is incomplete, or the number/type of staff included does not seem appropriate/adequate for the positions & services identified. Staff education & experience requirements do not appear appropriate or do not align well with job duties.	Duties for each position are clearly described, & education & experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served & service model.	N/A
Program design Question #6 (Maximum Points 15)	Services are not fully explained or do not appear sufficient to meet the needs of the Program's target population. Program design is not clear. Model/strategies are only minimally described.	Program service components appear to meet the needs of this RFP's desired population. The response provides some justification & a general understanding of how to implement the program but program may lack detail.	Program service components are well described & clearly appropriate for the population to be served. Response clearly demonstrates a thorough understanding & ability to implement the required services that address the needs of the desired

			population.
APPLICATION REFERENCE POINT	**INCOMPLETE RESPONSE 0-5 points**	**ACCEPTABLE RESPONSE 6-10 points**	**EXCELLENT RESPONSE 11 -15 points**
Participant outreach/Engagement & Retention Question #7 (Maximum Points 15)	Response does not address all of the bulleted questions; or outreach & engagement activities/strategies described do not appear to be realistic or effective.	Response indicates some understanding of the issues involved with outreach & engagement of eligible youth. Some of the activities & strategies to locate, engage, retain & resolve barriers may be unclear or lack specifics.	The response indicates a clear understanding of the issues involved with outreach & engagement of youth. Response has details on how youth's attendance, academic performance & behavior will be tracked & addressed. Activities/ strategies are clearly described & appear realistic & effective. Strategies to resolve barriers are well thought out.
Attendance/Academic Monitoring Question #8 (Maximum Points 10)	Response lacks details on how youth's attendance, academic performance & behavior will be tracked & addressed.	Response clearly demonstrates a plan to track & address youth's attendance, academic performance & behavior.	N/A
Youth resilience & Social Skills Question #9 (Maximum Points 15)	Response lacks detail on how the program will increase youth resilience and social skills.	Response gives some detail on how the program will increase youth resilience and social skills.	Response clearly describes how the program will increase youth resilience and social skills.
Budget Question #11 (Maximum Points 10)	The budget is incomplete &/or unclear. Budget amounts may seem reasonable or necessary to support the program. The budget summary form &/or budget detail form is missing, incomplete or incorrect.	All budget forms are complete & accurate. Costs appear reasonable & support the proposed program. Budget detail clearly describes & justifies anticipated expenses.	N/A
95	**TOTAL POSSIBLE POINTS**		
	POINTS AWARDED		
	PERCENTAGE OF POINTS ACHIEVED		
Applications must score a minimum 75% of points overall to be considered for funding.			