SUBJECT: Juvenile Intervention Program Services

BID # ESC-0525-16 **OPEN DATE: 9/28/16**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – From date of executed contract through September 30, 2017 with two (2) one (1) year renewal options

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 85 **NUMBER RECEIVED: 6** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Operation Saving Our Children as non-responsive for failure to submit a complete bid proposal in accordance with the specifications.

Recommend approval of award to the highest scoring responsive, responsible bidder, Daniel Memorial, Inc., to provide Juvenile Intervention Program services. Period of service is from date of executed contract through September 30, 2017 in the not to exceed expenditure amount of $321,600.00.

Funding Source: JCOD019JCP-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Rejection Letter, Evaluation Matrix and Scores

ANALYST _____ RESPECTFULLY SUBMITTED _____
ANNETTE BURNEY GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: COLIN MURPHY, SENIOR DIRECTOR OF OPERATIONS, JACKSONVILLE CHILDREN'S COMMISSION

(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 _____

Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Jon Heymann, Executive Director/CEO
Jacksonville Children's Commission

Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

SUBJECT: **Recommendations for Awards** – ESC-525-16

DATE: **October 12, 2016**

The Jacksonville Children's Commission (JCC) has completed its preliminary evaluation of BID ESC-0525-16 and is recommending to the Competitive Sealed Proposal Evaluation Committee (CSPEC) recommend to the Mayor awards as follows:

Recommended for award based on scoring and available funding:

- **Daniel, Inc.** **$321,600**

Not recommended for award based on the scoring and available funding:

- Family Support Services of North Florida
- The Bridge of Northeast Florida
- Fresh Ministries, Inc.
- Florida Community Prevention Center, Inc.

Please see the complete scoring breakdown in **Exhibit A.**

(i) The scope of services for each of the recommended awards is in included in the RFP and in the narrative response submitted as part of the evaluation.

(ii) Other terms and conditions (i.e. number of youth, duration, service period, etc.) have been included in the responses to the RFP and will be incorporated by reference into the final contract.

(iv) The Evaluation Matrix has been included in **Exhibit B.**

The funding has been provided by the Jacksonville City Council, 2016-504-E in accordance with the Schedule AG-Jax Journey **(Exhibit C).**

Index Code: FY 2017: JCOD019JCP - 08201 - $321,600

If you need additional information, please let us know. Thank you for your consideration.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Director, Finance
Chandra Brown, Contract Manager
Dae Lynn Helm, Contract Administrator

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

October 18, 2016

3606 Jacob Lois
Jacksonville, FL 32218

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: Operation Saving Our Children

CONTACT NAME: Ronique Groomes

BID NUMBER: ESC-0525-16

NAME OF BID: Juvenile Intervention Program Services

DATE OPENED: September 28, 2016

REASON FOR REJECTION:

Vendor has been deemed non-responsive for failure to submit a complete bid along with required documents and information in accordance with the specifications.

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, October 18, 2016 11:19 AM
To: 'Operationsavingourchildren@gmail.com'
Cc: Bryant Dallas, Sharon
Subject: REJECTION NOTICE: ESC-0525-16 JUVENILE INTERVENTION PROGRAM SERVICES
Attachments: COJ Procurement.pdf

Please find the attached rejection notice for the above RFP. Please email me with any questions or concerns.

Thank you,

Annette L. Burney
Purchasing Analyst
City of Jacksonville
Procurement Division
Office: 904-255-8810
Fax: 904-360-8527

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Tuesday, October 18, 2016 11:13 AM
To: Leslie-Burney, Annette
Subject: COJ Procurement

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

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

For more information on Xerox products and solutions, please visit http://www.xerox.com

Agency	Average	Deborah Verges						TOTAL	Vicki Waytowich						TOTAL	Betsy Dobbins						TOTAL
		#1	#2	#3	#4	#5	#6		#1	#2	#3	#4	#5	#6		#1	#2	#3	#4	#5	#6	
Daniel, Inc.	87.00	15	14	9	18	24	13	93	15	14	10	18	20	15	92	11	9	10	16	19	11	76
The Bridge of NE FL	75.33	13	13	7	13	18	13	77	13	12	8	17	14	9	73	13	13	10	14	16	10	76
Family Support Services	82.33	14	14	8	17	20	13	86	14	13	8	18	23	10	86	12	10	10	14	19	10	75
Fresh Ministries	79.00	14	14	9	11	24	10	82	14	14	8	12	20	10	78	10	13	5	16	20	13	77
FL Community Prevention Center	69.67	14	14	8	17	16	10	79	13	11	7	10	14	9	64	9	8	10	12	15	12	66

BID TABULATION SHEET

TITLE: JUVENILE INTERVENTION PROGRAM SERVICES BID NO.: ESC-0525-16 OPEN DATE: SEPTEMBER 28, 2016 @ 2 P.M. ANALYST: ANNETTE BURNEY No. Invited: (85) No. Received (6) No Bids: (0) RECORDED BY: Gail Sampson ANNOUNCER: Sharon Wilson	Bridge of NE FL	Daniel Memorial, Inc.	Family Support Services	Fresh Ministries, Inc.	Florida Community Prevention Center	Operation Saving Our Children
NOTES:						Reject/Non-Responsive (Bid Incomplete)
MINIMUM REQUIREMENTS:	Y	Y	Y	Y	Y	N
CONFLICT OF INTEREST:	Y	Y	Y	Y	Y	N
ADDENDUMS(1)	Y	Y	Y	Y	Y	N

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

I. **COMPETENCE/EXPERIENCE/PAST RECORD OF PERFORMANCE.** Contractor must demonstrate a proven track record in providing high quality juvenile intervention or similar programs and a willingness to work collaboratively with community partners to achieve desired goals.

- Provide a detailed explanation of current or similar projects that the organization has managed. The explanation must include any staffing, goals, cost, and program outcomes.
- Provide statistical data documenting performance measures achieved in current, similar programs. **(15 points maximum score).**

II. **CURRENT WORKLOAD.**

- Provide the number and size of all programs currently being performed.
- Discuss past ability to deliver projects on a timely basis under similar current workload conditions. (**15 points maximum score**)

III. **FINANCIAL RESPONSIBILITY.**

Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. In addition:

- Contractor must also disclose all sources of current City of Jacksonville funding as well as explain, if awarded a contract from this bid, what percentage of the Contractor's total operating budget this contract would represent. (**10 points maximum score**)

IV. **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks.

Contractor will provide the Jax Journey Oversight Committee monthly reports providing detailed information on the program measures (**20 points maximum score**)..

- List all proposed program measures. Include both quantitative (how much) and qualitative (how well) performance measures.
- List program performance outcomes (better offs).

- Contractor must describe the systems in place that will be used to gather and report on these measures.

V. ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.

Describe how funds will be used to provide intervention services by providing a detailed program description which will outline the steps necessary to achieve the program goals. (**25 points maximum score**)

A. PROGRAM PLAN

- The target population should be identified and the number of children served should be identified. The process by which the agency will obtain referrals for children with prior contact with the juvenile justice system should be described. Include any letters of support from referral partners.
- The program plan should include a description of the interventions proposed by the Contractor.
- The program plan should describe how and why the proposed interventions are appropriate for the target population.
- The program plan should include the agency's process for intake and assessment. Include associated key staff, timelines, and assessment protocols.
- The program plan should describe the service time(s), frequency, and location(s).
- The program plan must describe how it adheres to System of Care core values and how it will operationalize those values into the service delivery.
- The program plan should describe any other activities associated with the program.

B. STAFFING PLAN

- The staffing plan should be described and provide names and resumes of all individuals to be assigned to this project.
- The staffing plan should also describe the roles each staff member will play in meeting the benchmarks listed above.
- The staffing plan should describe how the Contractor will insure adequate supervision of staff and the agency's plan to recruit and retain qualified staff.

VI. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.

Describe the respondent's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 2 of Jacksonville Ordinance Code, section 126.202(e) in particular, Contractor's proposed contact hour price quotation to be calculated using the Schedule of Proposed Prices/Rates set forth in **Form 1 .** **Budget and Narrative:** Provide a budget and budget narrative and describe in detail how you arrived at this budget, including staffing patterns and the number of children your agency proposes to serve. Use **FORM-1** to submit the budget. The narrative can be submitted on a separate page (**15 points maximum score**).

In addition to completing the Schedule of Proposed Prices/Rates in Form 1, please provide a description of the following:

- The number of contact hours proposed to be delivered over the course of the program and the method by which that figure was calculated
- The estimated Medicaid billings over the course of the program.
- The process by which the Program will document that the hours have been delivered when submitting a request for payment.

Remainder of page intentionally left blank.

EXHIBIT C

Jacksonville Journey Oversight Committee
Jacksonville Journey
FY 2016-2017 Budget

Journey Subfund 019	**$ 5,093,013**	**$ 5,000**	**$ 5,098,013**	**$ 4,232,992**
Program Description	**FY16 Approved**	**FY16 Legislation**	**Revised FY16 Budget**	**FY17 Proposed**
1,000 in 1,000 Program	0	127,000	127,000	254,000
Designated Contingency - Programs to be Determined	2,554,284	-2,546,284	8,000	0
Admin - Support Staff (1,040 pt hrs)	60,000	71,500	131,500	60,000
Assessment of Programs	150,000		150,000	75,000
Early Learning Coalition	0	253,750	253,750	507,500
Ex-Offender Employment Programs	352,633	50,000	402,633	618,201
Ex-Offender Training/Re-entry	265,568		265,568	0
JFRD Explorers Program	0	75,000	75,000	150,000
JSO Overtime	0	500,000	500,000	0
Juvenile Intervention Program	276,576		276,576	321,600
Juvenile Justice Evening Reporting Center	0		0	143,242
Juvenile Justice Drug Court	0		0	124,000
Expungement of Juvenile Records	0		0	5,000
Turning Point: Rethinking Violence	0		0	31,000
Juvenile Justice After Care	0		0	41,174
Library Enhanced Access Program (LEAP) (4 FTE's and 2,600 pt hrs)	0	266,210	266,210	266,210
Local Initiatives Support Corporation	399,023		399,023	399,023
Neighborhood Accountability Boards	55,000		55,000	55,000
Out of School Suspension	800,000		800,000	244,931
Rec N Roll	0	65,000	65,000	65,000
Summer Jobs Program (42,800 pt hrs)	179,929	227,792	407,721	467,100
Teen Programming	0	442,499	442,499	247,500
Workforce Development (16-24)	0	472,533	472,533	157,511

Jacksonville Childrens Commission Subfund 191	**$ 4,047,012**	**$ 100,000**	**$ 4,147,012**	**$ 4,148,380**
Program Description	**FY16 Approved**	**FY16 Legislation**	**Revised FY16 Budget**	**FY17 Proposed**
Early Literacy	1,382,000		1,382,000	1,382,000
Summer Camps - Journey	878,404	100,000	978,404	978,404
Team-Up Programs	1,786,608		1,786,608	1,787,976

General Fund - GSD Subfund 011	**$ 655,737**	**$ -**	**$ 655,737**	**$ 707,133**
Program Description	**FY16 Approved**	**FY16 Legislation**	**Revised FY16 Budget**	**FY17 Proposed**
Ex-Offender RE-entry Portal (JREC)	655,737		655,737	707,133

FY16 Approved	FY17 Proposed
$ 9,795,762	$ 9,088,505