SUBJECT: Evening Reporting Center

BID #: ESC-0206-20 **OPEN DATE: 8/14/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – October 1, 2019 through September 30, 2020, 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: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing addendum #1 from St. Paul Missionary Baptist Church's response. The addendum has been received. Recommend approval of award to St. Paul Missionary Baptist Church to provide an Evening Reporting Center for male youth in Duval County. Period of service is October 1, 2019 through September 30, 2020, with two (2) one (1) year renewal options. Total expenditure amount not to exceed $180,000.00.

Funding for this award to be executed by formal contract through the Office of General Counsel and encumbered by JCOD191ESJPI-08201

Attachments: Recommendation Memo, Tabulation and Scoring Sheet, Evaluation Matrix, Addendum #1

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. 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: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Donald H. Horner III, Acting CEO, Kids Hope Alliance

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(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: Donald H. Horner, III, Acting CEO, Kids Hope Alliance
Saralyn Grass, CPO, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agency for the Evening Reporting Center RFP - ESC-0206-20**

DATE: September 27, 2019

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Evening Reporting Center Contract to St. Paul Missionary Baptist Church of Jacksonville, Inc. Accordingly, we ask that the initial term of the Agreement will be from October 1, 2019 through September 30, 2020 with an option to renew such Agreement for two (2) 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.

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

The Funding Source: Index Code: JCOD191ESJPI, Juvenile Justice Prevention & Intervention Grant. $180,000.00

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
Cynthia Nixon, Senior Director, Finance
Saralyn Grass, Chief Program Officer
Katoia Wilkins, Director of Juvenile Justice Programs
Joyce Watson, Director of Administration

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-0206-20**

PROJECT NAME: **Evening Reporting Center**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, August 14, 2019**

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 to issue the following changes to the specifications:

1. Attachment B, Evaluation Matrix
Maximum points for Project Narrative changed from 80 to 90.
Please see the attached revised page 36.

2. Attachment F, Submission Checklist
Revised to add addendums to the list of submitted items.

Please note: The deadline for questions is August 4, 2019 per Section 2.2 of the RFP.

DATE: July 31, 2019 **Analyst: Annette Burney**

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

_____
Bidder's Signature

_____
Title

_____
Company

_____
Date

TITLE: Evening Reporting Center BID NO.: ESC-0206-20 OPEN DATE: August 14, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (7) No. Received (1) No Bids: (0) Recorded By: John Hernandez Announcer: Pearl Mitchell		St. Paul Missionary Baptist Church of Jacksonville, Inc.		
	Notes:			
Statement of Need	10			
Expected Outcomes and Outputs	10			
- Outcomes include Essential Service Goals	10			
Project Design/Implementation Plan	10			
Organizational, Administrative and Fiscal Capacity	36			
Evaluation, Reporting and Sustainability	14			
Project Budget and Budget Narrative	10			
TOTAL POINTS	100			
MINIMUM REQUIREMENTS		Yes		
CONFLICT OF INTEREST		Yes		
INSURANCE AGENT ACKNOWLEDGEMENT		Yes		
ADDENDUM (2)		#2		

Evening Reporting Center

ESC-0206-20

	10 Points	10 Points	10 Points	36 Points	14 Points	10 Points	10 Points	OVERALL	Rank
	Statement of Need	Expected Outcomes and Outputs	Essential Services Goals	Project Design/ Implementation	Organizational, Administrative & Fiscal Capacity	Evaluation & Sustainability	Budget & Budget Narrative	100 Total Points (100 max)	
St. Pauls MBC of Jacksonville, Inc.									
Amy Read	9.00	9.00	10.00	34.00	14.00	9.00	10.00	95.00	
Betsey Dibbins	7.00	8.00	5.00	18.00	7.00	7.00	8.00	60.00	
Stacy Peterson	9.00	7.00	9.00	34.00	11.00	7.00	10.00	87.00	
Average	8.33	8.00	8.00	28.67	10.67	7.67	9.33	**80.67**	