SUBJECT: Special Needs Programs and Services

BID #: ESC-0218-20 **OPEN DATE: 9/11/19**

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: 20 **NUMBER RECEIVED:** 13 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the highest scoring responsive, responsible bidders, Boys and Girls Club of Northeast Florida and I.M. Sulzbacher Center, to operate Youth and Family Empowerment Centers (YFEC) as one component of the RFP for the period of one (1) year from October 1, 2019 through September 30, 2020. Awards are pending on a second component for Special Needs Programs that will be presented to CSPEC once the responses have been scored and finalized. Total expenditure amount not to exceed $494,525.00

Funding Source: JCOD191ESSN-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scoring Sheet, Evaluation Matrix

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____

Annette Burney

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
Mary Nash, Director Special Needs Programs, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agencies for the Special Needs RFP - ESC-0218-20**

DATE: October 1, 2019

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Special Needs Contracts to the agencies listed below for the purpose of implementing a Youth and Family Empowerment Center (YFEC). We ask that the term of the Agreement will be from October 1, 2019 through September 30, 2020 with no options for renewal per the funding legislation 2019-23. The Contract will be subject to early termination as set forth elsewhere in the RFP.

	BID	Agency Name	Score	Recommended Funding
1	ESC-0218-20	Boys & Girls Club of NE FL	88.33	$194,525.00
2	ESC-0218-20	I.M. Sulzbacher Center	84.33	$300,000.00
			Total	$494,525.00

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

The Funding Source: Index Code: JCOD191ESSN, Special Needs Services Grant.
$494,525.00.00

If you need additional information, please contract Mary Nash at 255-4451 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Senior Director, Finance
Saralyn Grass, Chief Program Officer
Mary Nash, Director of Special Needs Programs
Joyce Watson, Director of Administration

TITLE: Special Needs Programs and Services BID NO.: ESC-0218-20 OPEN DATE: September 11, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (20) No. Received: (13) No Bids: (0) Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen		Boys & Girls Club of Northeast Florida	Cathedral Arts Project	Center for Children's Rights	Connecting Thru Music
	Notes:	Includes YFEC Response			
Competence/Experience Past Record of Performance	15				
Current Workload and Staff Capacity	15				
Access Target Population	20				
Implementation Plan	20				
Community Collaboration	15				
Budget and Financial Responsibility	15				
Bonus Points (Special Needs)	20				
TOTAL POINTS	120				
MINIMUM REQUIREMENTS		YES	YES	YES	YES
CONFLICT OF INTEREST		YES	YES	YES	YES
INSURANCE AGENT ACKNOWLEDGEMENT		YES	YES	YES	YES
ADDENDUM (4)		YES	YES	NO	YES

TITLE: Special Needs Programs and Services BID NO.: ESC-0218-20 OPEN DATE: September 11, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (20) No. Received: (13) No Bids: (0) Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen		Daniel Memorial, Inc.	DLC Nurse & Learn	Early Learning Coalition of Duval	Hope Haven Association, Inc.
	Notes:				
Competence/Experience Past Record of Performance	15				
Current Workload and Staff Capacity	15				
Access Target Population	20				
Implementation Plan	20				
Community Collaboration	15				
Budget and Financial Responsibility	15				
Bonus Points (Special Needs)	20				
TOTAL POINTS	120				
MINIMUM REQUIREMENTS		YES	YES	YES	YES
CONFLICT OF INTEREST		YES	YES	Yes	YES
INSURANCE AGENT ACKNOWLEDGEMENT		YES	YES	Cert. of Insurance	YES
ADDENDUM (4)		YES	YES	NO	YES

TITLE: Special Needs Programs and Services BID NO.: ESC-0218-20 OPEN DATE: September 11, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (20) No. Received: (13) No Bids: (0) Recorded By: Renatta Barnett Announcer: Olive Wallace-Cohen		Jacksonville Speech & Hearing Center	New Heights of Northeast Florida, Inc.	Police Athletic League (PAL)	I.M. Sulzbacher Center for the Homeless, Inc. (Sulzbacher)	Youth Crisis Center
	Notes:				Includes YFEC Response	
Competence/Experience Past Record of Performance	15					
Current Workload and Staff Capacity	15					
Access Target Population	20					
Implementation Plan	20					
Community Collaboration	15					
Budget and Financial Responsibility	15					
Bonus Points	20					
TOTAL POINTS	120					
MINIMUM REQUIREMENTS		YES	YES	YES	YES	YES
CONFLICT OF INTEREST		YES	YES	YES	YES	YES
INSURANCE AGENT ACKNOWLEDGEMENT		YES	YES	YES	Cert. of Insurance	YES
ADDENDUM (4)		YES	YES	YES	YES	YES

Special Needs Programs and Services

Youth and Family Empower Center (YFEC)

ESC-0218-20

	15 Points	15 Points	20 Points	20 Points	15 Points	15 Points	OVERALL	Rank
	Competence/ Experience/Past Record of Performance	Current Workload and Staff Capacity	Access to Target Population	Implementation Plan	Community Collaboration	Budget & Budget Narrative	100 Total Points (100 max)	
Boys & Girls Club of NE FL								1
Lakeisha Barris	15.00	15.00	20.00	19.00	15.00	14.00	98.00	
Jackie Green	13.00	13.00	13.00	15.00	14.00	14.00	82.00	
Amy Read	13.00	12.00	16.00	15.00	14.00	15.00	85.00	
Average	13.67	13.33	16.33	16.33	14.33	14.33	**88.33**	
I.M. Sulzbacher Center								2
Lakeisha Barris	12.00	13.00	19.00	15.00	14.00	10.00	83.00	
Jackie Green	9.00	13.00	15.00	15.00	13.00	13.00	78.00	
Amy Read	13.00	14.00	18.00	19.00	14.00	14.00	92.00	
Average	11.33	13.33	17.33	16.33	13.67	12.33	**84.33**	

ATTACHMENT A
RESPONSE FORMAT

To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the five sections would be helpful.

1) **Title Page:** Include RFP Title, RFP Number, Contractor's full name, address, phone number.

2) **Cover Letter (on letterhead, one-page limit):**

   Include the following:

   - Date of Letter.
   - RFP Title and Number
   - Contractor's full name, address and phone number.
   - Names of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers.
   - Contractor's Federal Employer ID Number.
   - Project Title, Dates and Times
   - Acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments.
   - Include a statement that this project will not supplant current programs of KHA funding.
   - Signature and printed name and title of Authorized Representative.

3) **Required Forms.** Attach all forms or requested documentation identified in Section 1 or in the Attachments, if applicable. Each must be signed by an authorized representative. Required forms/documentation include:

   - Budget/Budget Narrative (Form 1)
   - Conflict of Interest Certificate (Form 2)
   - Insurance Agent Acknowledgment (Form 3)
   - Proof of 501(c) (3) non-profit status or State of Florida registration through Sunbiz.org

4) **Proof of Minimum Requirements.** Responses will ONLY be accepted from companies meeting the minimum requirements in Section 1 of the RFP. Contractor must provide clear documentation that they meet the minimum requirements.

5) **Statement of Qualifications.** This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Attachment B Evaluation 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. Please divide this portion of the Response into subsections that correspond to each of the listed criteria.

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.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

The response will be evaluated on how effectively it demonstrates the following:

Note: Based on the explanation provided in the Statement of Need and Program Overview, funding preference will be given to proposals that target services to children living with moderate to severe disabilities, fill an existing gap in services for this population and are not exclusively related to mental health services. This preference will be given through bonus points added during the scoring process.

I. **COMPETENCE/EXPERIENCE/PAST RECORD OF PERFORMANCE (15 Maximum Points)**
Contractor must demonstrate a proven track record in providing high quality Special Needs services—and a willingness to work collaboratively with community partners to achieve desired goals.

a. **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. The explanation should clearly connect to the program type being proposed (Special Needs or YFEC programming).
b. Provide statistical data documenting performance measures achieved in current, similar programs.
c. If currently receiving a contract with the City of Jacksonville or the Kids Hope Alliance, provide results of monitoring reports or other performance reports. **NOTE: The evaluation committee reserves the right to verify the response against documents contained by the City.**

II. **CURRENT WORKLOAD AND STAFF CAPACITY (15 Maximum Points)**

a. Provide the number and size of all programs currently being performed.
b. Discuss your staff capacity to meet the need of the population proposed to serve.
c. Discuss the program costs under this contract and how services will be maximized through community partnerships and/or other funding sources.
d. Discuss past ability to deliver projects on a timely basis under similar current workload conditions.
e. In addition, discuss how problems with program implementation have been resolved in the past.
f. The explanation should clearly connect to the program type being proposed (Special Needs or YFEC programming)

III. **ACCESS TO TARGET POPULATION (20 Maximum Points)**

a. Contractor must describe the populations currently served as well as your current ability to access children and families with mental, emotional, behavioral and/or physical disabilities.
b. Contractor must describe the community need for the proposed programming and how the proposal will fill a gap in services for the community.
c. In addition, describe your agency's plan for fostering outreach/access to the population to be served.
d. Discuss how cultural responsiveness is demonstrated in program execution and service delivery?

e. The explanation should clearly connect to the program type being proposed (Special Needs or YFEC programming)

IV. IMPLEMENTATION PLAN (20 Maximum Points)

a. The explanation should clearly connect to the program type being proposed (Special Needs or YFEC programming)
b. If applying for Special Needs funding, please identify which of the following populations the proposal targets:
   1. Programming that Addresses Mental, Emotional and/or Behavioral Needs
   2. Programming for Children Living with Identified Disabilities/Exceptionalities
c. Contractor must describe plans for implementing the program successfully. Provide an outline of a plan for complete implementation.
d. If proposal is for services exclusive to mental, emotional and/or behavioral needs, contractor must specify how the proposal will provide services to a unique population that is not currently being served through the DCPS Full Service School model.
e. Discuss how trauma-informed service delivery is integrated into programming and organizational culture.
f. Provide a detailed proposal for monitoring program outcomes using the results-based accountability model. Proposal must include data points that will be gathered as well as the methods/tools that will be utilized in this process. Be sure data can answer the following questions:
   - **How much did you do?**
   - **How well did you do it?**
   - **Is anyone better off?**

VI. COMMUNITY COLLABORATION (<u>15 points maximum score</u>)

Contractor must describe plans for collaborating with the community to educate others about this program and to establish agreements that benefit program participants, staff, and the larger community.

VII. BUDGET AND FINANCIAL RESPONSIBILITY (<u>15 points maximum score</u>)

a. 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.
b. Provide a budget format illustrating how the program will be fiscally administered. With each budget line item, include a narrative for how each line item will be spent. Be sure to specify funding related to Special Needs services separate from YFEC related services. **Funds will not be allowed to pay for the physical space associated with services.**
c. Include any additional documentation that demonstrates the fiscal health of the organization. Items of interest would include past tax returns, 990s, income statements, balance sheets, statements of cash flow, and most recent audited financial statements.
d. Contractor must also disclose all sources of current City of Jacksonville funding as well as explain, if awarded the contract from this bid, what percentage of the Contractor's total operating budget this contract would represent.

<u>Bonus Points</u>:

20 Bonus Points will be given to general Special Needs funding proposals that target services to children/youth living with moderate to severe disabilities, fill an existing gap in services for this population and are not exclusively related to mental health services.

Bonus Points will only be given if points totals meet the baseline threshold of 70 points before bonus is added.

ATTACHMENT B

EVALUATION MATRIX
(Continued)

The response will be scored based on the following matrix, and the evaluation maximum points count is identified for each section above. Contractors must score a minimum of 70 to be considered for funding.

The response will be evaluated on how effectively it demonstrates the following:

Evaluation Criteria	Superior	Average	Below Average	Poor	Missing
Project Narrative					
Competence/Experience/Past Record of Performance	14-15	10-13	5-9	0-4	0
Current Workload and Staff Capacity	14-15	10-13	5-9	0-4	0
Access to Target Population	16-20	11-15	6-10	0-5	0
Implementation Plan	16-20	11-15	6-10	0-5	0
Community Collaboration	14-15	10-13	5-9	0-4	0
Budget and Financial Responsibility	14-15	10-13	5-9	0-4	0
Total Points	100				
Bonus Points	20				

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