SINGLE SOURCE AWARD **BID # SS-0264-17**

Subject: Alternative to Truancy and Out of School Suspension (ATOSS) Program

Department: Jacksonville Children's Commission

Description of Purchase: Recommend approval to amend the single source award to the Duval County Public Schools to change the end of contract date from June 2, 2017 to May 31, 2017, and to decrease the award by $48,986.00. Total estimated expenditure not to exceed $195,945.00.

Funding Source: JCOD019SSC-08201 – To be executed by formal contract amendment through the Office of General Counsel

Single Source Award To: Duval County Public Schools

Price Justification: N/A

Total Award: $195,945.00 **Requisition**: N/A

Attachments: Single Source Form and Previous Awards

Certification as to Single Source: Colin Murphy, Operations Director, Jacksonville Children's Commission

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY **DATE:** _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

Katoia Wilkins, Youth Contract Manager
Jacksonville Children's Commission

SUBJECT: **Recommendations for Amended Award** – SS-0264-17

DATE: **April 10, 2017**

The Jacksonville Children's Commission is requesting to reduce the award amount for BID SS-0264-17 awarded to Duval County Public School's Alternative to Out of School Suspension Program from $244,931.00 to $195,945.00. ($48,986.00)

It is recommended that the current program contract end May 31, 2017. A new contract amount of $195,945 will be established effective October 1, 2016 with revised minimum monthly contract usage agreement percentages as follows:

- October 2016 — 25% usage
- November 2016 — 30% usage
- December 2016 — 35% usage
- January 2017 — 35% usage
- February 2017 — 40% usage
- March 2017 — 40% usage
- April 2017 — 45% usage
- May 2017 — 50% usage

Leslie-Burney, Annette

From: Wilkins, Katoia
Sent: Friday, April 14, 2017 5:03 PM
To: Leslie-Burney, Annette
Subject: RE: Procurement Memo ATOSS SS-0264-17

Hi Annette,

No it should be 2016. Jax Journey wants to go back and reduce what was awarded starting with the original award date back in October 2016.

Thanks,
Katoia

From: Leslie-Burney, Annette
Sent: Friday, April 14, 2017 4:59 PM
To: Wilkins, Katoia
Subject: RE: Procurement Memo ATOSS SS-0264-17

Katoia, should the October date on the memo be for 2017?

ANNETTE L. BURNEY
PURCHASING ANALYST
CITY OF JACKSONVILLE
PROCUREMENT DIVISION
OFFICE: 904-255-8810
FAX: 904-360-8527

From: Wilkins, Katoia
Sent: Wednesday, April 12, 2017 3:45 PM
To: Leslie-Burney, Annette
Cc: Murphy, Colin; Verges, Deborah; Helm, Dae Lynn; Nixon, Cynthia; Heymann, Jon
Subject: Procurement Memo ATOSS SS-0264-17

Good afternoon Annette,

Please see attached memo for Duval County Public School's Alternative to Out of School Suspension Program SS-0264-17.

Thanks,
Katoia

Katoia Wilkins, MSCJ, M.Ed.
Contract Manager Youth Programs
Jacksonville Children's Commission
1095 A. Philip Randolph Blvd.
Jacksonville, FL 32206
(904) 630-3725
KWilkins@coj.net

Action Item

Public comment must be made prior to vote, if vote is taken.

Contract Revision

ATOSS (Alternative to Truancy and Out of School Suspension) Centers

Date: March 30, 2017

Location: Jax Journey Oversight Committee Meeting
Ed Ball Building, 214 N. Hogan Street
8th Floor, Room 851
Jacksonville, FL 32202

Proposed By: Debbie Verges, Project Director
Jax Journey Project
City of Jacksonville/Office of the Mayor
117 West Duval Street, Suite 400
Jacksonville, FL 32202

Regarding the following Contract: ATOSS (Alternative to Truancy and Out of School Suspension) Centers

The current contract is $244,931.00. It is recommended that the current program contract end May 31, 2017. A new contract amount of $195,945 will be established effective October 1, 2016 with revised minimum monthly contract usage agreement percentages as follows:

- October 2016 25% usage
- November 2016 30% usage
- December 2016 35% usage
- January 2017 35% usage
- February 2017 40% usage
- March 2017 40% usage
- April 2017 45% usage
- May 2017 50% usage

The contract amount is cumulative and will be predetermined at the end of the contract.

Program Name:
Alternative to Out of School Suspension (ATOSS) Centers

Department Name: Jacksonville Children's Commission

Prepared By: Shannon Judge	Date: **March 07, 2017**	Contact Info: (904) 390-2443

Type Allocation: City Direct Delivery ☐ Competitive Bid ☒ Legislative Award ☐

Program Strategy: Keeping Kids Safe and Productive

Program Summary:

As a continued element of the progressive discipline matrix in Duval County Public Schools, the ATOSS program will provide an alternative to the current out-of-school suspension model as a way to keep suspended juveniles in a structured and supervised environment during the school day. It is believed that the program will help reduce crime in neighborhoods by keeping local youth engaged in an academic setting, and improve educational and behavioral outcomes including on-time graduation and overall academic readiness.

Program Overall Status:

The ATOSS program has been running in Duval County Public Schools for more than a decade. The sites allow for student removal from main school for egregious conduct or pattern of behavior that is disruptive to teachers and other students. At the three ATOSS Centers managed by the district, assigned students meet with a social worker as part of a social-emotional element to the program, while a certificated teacher works with students on their academics through either on-line programming and/or course work sent by the school. Social-emotional development is addressed through practices associated with restorative justice as a way to build awareness and repair harm to the community (e.g., classroom, peer group, school, or neighborhood). This is conducted through social circles, character education, and general counseling. When students are in their last day of the ATOSS program, they meet with the social worker to assess for any support services that might be necessary/helpful for when the student returns to the home school. The social worker creates a plan if needed, and reaches out to the appropriate school staff to ensure that services are provided; the social worker will also follow up.

In February of 2016, of the 126 students projected to attend the program, 103 students enrolled at St. Paul Missionary Baptist Church ATOSS site. For the month, there were a total of 224 seats utilized during the 19 school days for an average of 3.35 participating students per day. This represents 58% of possible seats, but 17 percentage points below minimum usage agreement (75%).

Successes: 1) Student participation in the ATOSS program has positively impacted the student's daily attendance as they are not marked absent when participating in the program. 2) Students that participate in the program get exposure to targeted interventions as a way to address their behavioral needs. 3) Schools can better track academic progress when students stay engaged in the learning process through either direct instruction or online assignments.

Challenges: 1) Ensuring that schools send current class assignments for students participating in the ATOSS program. 2) Ensuring that the action codes for suspensions are consistently entered and or corrected into the Student Information System (FOCUS). 3) Coordinating and ensuring follow-up/transition services between school and district-based staff.

Program Providers – Where there are multiple agencies working together, please specify each agencies role. If type other than those illustrated below, please add to legend type below.

Types: D$=City direct funded provider PT = Partner or subcontracted provider – NO FUNDING

PT$ = Partner or subcontracted provider receiving funds from direct funded provider

Program Activity Report

Student Participation Report							
St. Paul Missionary Baptist Church: 3738 Winton Drive, 32208; (904) 768-7112							
Maximum Seats Allotted = 20							
Month	Minimum Contract Usage	Instructional Days	Minimum Contracted Seats	# of Students Referred	# of Students Enrolled	Cumulative Daily Attendance	% of Possible Seats Utilized
October 2016*	55%	17	187	48	45	95	43%
November 2016	60%	18	216	92	69	139	63%
December 2016	65%	16	208	89	70	119	57%
January 2017	70%	18	252	56	37	56	25%
February 2017	75%	19	285	126	103	224	58%
March 2017**	80%	12	192				
April 2017**	85%	13	221				
May 2017	90%	22	396				
June 2017	90%	2	36				
August 2017	90%	14	252				
September 2017	90%	20	360				

*Instructional Days adjusted for school closings due to Hurricane Matthew.
**Instructional Days adjusted for state testing calendar.

Daily Seat Usage Report

2016-17 ATOSS: St. Paul Missionary Baptist Church																															
	Day of Month																														
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
October			4	4	4						1	4	1	6			5	4	6	8				5	12	11	12	5			3
November	4	5	11	14			11	9	4	8				9	7	5	5	13			15	11						0	2	3	
December	5	4			9	6	9	8	6			10	6	8	9	11			9	8	5	6									
January					1	1			4	1	4	6	5				3	1	2	3			1	3	3	3	3			6	6
February	4	9	4			10	15	12	8	8			7	8	10	16	17				18	22	12	17			15	12			
March																															
April																															
May																															
June																															
TOTAL	Employee Planning/Inservice								Schools Closed					School/Admin Offices Closed								Weather Days						State Testing			

Program Information

- Program Metrics/Statistics/Outcomes

How Much?

- Number of students referred by school administrators to the St. Paul ATOSS Program. 126
- Number of students enrolled. 103
- Number of student referred to the program but did not enroll in the program. 23
- Number of students attending program 3 days or more per assignment. 31
- Number of students enrolled in the program two or more times. 60
- Number of students enrolled in the program three or more times. 16
- Total number of seats utilized in the month. 224
- Number of day's program is in operation. 19 *school days in December.*

How well services were provided?

- 100% of academic staff are certificated.
- Agency will maintain at least 95% of projected ADA.
- Staff includes a certified teacher, social worker, and security guard.
- 100% of students attending program will have access to academic and character building activities Monday through Friday, 7:30 a.m. to 3:00 p.m. during designated school days.

Is anyone any better off?

- **100%** of students attending Jacksonville Journey ATOSS sites for 3 days or more will be free from physical harm and arrest, during their enrollment in the program. **100%** percent of the students attending the ATOSS sites 3 or more days were free from physical harm and arrest, during their enrollment in the program.
- 90% of students attending Jacksonville Journey ATOSS sites for 3 days or more will be provided with academic and social support and will successfully re-enter their traditional school. **100%** of the students attending ATOSS 3 or more days were provided with academic and social support and were able to successfully re-enter their traditional school.
- 85% of students attending Jacksonville Journey ATOSS sites for 3 days or more will not have a serious (class 3 or 4) conduct violation. **100%** did not commit serious class 3 or 4 conduct violations.
- 100% of students attending Jacksonville Journey ATOSS sites for 3 days or more will receive full attendance credit. **100%** of the students attending ATOSS received full attendance credit.
- Students attending Jacksonville Journey ATOSS sites for 3 or days or more will not repeat the program 3 times or more per year. **YTD: 99% of students attending 3 or more days have not repeated ATOSS 3 or more times.**

Narrative [Provide information specifically requested by Journey Staff or Oversight Committee members specific to this program]

SOLE SOURCE AWARD **BID # SS-0264-17**

Subject: Alternative to Truancy and Out of School Suspension (ATOSS) Program

Department: Jacksonville Children's Commission

Description of Purchase: Recommend approval of sole source award to the Duval County Public Schools to operate the Alternative to Truancy and Out of School Suspension Program for the period of October 1, 2016 through June 2, 2017. Total estimated expenditure not to exceed $244,931.00.

Funding Source: JCOD019SSC-08201encumbered by Purchase Order

Sole Source Award To: Duval County Public Schools

Price Justification: N/A

Total Award: $244,931.00 **Requisition:** N/A

Attachments: Sole Source Form, Vendor Letter and Previous Awards

Certification as to Sole Source: Colin Murphy, Operations Director, Jacksonville Children's Commission

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

SBE Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 9-15-16

ACTION OF AWARDING AUTHORITY **DATE:** 9/15/16

APPROVED ✓ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

SS-0064-11

SOLE SOURCE/PROPRIETARY REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): JAX Journey

PROPRIETARY ☐

SOLE SOURCE ☒

FUNDING SOURCE: JCOD019SSC - Sub Object: 08201

BRIEF DESCRIPTION OF GOODS/SERVICES:
Comprehensive early intervention program that addresses delinquent behavior, unsupervised students and academic failure of secondary students who commit serious Code of Student conduct violations resulting in school suspensions of 10 days or less

AMOUNT OF PROJECT (attach quote): $244,931

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Students earn school attendance credit upon completion of program and receive academic, behavioral and conflict resolution support services delivered by certified Duval County teachers. Students complete their individualized academic and disciplinary requirements in a safe and secure learning environment.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
School District currently provide this service and is the only provider.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:
Released a Request for Proposal (BID ESC-0441-12) for this program and DCPS was the only bidder.

Submitted by: Colin G. Murphy (Name) Prin. of Operations (Title)

Date: 9/7/16

Requesting Agency's Director's Signature:

DUVAL COUNTY
PUBLIC SCHOOLS

Office of School Culture & Climate
Michael McAuley, Executive Director
1701 Prudential Drive Room 430
Jacksonville, FL 32207
(904 390-2477)
www.duvalschools.org

August 19, 2016

Chandra Brown
Jacksonville Children's Commission
1095 A Philip Randolph Blvd
Jacksonville, Florida 32206

Dear Ms. Brown:

The Office of School Culture & Climate, Duval County Public Schools, will continue to operate the Alternative to Truancy and Out of School Suspension (ATOSS) Program from October 1, 2016 to June 2, 2017. We understand that the City of Jacksonville has approved a budget of $244,931.00 for the fiscal year beginning October 1, 2016 to June 2, 2017.

Upon the receipt of this letter, we respectfully request an award notification with funding information. This notification is required by the district's Budget Office.

Thank you for your support and guidance. Please contact me if you need additional information.

Sincerely,

Michael G. McAuley
Executive Director
Office of School Culture & Climate