SUBJECT: School-Based Extended Day Services

BID #: ESC-0352-21 **OPEN DATE:** 4/14/2021

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – August 1, 2021 through July 31, 2022 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: 17 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject one bidder, Pearls of Perfection, Inc., due to the provider's proposed program not meeting the requirements of the RFP. Recommend approval of award to three (3) bidders: Joshua Christian Academy, Inc., North Florida Education Institute Corporation and The Foundation Academy Studio School, Inc. Period of service is from August 1, 2021 through July 31, 2022 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $355,000.00.

Funding Source: 10901.181001.582001.000000.00000455.00000.0000000 – To be executed by formal contract through the Office of General Counsel

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

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

CONCURRENCE BY: Kenneth Darity, Chief Program Officer, 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

MEMORANDUM

TO: Gregory Pease,
Chief of Procurement Division

FROM: Mike Weinstein, Chief Executive Director
Kids Hope Alliance (KHA)

CC: Kenneth Darity, Chief Programs Officer
Dr. Saralyn Grass, Chief Administration Officer
April Hart, Director of Finance

SUBJECT: Award Recommendation for BID # ESC-0352-21 Kids Hope Alliance, School-based Extended Day Services

Accounting Code: 10901 181001 582001 000000 00000455 00000 0000000

DATE: May 11, 2021

The Kids Hope Alliance (KHA) has completed preliminary evaluations of BID # ESC-0352-21 and is recommending that Competitive Sealed Proposal Evaluation Committee (CSPEC) make a final recommendation to the Mayor for funding to three agencies: Joshua Christian ($102,000.00), N. Florida Education Institution ($153,000.00) and The Foundation Academy ($100,000.00). The terms of agreements will commence August 1, 2021 and continue through July 31, 2022. KHA will have the option, in its sole discretion, to renew such contracts for up to two (2) additional one (1) year terms upon satisfactory performance by Contractor. Contracts are subject to early termination as set forth elsewhere in this RFP.

Pearls of Perfection's application was rejected due to the agency and its scope not meeting the intent of this RFP. The agency is not affiliated with a school and is proposing a more traditional afterschool program. The provider is instead being encouraged to apply for current Bid# ESC-0347-21 that closes on the 19th.

The following documentation is accompanying this memo:
Exhibit 1 – Summary of the Award(s)
Exhibit 2 – Evaluators' Scores

In addition:

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

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

Cc: Annette Burney, Purchase Analyst

TITLE: School-Based Extended Day Services BID NO.: ESC-0352-21 OPEN DATE: April 14, 2021 @ 2 P.M. ANALYST: Annette Burney No. Invited: (17) No. Received (4) No Bids: (0) Recorded By: John Hernandez Announcer: Renata Barnett		Joshua Christian Academy	North Florida Education Institute Corp.	Pearls of Perfection	The Foundation Academy Studio School
	Notes:		Tax Exempt Certificate (In lieu of 501c3)		COI (in Lieu of Form 3)
CONTRACTOR DETAILS	10				
ORGANIZATIONAL CAPACITY	25				
PROGRAM DESIGN	10				
PROPOSED STAFF INFORMATION	20				
PERFORMANCE AND DATA MANAGEMENT	15				
PROGRAM COMPONENTS	40				
BUDGET	10				
TOTAL POINTS	130				
MINIMUM REQUIREMENTS		Y	Y	Y	Y
CONFLICT OF INTEREST		Y	Y	Y	Y
INSURANCE AGENT ACKNOWLEDGEMENT		Y	Y	Y	Y
ADDENDUM (1)		Y	Y	Y	Y

SCHOOL-BASED EXTENDED DAY SERVICES

ESC-0352-21

	Contractor Details	Organizational Capacity/ Cultural	Organizational Capacity/ Collaboration	Program Design/Site Chart	Proposed Staff/ Staff to Child Ratios	Proposed Staff Information/ Training Requirements	Performance Measures and Data Management	Program Components/ Enrichment Activities	Program Components/ Nutrition	Program Components/ Family Engagement	Total Funding Requested	Total Points	Total % Points (Min. Score - 75%)	Rating
Joshua Christian														
Quinn Robertson Washington	0.00	8.00	15.00	10.00	10.00	7.00	12.00	15.00	9.00	11.00	10.00	107.00	82.31%	
Sherrill Smith	6.00	8.00	14.00	6.00	5.00	10.00	9.00	12.00	8.00	11.00	9.00	98.00	75.38%	
Stacy Sheppard	0.00	7.50	12.50	10.00	10.00	10.00	15.00	15.00	10.00	15.00	10.00	115.00	88.46%	
Averaged Points & Percentages	2.00	7.83	13.83	8.67	8.33	9.00	12.00	14.00	9.00	12.33	9.67	106.67	82%	3
NFL Education Institute														
Quinn Robertson Washington	8.00	8.00	9.00	7.00	5.00	7.00	15.00	15.00	9.00	13.00	10.00	106.00	81.54%	
Sherrill Smith	7.00	9.00	14.00	10.00	10.00	8.00	15.00	15.00	8.00	14.00	9.00	119.00	91.54%	
Stacy Sheppard	5.00	7.50	15.00	10.00	10.00	10.00	15.00	12.50	10.00	15.00	10.00	120.00	92.31%	
Averaged Points & Percentages	6.67	8.17	12.67	9.00	8.33	8.33	15.00	14.17	9.00	14.00	9.67	115.00	88.46%	1
The Found. Academy														
Quinn Robertson Washington	8.00	10.00	15.00	10.00	10.00	10.00	12.00	15.00	8.00	15.00	5.00	118.00	90.77%	
Sherrill Smith	6.00	10.00	15.00	10.00	10.00	6.00	5.00	6.00	10.00	12.00	9.00	99.00	76.15%	
Stacy Sheppard	9.20	10.00	12.50	10.00	7.50	10.00	15.00	15.00	10.00	15.00	5.00	119.20	91.69%	
Averaged Points & Percentages	7.73	10.00	14.17	10.00	9.17	8.67	10.67	12.00	9.33	14.00	6.33	112.07	86.21%	2

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.

May 17, 2021

6837 Misty View Dr.
Jacksonville, FL 32210

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Pearls of Perfection, Inc.

CONTACT NAME: Qualandria Brookens

BID NUMBER: ESC-0352-21

NAME OF BID: School-Based Afterschool and Summer Programming

DATE OPENED: 4/14/2021

REASON FOR REJECTION:
Agency recommends rejecting vendor due to proposed program not meeting the requirements of the specifications. Vendor is not affiliated with a school and proposed a more traditional afterschool program.

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: Monday, May 17, 2021 12:05 PM
To: Qualandria Brookens
Subject: FW: REJECTION NOTICE: ESC-0352-21 School-Based Extended Day Services
Attachments: REJECTION NOTICE_ PEARLS OF PERFECTION.pdf

Qualandria:
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

*** Privacy Act: This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Monday, May 17, 2021 11:27 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION NOTICE: PEARLS OF PERFECTION

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

Section 4
Description of Services and Deliverables

4.1 Background

The Kids Hope Alliance Board consists of seven (7) members appointed by the Mayor and confirmed by the City Council. Five (5) liaisons representing the Sheriff, State Attorney, Public Defender, Duval County Public Schools and a member of the City Council attend all meetings of the Board.

Our Vision

Every child and youth will reach their academic, career and civic potential.

Our Mission

To build and ensure access to a continuum of comprehensive and integrated programs, services and activities that address the critical needs of children and youth.

All school-based extended services programs should meet all applicable goals set forth in KHA's Essential Services Plan (ESP).

KHA's Essential Services Plan emphasizes the importance of quality services, data-driven and results-focused approaches, as well as encouraging the use of best practices and evidence-based practices. The Goals of the ESP as related to extended-day services are to:

1. Improve Literacy for all At-Hope Children and Youth.
2. Improve Family and Community Engagement for all At-Hope Children and Youth.
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and Council districts.
4. Improve Employability and College-Readiness for all At-Hope Children and Youth
5. Improve Personal, Social, Cultural, and Physical Well-being, Program Outcomes
6. Improve Core Academic Outcomes.
7. Provide a Variety of Healthy Food Options.

4.2 Funding Availability

There is no funding maximum for this RFP, however, funding provided to any one Contractor and all of its Affiliated Providers, if applicable, under this RFP (regardless of the number of sites served) may not exceed $1,000,000.00.

4.3 Program Design Requirements

At the core of this achievement model is extended learning time. With this additional time, schools can help students catch up to their peers, acquire essential academic knowledge and skills, and become prepared for college and career choices. The longer day allows time for children to experience key extracurricular programs at no cost to families. This not only increases the joy factor of the school day; it also fosters the development of lifelong passions.

1. Hiring Supportive, Qualified Staff. Contractors should hire staff that is able to connect with children, motivate, mentor, and encourage them, and be competent in positive behavior management techniques. Teachers should take an active part in the design, planning, and leading the extended learning time programs. As part of their employment agreement, teachers should work the length of the student school day. As a result, the majority of adults who directly interact with students should be fully certified teachers with the Florida Department

of Education and meet federal "highly qualified" requirements. Programs should have a linguistically and culturally diverse staff that can be sensitive to individual developmental abilities and cultures. It is recommended that staff have knowledge about available community resources. This can help guide families into appropriate avenues without the difficulty of deciphering the system.

2. Culture Competence & Implicit Bias. Contractors must ensure that their programs address the diverse needs of youth and families in our community, taking into consideration such characteristics as language, ethnicity, race, sexual orientation, gender identity and expression, spirituality/religious beliefs, areas of exceptionality, socioeconomic status, and immigrant status. Additionally, Contractors must ensure that implicit bias is mitigated in their programs.

   The following definitions of cultural competence and implicit bias may be used to guide organizations in adopting appropriate practices:

   "Cultural competence embodies a range of attitudes, behaviors, structures, and policies that enable individuals and groups to interact and work effectively with a wide variety of people, cultures, and communities. Culturally competent organizations value diversity in the workplace and in their customer base to excel in a diverse environment. Successful individuals are conscious of, and manage the dynamics of difference, strive to institutionalize cultural knowledge, and adapt their services to better assist their customers."

   "Implicit bias refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner" (Kirwan Institute, 2015). These biases, which can be both favorable and unfavorable, are activated involuntarily without an individual's awareness. The implicit bias in our subconscious causes us to have feelings and attitudes about other people based on characteristics such as race, ethnicity, age, and appearance. These biases develop at a very early age through exposure to direct and indirect messages such as news programming and the media. Implicit biases are pervasive. Everyone possesses them and they do not necessarily align with our declared beliefs or even reflect positions we would endorse. Fortunately, implicit biases are malleable and the implicit biases can be gradually unlearned through a variety of debiasing techniques. Debiasing techniques include counter-stereotypic training, exposing people to counter-stereotypic individuals, intergroup contact, taking the perspective of others and education efforts to raise awareness about implicit bias (Staats, et. al 2015).

3. Classroom Management. An effective management plan is about creating an environment in which all children are able to learn. If the plan is used consistently and communicated clearly, children will understand what is expected of them and fewer behavior problems will result.

4. Background Screening. Contractor must screen all staff working in the program in compliance with Level 2 background screening and fingerprinting requirements in accordance with Sections 943.0542, 984.02, Chapter 435, 402, 39.001, and 1012.465 Florida Statutes, as applicable.

   The contractor must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment.

   In the event of updates to rules and regulations, contractors must follow the most the most up-to-date screening requirements as required by applicable agencies.

5. Other required elements
   - Target population is low-income and underserved youth attending the daytime school.
   - Extended day programs must provide a minimum of two hours of learning each day in addition to the hours of learning provided by a regular public school. For example, if a

nearby public elementary school day (without extended-day) runs from 8-3 pm, the school with extended day would run until 5 pm.

- KHA will pay the Contractor up to $6 for each Unit of Service provided by the Contractor (See Section 4.14 of this RFP for a definition of an applicable Unit of Service)
    - Extended day programs must operate in line with the regular school calendar (excluding holidays and school closures) for a minimum of 170 school days with the start date no later than August 24.
- Staff to youth ratios must not exceed 1:20.
- The teachers of this section of the day should be the same as the regular day as it simply an extension. There should be a seamless transition to the extra hours.

6. Required Activities

a. **Academic Activities.** Consistent with KHA's ESP goal to improve literacy for all at-hope children and youth, academic enrichment activities must be offered. The extended day model must include focused academic interventions in mathematics and literacy dependent on student needs. These interventions should be monitored, tracked, and modified as needed. A certified teacher, with a current teaching certificate, must lead the academic activities. Activities should be creative, fun, and designed to foster a love of learning.

b. **Enrichment Activities.** Enrichment activities should be creative, engaging, incorporates the use of varied learning modalities and be fun. Examples of supplemental activities may include:
    - Athletics (basketball, flag football, track, and volleyball),
    - Band instruction,
    - Drumline,
    - Home Economics,
    - Language Lab,
    - Newspaper,
    - Performing arts (dance, chorus, and step),
    - Physical education,
    - Robotics Club, and
    - World cultures.

7. Healthy Snacks/Meals

Programs must offer at minimum a nutritious snack. Research shows that well-nourished children are healthier, more attentive, and have better mental performance than children who are under-nourished. Children who eat healthy foods are more attentive and are better learners and eating well early in life has a profound effect on a child's growth and can even reduce obesity risks. Meals and snacks served to children must meet specific USDA meal pattern requirements.
Retrieved from Florida Department of Health, Child Care Food Program, www.floridahealth.gov

8. Family Engagement – Partnering with Families

A minimum of one (1) family engagement initiative must be provided. Proactive strategies to partnering with families include asking them how, when, and where they would like to participate. Families and staff need to be provided interactive forums where they can feel comfortable sharing their issues, concerns, and solutions, while supporting each other at the same time. The successful Response must describe creative and proactive strategies that will be used to engage families beyond traditional programmatic informational nights.

4.4 Program Outcomes

RESULTS BASED ACCOUNTABILITY (RBA) FRAMEWORK

In order to achieve sustained, community-wide improvements in child and family well-being, agencies and programs need to participate in collective impact processes. Collective impact includes sharing results, sharing data, sharing strategies and best practices, and mutual accountability (Kania & Kramer, 2011). RBA provides a plain language framework comprised of two perspectives – population level results and Contractor performance measures. The Story Behind the Indicator Data provides an overview of the characteristics and needs of the population to be served. "What Works" are strategies to improve results, which include evidence-informed practices, program components, and approaches that have research pointing towards their effectiveness.

Contractor performance measures are required for all Contractors to answer three key questions: How much did we do? How well did we do it? Is anybody better off? These required program evaluation components provide data to KHA for the collective impact process allowing KHA to measure the effectiveness of the Contractor's program including the number of youth served, the amount of services provided, program monitoring, satisfaction surveys and other measures to show improvement in the knowledge, skills, attitude, behavior, and circumstances of children and caregivers served.

4.4.1 How Much Did We Do?

a. **Statistical Demographic Report.** The Contractor agrees to maintain and report monthly information on client demographics which includes student ID number, age, gender, race, language spoken at home (once it is available), and education levels in SAMIS. The Contractor agrees to track overall client household income, other benefits received, and other information as required by KHA.

b. **Internal Documentation.**
   - Units of service provided and appropriate backup documentation
   - Client files as required, and other service documentation
   - Personnel files including hiring records, job descriptions, policies, training records, and evaluations
   - Client/parent information release forms

4.4.2 How Well Did We Do It?

a. **Desktop Monitoring.** Monitoring of programs contracted through this RFP will be conducted by KHA staff and/or outsourced KHA consultants.

   The Contractor shall make all records and services pertaining to children participating in KHA funded programs subject at all times to inspection, review and/or audit at any location or service delivery site as specified by KHA. Required internal documentation must include, but is not limited to, the following: Sign in/sign out service documentation; Personnel records of staff involved with program; Daily activity log schedules and monthly calendars; Training records; Client satisfaction surveys; Follow-up/statistical data logs; Client files; Client information data files; and/or outcomes tools (as applicable).

   Monitoring and other reports promulgated by KHA and achievement of contract and performance requirements, timeliness of requested information and fiscal stability shall be considered factors in evaluating future funding requests.

b. **Client Satisfaction Surveys.** The Contractor shall distribute KHA sanctioned, electronic satisfaction surveys to parents and youth at least once a year. Survey results will be analyzed and shared with the Contractor to encourage program improvements.

4.4.2 Is Anyone Better Off? The Contractor must submit client Performance Measurement data, in SAMIS and/or other format provided by KHA, within time frames specified by KHA. The Contractor shall also report any barriers experienced in outcome achievement. The report should also include any noteworthy activities that have occurred.

4.5 Desired School-Based Outcomes

Successful Contractors must meet the following outcomes:

- 85% of regularly participating students (attending the program for 90 days or more) will be promoted to the next grade.
- 85% of regularly participating students (attending the program for 90 days or more) will be absent from school less than 21 days.
- 90% of parents and youth who complete surveys (mid and end of year) will state program satisfaction (program should aim for a minimum 50% completion rate).

All results based accountability outcomes will be recorded in the SAMIS program page analysis of outcomes.

4.6 Reporting/Data Requirements

a. Contractors will be required to enter a valid name, address and student ID# for all participants, along with other demographic data including but not limited to: race and income level.

b. Voice and Image Release

Contractor shall ensure that an appropriate release is completed prior to publishing and copyrighting any activities involving children participating in Contractor's program.

c. Protection of Participant Data

1. Contractor will only authorize the access of participant data by properly trained personnel who have signed a non-disclosure statement provided by KHA.

2. If Contractor experiences a security breach concerning any information covered by the Contract, Contractor shall immediately notify KHA and take immediate steps to limit and mitigate such security breach to the extent possible. Any breach of the confidentiality obligations set forth in the Contract shall be a breach of a material term of the Contract and grounds for termination, in the sole and exclusive discretion of KHA. In addition, Contractor agrees to indemnify and hold KHA harmless for any loss, cost, damage or expense suffered by KHA, including but not limited to the cost of notification of affected persons as a direct result of the unauthorized disclosure of education records.

3. Upon termination of the Contract, if requested by KHA and consistent with the retention requirements of Florida's public records laws, Contractor shall destroy all data or information that contains personal information collected and stored under the Contract. Furthermore, Contractor shall ensure that the destruction of that data or information maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

4.7 Service Location Requirements

a. Facility Requirements - All KHA-funded programs must take place in a safe and easily accessible facility. The proposed facility must be available and accessible to students and their adult family members. The facility must have sufficient resources to provide all proposed and required activities (i.e., a computer lab, library, eating area, safe recreational area, and study

area). The site must provide sufficient space and facilities to maintain and secure equipment and resources. The site must afford students a safe and healthy environment.

b. **Sufficient Staff, Facilities and Equipment** - Contractor must notify KHA if sufficient staff, facilities and equipment necessary to deliver the Services cannot be maintained. Failure to notify KHA of any such deficiencies or to adequately provide the Services in accordance with all KHA Standards shall be a breach of a material term of the Contract and grounds for termination, in the sole and exclusive discretion of KHA.

c. **Changes in Management or Program Personnel** Any change in top management or program personnel must be put in memorandum form and submitted to the Contract Manager within 7 days. Failure to properly notify KHA will constitute a breach of a material term of the Contract and grounds for termination of the Contract, in the sole and exclusive discretion of KHA.

4.8 Required Annual Trainings

The following annual trainings are required. See Attachment I for more details.

a. Child CPR/First Aid (including AED) Training

Each program must have at least one staff member on-site at all times and during field trips with a current and valid certification in First Aid training and child cardiopulmonary resuscitation (CPR) procedures. The training must also include use of an Automated External Defibrillator (AED). Documentation of the online course and on- site assessment must be maintained on file at the facility.

b. SAMIS System Data and Finance Trainings

All Data and Finance Managers authorized to use SAMIS must attend the SAMIS System Data and Finance Training. System user accounts must be requested from the KHA data systems department and activated before new user can register trainings. New User requests can only be processed for organizations after the contract has been fully executed by the Office of General Counsel for the City of Jacksonville. Email SAMIS@coj.net to register staff for training.

c. FERPA

All Program and Data Managers must complete the U. S. Department of Education and online FERPA training to ensure the proper handling of personal identifiable information (PII). This is a one-time 45 minute training module. Certificates of completion must be printed from the FERPA WEBSITE. Visit KHA Training Institute to sign up; www.kidshopealliance.org/trainings-events.

4.9 Program Income

KHA's intent is to establish programs that are accessible to at-hope children and youth. Therefore, a Contractor shall not charge any fees to parents for participation in the program, unless pre-approved by KHA staff.

4.10 Contract Adjustments

Contract adjustments will be made at the sole discretion of KHA, based on the following:

A. Actual Units of Service Delivered – Contracts may be adjusted up or down in proportion to the actual units of service delivered at the site level. This will involve a recalculation of the units of service. This may also involve moving units between sites within the same contract if there is a

decrease in the need for capacity at one or more sites and an increased need for capacity at one or more other sites.

B. Provision for Additional Funds – Should additional funding become available (e.g. either by additional appropriation of funding through the Jacksonville City Council, or through the non-renewal of certain sites or contracts), the funds may be allocated using any one of the three criteria set forth below:

1. Need for additional capacity: Sites that demonstrate that they have the capacity to serve additional youth based on serving more units than originally contracted or by documentation of need though a waiting list may receive an increased renewal award.

2. Making partial awards whole: Sites that were given partial awards due to lack of funding in the original award cycle may receive an increased renewal up to the original proposed amount.

3. Additional awards based on the Responses to the RFP – Contractors not awarded sites or contracts in the original award cycle may receive an award if additional funding is available. **RFP score minimums may be waived in this case at KHA's sole discretion.**

4.11 Method of Payment

A. Payments

1. Contractors will be paid on a monthly basis. No payments will be made until all deliverables are submitted and approved by the Kids Hope Alliance (see Attachment J). An initial 25% advance payment may be given at the beginning of the program. All contractors must complete KHA's advance payment option form, which will be required before contract execution. Advances will be issued in a timely manner once a contract is fully executed. Advances will be recouped based on an agreed upon schedule as chosen in the advance payment form.

2. All deliverable and payment documentation must be submitted no later than August 31. Failure to submit appropriate documentation to support deliverables and Units of Service provided will result in the forfeiture of the remaining portion of the Contract.

3. Payments will be made by KHA to the Contractor based on the Units of Services delivered. All payments are contingent on meeting all the deliverables described Attachment J and approval of all supporting documentation required by KHA. The Contractor shall be subject to penalties for failure to submit such reports in a timely manner as set forth in Attachment K, Reporting Requirements. Continued failure to submit required reporting or data shall be deemed to be a material breach of the Contract and may be grounds for termination of the Contract, at the sole and exclusive discretion of KHA.

4. Reimbursements will be recorded separately in SAMIS. This will require the completion of the Units of Service module. The appropriate financial worksheets will be used as per KHA policy.

B. Units of Service

1. All operational costs under the contract shall be reimbursed through Units of Service.

2. Attendance will be tracked through SAMIS (Services Activities Management Information System) by an authorized SAMIS account holder attendance. Contractors will not be paid for youth who do not attend for a full unit of service as defined below. Payment is contingent upon submission of complete and accurate data and documentation.

3. Units of Service are defined as follows:
   A Unit of Service for Extended Day programs is defined as a two-hour program starting after the regularly scheduled school day as published publicly. To receive full payment a youth must have attended at least one hour of the two hours (no partial payments are allowed)*. In SAMIS, an individual Unit of Service is recorded for each participant. Programs can serve additional youth and Contractors can be paid for the overage up to the total school year contracted amount. Programs must run the contracted number of days. Attendance for each participant must be verifiable through an agreed upon method, which will be determined with the contractor upon award.

4.12 **Provision for Unspent Funds**

The Contractor agrees that any funds provided by KHA for the Services which are residual funds remaining unspent or unencumbered by any existing obligation at the conclusion of the Contract, shall be returned to KHA in the form of a negotiable instrument no later than ten (10) days after the end of the Term.

Renewal contracts will not be issued until all unspent funds are returned to KHA.

4.13 **ACH Clearing House**

KHA will make payments via the Automated Clearing House (ACH) method of payment and the Contractor agrees to timely complete and submit such forms as necessary to establish such payment method.

4.14 **Final Payment at the Completion of the Contract**

The Contractor shall submit all data and deliverables to KHA, no more than twenty (20) days after the last day of the month in which the school year program ends. Failure to meet these deadlines will result in the forfeiture of the remaining portion of the Contract.

4.15 **Programmatic Monitoring & Quality Assessment**

a. Contractors funded by KHA agree to provide the Services as described in this RFP and Contractor's Response.

b. Contractors agree to provide all records necessary to monitor the program. At all reasonable times for as long as the records are maintained, the Contractor must allow persons duly authorized by KHA (including the City of Jacksonville's auditor and inspector general offices), to have full access to and the right to examine, copy or audit any of the records, regardless of the form in which kept in order to monitor the implementation of the program.

c. Program quality will be assessed using Site Visits and Desktop Monitoring.

4.16 **Fiscal Monitoring and Audit Actual Expenditure Report**

The Contractor will be required to submit to KHA an Actual Expenditure Report which reports, by budget line item, actual expenditures incurred in the performance of the Contract. Such

expenditure information will be used to compile historical unit cost data and to analyze appropriate funding levels. The Actual Expenditure Report shall be submitted by the Contractor to KHA within forty-five (45) days following the end date of the Contract.

4.17 **Audit Requirements**

a. Contractors with annual contract amounts less than $200,000 shall furnish the Kids Hope Alliance a detailed annual schedule of budget to actual expenditures of Kids Hope Alliance funds for each program, by budget category that supports the amount outlined in the final approved budget. This report shall be certified as to its accuracy by the Chair or Treasurer of the Contractor's Board and must be submitted 90 days after each annual contract period or contract term, if less than a year.

b. Contractors with annual contract amounts from $200,000 to $750,000, shall furnish the Kids Hope Alliance a copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). This report shall be due within 180 days of the close of the Contractor's fiscal year.

c. Contractors with annual contract amounts in excess of $750,000, shall furnish the Kids Hope Alliance a copy of an audit report conducted in accordance with both GAAS and Government Auditing Standards (GAS), issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs. This report shall be due within 180 days of the close of the Contractor's fiscal year.

d. KHA shall not provide payment for contractual expenses during the period of time that the Contractor's audit report is delinquent. Audit reports must be from the most recent fiscal year.

4.18 **Incident Reporting**

a. Contractor is to establish procedures to facilitate reporting of incidents to program management and to KHA.
b. Contractor will notify KHA's Contract Manager via telephone or fax immediately upon learning of an out-of-the-ordinary incident and after being assured that any remaining hazards have been eliminated and any necessary emergency assistance has been obtained. After such notification, Contractor will submit the required written report as required.
c. All incidents must be reported on the form provided by KHA and reported no later than forty-eight hours after occurrence. KHA requires reporting of incidents, occurrences or events within funded programs which:
d. Place clients or employees at risk
e. Result in serious injury to clients or employees
f. Require the direct intervention of program or Contractor management staff
g. Could generate favorable or negative public reaction or media attention.
h. Reportable incidents include, but are not limited to, the following examples:
    1. Notable client achievement(s)
    2. Abduction/kidnapping of a client
    3. Auto accident resulting in injury
    4. Bomb threat
    5. Employee misconduct including law violations
    6. Epidemic or other public health emergency
    7. Fire, flood or other disaster
    8. Injury to client or employee requiring medical attention

9. Media coverage – actual or potential
10. Missing client/runaway

Any incidents or allegations of Abuse, Neglect or Exploitation must be reported immediately to the Abuse Registry at 1-800-96-ABUSE, as well as to KHA within 48 hours.

4.19 <u>Termination</u>

In addition to the remedies provided in Section 3.23 and 3.24 of this RFP, upon Contractor's receipt of a notice of termination for an Event of Default, and, except as otherwise directed, Contractor shall:

A. Cease providing Services under the Contract on the date and to the extent specified in the notice of termination.

B. Prepare all necessary reports and documents required under the terms of the Contract up to the date of termination, including the final report without payment for Services rendered in completing said reports beyond the termination date.

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ATTACHMENT A
CONTRACTOR INFORMATION

SCHOOL-BASED EXTENDED DAY SERVICES 2021 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.

1. CONTRACTOR INFORMATION

Contractor Legal Name:_____

Contractor Legal Name must match Agency name listed 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 number
Executive Officer				
Chief Financial Officer				
Response Contact				
Name of Partner(s): *If applicable				

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 1/1/19? ___ Yes ___ No (submit a copy of your detailed page)

Has the Contractor or an Affiliated Provider, if applicable, (not just individuals employed by the Contractor or Affiliated Provider, if applicable) operated an afterschool or extended day program for at least 100 youth for at least one (1) full year prior to submitting its Response? Program must have been operated during 2020, 2019, 2018 or 2017. ___Yes ___ No

Have you submitted 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 application 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 application 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 application will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed program The filing of this application has been authorized by the Contractor and I have been duly authorized to act as the representative of the Contractor in connection with this application I also agree to follow all Terms and Conditions of the RFP and the 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 application.

Lastly, I hereby attest that all work contained within this Response is the unique and original product of the Contractor I represent and has not been plagiarized or duplicated in any way from another agency's work product.

CONTRACTOR SIGNATURE **(in blue ink)**

_____	_____	_____
Authorized Official's Signature	Date	Authorized Official's Title

(Remainder of page intentionally left blank)

THE RESPONSE (INCLUDING QUESTIONS) SHOULD NOT EXCEED 19 PAGES

CONTRACTOR DETAIL

2. Provide a concise description of the Contractor, including its history, years of operation, general service mission, and primary services provided. Include a copy of your organizational chart and indicate where the proposed program reports within your organization. Clearly note the position responsible for the direct supervision of program staff and the areas of expertise that they contribute to the proposed program. If Contractor is providing Services through an Affiliated Provider (as defined in Section 1.4 of the RFP), the requested information must also be given for the Affiliated Provider. *(Approx. ½ page-maximum 10 points)*

3. Is the Contractor (or Affiliated Provider, if applicable) accredited? ___Yes ____No

   If yes, by whom: _____

   Level of Accreditation:_____ Period of Accreditation: _____

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

   In addition to the original of the Response, Contractors must submit a complete, electronic copy of the Response on a compact disk (CD) or USB that includes the most recent financial audit required to be submitted annually under the provisions of Section 4.18 of the RFP.

5. Does the Contractor and each Affiliated Provider, if applicable, carry all of the insurance required in Attachment H to the RFP?

   ____Yes

   ____No If no, the Contractor must agree to purchase all of the insurance required by Attachment H prior to contract execution.

   Affirm:_____Yes _____No

   Please indicate whether the Contractor or an Affiliated Provider will be transporting clients: ☐ Yes ☐ No

ORGANIZATIONAL CAPABILITY

6. All Contractors funded under this RFP will be required to describe how they will implement culturally competent services. Strategies must address culturally sensitive outreach efforts that demonstrate an understanding of children and families living in disadvantaged neighborhoods, and children with special and behavioral health needs, and other diverse populations. Discuss how the Services will be impactful and meet the needs of the target population for this RFP. Include any training and/or community work in this area. *(Approx. ½ page-maximum 10 points)*

7. Describe Contractor's and the Affiliated Provider's history of successful community collaboration, including your participation with the major stakeholders and partners including DCPS, DCF, and system building efforts serving the target population(s). Be sure to articulate the role the Contractor and the Affiliated Provider, if applicable, have played in helping to improve or enhance the overall system of care for the target population(s). *(Approx. ½ page-maximum 15 points)*

PROGRAM DESIGN

8. Please complete the following Site Chart for all program sites that would be funded under this RFP and provide a rationale for the service locations you have proposed. (Maximum 10 points)

Site #	Site/School Name	# of Students to be served	# of Days of Operation	Street Address	Zip Code	Start Time for School	End Time for School
1.							
2.							
3.							

*NOTE: Add or delete rows as necessary.

PROPOSED STAFF INFORMATION

9. Describe how each site will be staffed to ensure appropriate staff to child ratios. List all positions that will be providing direct and support services. Include the job title; 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. *(Approx. 1 page-maximum 10 points)*

10. Describe the staff training requirements and costs associated with the program. How will program staff be trained and prepared to identify child abuse and neglect? Additionally, discuss strategies to educate staff on behavior management and inclusion practices. Discuss how staff will be supervised to ensure quality program delivery. Please include any additional training that will be provided in order to best serve the target population(s). *(Approx. 1 page-maximum 10 points)*

PERFORMANCE MEASURES AND DATA MANAGEMENT

11. Explain the steps you will take to ensure that every child completes the performance measures as required. Describe the specific internal controls utilized to ensure that data integrity is maintained and reported in accordance with the outcome schedule. *(Approx. ½ page-maximum 15 points)*

PROGRAM COMPONENTS

12. Explain how the required two (2) hours of enrichment activities during the extended school per day will be provided. Describe the enrichment activities that will take place and how they will be monitored, tracked and adjusted as needed. *(Approx. 1 page-maximum 15 points)*

13. Explain how your program will meet the nutritional needs of the children. Describe how the children will receive at least one (1) healthy snack. *(Approx. ½ page-maximum 10 points)*

14. Explain why it is important for programs to expand their approach to family engagement by helping parents and extended family members broaden their networks of social support and gain access to multiple resources. Describe how program staff will encourage reciprocal communication with families and collectively identify family engagement events. Describe a family engagement opportunity that will be offered and how it will help children and families develop strong connections with their community. *(Approx. 1 page-maximum 15 points)*

TOTAL FUNDING REQUESTED

15. Using details from the chart completed in question 7; insert information below to determine the amount requested for each program by site. Rows may be added if necessary.
Indicate the amount per unit up to $6 your program is requesting from KHA.
Note: Regardless of number of sites, any one Contractor (including all of its Affiliated Providers) cannot receive more than $1,000,000 in funding under this RFP. (Maximum 10 points)

#	Site Name	Students to be Served		Days of Operation		Units of Service		Reimbursement / Unit of Service (max $6)		Proposed Contract Amount for Program/Site
1			x		=		x		=	$
2			x		=		x		=	$
3			x		=		x		=	$

Attachment B
Evaluation Matrix

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. The response to each of the criterion will be evaluated relative to the other responses received. Contractors are encouraged to arrange their responses in the exact format as the application 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 100 points out of a possible 130, would result in a score of 83.3%). **Contractors must score a minimum 75% of points overall by site to be considered for funding.**

Application Reference Point	Incomplete Response 0-2 points	Acceptable Response 3-5 points	Excellent Response 6-10
Contractor Detail Question #2 (Maximum Points 10)	Contractor history is less than three years. Description of Contractor mission or services provided is missing, unclear or minimally described.	Contractor history is less than five years. Contractor mission and history somewhat support the plan to provide services for the target population described in the RFP.	Contractor history is five years or more. Contractor mission and history clearly support the provision of services for the target population described in the RFP.

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
Cultural Competence Question #6 (Maximum Points 10)	The Response does not address culturally competent outreach efforts and/or organizational practices.	The Response demonstrates a clear focus and understanding of the importance of cultural competence, including children and families living in disadvantaged neighborhoods, special needs, behavioral health, and other diverse populations.	N/A
Community Collaboration Question # 7 (Maximum Points 15)	The Response does not address participation or reflects little participation in system building efforts. There is limited prior involvement in the system of care.	The Response reflects participation in local system building efforts. There is significant prior involvement in the systems of care for the proposed target populations.	The Response indicates active participation and leadership roles in community systems work, including interactions with major stakeholders and partners such as DCPS and DCF.

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
Site Chart Question #8 (Maximum Points 10)	Numbers served appear unrealistically high or low. Sites were not clearly identified.	Sites were clearly identified.	N/A
Proposed Staff Information Question #9 (Maximum Points 10)	Staffing chart is incomplete or the number/type of staff included does not seem adequate for the positions and services identified. Staff education and experience may seem in conflict with job duties or inadequate.	Duties for each position are clearly described, and education and experience appear appropriate for job duties. The number of professional staff is sufficient for the number and needs of the children to be served.	N/A
Training Requirements Question #10 (Maximum Points 10)	A staff training plan is not supplied or the training plan does not directly relate to the matters of out-of-school time programming. Staff supervision plans are not described in detail.	A staff training plan is comprehensive, directly relates to the matters of out-of-school time and ensures ongoing fidelity, where applicable. Staff training and supervision address the major issues associated with serving the target population and appear realistic and appropriate.	N/A
Performance Measures and Data Management Question #11 (Maximum Points 15)	There is little or no discussion of how performance measurement will be conducted. There is minimal description of internal controls for data integrity, and outcome reporting.	There is a plan for ensuring that every child served will complete performance measures. Adequate internal controls are addressed to ensure data integrity are accurately scored and reported.	There is a plan that describes specific details regarding the internal controls and processes to insure high quality data collection and reporting. This includes supervisor oversight; data report analysis and use of an internal tracking system with clear guidelines for use.
Academic Activities Question #12 (Maximum Points 15)	Literacy is not addressed, and the process of tracking and adjusting as needed is minimally addressed.	Description of academic activities lacks details and tracking and adjusting is addressed, but it is not clear how they do it in an ongoing manner.	Literacy and math as academic activities are well described and the role of tracking student outcomes and adjusting based on what they need is very clear.
Nutrition Question #13	Snack and meal distribution plans are not clearly described, and the description does not reflect a focus	The provision of food through is clearly demonstrated. Snack distribution consists of at least one (1) healthy snack delivered daily. The	N/A

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
(Maximum Points 10)	on the importance of proper nutrition and a balanced diet.	importance of proper nutrition and a balanced diet is very clear.	
Family Engagement Question #14 (Maximum Points 15)	Family Engagement opportunities may be missing or minimally addressed.	Family Engagement opportunities are addressed but the staff partnering with the families is not included as an essential element. At least one family involvement opportunity is fully described. Limited understanding of importance of partnering with families to identify family engagement events they would be interested in attending.	Family Engagement opportunities are encouraged and staff partner with families to collectively agree on the family involvement opportunities. Proactive strategies are utilized to encourage family engagement. One or more family involvement opportunities are fully planned and described. Clear understanding of importance of partnering with families to identify family engagement events they would be interested in attending.
Total Funding Request Question #15 (Maximum Points 10)	The total amount proposed is incomplete or incorrect.	All funding request information is complete and accurate.	N/A
130	TOTAL POSSIBLE POINTS		
Applications must score a minimum 75% of points overall by site to be considered for funding.			