SUBJECT: Trauma Training

BID #: ESC-0549-19 **OPEN DATE: 7/24/2019**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of executed contract 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: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject award was approved on 8/21/19 as an administrative award and is being increased in an amount that will cause the maximum indebtedness to exceed the informal threshold.

Recommend approval to increase the award with Hope Street, Inc. by $50,000.00 to continue providing trauma training to KHA staff and community partners through the period ending September 30, 2020. Total revised expenditure amount not to exceed $100,000.00.

Funding Source: 10901.181001.582001.000000.00000459.0000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo and Previous Award

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

CONCURRENCE BY: Michael Weinstein, 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

DATE: April 16, 2020

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Michael Weinstein, Acting Chief Executive Officer

SUBJECT BID# ESC-549-19 – Trauma Training for Kids Hope Alliance, #JCOD191ESSN

CC: Annette Burney, Purchasing Analyst Procurement
Saralyn Grass, Chief Programs Officer, Kids Hope Alliance
Mary Nash, Director of Special Needs, Kids Hope Alliance
Joyce Watson, Director, Administration, Kids Hope Alliance

The Kids Hope Alliance respectfully requests to administer a contract budget increase for the following program:

Hope Street, Inc.

- Trauma Training (Contract #10675-01) - increase of $50,000.00

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00000469	00000	0000000

The increase award will be added to the existing $50,000.00 contract for Hope Street, Inc. which expires on September 30, 2020. A total maximum indebtedness should not exceed $100,000.00.

Attached is the Kids Hope Alliance Internal Memo related to funding recommendations. This memo was developed as a result of KHA Board Meetings not being held during the current COJ COVID-19 emergency declaration and is in lieu of a Board Action Item. The memo was reviewed and approved by Michael Weinstein, Acting Chief Executive Officer.

KIDS HOPE ALLIANCE - INTERNAL MEMO

APRIL 13, 2020

TO: MICHAEL WEINSTEIN, ACTING CHIEF EXECUTIVE OFFICER

FROM: MARY NASH, DIRECTOR OF SPECIAL NEEDSD PROGRAMMING

RE: TRAUMA TRAINING SUBCONTRACT RENEWAL WITH HOPE STREET, INC. FOR 2019/2020

REQUESTED ACTION:

1) Approve an extension of the following contract the remainder of 2020.

BID	*AGENCY*	*PROGRAM*	*FUNDING*
ESC-0549-19	Hope Street, Inc.	Trauma Training	$50,000.00

NARRATIVE:

Hope Street, Inc. became the subcontractor for the Trauma Training initiative after a competitive bid process on August, 21, 2019. This original contract term does not end until September 30, 2020. The funds originated with recaptured dollars in February, 2019 and a subsequent RFP was released for this effort. There was an additional $50,000.00 included in the 2019/2020 budget, but we have waited to renew the contract until we saw that the training model was well received and effective with our community. Since inception, Hope Street, Inc. has trained 90+ Full Service School therapists, countless staff in KHA funded programs across all essential service categories, all KHA staff and has provided multiple webinars with enrollments of at or near 100 attendees each. Based on this impact, we would like to award the $50,000.00 in the 19/20 budget to continue and expand current training and coaching efforts. This would be the first of two allowable renewals under the original award.

FISCAL IMPACT:

Hope Street, Inc. will receive additional funding in the amount of $50,000.00, bringing the total funding for this agency to $100,000.00 to date.

cc: Dr. Saralyn Grass, Chief Programs Officer

ADMINISTRATIVE AWARD
BID No.: ESC-0549-19

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to amend the period of service end date from September 30, 2019 to September 30, 2020 for the initial term of the agreement.

Recommend approval of award to the highest scoring responsive, responsible bidder, Hope Street, Inc., to provide trauma training to KHA staff and community partners. Period of service is from date of contract execution through September 30, 2020 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $50,000.00.

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

FOR AGENCY/DEPARTMENT: Kids Hope Alliance

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 12 **NUMBER FIRMS BIDDING:** 2

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:

N/A

RECOMMEND AWARD TO: Hope Street, Inc.

CONCURRENCE BY: Joe Peppers, CEO, Kids Hope Alliance

PRICE: $50,000.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst **Mgr. of Purchasing Services**

8-20-19 8/20/19
Date **Date**

APPROVAL:

Gregory Pease, Chief, Procurement Division 8/21/19 **Date**

Rev10/13/2011