SUBJECT: Aftercare Program Services

BID # ESC-0324-17 **OPEN DATE: 1/4/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – From date of contract execution through December 31, 2017, with two (2) one (1) year renewal options

FOR: Kids Hope Alliance (formerly, Jacksonville Children's Commission)

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 34 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the contract and performance thereunder from January 1, 2018 to execution of contract amendment.

Recommend approval to extend the contract with Twin Oaks Juvenile Development, Inc. through May 31, 2018 with no increase to the total expenditure amount at this time. Total not to exceed expenditure amount of $41,174.00 will remain unchanged.

Funding Source: JCOD019AC-08201 - To be executed by formal contract amendment through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER _____ RESPECTFULLY SUBMITTED _____

ANNETTE BURNEY GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, Interim 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, AND FAMILIES

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Michael Weinstein/Interim CEO
Kids Hope Alliance

Colin Murphy, Senior Director of Operations
Kids Hope Alliance

Katoia Wilkins, Youth Contract Manager
Kids Hope Alliance

SUBJECT: Recommendations for an Amended Award BID # ESC-0324-17,

DATE: January 26, 2018

The Kids Hope Alliance on behalf of The City of Jacksonville, respectfully requests to amend the award for Twin Oaks Juvenile Development, Inc. BID #ESC-0324-17.

Accordingly, we ask that the contract term be extended from its current termination date of December 31, 2017 with (2) one (1) year renewal options to May 31, 2018. We ask permission to ratify the amended contract back to January 1, 2018 for a no cost extension starting on January 1, 2018 and ending on May 31, 2018.

This request will not change the scope of services or the overall funding for the contract. All other terms and conditions remain the same.

Please let us know if you need any additional information.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Director, Finance
Colin Murphy, Senior Director of Operations
Katoia Wilkins, Kids Hope Alliance

PROJECT CONNECT

February 5, 2018

Jacksonville Children's Commission,

Regarding the Project Connect – Jax Journey contract, we agree to provide services per our original response through May 31st, 2018 with no increase in the maximum indebtedness.

Sincerely,

Tony Read
Executive Director

carf

11939 NW State Road 20 Bristol, FL 32321-3416
(850) 643-1090 (850) 643-1091 (Fax)

SACSCASI

10287

SERVICES CONTRACT
BETWEEN
JACKSONVILLE CHILDRENS COMMISSION
AND
TWIN OAKS JUVENILE DEVELOPMENT, INC.
FOR
JAX JOURNEY AFTERCARE PROGRAM SERVICES

THIS CONTRACT is made and entered into as of the 1st day of February, 2017 (the "Effective Date", by and between the JACKSONVILLE CHILDREN'S COMMISSION (the "COMMISSION"), an autonomous board within the Executive Branch of the Consolidated Government for and on the behalf of the City of Jacksonville, a municipal corporation existing under the Constitution and the laws of the State of Florida, and TWIN OAKS JUVENILE DEVELOPMENT, INC., (the "CONTRACTOR"), a Florida not for profit corporation with its principal offices located at , 11939 NW State Road 20, Bristol, Florida 32321.

WHEREAS, the COMMISSION (as the "Buyer") issued a Request for Proposal No. ESC-0324-17, as amended by Addendum One (1) dated December 15, 2016 and Addendum Two (2) dated December 22, 2016 (the "RFP") for certain services described in the RFP (the "Services"); and

WHEREAS, based on CONTRACTOR'S response to the RFP dated January 4, 2017, consisting of 148 pages (the "Response"), the COMMMISSION has awarded this Contract to CONTRACTOR;

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services**. The Services will be performed by CONTRACTOR as specified in the RFP and the Response.

2. **Compensation.** The COMMISSION will pay the CONTRACTOR for the Services on a cost reimbursement basis in accordance with the RFP and the Approved Program Budget attached to this Contract as Exhibit A.

3. **Maximum Indebtedness**. As required by Section 106.431, *Ordinance Code*, the COMMISSION's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **FORTY ONE THOUSAND AND ONE HUNDRED AND SEVENTY FOUR 00/100 DOLLARS ($41,174.00).** All payments to the CONTRACTOR under this Contract are contingent upon the existence of lawfully appropriated funds for the Contract. If funding for this Contract comes from grant funds from a funding agency not a part of the City of Jacksonville, payment by the COMMISSION is further contingent upon the COMMISSION actually receiving such grant funds and those funds being appropriated by the City Council. In the event that City Council approves less than one hundred percent (100%) of the Maximum Indebtedness or the COMMISSION fails to receive any applicable grant funding, CONTRACTOR agrees to execute any amendments to this Contract and any other documents required by the COMMISSION within ten (10) days of the COMMISSION's request.

4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall expire on December 31, 2017, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to two (2) additional one-year periods by the COMMISSION, in its sole discretion.

5. **Contract Documents.** This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

- This document, as modified by any subsequent signed amendments
- Any amendments to the RFP
- Specific Information Regarding The RFP (Section 1 of the RFP)
- Description of Services and Deliverables (Section 4 of the RFP)
- General Instructions to Respondents (Section 2 of the RFP)
- General Contract Conditions (Section 3 of the RFP)
- Any Purchase Order under the Contract
- The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

6. **Notices.** All notices under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the COMMISSION:

Jacksonville Children's Commission
1095 A. Philip Randolph Blvd
Jacksonville, Florida 32206
Attn: Jon Heymann, CEO

As to the CONTRACTOR:

Twin Oaks Juvenile Development, Inc.
11939 NW State Road
Bristol, Florida 32321
Attn: David A. Read

7. **Contract Managers.** Each Party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, COMMISSION'S Contract Manager is Katoia Wilkins, 1095 A. Philip Randolph Boulevard, Jacksonville, Florida 32206, and the CONTRACTOR'S Contract Manager is David A. Read, 11939 NW State Road, Bristol, Florida 32321. Each Party shall provide prompt written notice to the other Party of any changes to the Party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

8. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the CONTRACTOR. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. CONTRACTOR may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the COMMISSION (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. CONTRACTOR acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

9. **Amendments.** All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

10. **Public Records.** In accordance with Section 119.0701, Florida Statutes, the Contractor shall:

(a) Keep and maintain public records required by Commission to perform the Services; and

(b) Upon request from Commission's custodian of public records, provide Commission with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this Contract if Contractor does not transfer the records to Commission; and

(d) Upon completion of this Contract, transfer to Commission at no cost all public records in possession of Contractor or keep and maintain public records required by Commission to perform the service. If Contractor transfers all public records to Commission upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Commission upon request from Commission's custodian of public records in a format that is compatible with Commission's information technology systems.

The above requirements apply to Contractor only if Contractor is a "Contractor" as defined in Section, 119.0701, Florida Statutes.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE

CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY OF JACKSONVILLE'S CUSTODIAN OF PUBLIC RECORDS AT (904) 630-7678; PRR@COJ.NET; CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202.

11. **Counterparts.** This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract on the day and year as indicated below.

ATTEST:

JACKSONVILLE CHILDREN'S COMMISSION
for and on the behalf of the ***CITY OF JACKSONVILLE,***
a Florida municipal corporation

BY: _____ BY: _____
Witness Jon Heymann, CEO

DATE: 3-3-17

ATTEST:

TWIN OAKS JUVENILE DEVELOPMENT, INC.

BY: _____ BY: _____
Witness Authorized Official (SEAL)

DATE: 3/1/2017

David A. Read
(Printed Name of Signer)

Executive Director
Title

In compliance with Section 24.103(e) of the *Ordinance Code* of the City of Jacksonville, I do certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the current year portion of the foregoing agreement and that provision has been made for the payment of the monies provided therein to be paid.

Program
FY 2017:JCOD019AC - $41,174.00

Director of Finance
Contract # 10287

Total Encumbrance- $41,174.00
Sub Object: 08201

Form Approved:

Office of General Counsel

Exhibit A

JACKSONVILLE CHILDREN'S COMMISSION FUNDING APPLICATION

PROGRAM BUDGET - ESC-0324-17 AFTERCARE

AGENCY NAME: TWIN OAKS JUVENILE DEVELOPMENT, INC.

Categories and line Items	Total Program Cost FY 17	Jacksonville Children's Commission Request	All Other Funding Sources for Program
Personnel Expenses			
Salaries and Wages			
Regular Salaries and Wages	$ 32,000.00	$ 32,000.00	
Subtotal Salaries and Wages	$ 32,000.00	$ 32,000.00	$ -
Payroll Taxes and Benefits			
FICA	$ 2,448.00	$ 2,448.00	
Life and Health Insurance	$ 2,400.00	$ 2,400.00	
Retirement Contributions	$ 1,000.00	$ 1,000.00	
Unemployment Compensation	$ 840.00	$ 840.00	
Workers Compensation	$ 840.00	$ 840.00	
Subtotal Payroll Taxes and Benefits	$ 7,528.00	$ 7,528.00	$ -
Total Personnel Expenses	$ 39,528.00	$ 39,528.00	$ -
Operating Expenses			
Special Contracts and Consultants			
Program Consultants and Contractual	$ -		
Special Contracts and Consultants	$ -	$ -	$ -
Programmatic Supplies & Assistance			
Educational Materials	$ -		
Program Supplies	$ -		
Student Field Trip Entrance Fees, Memberships, Scholarships	$ -		
Student Transportation (including field trip transportation)	$ -		
Snack or Food	$ -		
Subtotal of Programmatic Supplies & Assistance	$ -	$ -	$ -
Office Expenses			
Telephone	$ 600.00		$ 600.00
Utilities	$ -		
Postage, Shipping, Delivery	$ -		
Supplies	$ 600.00		$ 600.00
Copying	$ -		
Subtotal of Office Expenses	$ 1,200.00	$ -	$ 1,200.00
Capital Outlay			
Operating Capital Outlay - Computers	$ 500.00		$ 500.00
Operating Capital Outlay - Other	$ -		
Subtotal of Capital Outlay Expenses	$ 500.00	$ -	$ 500.00
Rentals & Maintenance Contracts			
Lease/Rent - Equipment	$ -		
Lease/Rent - Building	$ 1,000.00		$ 1,000.00
Maintenance - Equipment	$ -		
Maintenance - Building	$ -		
Subtotal of Rentals & Maintenance Expenses	$ 1,000.00	$ -	$ 1,000.00
Insurance Expenses			
Insurance - Insurance other	$ -		
Subtotal of Insurance Expenses	$ -	$ -	$ -
Professional Development			
Staff Travel	$ -		

JACKSONVILLE CHILDREN'S COMMISSION FUNDING APPLICATION

PROGRAM BUDGET - ESC-0324-17 AFTERCARE

AGENCY NAME: TWIN OAKS JUVENILE DEVELOPMENT INC.

Categories and line Items	Total Program Cost FY 17	Jacksonville Children's Commission Request	All Other Funding Sources for Program
Conferences and Staff Development	$ -		
Background and Drug Screenings	$ 50.00		$ 50.00
Membership Fees and Subscriptions (Staff)	$ -		
Subtotal of Professional Development Expenses	$ 50.00	$ -	$ 50.00
Other Operating Expenses			
Outreach to Families	$ -		
Outside Printing and Artwork	$ -		
Local Mileage Reimbursement	$ 600.00		$ 600.00
Other Allowable Costs	$ -		
Subtotal of Other Operating Expenses	$ 600.00	$ -	$ 600.00
Total Operating Expenses	$ 3,350.00	$ -	$ 3,350.00
Total Direct Costs (Personnel and Operating Expenses)	$ 42,878.00	$ 39,528.00	$ 3,350.00
Indirect Costs			
Allocated Management & General / Indirect Costs *(not to exceed 12% of total Direct Expenses)*	$ 4,287.80	$ 1,646.00	$ 2,641.80
Total Indirect Costs	$ 4,287.80	$ 1,646.00	$ 2,641.80
Grand Total (Direct & Indirect Costs)	$ 47,165.80	$ 41,174.00	$ 5,991.80
Percent of the Budget	100%	87.30%	12.70%

All items must be included in the narrative section of the Budget

JCC Funding Application
Budget Narrative (Max. 3 Pages)
Proposed Funding Period: FY 17

icy: TWIN OAKS JUVENILE DEVELOPMENT, INC. Program Name: PROJECT CONNECT

REVENUE: Describe and list all "Other Funding Sources" for this program

Twin Oaks Juvenile Development General Operating Funds received from public and private contracts

EXPENSES:

Please provide a narrative description for all categories for which you are seeking funding, and explain relevant mathematical calculations. See "Budget Information" pages for additional guidance.

Please feel free to add additional lines as necessary to provide explanations.

Direct Costs:

Direct Costs are those costs that can be identified specifically with particular cost objectives such as a grant, contract, project function or activity.

Personnel Expenses

NOTE: Each position classification (i.e. "Teacher", "Case Worker") should be listed individually, with portion to be funded by JCC grant noted (i.e. 2 FTE, 1.25 FTE).

Salary & Wages

Aftercare Specialist	1 FTE to provide direct services as described in the Program Narrative

Payroll Taxes & Benefits

FICA	7.65% of total salary
Life and Health Insurance	$200/month x 12 months x 1 FTE
Retirement Contributions	3.125 % of total salary
Unemployment Compensation	2.625 % of total salary
Workers Compensation	2.625 % of total salary

Operating Expenses

Special Contracts & Consultants

Programmatic Supplies & Assistance

Office Expenses

Capital Outlay

Rental & Maintenance Contracts

Insurance Expenses

Professional Development

Other Operating Expenses

Indirect Costs:

Indirect Costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project, function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These costs are pooled into common pools and distributed to benefiting activities by a cost allocation process.

For additional information on developing an indirect cost rate, see http://rates.psc.gov/fms/dca/np_exall2.html.

SUBJECT: Aftercare Program Services

BID # ESC-0324-17 OPEN DATE: 1/4/2017

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – From date of executed contract through December 31, 2017, with two (2) one (1) year renewal options

FOR: JACKSONVILLE CHILDREN'S COMMISSION

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 34 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Twin Oaks Juvenile Development, Inc. Period of service is from date of executed contract through December 31, 2017. Total expenditure in the not to exceed amount of $41,174.00.

Funding Source: JCOD019AC-08201 - To be executed by formal contract through the Office of General Counsel.

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

BUYER ANNETTE BURNEY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: JON HEYMANN, EXECUTIVE DIRECTOR, JACKSONVILLE CHILDREN'S COMMISSION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 1/26/17

OTHER

ACTION OF AWARDING AUTHORITY DATE 1/26/17

APPROVED DISAPPROVED

OTHER:

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2017-5