12

SUBJECT: HUMAN TRAFFICKING SERVICES

BID #: ESC-0332-22

OPEN DATE: 2022-03-09

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE ONE YEAR FROM DATE OF AWARD

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES, SOCIAL SERVICES DVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the two (2) highest scoring responsive, responsible bidders RETHREADED INC. in the amount of $84,665.00 and DEMP INC. in the amount of $119,265.00 for HUMAN TRAFFICKING SERVICES. The Social Services Division received the grant funds of $250,000.00 for these services. Based on the allocation percentages approved by the evaluators, the Social Services Division is requesting approval for the initial distribution of funds of $203,930.00. Period of service will be one (1) year from date of award.

Below are the bidders with the following scoring ranking and recommend award amount.

RETHREADED INC.	100.66 points	$ 84,665.00
DEMP INC.	84.33 points	$119,265.00

Funding Source: 00111.164006.531090.000000.00000000.00000.0000000, to be executed by contract through the Office of General Counsel.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Scoring Matrix, Terms and Conditions, Description of Services

Analyst: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Johnnetta Moore, Chief, Social Services Division

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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 _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

March 30, 2022

TO: Greg Pease, Chief
Procurement Division

FROM: Johnnetta Moore, Chief
Social Services Division

THRU: Will Evans
Human Services Planner III

RE: **Bid No. ESC-0332-22 Human Trafficking Services**

In reference to Bid No. **ESC-0332-22** Human Trafficking Services, the Division recommends award to the 2 (two) responsive, responsible bidders based on the established criteria. The services will require a formal contract through the Office of General Counsel. **The term of this agreement is one year from the date of award.**

The bid opened on March 9, 2022, with 2 (two) vendor responses.

The bidders ranking as follows:

Vendor	Amount	Score
Rethreaded Inc.	$84,665	100.6
DEMP Inc.	$119,265	84.3

The Social Services Division has received approval in the amount of **$250,000** for the professional services of vendors for "Human Trafficking Services", the grant funds will provide Housing, Supported Services and/or Innovative Ideas that provide programming and services to victims of human trafficking that reflect community needs and benefit the survivors.

Based on allocation percentages approved by the RFP evaluators, the Social Services Division is requesting approval of the initial distribution of funds requested by the vendors with the ability to increase funding as determined by the Division's Chief. Currently, the amount awarded would total **$203,930**

Thank you for your assistance in this process, if you need additional information, please contact Will Evans at 255 - 3328

cc: Ruben Ola, Purchasing Analyst

BID TABULATION SHEET

TITLE: HUMAN TRAFFICKING SERVICES

BID NO: ESC-0332-22

OPEN DATE: 03/09/2022

PURCHASING ANALYST: RUBEN OLA

NO. INVITED: (23) No. Received: (2) No Bids: (0)

RECORDED BY: M. Pierce, BID ANNOUNCER: P. Mitchell

ITEM #1 HOUSING

ITEM #2 SUPPORT SERVICES

ITEM #3 INNOVATIVE IDEAS

ITEM NO.	DESCRIPTION	POINTS	DEMP INC.	RETHREADED INC.			
		TOTAL PRICE	$119,265.00	$84,665.00			
1	Section I. Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)	5	3.33	5.00			
2	Section II. Purpose of Application 5 pts for each item (20 points available)	20	16.33	20.00			
3	Section III. Program Overview 5 pts for each item (30 points available)	30	23.67	27.00			
4	Section IV. Who will implement the project 5 pts for each item (15 points available)	15	11.00	15.00			
5	Section V. Budget Detail Worksheet and Narrative 5 pts for each item (15 points available)	15	15.00	14.66			
6	Section VI. Program Impact and Effectiveness 5 pts for each item (20 points available)	20	15.00	19.00			
	Total Points	105	84.33	100.66			
	Business/Corporate References:		✓	✓			
	Grant Application Form:		✓	✓			
	Conflict of Interest:		✓	✓			
	Addendums ( ):						
	COMMENTS:						

SCORING MATRIX ESC-0332-22

HUMAN TRAFFICKING SERVICES

Total Points	5 Points	20 Points	30 Points	15 Points	15 Points	20 Points	OVERALL	Rank
Criteria	Section I. Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)	Section II. Purpose of Application 5 pts for each item (20 points available)	Section III. Program Overview 5 pts for each item (30 points available)	Section IV. Who will implement the project 5 pts for each item (15 points available)	Section V. Budget Detail Worksheet and Narrative 5 pts for each item (15 points available)	Section VI. Program Impact and Effectiveness 5 pts for each item (20 points available)	Total Points (105)	
RETHREADED INC.								1
Reviewer 1 (Will Evans)	5.00	20.00	25.00	15.00	15.00	20.00	100.00	
Reviewer 2 (Sandy Arts)	5.00	20.00	30.00	15.00	14.00	18.00	102.00	
Reviewer 3 (Angie McKinley)	5.00	20.00	26.00	15.00	15.00	19.00	100.00	
Average	5.00	20.00	27.00	15.00	14.66	19.00	100.66	
DEMP INC.								2
Reviewer 1 (Will Evans)	4.00	15.00	25.00	15.00	15.00	18.00	92.00	
Reviewer 2 (Sandy Arts)	3.00	20.00	23.00	9.00	15.00	12.00	82.00	
Reviewer 3 (Angie McKinley)	3.00	14.00	23.00	9.00	15.00	15.00	79.00	
Average	3.33	16.33	23.67	11.00	15.00	15.00	84.33	

REQUEST FOR PROPOSAL

HUMAN TRAFFICKING SERVICES
For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction
The City of Jacksonville ("**Buyer**") intends to hire one or more firms ("**Contractor, Consultant, Bidder or Recipient**") to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services and Deliverables
Section 5	Program Requirements
Section 6	General Terms and Conditions
Section 7	Instructions for responding to the RFP
Attachment A	Response Format
Attachment B	Evaluation Criteria
Attachment C	Equal Business Opportunity Program (Encouragement Plan)
Attachment D	Service Contract
Attachment E	Disqualified/Probationary Vendors List
Attachment F	Indemnification
Attachment G	Insurance Requirements
Attachment H	Protest Procedures
Attachment I	Grant Application – HUMAN TRAFFICKING VICTIM ASSISTANCE FUND
Form 1	Proposal Cover Sheet
Form 2	Conflict of Interest Certificate
Form 3	No Bid Form

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services.
The services sought under this RFP are generally described as follows: The City of Jacksonville, Parks, Recreation and Community Services Department, Social Services Division is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for HUMAN TRAFFICKING SERVICES as listed in the RFP.

1.3 Term of Agreement.
The term of this agreement will be one (1) year from date of award. The contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Vendor Requirements
Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 Evaluation of Responses.

A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors.

B. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

C. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 Award of Contract.

A. The process for contract award is set forth in Jacksonville Ordinance Code Sections 126.204. Generally, Buyer will award the Contract to the responsible and responsive proposer whose Response is determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Section 126.201(d)(4) and 126.201(n), *Ordinance Code*. If an agreement cannot be reached with the highest ranked Contractor, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached.

B. Buyer may make an award within sixty (60) days after the date of the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded or Buyer receives from Contractor written notice that the Response is withdrawn. [Note: Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.]

C. Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract, but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

D. Based on the evaluation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with Buyer a notice of protest in accordance with the Protest provisions of the RFP. Buyer does not intend to provide tabulations or notices of award by telephone.

2.7 Terms of Agreement. After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract.

If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to

Section 4
Description of Services and Deliverables

Contents

4.1 Purpose
4.2 Scope of Work
4.3 Services to be Funded
4.4 Definition of Terms

4.1 PURPOSE

Purpose Area 1: The goal of this program is to provide Safe, Stable Housing, and appropriate services to victims of human trafficking.

The program will support –

- Transitional housing, including funding for the operating expenses of a newly developed or existing transitional housing program; and
- Short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses,
- Land acquisition for housing and supportive services for human trafficking victims
- Bridge Housing

Purpose Area 2: Specialized Services for Human Trafficking Victims, the goal being to increase the quality and quantity of specialized service to assist victims of all forms of human trafficking.

The program will support –

- Prevention and Early Intervention of victims who are at risk of, or are victims of, sex trafficking.
- Developing Capacity to serve Human Trafficking victims through Educating the Community, Training victim services organizations and provision of peer-to-peer learning opportunities and raising awareness.
- Outreach to victims i.e., PSA that are Bilingual/ Sign Language
- Applications that address specific challenges that large land mass communities like Duval County face
- Drop in Facility.

Purpose Area 3: Innovative ideas that think outside the box and are specific to victims of Human Trafficking in the Duval County area.

This program will support innovative ideas, for example,

- Purchasing of Life Transitional Kits for Trafficking Survivors
  After escape or rescue, trafficking survivors remain at great risk until they can re-establish their lives. A Human Trafficking Survivors (HTS) kits would provide Uber Gift Cards, Food Card etc.
- Enhance Technology / Internet Services
- Purchase agency vehicle(s) or transportation services for Human Trafficking Victims
- Human Trafficking Research
- Other, related services

4.2 SCOPE OF WORK

The City of Jacksonville (City) is requesting proposals from qualified and experienced Contractor(s) to manage and provide programming and services to victims of human trafficking. Management and services should reflect community needs and benefit the survivors of human trafficking. Programming may include for example, housing and/or housing assistance to victims, specialized supported services and innovative ideas that will help in the physical and psychological care of victims who have been tramadized by being victims of human trafficking.

4.3 SERVICES TO BE FUNDED

a. **Housing**
   i. Transitional Housing Services
   ii. Short-Term Housing Assistance
   iii. Land Acquisition for Housing and/or Supported Services
   iv. Bridge Housing

b. **Support Services**
   i. Non-Medical Case Management (Financial Eligibility)
   ii. Legal Services
   iii. Outreach Services
   iv. Substance Abuse Services
   v. Food Bank
   vi. Trauma Informed Care Services
   vii. Medical Needs
   viii. Emergency Financial Assistance
   ix. Health Education/Risk Reduction

c. **Innovative Ideas**
   i. Life Transitional Kits
   ii. Enhance Technology that benefit victims of human trafficking
   iii. Vehicle for transportation or outreach
   iv. Other.

4.4 DEFINITIONS OF TERMS

Service category definitions are included in this RFP by category in Sections 8 and 9. In addition, the following terms are defined as follows:

a. Administrative Agency or Recipient - The City of Jacksonville, Social Services Division is the Administrative agency (Recipient) for Human Trafficking Victim Assistance funding.

b. Allocation - The total dollar amount that may be expended for a service category.

c. Client/Consumer - An individual who has made application for, and who has been determined eligible for, services utilizing the eligibility criteria set forth in this RFP

d. Contract Manager - An individual designated by the Administrative Agency to be responsible for contract compliance.

e. Subrecipient or Provider - An organization funded to provide direct services to VICTIM OF HUMAN TRAFFICKING

Section 5
Program Requirements

Contents

5.1 Program Requirement
5.2 Funding: Dollar Values
5.3 Current Service Population/Target Population

.1. PROGRAM REQUIREMENTS

Applicants that receive funding under this program should be able to:

1. Submit the polices, procedures, and rules governing the provision of services offered.
2. Ensure their polices and procedures follow applicable federal, state and City of Jacksonville laws protecting the civil right of program participants.
3. Offer support services to trafficking victims receiving housing and their dependents.
4. Offer follow-up services to trafficking victims.
5. Ensure that any staff, partner staff, or service providers working with trafficking victims are trained to work with such victims.
6. The City of Jacksonville strongly emphasizes the use of data and evidence in policymaking and program development aka Evidence-Based Programs or Practices.

5.2 FUNDING: DOLLAR VALUES REFERRED TO IN THIS RFP

The total amount awarded under this grant will not exceed $250,000

Additional conditions of funding are as follows:

1. The City of Jacksonville reserves the right to award all or part of the funds under each service category in this RFP.

2. The City of Jacksonville request funds be utilized in a cost-effective manner that is immediately responsive to demonstrated need. To ensure that this objective is met, the applicant agrees to voluntarily participate in the reallocation of funds authorized if the applicant is unable, for any reason, to fully utilize their awarded amount.

3. Contracts will be entered into for an initial period of one (1) year from date of award with an option to renew for one (1) year period, at terms mutually agreeable to both parties. Unless renewed or extended, contracts shall end for all contract awards. Any renewals or extensions shall be contingent upon satisfactory evaluations of the applicant's performance in delivering services as specified in the signed contract and annual quality management plans, the availability of funds, and approval according to the City's Purchasing Code.

5.3 CURRENT SERVICE POPULATION/TARGET POPULATION

Proposals shall be expected to target services to populations that are recognized as victims of human trafficking with programs aim to enhance the quality and quantity of services available to survivors of human trafficking.

SECTION 6
General Terms and Conditions

Contents

6.1 General Terms and Conditions

All agencies/organizations selected for funding under this RFP shall be required to comply with the terms and conditions of City of Jacksonville contracts. Providers should understand and be prepared to comply with the following key provisions that will be included, along with other provisions, in the contract agreements:

1. Participating in the North Florida Human Trafficking Coalition is strongly encouraged.

2. Participate in case conferences with other human trafficking providers where necessary. Typical cases would be victims who appear to be suffering from mental health and/or substance abuse problems or trauma.

3. Record all fiscal and programmatic data, including demographic and service utilization data for monthly reporting to the City of Jacksonville

4. Provide information for the completion of monthly reports.

5. Before execution of the contract by the City and commencement of the operations and/or services to be provided, and during the duration of the contract, the agencies receiving awards shall obtain or possess the insurance coverages listed in **Attachment G**, if applicable, and will provide current Certificates of Insurance to the City, with Certificate Holder listed as the City of Jacksonville, to verify such coverage.

6. Applicants must establish internal grievance procedures. The agency's/organization's internal grievance procedure must include, at a minimum, the following: written notification to the Administrative Agency at the time a consumer grievance is received; the agency's/organization's written response to the consumer; and consumer opportunity to meet with the agency's/organization's Executive Director, board member, or their designee. The grievance process must be posted in a public common area.

7. Applicants will have in place a quality assurance and continuous quality improvement program. The agency/organization will cooperate with the Administrative Agency's quality assurance staff and consultants, reporting requirements and quality management activities. Agencies/organizations will be expected to develop and measure program outcomes and service performance and submit the results to the Administrative Agency.

8. Applicants must demonstrate a method for provision of services in case of emergencies occurring outside of regular business hours. Applicants must provide a copy of their Emergency Plan to include Hurricane/tropical storm and epidemic procedures for review by the Administrative Agency which includes continuity of operations should regular business be impacted.

9. Indemnification. See **Attachment F.**

SECTION 7
Instructions for responding to the RFP

Contents

7.1 How to Prepare the Proposal
7.2 Proposal Elements

7.1. HOW TO PREPARE THE PROPOSAL

In preparing proposals, please adhere to the following technical guidelines:

a. **Submit one (1) proposal which includes all service categories for which funding is being requested.**
b. Submit the one (1) original and three (3) copies of each proposal UNBOUND.
c. Use Arial font and a black type size of 12 with left sided justification.
d. Ensure that margins are not less than one inch each.
e. Use double-spaced lines in text.
f. Submit a Table of Contents at the beginning of each proposal.
g. Number all pages of proposal consecutively.
h. Do not submit double-sided copies.
i. Do not use photo reduction or include photos, pamphlets, or over-sized documents.
j. No bolding or underlining unless what is being bolded or underlined is a title for a particular section.
k. Application Format (118.806c): The application shall have 1-inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices.

In addition, agencies are urged to consider the following recommendations:

a. Follow the written instructions in this RFP carefully and completely. Put required information in the sections specified and limit responses to only the information requested.
b. Keep in mind when responding to questions in each sub-section that the proposal will be read as a single narrative document.
c. Provide accurate and honest information. A candid account of problems and creative plans to address them is better than glossing over potential problems.
d. Eliminate potential internal inconsistencies by ensuring that the information provided in each table is consistent with the narrative and information included in other tables.
e. If you omit any required information or data, explain why.
f. Your proposal should be self-explanatory. Remember, the person reviewing your proposal may not know anything about your agency or the work it has done in the past.
g. Where instructed, provide the specific documentation required (e.g., audit reports, tax identification certifications, agency Bylaws). Do not provide information that has not been requested.
h. Prepare the application with the reader in mind.
i. Proofread and edit the proposal before submission. Poorly written proposals reflect negatively on the agency's credibility as a quality services provider.

7.2 PROPOSAL ELEMENTS

1. GENERAL INFORMATION
   a. Proposal Cover Letter

Applicant is to submit **one (1) original** cover letter signed in **blue ink**. The proposal cover letter must be on the applicant's letterhead and be executed by: 1) an owner, if applicant is a sole proprietorship; 2) an authorized officer if applicant is a corporation; or 3) an

authorized general partner, if applicant is a general or limited partnership. A proposal signed by an agent other than the above, must include a power of attorney authorizing the signature. In addition, all persons signing on behalf of the applicant are required to warrant that they are authorized to sign for and on behalf of the applicant. Otherwise the proposal shall be rejected as non-responsive.

The proposal cover letter should be addressed to:

Johnnetta Moore, Chief
City of Jacksonville
Social Services Division
1809 Art Museum Drive
Jacksonville, FL 32207

The Proposal cover page must include the following items:

(1) Date of Letter
(2) Applicant's name and title, agency name, address, telephone number, fax number, and e-mail address of 1) applicant's point of contact for the proposal; and 2) person authorized to represent the applicant during contract negotiations;
(3) Executive Director's Name and email address
(4) Request Amount with Purpose Area(s)
(5) Applicant's Federal Tax Identification Number;
(6) Organization's Fiscal Year;
(7) Organization Annual Revenues from the past 3 years
(8) Audits are required of agencies with an income above $25,000
(9) Provide a separate sheet of paper on agency/organization letterhead stating that all information contained in the application is true and correct and that the person signing the letter (Executive Director, Chief Executive Officer, or Board of Directors Chair) has the contractual authority to sign contracts on behalf of the agency. This is a mandatory requirement and failure to provide this cover letter with signed statement could cause applicant to forfeit the opportunity to be funded.
(10) The **Proposal Cover Sheet – Form 1** must be completed and included with the cover letter. In the Proposed Service(s) and Total Request ($) section list each service category you are applying for and the amount you are requesting.

b. **Table of Contents**

A Table of Contents should be included with the application in response to this RFP. The Table of Contents should outline in sequential order the major areas of the proposal. All pages of the proposal including the attachments must be clearly and consecutively numbered and keyed to the Table of Contents. Appendices can be numbered differently/separately from the narrative (e.g., A-1), however, each page should be numbered sequentially (e.g., A-1, A-2, A-3, etc.).

c. **Proposal Abstract: (1 page limit)**

Provide a brief summary of the service to be delivered, number of clients to be served, goals and objectives, expected outcomes, and strategies for client recruitment and retention in care. Include what purpose area you are requesting funds for and any experience you may have in human trafficking. The summary should clearly present the application in summary form so that reviewers can see how the multiple parts fit together to form a coherent whole.

Attachment A

Response Format

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

Please defer to Section 7 for specific Response Formatting instructions.

Attachment B

Evaluation Criteria

The evaluations will be based upon the following criteria, and contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each o the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that **105 points** is the maximum total.

Category	Evaluation Criteria/Purpose Areas	Maximum Points
Section I	Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)	5
Section II	Purpose of Application 5 pts for each item (20 points available)	20
Section III	Program Overview 5 pts for each item (30 points available)	30
Section IV	Who will implement the project 5 pts for each item (15 points available)	15
Section V	Budget Detail Worksheet and Narrative 5 pts for each item (15 points available)	15
Section VI	Program Impact and Effectiveness 5 pts for each item (20 points available)	20
	TOTAL	105

1. **Section I – Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)**

   - A description and listing of the agency's Board Members (include demographics and length of service of each member)
   - Organizational Chart
   - Any pertinent licensure(s) and/or certification(s)
   - Mission Statement
   - A copy of good standing certificate from Florida Division of Corporations

2. **Section II – Purpose of Application (20 points available)**

   - Describe the challenge or need faced by the community and how the goal/vision for the project will meet that need.
   - Describe current services, gaps in those services and how victims of "Human Trafficking" are currently being underserved.
   - Describe the barriers survivors experience while attempting to seek self- sufficiency and victim autonomy services.
   - Describe how the funding will alleviate the challenge or need faced by victims of Human Trafficking.

3. **Section III – Program Overview (30 points available)**

   - Describe the approach to addressing the challenge or needs of Human Trafficking Survivors.

- Performance Measurement: Describe how the program will measure its progress in achieving the project's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the agency will use to track those outcomes and report them to the City of Jacksonville.
- Describe the use of Evidence Based Practices to determine how funding and/or services are used to assist victims of human trafficking.
- Describe how the program will move to project sustainability.
- Describe the support services that will be offered, including, but not limited to:
    A. What will be offered?
    B. Who will provide them?
    C. How will clients access them?
- Describe the plan for follow up services.

4. **Section IV – Who will implement the project (15 points available)**

- Identify the key individuals and organizations, including project partners, involved in the proposed project.
- Describe the expertise and history of key project staff in assisting survivors of Human Trafficking.
- Describe the expertise and history of key project staff in assisting survivors of Human Trafficking.

5. **Section V – Budget Detail Worksheet and Narrative (15 points available)**

- Displays a clear link between the specific project activities and the proposed budget items.
- The narrative is clear and concise and thoroughly explains expenditures.
- The budget is reasonable in cost as it relates to the overall program project.

6. **Section VI – Program Impact and Effectiveness (20 points available)**

- Describe how this project will impact the Most Vulnerable Person and Families who are survivors of Human Trafficking.
- The anticipated number of people who will be served by this program.
- The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed.
- Describe any collaboration(s) with other agencies and how that collaboration benefits survivors of "Human Trafficking".