SUBJECT: Juvenile Justice Prevention and Intervention Programs for Small Providers (Round 2)

BID #: ESC-0295-21 **OPEN DATE: 12/16/2021**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of executed contract through July 31, 2021 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: 9 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Education Through Entertainment due to submission of incorrect bid documents. Recommend approval of award to the three (3) providers listed below. Period of services is from date of executed contract through July 31, 2021 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $74,989.98.

Dreamweek, Inc.	89.82%	$24,999.98
Annie Ruth Foundation, Inc.	89.47%	$24,990.00
Made A Way Foundation	85.61%	$25,000.00

Funding Source: 10904.181001.582001.005644.00000000.00000.0000000 – 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: Joyce Watson, Director of Administration, Kids Hope Alliance

(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

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Micheal Weinstein, CEO, Kids Hope Alliance
Dr. Saralyn Grass, CPO, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
Katoia Wilkins, Director of Juvenile Justice Programs, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agencies for the Juvenile Justice Prevention and Intervention Programs for Small Providers RFP Bid# ESC-0295-21**

DATE: February 1, 2021

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Juvenile Justice Small Provider RFP BID# 0295-21 to the Agencies listed in the below table. Accordingly, we ask that the term of the Agreement be from the contract effective date through July 31, 2021 with an option to renew such Agreement for two additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP. Funding amount for the award request is $74,989.98.

The application process for the Juvenile Justice Prevention and Intervention Small Provider Program has been completed. One vendor application was rejected because they responded to the wrong RFP: Education Through Entertainment (WILD EDU).

Three Agencies' responses were reviewed for adhereance to the RFP application guidelines. The following Agencies' responses scored the highest for meeting the minimum criteria for the Juvenile Justice Prevention and Intervention Small Provider RFP with the recommended award amount listed in the table.

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

Agency Name	Score	Funding Requested Amount	Award Recommended
DREAM WEEK, INC.	89.82%	$24,999.98	$24,999.98
ANNIE RUTH FOUNDATION, INC.	89.47%	$24,990.00	$24,990.00
MADE A WAY FOUNDATION	85.61%	$25,000.00	$25,000.00
TOTAL:		**$74,989.98**	**$74,989.98**

Upon approval of Award, the contracts will be executed by formal contract through the Office of General Counsel.

Fund	Center	Account	Project	Activity	Interfund	Future
10904	181001	582001	005644	00000000	00000	0000000

If you need additional information, please contract Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

cc: Annette L. Burney, Purchasing Analyst, Procurement
April Hart, Assistant Director, Finance

TITLE: Juvenile Justice Prevention and Intervention Programs for Small Providers BID NO.: ESC-0295-21 OPEN DATE: December 16, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (9) No. Received: (4) No Bids: ( ) Recorded By: David Klages Announcer: Sharon Williams	Annie Ruth Foundation, Inc.	DREAMWEEK, Inc.	Education Through Entertainment (WILD Edu.)	The Made a Way Foundation
Notes:			Reject/Responded to wrong RFP (ESC-0262-21)	
MINIMUM REQUIREMENTS	Y	Y		Y
CONFLICT OF INTEREST (FORM 2)	Y	Y		Y
INSURANCE AGENT ACKNOWLEDGEMENT (FORM 3)	Y	Y		Y
SMALL PROVIDER ATTESTION (FORM 5)	Y	Y		N
ADDENDUM (2)	Y	Y		Y

Juvenile Justice Prevention and Intervention Programs - Small Providers (Round 2)

ESC-0295-21

Vendors	10 Points Agency Details	10 Points Organizational Capacity	10 Points Proposed Staff Info	55 Points Program Design	10 Points Budget	95 Max Points Total Points	Overall Total % Points (Min. Score - 75%)	Rank
Annie Ruth Foundation, Inc.								
Tousha Allen	10.00	8.00	10.00	43.00	10.00	81.00	85.26%	
Ruth Waters	9.00	10.00	9.00	47.00	9.00	84.00	88.42%	2
Katoia Wilkins	10.00	10.00	10.00	50.00	10.00	90.00	94.74%	
Averaged Points & Percentages	9.67	9.33	9.67	46.67	9.67	**85.00**	**89.47%**	
Dreamweek, Inc.								
Tousha Allen	10.00	8.00	10.00	48.00	10.00	86.00	90.53%	
Ruth Waters	9.00	8.00	10.00	44.00	7.00	78.00	82.11%	1
Katoia Wilkins	10.00	7.00	10.00	55.00	10.00	92.00	96.84%	
Averaged Points & Percentages	9.67	7.67	10.00	49.00	9.00	**85.33**	**89.82%**	
Mada'a Way Foundation								
Tousha Allen	10.00	8.00	10.00	52.00	10.00	90.00	94.74%	
Ruth Waters	8.00	8.00	8.00	44.00	7.00	75.00	78.95%	3
Katoia Wilkins	10.00	7.00	10.00	42.00	10.00	79.00	83.16%	
Averaged Points & Percentages	9.33	7.67	9.33	46.00	9.00	**81.33**	**85.61%**	

ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

February 8, 2021

1972 Talon Sharp Way
Fleming Island, FL 32203

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Education Through Entertainment

CONTACT NAME: Scott Weinstein

BID NUMBER: ESC-0295-21

NAME OF BID: Juvenile Justice Prevention and Intervention Programs for Small Providers (Round 2)

DATE OPENED: 12/16/21

REASON FOR REJECTION:
Vendor is being rejected due to submission of incorrect bid documents, specifically responding to the previous RFP (ESC-0262-21).

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, February 8, 2021 11:15 AM
To: mywildedu@yahoo.com; rachel@floridaoutdooracademy.com
Cc: Freeman, Dustin
Subject: FW: REJECTION NOTICE - ESC-0295-21 Juvenile Justice Prevention and Intervention Programs for Small Providers (Round 2)
Attachments: REJECTION NOTICE - WILD EDU.pdf

Please find the attached rejection notice for the subject 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, February 8, 2021 11:05 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION NOTICE - WILD EDU

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

ATTACHMENT A
RESPONSE

KIDS HOPE ALLIANCE SMALL PROVIDER GRANTS 2020 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.

CONTRACTOR INFORMATION

Contractor Legal Name:_____

Contractor Legal Name must match the name listed for Contractor 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 #
Executive Officer				
Chief Financial Officer or Finance contact				
RFP Response Contact				

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 8/1/2019? ___ **Yes** ___ **No** (submit a copy of your detailed page)

Has the Contractor received a certificate of completion, verifying the successful completion of KHA's Small Provider Academy - Phase One? Successful completion being ***100% attendance***, for the organization, for all three sessions. ___**Yes** ___ **No**

Have you provided 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 Response 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 Response 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 Response will not supplant funds that would otherwise be used for the purposes set forth in the proposed program and are a true estimate of the amount needed to operate the proposed program. This Response has been authorized by the Contractor and I have been duly authorized to act as the representative of the Contractor in connection with this Response. I also agree to follow all Terms and Conditions of the RFP and 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 Response. Lastly, I hereby attest that all work contained within this Response is the unique and original product of the Contractor and has not been plagiarized or duplicated in any way from another Contractor's work product.

CONTRACTOR SIGNATURE **(in blue ink)**

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

THE RESPONSE SHOULD NOT EXCEED 8 PAGES (EXCLUDING THE BUDGET PAGES)

CONTRACTOR DETAIL

1. Provide a concise description of the Contractor, including history, years of operation, general service mission, and primary services provided. If the proposal includes partnerships with other agencies, describe the roles of each partner and the areas of expertise that they contribute to the proposed program. *(Maximum 10 points-approx. ½ page)*

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

3. Does the Contractor carry all insurance required in Attachment G?

   ____Yes

   ____No, the Contractor must agree to purchase all the insurance required in Attachment G prior to contract execution.
   Affirm:_____Yes _____No

ORGANIZATIONAL CAPABILITY

4. Describe your organizational history in helping to improve or enhance outcomes for the target population. *(Maximum 10 points-approx.1 page)*

PROPOSED STAFF INFORMATION/ HIRING, TRAINING AND SUPERVISION

5. Describe how the program will be staffed. In the chart below, list all positions that will be providing direct and support services. Include the job title (which must match the job title used in your budget narratives); 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. **Chart positions must match positions in proposed budget. (Maximum 10 points)**

# of staff	Position	Education/ Training	Experience	Primary Duties	% of time devoted to the program

NOTE: Add or delete rows as necessary.

PROGRAM DESIGN

6. Services to youth should be varied based on the needs of the population served. As such, please clearly describe:

a. What factors will you use in determining the program for the target population?

b. How will you customize the services for your population to meet the needs of the youth? Describe the specific services, activities, and/or other resources that will be provided. *(Maximum 15 points-approx. 2 pages)*

7. Outreach and engagement activities are necessary to obtain and maintain the youth in the program. Describe how your program will initiate contact and engage participants. Each of

the following points should be addressed in your response.

a. What efforts will be made to initially locate and engage youth/families?

b. What services will be used to maintain engagement/participation of the youth and their family?

c. What barriers to program participation do you expect to encounter and how will your program resolve these barriers?

(Maximum 15 points – approx. 1 page)

8. How will you effectively track youth enrollment and their progress? *(Maximum 10 points – approx. 1/2 page)*

9. What strategies will be used to increase youth resilience and increase social skills? *(Maximum 15 points– approx. 1 page)*

BUDGET and BUDGET NARRATIVE

10. Proposals must include a line item budget. See Form 1.
Request budget form to be completed in Excel format from Annette Burney aburney@coj.net. *(Maximum 10 points)*

Applicants may request up to $25,000 each.

When completing the budget narrative, describe each expense/item requested in detail, and ensure that your method of calculation is clearly indicated (*e.g., 5 staff background screenings at $81.00 per screening*). All budget items must relate to the services described in the program proposal and must reflect reasonable costs.

DO NOT PDF YOUR BUDGET FORMS

11. Please list the goals of the Essential Services plan (see Section 4.1) that you plan to address. You must select a minimum of two. *(Not scored)*

(Remainder of page intentionally left blank)

Attachment B

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. Contractors are encouraged to arrange their responses in the exact format as Attachment A, 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 85 points out of a possible 95, would result in a score of 89.4%. **Contractors must score a minimum 75% of available points to be considered for funding.**

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-2 points	ACCEPTABLE RESPONSE 3-5 points	EXCELLENT RESPONSE 6-10 points
Agency Detail Question #1 (Maximum Points 10)	Description of agency mission or services provided is missing, unclear or minimally described. For programs with partnerships, information & contributing areas of expertise are minimal or missing.	Agency mission & history somewhat support the plan to provide services for the target population described in the Response. For programs with partnerships, information & contributing areas of expertise are provided for both.	Agency mission & history clearly support the provision of services for the target population described in the Response. For programs with partnerships, information & contributing areas of expertise are provided for both & complement each other.
Experience Question #4 (Maximum Points 10)	Agency has not received prior funding & has minimal experience with these or similar services, or has minimal experience providing services for children, youth & participants described in the Response.	Agency indicates 1 year prior funding & 1 year prior provision of similar services, & demonstrates experience serving the proposed population(s).	Agency response demonstrates over 1 year of funding & experience & expertise, along with a thorough knowledge of providing services for the proposed population(s).
APPLICATION REFERENCE POINT	**INCOMPLETE RESPONSE 0-5 points**	**ACCEPTABLE RESPONSE 6-10 points**	**EXCELLENT RESPONSE 11 -15 points**
Proposed Staff Information Question #5 (Maximum Points 10)	Staffing chart is incomplete, or the number/type of staff included does not seem appropriate/adequate for the positions & services identified. Staff education & experience requirements do not appear appropriate or do not align well with job duties.	Duties for each position are clearly described, & education & experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served & service model.	N/A
Program design Question #6 (Maximum Points 15)	Services are not fully explained or do not appear sufficient to meet the needs of the Program's target population. Program design is not clear. Model/strategies are only minimally described.	Program service components appear to meet the needs of this RFP's desired population. The response provides some justification & a general understanding of how to implement the program but program may lack detail.	Program service components are well described & clearly appropriate for the population to be served. Response clearly demonstrates a thorough understanding & ability to implement the required services

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
			that address the needs of the desired population.
Participant outreach/Engagement & Retention Question #7 (Maximum Points 15)	Response does not address all of the bulleted questions; or outreach & engagement activities/strategies described do not appear to be realistic or effective.	Response indicates some understanding of the issues involved with outreach & engagement of eligible youth. Some of the activities & strategies to locate, engage, retain & resolve barriers may be unclear or lack specifics.	The response indicates a clear understanding of the issues involved with outreach & engagement of youth. Response has details on how youth's attendance, academic performance & behavior will be tracked & addressed. Activities/ strategies are clearly described & appear realistic & effective. Strategies to resolve barriers are well thought out.
Attendance/Academic Monitoring Question #8 (Maximum Points 10)	Response lacks details on how youth's attendance, academic performance & behavior will be tracked & addressed.	Response clearly demonstrates a plan to track & address youth's attendance, academic performance & behavior.	N/A
Youth resilience & Social Skills Question #9 (Maximum Points 15)	Response lacks detail on how the program will increase youth resilience and social skills.	Response gives some detail on how the program will increase youth resilience and social skills.	Response clearly describes how the program will increase youth resilience and social skills.
Budget Question #11 (Maximum Points 10)	The budget is incomplete &/or unclear. Budget amounts may seem reasonable or necessary to support the program. The budget summary form &/or budget detail form is missing, incomplete or incorrect.	All budget forms are complete & accurate. Costs appear reasonable & support the proposed program. Budget detail clearly describes & justifies anticipated expenses.	N/A

95	TOTAL POSSIBLE POINTS
	POINTS AWARDED
	PERCENTAGE OF POINTS ACHIEVED

Applications must score a minimum 75% of points overall to be considered for funding.