SINGLE SOURCE AWARD **BID # SS-13702-23**

Subject: Educare Program

Department: Kids Hope Alliance

Description of Purchase: Recommend approval to retroact the period of service from October 1, 2022 through date of award.

Recommend approval of award to I.M. Sulzbacher Center for the Homeless, Inc. for the implementation of the four (4) Essential Practices of Educare: Data Utilization, Embedded Professional Development, High Quality Teaching and, Family Engagement. Such core practices are instrumental for school readiness and program improvement and will identify Crawford Early Learning Center as a model program. Period of service is from date of award through July 31, 2023. Total not-to-exceed expenditure amount is $100,000.00.

Funding Source: 10901.181001.582001.000000.00000458.00000.0000000 - To be executed Purchase Order

Single Source Award To: I.M. Sulzbacher Center for the Homeless, Inc.

Price Justification: N/A

Total Award: $100,000.00 **Requisition #:** KHOD-500158-23

Attachments: Agency Memo, Previous Contract/Award

Certification as to Single Source: Dr. Saralyn Grass, CAO, Kids Hope Alliance

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Saralyn Grass, Chief Administrative Officer,
Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,
Kids Hope Alliance (KHA)

SUBJECT: Request to Single Source Award for I.M. Sulzbacher Center for the Homeless, Inc. for $100,000 for the contract period of October 1, 2022 - July 31, 2023.

DATE: October 31,2022

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests approval of the following:
I.M. Sulzbacher Center for the Homeless, Inc. has partnered with KHA for Educare an it's implementation of the four Essential Practices of Educare: 1. Data Utlization 2. Embedded Professional Development 3. High Quality Teaching and 4. Family Engagement. Such core practices are instrumental for school readiness and program improvement and will identify Crawford Early Learning Center as a model program.

Upon your approval, the Purchase Order will be executed through the City of Jacksonville Procurement Department.

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181001	582001	000000	00000458	00000	0000000

Total Funding **$100,000.00**

If you desire additional information, please contact Tyrica Young at 904-255-4423 or e-mail me at tyricay@coj.net

Attachment(s):

Cc: Bryan Matus, Buyer
Joyce Watson, Director Administration, Contracts & Purchasing
Jessica Pitts, Director, Finance
Tyrica Young, Director, Research & Grants

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
1. Requesting Agency:	Kids Hope Alliance
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	I.M. Sulzbacher Center for the Homeless is the only Early Childcare Facility in Duval County that specializes in children and families that have experienced trauma.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	By adopting the Educare Model and participating in the Essential Practices of the Educare training it will encompass four areas essential for school readiness and program improvement: Data Utilization, Embedded Professional Development, High-Quality Teaching Practices, and Family Engagement.
4. Date of Request	October 31,2022

5. ***Summary of Market Research***
[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

The Sulzbacher program includes mental health counseling, dental and mental health services. They also serve families in the community who receive referrals from partnering agencies such as Family Support Services, Hope Haven and Department of Children and Families with a focus on the Urban Core.

6. ***Other Documentation (Check and attach all that apply)***

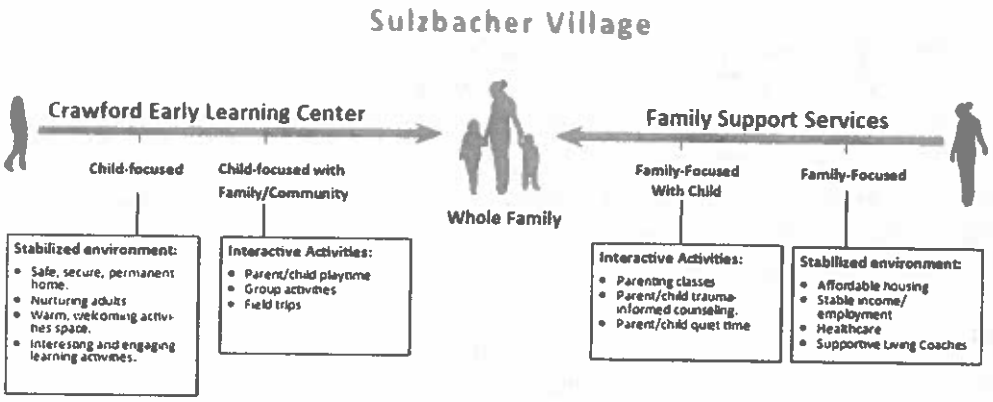
Scope of Services

Program Design Requirements

In partnership with the Florida Institute of Education at the University of North Florida, the Crawford Early Learning Center presents a trauma-informed, two-generation approach to early childhood education that improves children's learning success and achievement. The Crawford Early Learning Center is the only trauma-informed early learning program for homeless and impoverished children in North Florida.

The Crawford Center's Vision is: To instill hope, self-confidence, persistence, kindness and respect, health habits, and love of learning in children birth to five by creating opportunities for both children and families to develop and sustain supportive relationships, engage in meaningful learning experiences, and develop the knowledge and skills needed to thrive and prosper.

The Crawford Center's Mission is: To work to break the cycle of abuse and neglect by helping all young children we serve overcome the negative impact of early-childhood trauma and/or excessive stress associated with homelessness, and by ensuring all young children we serve become successful learners by creating and sustaining active partnerships with neighborhood high-quality early learning and care centers and schools.



Academic and Personal Enrichment

Research does not point to one specific "breakthrough" intervention for traumatized children, but to a group of strategies that if implemented routinely, will improve children's early literacy readiness and reading achievement outcomes for families and classrooms. The two-generation approach takes into account the many aspects of a child's life that are intertwined with his/her family's well-being. Children in the program will not only participate in a "Whole Child Approach" that addresses language and communication, physical development, cognitive and general knowledge, approaches to learning and social and emotional development, but family members will be engaged as well and learn to more effectively interact with their children and support their education.

Specific Purposes:

Purpose 1: Create and Sustain an Inviting Place and High-Quality Program for young children and their families:

A. Research-based *full-day, full-year, full-week program plus specially planned weekend* events delivered by highly prepared teachers, with low student-teacher ratios, high expectations, and an intentional physical and programmatic design that involves *all children* enrolled in the Crawford Early Learning and Care Center at Sulzbacher:
B. Develop a sense of psychological and physical safety and belonging.
C. Interact with a caring adult who takes a personal interest in them and their success.
D. Engage in learning experiences that develop the knowledge, skills, and dispositions children need to become proficient readers.
E. Engage in learning experiences that help children explore the world around them, nurture their curiosity, creativity, and problem-solving.
F. Engage in tiered levels of experiences that explicitly support children's development of social-emotional competence.
G. Have full access to health, nutrition, mental health, and disability services.
H. Engage in family exploration experiences that support and engage their children's learning and development; and
I. Are prepared to enter kindergarten ready to continue to learn and succeed.

Purpose 2: Use Space in Creative and Productive Ways to support children's development and learning:

A. High quality early learning and care programs use multiple strategies to build protective factors known to support children's development. The *strategic use of space* enhances the achievement of the Center's vision as three major activity strands are carried out: (a) implementing the ongoing daily learning program that takes place both indoors and outdoors, (c) fostering children's social and emotional competence, and (c) facilitating the intentional engagement of families in their children's learning *and* in their own learning and social emotional growth (e.g., facilitating friendships and mutual support, strengthening parenting skills, linking families to services and opportunities).

B. Use the physical layout and design of the interior and exterior spaces to make a significant contribution to achieving desired outcomes for children and families. An exemplary center provides the following critical aspects for creating a functional space conducive to learning and working together:
   a. All spaces feel *welcoming* and *safe* to both children and families giving the feeling of "being on an oasis;"
   b. Space configured to ensure children and their teachers are visible to many adults at all times with vision panels in doorways and hallways to allow easy supervision of classrooms.
   c. Use of space to encourage active learning, engagement, and creativity.
   d. Physical activity and learning are linked – with many students learning through movement. Growing body of research suggests that physical activity has a positive effect both on cognitive performance and executive function – so that indoor and outdoor spaces should facilitate active learning throughout the entire day.
   e. Alarmed exits to unfenced areas with easily monitored bathrooms within each classroom.
   f. Separate spaces where staff can come together and communicate away from children and the public.
   g. Spaces for families to attend workshops and social events.
   h. Space for staff team building and professional learning.
   i. Outdoor spaces for children to play and for adults and children to engage in joint activities.
   j. Technology infrastructure that includes Smart Boards, access to and use of tablets, etc.

Purpose 3: Create and Sustain a Neighborhood Early Learning Hub to support Sulzbacher children enrolled in neighborhood early learning and centers and schools:

A. Serve as a neighborhood early learning hub where the neighborhood, community, family, business, government, agencies, K-5 partners, researchers, and decision-makers come together to address multi-faceted challenges faced by young children living in the neighborhood and who have experienced homelessness regardless of their current circumstances and who will work together as a network to ensure all children are well-served and ready for success in kindergarten.
B. Establish a partnership with neighborhood schools in which Sulzbacher children may be enrolled.
C. Leverage resources for teacher professional learning and family engagement; and
D. Celebrate successes.

Purpose 4: Serve as a Forum for Change:

A. Raise the awareness of families, community, educators, business partners, and policy makers about the importance of learning during a child's first five years of life, the negative impact stressors such as homelessness may have, and strategies that will help children overcome these challenges.
B. Measure child, family, and collaborative outcomes and assess program impact; use what is learned from our successes and failures for ongoing improvement; and share what we learn with others.

4. Parent Engagement Requirements/Adult Family Member Services

While families are not required to participate in Crawford Early Learning Center activities and programs, they are strongly encouraged to and to date, 100% of parents do participate.

A critical aspect of children's and families success and self-sustainability is… stability. Stable housing, stable income, and health services are essential to creating a solid foundation upon which children and adults can grow and prosper. Sulzbacher is the only homeless services agency that offers all three at a single location.

Housing

At Sulzbacher Village, families will be connected to stable, permanent housing via the Village's 14 two-bedroom apartments or through supportive scattered site housing. The Sulzbacher Center partners with area community development and housing entities, including Ability Housing and the Jacksonville Housing Authority, to provide permanent housing to homeless individuals and families.

Income

The only path from poverty to self-sufficiency is through stable employment. In partnership with Goodwill Job Junction, Sulzbacher offers robust career training and job placement services. This past year, Sulzbacher placed 289 homeless individuals into stable employment. Additionally, in partnership with Florida State College Jacksonville, GED and other educational opportunities are offered on-campus.

Healthcare

For 25 years the Sulzbacher Medical Clinic has provided quality medical care to the homeless and impoverished of the community. As a Federally Qualified Health Center (FQHC) and the only Section 330 (h) Health Care for the Homeless provider in Jacksonville, the Center is a Medicaid provider and delivers fee-based services on a sliding scale with those unable to pay receiving services at no charge.

The Sulzbacher Village's comprehensive pediatric health center provides primary medical, dental, optical and behavioral health care to Village residents as well as children from the surrounding community. The Village Health Clinic contains the only pediatric dental clinic in North Florida devoted solely to homeless and impoverished children.

Supportive Living

All families and individuals being served by the Sulzbacher Center receive supportive services via case management, supportive living coaches, and career/life skills assistance.

Current Proposal

Currently, our proposal for funding will assist the Crawford Early Learning Center in becoming an EduCare inspired Center. We are partnering with the Don Brewer Head Start Center and KHA to become leaders in our community as High-Quality centers in Duval County. Our current goals are aligned with the Four Pillars of EduCare; which are, Data Utilization, High Quality Teachers, Intensive Family Engagement, and Professional Development. Our endeavor is to work with the Don Brewer Head Start Center leadership team to intentionally add aspects of our programming consistent with the EduCare model by sharing resources such as trainings, space, and concepts; specifically, over the next three years and possibly beyond. Below is a proposed, three-year implementation plan which further outlines how additional funding will be used to become EduCare inspired.

EduCare Inspired, Train the Trainer: 3 Year Plan
Year 1: Planning, training, tracking
Year 2: Practice. Collaboration, feedback, tracking, collecting data.
Year 3: Full integration, implementation, create model and create training opportunities for neighborhood centers and identify additional funding

	Data Utilization	**High Quality Teachers**	**Intensive Family Engagement**	**Professional Development**
Current Practices	Teaching Strategies Gold in EHS classrooms ASQ screenings VPK assessment tool	Bachelor's degree Level lead Teachers in two classrooms Associate teachers have CDA Part time Mental Health Therapist	Monthly Newsletters Ready Rosie Events	Trauma Informed Care Training Quality Rating trainings FIE sponsored trainings
Future Educare Inspired Practices	Hatch Ignite Teaching Strategies Gold in Preschool Classroom	Program Aides to earn CDA 2.5 Teachers in each classroom 1 Bachelor Level Teacher in each classroom Full Time Mental Health Therapist	Training for each teacher Part time family and community engagement specialist Monthly events Parent training	EduCare TBRI practitioner trainings Conscious Discipline Hatch

Proposing Contractor:
Project Name: EduCare @ I.M. Schulzbacher
Fiscal Year: 2022-2023

Approved by L. Jordan 11/07/22

Categories and Line Items	Total Cost of Program	KHA Funding	Other Funding	Budget Narrative
Direct Expenses				
A. Salaries and Wages				
Program Aide	$15,821.00	$0.00	$15,821.00	
Program Aide	$37,314.00	$12,000.00	$25,314.00	Currently, we have 1 parttime program aide and 1 fulltime program aide. To fulfill EduCare's best practices model, it is necessary to add another program aide who will also serve as a family liaison $17.94/40hrs - 52 weeks 32% of time
Part Time Program Aide	$13,314.00	$8,000.00	$5,314.00	Currently, we have 1 parttime program aide and 1 fulltime program aide. To fulfill EduCare's best practices model, it is necessary to add another program aide who will also serve as a family liaison $12.80/20hrs - 52 weeks 60% of her time
Associate Teacher	$27,040.00	$0.00	$27,040.00	
Director ELC/Afterschool Program	$60,000.00	$5,200.00	$54,800.00	Assistance in securing and/or retaining impactful director with post secondary education $28.85/40hrs - 52weeks 8.6% of her time
Associate Teacher	$29,120.00	$0.00	$29,120.00	
Associate Teacher	$31,200.00	$0.00	$31,200.00	
Lead Teacher (Bachelor Degree)	$37,602.00	$10,000.00	$27,602.00	Lead Teacher with B.S. in Early Childhood Education. This teacher has been here since the inception of our program, she is well versed in Trauma Informed Care and is training with the Director to assume more leadership responsibilities. She will attend EduCare trainings and become part of our "train the trainer" initiative. This is a full time, hourly position. The rate is currently $19.27 per hour, 40 hours a week, 52 weeks a year. 26.5% of her time will be dedicated to training with EduCare and other entitles and training team teachers (KHA grant).
Lead Teacher (Bachelor Degree)	$40,102.00	$10,000.00	$30,102.00	Lead Teacher with B.S. in Early Childhood Education.She will attend EduCare trainings and become part of our "train the trainer" initiative. This is a full time, hourly position. The rate is currently $19.28 per hour, 40 hours a week, 52 weeks a year. 24.9% of her time will be dedicated to training with EduCare and other entitles and training team teachers (KHA grant).
Manager of Quality Assurance (Master Degree)	$41,200.00	$20,000.00	$21,200.00	Our Manager of QA is also the Assistant Director. She has a Master's Degree and she has been here since the inception of our program, first as a VPK teacher and now as our Manager of Quality Assurance. Part of her job description includes, teacher training and parent engagement. She will also serve as part of the "train the trainer" team. This is a full time salaried position, $19.81 per hour, 40 hours a week, 52 weeks a year. 50% of her time as the Manager of Quality Assurance will be dedicated to receiving training and then training the staff with training. (KHA grant)
Lead Teacher (CDA)	$33,280.00	$0.00	$33,280.00	
Subtotal Salaries and Wages	**$ 365,993.00**	**$ 65,200.00**	**$ 300,793.00**	
B. Payroll Taxes and Benefits (%)				
1 FICA	$20,370.19	$0.00	$20,370.19	
2 Retirement	$6,203.64	$0.00	$6,203.64	
3 Life and Health Insurance	$56,924.89	$0.00	$56,924.89	
4 Workers Compensation	$5,751.36	$0.00	$5,751.36	
5 Unemployment Compensation	$103.80	$0.00	$103.80	
6 Other Benefits	$0.00	$0.00	$0.00	
Subtotal Payroll Taxes and Benefits	**$89,353.88**	**$0.00**	**$89,353.88**	
C. Program Consultants and Contractual				
1. Child Guidance -LCSW	$73,470.75	$25,400.00	$48,070.75	In order to increase our quality of services to our families and community, it is necessary to employ our part time Child Therapist to full time. This reinforces the EduCare model. 35% of time, however it is an as needed contract so they could spent more or less time each month

2. Contracted Services/Child Care Careers	$5,000.00	$3,000.00	$2,000.00	The average contracted rate for substitute teachers is 25/hr 60% of the time. Substitutes are necessary for our teachers to receive training for Educare and other trainings associated with aligning with the Brewer center. 60% of time, however it is an as needed contract so they could spent more or less time each month
4 Technology	$0.00	$0.00	$0.00	
Subtotal Program Consultants & Contractual	**$78,470.75**	**$28,400.00**	**$50,070.75**	
D. Travel				
1 Local Mileage	$0.00	$0.00	$0.00	
2 Staff Travel	$2,500.00	$2,500.00	$0.00	Travel expenses (flights, room and board) for TBRI practitioner training for two staff members in September 2022
3 Student Transportation	$0.00	$0.00	$0.00	
4 Field Trip Travel	$1,200.00	$1,200.00	$0.00	Average cost for a bus per field trip is $300
5 Other Travel	$0.00	$0.00	$0.00	
Subtotal Travel	**$3,700.00**	**$3,700.00**	**$0.00**	
E. Participant Educational Materials	**$500.00**	**$500.00**	**$0.00**	Materials associated with TBRI training, Hatch trainings, Frog Street, Conscious Discipline and/or other associated educational materials in alignment with the Brewer Center
F. Consumable Program Supplies	**$0.00**	**$0.00**	**$0.00**	
G. Assistance to Participants				
1	$0.00	$0.00	$0.00	
2	$0.00	$0.00	$0.00	
3	$0.00	$0.00	$0.00	
4	$0.00	$0.00	$0.00	
5	$0.00	$0.00	$0.00	
Subtotal Assistance to Participants	**$0.00**	**$0.00**	**$0.00**	
H. Field Trip Expenses	**$1,200.00**	**$1,200.00**	**$0.00**	Four field trips throughout the year to broaden children's experiences, enhance lessons and encourage parent engagement
I. Office Expenses				
1 Telephone	$0.00	$0.00	$0.00	
2 Utilities	$0.00	$0.00	$0.00	
3 Postage and Shipping	$0.00	$0.00	$0.00	
4 Supplies	$0.00	$0.00	$0.00	
5 Copying	$0.00	$0.00	$0.00	
Subtotal Office Expenses	**$0.00**	**$0.00**	**$0.00**	
J. Operating Capital Outlay				
1 Machinery & Equipment	$0.00	$0.00	$0.00	
2 Computers & Software	$0.00	$0.00	$0.00	
Subtotal Operating Capital Outlay	**$0.00**	**$0.00**	**$0.00**	
K. Lease/Rent				
1 Equipment	$0.00	$0.00	$0.00	
2 Building	$0.00	$0.00	$0.00	
Subtotal Lease/Rent	**$0.00**	**$0.00**	**$0.00**	
L. Maintenance	**$0.00**	**$0.00**	**$0.00**	

M. Insurance	$0.00	$0.00	$0.00	
N. Conferences and Staff Training	$1,000.00	$1,000.00	$0.00	Slash conference training for 4 staff members in Summer 2023, Frog Street Conference for 4 staff members in Summer 2023
3 Additional Trainings and associated expenses			$0.00	
Subtotal Conferences and Staff Training	$1,000.00	$1,000.00	$0.00	
O. Membership Fees and Subscriptions	$0.00	$0.00	$0.00	
P. Advertising	$0.00	$0.00	$0.00	
Q. Food (limit to 2% of budget)	$0.00	$0.00	$0.00	
R. Other Allowable Costs				
5	$0.00	$0.00	$0.00	
Subtotal Other Allowable Costs	$0.00	$0.00	$0.00	
DIRECT EXPENSES TOTAL	$540,217.63	$100,000.00	$440,217.63	
Administrative Expenses				
Allocated Management and General Overhead, not to exceed 10% Program Direct Expenses above	$0.00	$0.00	$0.00	
GRAND TOTAL (Direct and Administrative Expenses)	$540,217.63	$100,000.00	$440,217.63	

Spreadsheet Instructions

1. Complete the funding period, agency information, project name and contract number at the top of the form.

2. Enter line items in categories where appropriate
   Enter line items that relate to your program in categories such as Salaries and Wages, Program Consultants, Other Consultants, Assistance to Participants and Other Allowable Costs. There are additional rows that remain accurate. are hidden if you need more than what is shown. Please unhide the rows rather than create them so that the formulas will remain accurate.

3. Enter budget amounts in the KHA Funding and Match columns (you can include here Cash Contributions as well as the value of In-kind Contributions.
   Only enter amounts in black cells. Red cells denote formulas. Please do not make any entries in red cells.

4. Enter a narrative for each line item in the cell located on the same row of that line item.
   Use only one narrative cell per line item. Type as much information in that cell to completely describe the budget for that line item.
   For cells that have lengthy narratives, you will have to widen the "row" so that it reveals all of the text of that cell.