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SINGLE SOURCE AWARD **BID # SS-12638-22**

Subject: Take Stock in Children

Department: Kids Hope Alliance

Description of Purchase:
Recommend approval of single source award to Goodwill Industries of North Florida for Take Stock in Children (TSIN) for mentoring, college success coaching and college scholarships. Period of service is from 1 August 2022 – 31 July 2023. Total estimated expenditure not to exceed $102,000.00.

Funding Source: 10901.181007.582001.000000.00000000.00000.0000000 – To be encumbered by purchase order

Single Source Award To: Goodwill Industries of North Florida

Price Justification: See attachment

Total Award: $102,000.00 **Requisition #:** KHOD-501090-22

Attachments: Recommendation Memo, Single Source Request Form, Vendor Letter and Previous Awards

Certification as to Single Source: Kenneth Darity, Chief Programs Officer, Kids Hope Alliance

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

Analyst: Jaclyn Stamos

Gregory Pease, 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 _____

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Kids Hope Alliance

FUNDING SOURCE: 10901 181007 582001 000000 00000000 00000 0000000

BRIEF DESCRIPTION OF GOODS/SERVICES:

Take Stock In Children (TSIC) Duval operates under the auspices of Goodwill Industries of North Florida, Inc. and currently serves over 300 students in grades 6-12 within the Duval County Public School district. TSIC currently works with a broad population of students including those living in Habitat for Humanity housing, foster care homes of incarcerated parents, single-parent households, and non-English speaking homes.

AMOUNT OF PROJECT (attach quote): $102,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Take Stock In Children (TSIN) is a year-round project which works to augment the systems already in place with TSIC College Success Coaches alongside counselors to ensure access to resources needed to graduate and transition into post-secondary education. The program focuses on serving at hope youth by providing comprehensive services focused on college readiness by using the following methods. Mentoring, College Success Coaching and College Scholarships

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Take Stock In Children (TSIC) has implemented a clear vision when working with at hope preteens/teens by offering the social-emotional and non-cognitive supports needed to ensure that college and career preparation become ingrained into the lives of the students served. The unique combination of pairing a caring volunteer mentor along with directed case-management. The second component unique to TSIC is the guarantee of a pathway to college through the gift of a 2 year scholarship at enrollment. The scholarship can be used for traditional state college or university or can be used for workforce development programs

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Goodwill Industries of Northeast Florida, Inc. is the identified national affiliate for Northeast Florida for the Take Stock In Children initiative. As the identified national affiliate for Northeast Florida, Goodwill Industries of Northeast Florida, Inc. is the only entity which can provide Take Stock In Children services in Duval County.

Submitted by: Sherrill Hensley — Research Coordinator

(Name) (Title)

Date: 4/28/2022

Requesting Agency's Director's Signature:

Procurement Division ____

GOODWILL
INDUSTRIES OF NORTH FLORIDA

April 14, 2022

Ms. Lenora Wilson
Director of Program Provider Quality
Kids Hope Alliance
1095 A Philip Randolph Blvd
Jacksonville, FL. 32202
lenoras@coj.net

Dear Ms. Wilson:

Take Stock in Children, Inc. is a nonprofit mentoring, college success, and college scholarship organization dedicated to transforming Florida one student at a time. Working statewide throughout Florida, our mission is to break the cycle of poverty for low-income, underrepresented, academically qualified students by providing opportunities for degree attainment through postsecondary education.

As Take Stock limits participation to one provider per county, the Goodwill Take Stock organization represents the only way that students in Duval County can participate in this type of educational program. Take Stock in Children is based on a unique multi-layered approach that consists of identifying at hope students, matching them with a mentor, and providing wraparound services to students through an innovative multi-year model from middle school through postsecondary completion with the potential for a college scholarship at the end of the road.

The Take Stock mission is clearly in alignment with the Kids Hope Alliance priorities and we look forward to continuing to serve deserving students in Duval County. Please contact me if you have questions or need additional information. Thank you.

Sincerely,

David Rey
Chief Executive Officer

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 for Single Source – Goodwill Industries of North Florida Take Stock In Children for $102,000.

DATE: April 28, 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 (the "KHA") respectfully request approval of the following:

1) Single Source for Goodwill Industries of North Florida Take Stock In Children program to provide a year-round project to provide resources to graduate and transition into post-secondary education. The program focuses on serving at hope youth by providing comprehensive services focused on college readiness in the amount of $102,000. The term of the contract is August 1, 2022 – July 31, 2023.

Upon approval of this request, the contract will be executed by the City of Jacksonville Office of General Counsel.

The KHA anticipates funding as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181007	582001	000000	00000000	00000	00000000

Total Funding **$102,000**

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

Cc: Bryan Matus, Buyer
Shari Shuman, Interim Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research and Grants

BOARD ACTION ITEM: SINGLE SOURCE

ESSENTIAL SERVICES CATEGORY: PRETEEN/TEEN & SPECIAL NEEDS

GOVERNANCE MEETING: APRIL 4, 2022

FINANCE MEETING: APRIL 6, 2022

BOARD MEETING: APRIL 13, 2022

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1) Approve new contracts based on a Single Source exemption of the following programs from August 1, 2022–July 31, 2023, in the approximate amount of $704,750.

2)

ESC	*AGENCY*	*PROGRAM*	*CONTRACT START DATE*	*CONTRACT END DATE*	*FUNDING*
PTT	Goodwill Industries of North Florida, Inc.	Take Stock in Children	8/1/2022	7/31/2023	$102,000
PTT	Jacksonville Zoological Society, Inc.	W.I.L.D. Program	8/1/2022	7/31/2023	$291,193
PTT	Police Athletic League of Jacksonville, Inc.	Teen Leadership Program	8/1/2022	7/31/2023	$111,557
SN	Hope Street, Inc.	TBRI Training	8/1/2022	7/31/2023	$200,000

3) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.

NARRATIVE:

The above program services provided by listed agencies were initially procured through a competitive RFP and have operated successfully for the past three years. The continuation of the programming can only be efficiently performed by the listed agency due to the specialized nature of the services. Therefore, the services are classified as Single Source and may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.

The current recommendation is to provide an additional one year of funding to the listed agencies to provide specialized services in the areas of both Pre-Teen/Teen and Special Needs while the results of the Needs Assessment and Gap Analysis are obtained, and the Board has sufficient time to understand and potentially recalibrate funding priorities. This action will go through the proper Procurement process once approved.

FISCAL IMPACT:

The providers listed above will receive funding as indicated above for a total of $704,750 or up to a 10% increase as necessary.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval.

OPTIONS:

1. Vote to approve staff recommendations.

2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:
Staff recommends approval.

Exhibit A
Scope of Services

Provider: Goodwill Industries of North Florida/Take Stock in Children (Duval)

Program: Take Stock in Children (Duval)

Take Stock In Children (TSIC) Duval operates under the auspices of Goodwill Industries of North Florida, Inc. and currently serves over 300 students in grades 6 thru 12 within the Duval County Public School district (see Exhibit A). One hundred percent (100%) of enrolled students live in a household whose income falls below the federal poverty guidelines and the majority will be first-generation college students. TSIC currently works with a broad population of students including those who are living in Habitat for Humanity housing, foster care, homes where parent(s) are incarcerated, single-parent households, and non-English speaking homes. Unlike many scholarship programs, TSIC does not exclusively seek out high performing students (those with a 3.0 GPA and above). The average student in our program has a 2.7 GPA and may graduate high school, but will benefit from ongoing support to not only enroll in college but be able to persist to overcome multiple barriers. Even when funds are available through the Pell Grant program, this population needs help to understand the process of going to college, including the ability to seek financial aid and other funding supports. TSIC ensures that 100% of graduating high school seniors will have completed their Free Application for Federal Student Aid (FAFSA) prior to graduation.

In addition to any services stipulated by the Provider in the Proposal. The Provider shall perform the following services:

1. Program Design Requirements:

TSIC Scholars are recruited from Duval County public middle and high schools. Attention is given to schools where the need for services is the greatest. Students are referred by school staff, parents, grandparents, guardians, and other child-serving agencies.

The project goal is to ensure all TSIC students are progressing towards high school graduation and are prepared to transition into post-secondary education. The program focuses on serving underserved youth by providing comprehensive services focused on college readiness by using these methods:

- Mentoring: TSIC recruits, trains and utilizes volunteer mentors who commit to one year of mentoring. Mentors serve as listeners and friends to the student, guiding them towards high school graduation and college enrollment.
- College Success Coaching: Students receive in-school support from a College Success Coach (CSC) who monitors grades, behavior, and attendance. The CSC ensures that each student is on track for high school graduation. When intervention is needed, the CSC works in concert with school personnel,

parent/guardian, and mentor to develop and establish expectations and specific strategies for improvement.

- College Scholarship: What makes TSIC unique is the guarantee of a Florida Prepaid tuition college scholarship (up to 60 credit hours) for each at-hope youth who fulfills the requirements of the program. Most TSIC students will not earn an academic scholarship, these funds ensure students complete college with minimum or no debt loads.

Staffing Requirements:

TSIC staff members occupy office space at Goodwill Headquarters located at 4527 Lenox Ave, Jacksonville FL. The Program Manager, Mentor Coordinator and Data Specialist all utilize this office space on a full-time basis.

KHA funding provides support for program leadership and covers the full cost of two College Success Coaches to work directly with students.

All Take Stock staff will pass a Level II background screening prior to working in the program and shall maintain a current background screening during employment.

Number of Students Served:

TSIC Duval currently serves 325 students in 47 middle and high schools in Duval County. TSIC staff and volunteers meet with students between the hours of 8:30am and 5pm in the schools but due to COVID, the TSIC State has approved the use of virtual tools. After hours and weekends as needed.

OUTPUT	OUTCOME
Mentor Sessions	>= 95% of active students will have a mentor match at contract signing >= 85% of active students average 2 or more mentor sessions per month
College Success Coaching	>= 85% of active students meet college coaching requirements (2 or more visits for underclassmen and 4 or more visits for juniors/seniors)
College Readiness	5 college readiness events held throughout the school year
FAFSA	100% FAFSA completion rate
Senior Reviews	100% of graduating seniors will meet with the College Success Coach for graduation requirement review/evaluation

Term of Agreement and Service Time:

July 1, 2022- June 30, 2023 with no renewal option

Exhibit A
Scope of Services

TSIC is a year-round project. Student engagement is throughout the school year for students in grades 6-12; however, high school graduates continue to work with their CSC or the College Navigator throughout the summer to ensure that they are enrolled in college, attend college orientation, and TSIC Scholarship is activated.

FREQUENCY	ACTIVITY
Daily	• Set up Mentor match meetings, s • Hold student sessions and write case-notes • Update data • Support school staff and faculty • Monitor mentor sessions
Weekly	• Review mentor sessions to ensure that the mentor-mentee relationship is being maintained
Monthly	• Review match rates • Follow-up with mentors who stop out • Document all meetings with students
Quarterly	• Maintain scholarship inventory to ensure that the newly purchased scholarships are uploaded and assigned to students in the most effective manner possible • Deliver college readiness workshops and events
Annually	• Follow-up with mentors to confirm that they will stay with their students through another school year • Match unassigned students and newly enrolled students to mentors • Complete background checks and sexual predator check on mentors and staff in accordance with Duval County Public Schools and state TSIC requirements • Plan workshops and college readiness events • Review scholarships being utilized and reassigned as needed • Purchase new scholarships, as funds allow • Implement annual state-wide surveys and reports and distributed to mentors, parents and students, where appropriate

Location(s):

Goodwill of North Florida
4527 Lenox Avenue
Jacksonville, FL. 32205

Exhibit A
Scope of Services

2. Program Fees and Program Income

TSIC is funded through a combination of state funding and community partner donors. The program does not generate any specific participant income. Community and employer partners provide donations to support the program operational costs, as well as cover the cost of scholarships. However, no fees are ever charged to TSIC participants.

3. Safety Requirements:

TSIC Duval adheres to safety protocols as directed by both Take Stock in Children Florida, as well as those of Duval County Public Schools. All volunteer mentors must go through DCPS volunteer screening and they are not allowed to meet with mentees outside of school grounds. All participants may take part in sanctioned events and utilize approved virtual tools for mentor sessions. The TSIC App is equipped with a keyword tracking system to alert local staff in the event of any concerns. All staff and mentors regularly complete required training sessions and scheduled screenings to ensure compliance at the highest level. Staff working in the schools have all passed Level II screening and have been granted ID badges for secure access.

4. Parent Engagement Requirements/Adult Family Member Services

Parents are required to play an active role in their child's academic success. Parents are invited to various TSIC events such as the FAFSA workshop, Family Dinner and College Expo.

The program has typically included college tours, however, these have been less frequent due to COVID. In 2022, we have toured UNF and are likely to schedule other public institutions in the general Jacksonville region. College tours are organized by TSIC staff to help build a vision of college for students who may not have been exposed to higher education before. Students who have an opportunity to walk on a college campus have a better sense of seeing themselves attending and the likelihood of enrollment increases.

In addition, parents or eligible family members of TSIC scholars can take advantage of a unique program called "A-STEP" offered by Goodwill. Academic Support Through the Employment Process (A-STEP) is a workforce development program for adults over 25 who need assistance with overcoming the barriers that prevent them from moving into sustainable wages—whether due to lack of work history or due to a felony background. Goodwill's vision is to break the cycles of poverty by impacting multiple generations in a single family. Several current A-STEP candidates have children enrolled in TSIC, offering support for two generations within the same family.

5. Dissemination Plan

TSIC believes that "it takes a village" and regularly partners with other youth serving organizations, such as The Malivai Washington Youth Foundation, Big Brothers Big Sisters, Communities In Schools, The YMCA, The Boys and Girls Club, 500 Role Models, The Mackenzie Academic Resource Centers and Sulzbacher Villages. TSIC serves as the college readiness and scholarship providers to students dual enrolled in each. Several of the agencies meet bi-annually with TSIC College Success Coaches to review student progress.

The TSIC staff has more than 80 years of combined experience serving youth across the socio-economic spectrum in a large, culturally diverse urban school district. This experience has brought expertise to the program and fostered solid working relationships throughout the community and amongst the alliance of family-driven, youth-guided agencies.

Lastly, the program would not be successful without mentor participation from the community. Recruiting mentors is a year-round endeavor. TSIC has built strong relationships with both the business sectors as well as private faith-based partners who promote changing a life of a student through the gift of time. Corporate partners allow staff time off during the week to meet with students.

6. Budget

The annual budget for the Take Stock in Children Duval program beginning a school year serving over 300 students requires a budget of $675,000. The $675,000 total budget includes the purchase of scholarships for $150,000. The $100,000 request for operations makes up 19% of a diversified operations budget. Take Stock works to secure diverse funding streams to best leverage investment into the program.

100% of the $100,000 of operational funds requested through the Kids Hope Alliance will be directed to augment and sustain the very heart of the program, the professionals who dedicate their lives to the students they serve. Two full time College Success Coaches will be funded directly through the KHA award. Currently staff costs are $303,087 of operational dollars, approximately $65% of the operational budget. As the statewide program strives to serve additional students, the allocated dollars awarded each affiliate through the Department of Education grant erodes. The Duval program strives to find matching dollars to ensure the highest quality of services remains intact. The remaining budget items including rent, utilities, supplies, printing, marketing and travel are covered through unrestricted dollars. Unrestricted funds come through corporate partners including The PLAYERS Championship, The Macquarie Group, The Scheidel Family Foundation, JM Family Enterprises, Arlington Toyota and private donors.

Exhibit A
Scope of Services

Categories and Line Items	Total Cost of Program	KHA Funding	Match	Budget Narrative
Direct Expenses				
A. Salaries and Wages	$364,099.00	$89,000.00	$275,099.00	Funds two positions - 2 full time College Success Coaches
B. Payroll Taxes and Benefits (15 %)	$53,607.00	$0.00	$53,607.00	This includes all staff taxes and benefits
C. Program Consultants and Contractual	$6,868.00	$0.00	$6,868.00	
D. Educational Materials & Program Supplies	$19,300.00	$2,800.00	$16,500.00	Students events and workshops
E. Assistance to Participants	$150,000.00	$0.00	$150,000.00	Scholarships/Florida Prepaid College Accounts
F. Office Expenses (Supplies, Lease, Maintenance, Equipment, Insurance)	$30,752.00	$0.00	$30,752.00	Occupancy and Utilities
G. Food (Limited to up to 2% of Budget)	$9,040.00	$2,040.00	$7,000.00	Student, Mentor and Family events
H. Staff Travel & Training	$14,300.00	$0.00	$14,300.00	Local travel and trainings
I. Advertising	$6,000.00	$0.00	$6,000.00	
J. Other Allowable Costs	$4,000.00	$0.00	$4,000.00	Mentor Background checks
DIRECT EXPENSES TOTAL	$657,966.00	$93,840.00	$564,126.00	
Administrative Expenses				
Allocated Management and General Overhead, not to exceed 10% of KHA grant amount	$8,160.00	$8,160.00	$0.00	
GRAND TOTAL (Direct and Administrative Expenses)	$666,126.00	$102,000.00	$564,126.00	

ADMINISTRATIVE AWARD
BID No.:POA-70527-21

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to retroact the period of service from October 1, 2020 to date of executed contract. Recommend approval of award to Goodwill Industries of North Florida, Inc. to provide an early leadership development program for the Mayor's Young Leaders Advisory Council in accordance with Ordinance 2020-511-E. Period of service is from date of executed contract through July 31, 2021. Total expenditure amount not to exceed $100,000.00.

Funding Source: 1090.181007.582001.000000.00000000.00000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

FOR AGENCY/DEPARTMENT: Kids Hope Alliance

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A

NUMBER FIRMS BIDDING: N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
In accordance with Procurement Code 126.107(g) Supplies or services to be provided by those specifically prescribed within authorizing legislation that appropriates the same.

RECOMMEND AWARD TO: Goodwill Industries, Inc.

CONCURRENCE BY: John Everett, Director Preteen/Teen Programs, Kids Hope Alliance

PRICE: $100,000.00

TERMS: Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst

Mgr. of Purchasing Services

10-19-20
Date

20 OCT 2020
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

10/22/20
Date

Rev10/13/2011