14

SINGLE SOURCE AWARD **BID # SS-12642-22**

Subject: Trauma Training

Department: Kids Hope Alliance

Description of Purchase:
Recommend approval of single source award to Hope Street for Trust Based Relational Intervention (TBRI), an intense trauma-informed training, coaching and consultation services. Period of service is from 1 August 2022 – 31 July 2023. Total estimated expenditure not to exceed $200,000.00.

Funding Source: 10901.181001.582001.000000.00000459.00000.0000000 – To be encumbered by purchase order

Single Source Award To: Hope Street

Price Justification: See attachment

Total Award: $200,000.00 **Requisition #:** KHOD-501088-22

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 _____

FORM GB-113, Revised 12/2007

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 181001 582001 000000 00000459 00000 00000000

BRIEF DESCRIPTION OF GOODS/SERVICES:

Hope Street Inc. TBRI training will provide trauma informed education to providers while also seeking out a variety of trauma informed techniques and approaches to "Build a Trauma Informed Jacksonville". The training aligns resources, programs and initiatives to address adverse childhood experiences and adverse community environments.

AMOUNT OF PROJECT (attach quote): $200,000

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

The Trust-Based Relational Intervention - TBRI model training will provide the community with ongoing responsibilities and will guide the community through a series of collaborative expansive learning cycles that aim to create trauma-informed communities of resilience with interconnected systems, authentic community engagement, and inclusivity: Phase 1: Recruit Champions and Formalize Collaborative Infrastructure, Phase 2: Implement Assessment of Community Assets Phase 3: Identify Work groups, Phase 4: Implementation of Learning Communities and Messaging, Phase 5: Launch Trauma informed education initiative.

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

Hope Street will provide virtual and on site intensive trauma-informed training, coaching and consultation. Hope Street will offer the following services: Measurement and Research, On-site and Virtual Reflective Coaching, Virtual and In Person TBRI Coaching-Topical Training and Open Forum and Virtual and In Person Adult Focused Nurture Groups.

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:

The Trust-Based Relational Intervention (TBRI) model is the intellectual property of Hope Street, Inc. The instructional delivery and ownership of such is exclusive to Hope Street, Inc., therefore, no other entity can provide TBRI services.

Submitted by: Sherrill Smith-Hensley (Name) Research Coordinator (Title)

Date: 4/28/2022

Requesting Agency's Director's Signature:

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 – Hope Street Inc. TBRI Training for $200,000

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 Hope Street Inc. TBRI Training to provide trauma informed education to providers while also seeking out a variety of trauma informed techniques and approaches to "Build a Trauma Informed Jacksonville" in the amount of ~~$2000,000~~. The term of the contract is August 1, 2022 – July 31, 2023.
$200,000

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	181001	582001	000000	00000459	00000	00000000

Total Funding **$200,000**

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

Hope Street

Trauma Informed Care Services

April 20, 2022

Chardae Chaney
Kids Hope Alliance
1095 A. Philip Randolph
Boulevard Jacksonville, FL 32206

RE: Letter of Intent for Program
Extension

Dear Ms. Chaney,

I am writing this Letter of Intent to notify Kids Hope Alliance that Hope Street, Inc's intent to continue its program and extend from August 1, 2022 - July 31, 2023 .

Hope Street proposes to request program funding in the amount of $200,000.

Jennifer Bradstreet will remain as our point of contact through the extension process and can be reached at (904) 373-8276; jbradstreet@hopestreetinc.com.

Thank you for this continued opportunity to improve the lives of families within our community.

Warmest regards,

Jennifer Bradstreet

Jennifer Bradstreet
Interim Executive Director

P.O. Box 50154 • Jacksonville, Florida 32240 • Phone: (904) 373-8276 • www.hopestreetinc.com

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
Hope Street, Inc./Health & Healing JAX
Scope of Services

Provider: Hope Street, Inc.

Program: Connect for Hope and Building a Trauma Informed Jacksonville

A project's Scope of Work is the blueprint for work to be accomplished. The section provides details for implementing the project and give specific examples for how work is going to be accomplished.

The contract with the providers to operate the **Connect for Hope and Hope & Healing JAX/Building a Trauma Informed Jacksonville** *program will follow the guidelines of the program priorities outlined below.*

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

Program Design Requirements:

MANAGEMENT:
Hope Street, Inc. serves as the identified backbone agency for Hope & Healing JAX (H&HJ). All TBRI and Trauma Informed work delivered by Hope Street falls under the objectives for H&HJ. Hope Street Inc. consists of an Executive Director; Programs Director, and Operations Manager, with a contracted Administrative Assistant and contracted TBRI Practitioners who delivery community-based Trauma Informed Care and TBRI trainings/coaching.
Hope Street, Inc. is the local designated partner of Texas Christian University Karyn Purvis Institute of Child Development (the developers of TBRI®) and we are now in the process of earning the designation of a TBRI® Ambassador Organization. Working directly with the developers of TBRI® as a designated partner gives us access to resources and consultation in support of a systemic community implementation model.

The H&HJ Backbone Agency will facilitate:
CONVENING and MOBILIZATION of Systems of Care and child- and family serving agencies/organizations toward COLLECTIVE IMPACT.

H&HJ will bring together those already working in Jacksonville to address ACEs and trauma to promote healing and build resilience. Networking to STRENGTHEN and GROW existing EFFORTS.

- Connectors:
  - Of communities and organizations with one another.
  - Share events, tools, and resources widely.
  - Tell the stories of people making a difference.
  - Support local level Systems of Care work.
- Advocates:
  - Combine voices and efforts from all sectors to
  - Make the biggest difference including:
    - Systems change and
    - Governmental level policy change.
- Solution Engineers:
  - Identify needs

- Identify community solutions already at implementation stage
- Combine viewpoint and experiential diversity

Purpose:

Trust-Based Relational Intervention:

The purpose of this program is to continue to address the effects of early adversity and relational trauma through three sets of practice principles: Connecting, Empowering, and Correcting through the delivery of trauma informed care training and Trust-Based Relational Intervention (TBRI), an attachment-based, trauma-informed, whole-child approach to meeting the needs of children and youth who have experienced early adversity, toxic stress, and/or relational trauma. The TBRI model was developed at TCU by Dr. Karyn Purvis and Dr. David Cross.

Implementation:

Levels of Training

- **Awareness:**
  - Trauma Awareness and Pathways to healing
    - Hope & Healing 101
  - TBRI® Training including but not limited to:
    - Introduction and Overview: 2 hours
    - Comprehensive Overview: 8 hours
- **Application:**
  - Coaching and deeper dive on trauma informed care and TBRI® Principles including but not limited to:
    - Open Forum
    - Caregiver Mindfulness
    - Collaborating for Connection
    - Sensory Coaching
- **Implementation: Support**
  - Coaching and Supportive Network including, but not limited to:
    - Facilitating and serving as a backbone agency for trauma informed care and TBRI® practitioner network by
    - CONVENING and
    - MOBILIZATION of Systems of Care and child- and family serving agencies/organizations toward COLLECTIVE IMPACT.
    - *H&HJ will bring together those already working in Jacksonville to address ACEs and trauma to promote healing and build resilience.*
    - Networking to STRENGTHEN and GROW existing EFFORTS.
    - Facilitating TBRI® Champions targeted coaching and networking to foster further community connection and collaboration
    - Providing additional support and modeling to TBRI® practitioner and Champions

Personal Enrichment Supporting School Engagement/Academic Performance

The delivery of trauma informed care and TBRI training to parents, caregivers, and child- and family-serving providers via an attachment-based, evidence-based, trauma-informed, whole-child approach to meeting the needs of children and youth who have experienced early adversity, toxic stress, and/or relational trauma aimed at ***family cohesion, resolution and healing and in the efforts of prevention and intervention as children learn to self-regulate, including self-regulation of emotions, thoughts, and behaviors.***

The specific purposes of the program are to:

Goal #1: Provide trauma informed care training and coaching utilizing the framework of Trust Based Relational Intervention (TBRI®), an attachment-based, evidence-based trauma-informed, whole-child approach to meeting the needs of children and youth who have experienced early adversity, toxic stress, and/or relational trauma. The TBRI model was developed at TCU by Dr. Karyn Purvis and Dr. David Cross to address the effects of early adversity and relational trauma through three sets of practice principles: Connecting, Empowering, and Correcting.

Our goal of engaging with the Jacksonville community is to build a TBRI-trained network of skilled champions across all systems of care including neighborhoods and the community at large. Below, we have created a plan addressing the structural and operational aspects to consider when implementing TBRI® across Jacksonville.

Objective 1: Context-specific strategies promoting physical and psychological felt safety of youth who have experienced trauma;

Objective 2: Context-specific strategies for building connections between youth who have experienced trauma and all professionals within Jacksonville;

Objective 3: Context-specific strategies for scaffolding the capacity of children and youth who have experienced trauma for self-regulation, including self-regulation of emotions, thoughts, and behaviors.

Goal # 2: Serve as the backbone agency/servant leader for Hope & Healing JAX/Building a Trauma Informed Jacksonville by connecting the members and work of the Systems of Care. Through the development of a Steering Committee, Action Groups, and Community Gatherings that lead to we will achieve this goal.

Objective 1: Foster Awareness & Culture Change
Create a trauma informed culture of awareness, knowledge, care, safety, and connection in the entire community (with neighborhood as the centers) and within provider agencies to bring about education, resolution, and healing of trauma through messaging and the delivery of customized trauma informed care and TBRI training to all sectors.

Objective 2: Prevent and Reduce ACEs and Trauma
Deliver trauma responsive interventions through Systems of Care networks of Prevention, Intervention and Treatment services that will prevent and reduce trauma and ACEs including evaluation activities with measured outcomes.

Objective 3: Nurture Learning Communities
Strengthen and widen networks among community members with neighborhoods as the center and engage with professionals from all sectors to share resources, with research around trauma informed care and TBRI best practices as the core work.

PERFORMANCE MEASURES
The Contractor will be required to submit client performance measure data, in the SAMIS Performance Measure (PM) Module, within the time frames specified by KHA. The Contractor shall also report any barriers experienced in performance measure achievement, as required. The report should also include any noteworthy activities that have occurred during the term of this Agreement,

as requested. Contractors will use the KHA Data Quality Assurance Report to ensure administration points are completed and service components are attached.
DESIRED RESULT: Address the effects of early adversity and relational trauma through three sets of practice principles: Connecting, Empowering, and Correcting through the delivery of trauma informed care training/coaching and Trust-Based Relational Intervention (TBRI) to parents, caregivers, and child- and family-serving providers delivering context-specific strategies for scaffolding the capacity of children and youth who have experienced trauma for self-regulation, including self-regulation of emotions, thoughts, and behaviors.
Results based accountability utilizes data to improve performance outcome measures to achieve the desired customer result. When applied, performance measurement answers the following key questions:

Key Question	Performance	KHA Goal*	Evaluation Tool	Admin Schedule
How Much Did We Do?	500 targeted parents/caregivers/providers/youth served.	95%	Attendance with Data reports reflecting pre- and post-test scores	Analyzed on Semi-Annual Schedule
	% of funded allocation utilized.	95%	SAMIS reports	Analyzed on Semi-Annual Schedule
How Well Did We Do It?	Program Services Monitoring	Meets Expectations	Monitoring and Site Visits by Hope Street Leadership	1st Year – Quarterly 2nd & 3rd Year – Bi-Annually
	Data Integrity	95%	Quality Assurance of Data reports	Analyzed on Semi-Annual Schedule
Is Anybody Better Off?	80% of participants will show an increase in knowledge and attitudes regarding trauma informed care and TBRI®	80%	Pre- and Post-Test scores and Qualitative Surveys	Program Completion

The provider will be expected to follow the same guidelines set forth by The Florida Department of Children and Families in regards to childcare licensure or exemption in addition to the requirements in the Kids Hope Alliance contract. Technical assistance is available.

Note: The information provided here is aligned with what is requested in the budget and outlined in the application narrative.

Program Fees and Program Income

This program is free of charge to participants.

Education hours will be billed at $500 per unit of service. These units of services may be training and/or coaching hours provided by the Hope Street Team.

Hope Street, Inc. will provide a minimum of 40 cumulative education hours per quarter and a minimum of 200 total education hours/units of service by the end of the contract year.

Safety Requirements:

Hope Street, Inc. holds full liability coverage. Training and coaching sessions will comply with federal, state, and local health and safety standards.

Staffing Requirements:
Hope Street, Inc. serves as the identified backbone agency for Hope & Healing JAX (H&HJ). All TBRI and Trauma Informed work delivered by Hope Street falls under the objectives for H&HJ. Hope Street Inc. consists of an Executive Director; Programs Director and Operations Manager, with a contracted Administrative Assistant and contracted TBRI Practitioners who deliver community-based Trauma Informed Care and TBRI trainings/coaching.

Number of targeted parents/caregivers/providers served:

- *a minimum of 500 participants*

Terms of Agreement and Service Time:

August 1, 2022- July 31, 2023

Monday – Friday, with occasional weekends for events and gatherings, as determined by Hope Street and partner agencies.

Locations:

- *Virtual platform*
- *Kids Hope Alliance*
  1095 A Phillip Randolph Blvd
  Jacksonville, FL 32206
- *Center of Hope*
  at Emmett Reed Gymnasium
  1093 W Sixth Street
  Jacksonville, FL 32209
- *On Site at Hope Organizations and/or Kids Hope Alliance partners, as identified for dedicated organizational/community training and coaching*
- *On Site at trauma informed faith congregations, as identified*

The provider will be expected to follow the same guidelines set forth by The Florida Department of Children and Families in regards to childcare licensure or exemption in addition to the requirements in the Kids Hope Alliance contract. Technical assistance is available.

Note: The information provided here is aligned with what is requested in the budget and outlined in the application narrative.

2. Program Fees and Program Income

These services are free of charge to the participants.

These services are funded through this grant funding and other funding streams.

- **3. Safety Requirements:**

The safety of students and their families participating in the program is of the highest priority. Students must participate in structured activities in a safe environment supervised by well-trained and caring staff on- and off-site. Facilities must comply with federal, state, and local health and safety standards.

4. Parent Engagement Requirements/Adult Family Member Services

The delivery of trauma informed care and TBRI training to ***directly to parents, caregivers****, and child- and family-serving providers via an attachment-based, evidence-based, trauma-informed, whole-child approach to meeting the needs of children and youth who have experienced early adversity, toxic stress, and/or relational trauma aimed at* ***family cohesion,*** *resolution and healing and in the efforts of prevention and intervention as children learn to self-regulate, including self-regulation of emotions, thoughts, and behaviors.*

Trauma informed care and TBRI training are designed to increase understanding of the child and involvement of adult family members in their child's emotional wellbeing, supporting positive engagement in their education.

The providers will be required to provide necessary information to the funder in an accurate and timely manner to meet deadlines set by the Kids Hope Alliance (KHA). The providers will need to enter data into, local, state and federal data collection systems with assistance from the KHA. Failure to follow the reporting outcomes may delay reimbursement of contracts invoices, corrective action, probation and/or termination of contract.

5. Dissemination Plan

Hope Street will disseminate understandable and accessible information about the program to the community, such as the location of services and proposed activities. The purpose of information dissemination must not be focused on recruiting students into the program, but rather to inform the community and stakeholders about the importance and promise of this program. Display KHA's logo according to the guidelines at www.kidshopealliance.org/comms on provider's website and on any printed promotional material paid for using KHA funds including stationary, brochures, flyers, posters, PDF's, emails, online/digital campaigns, etc., describing or referring to a program or service funded by the KHA. The logo on provider's website must include hyperlinks to KHA's website, www.kidshopealliance.org

6. Budget

Budget Correlates with Narrative

Applicants must be able to demonstrate the extent to which the costs are reasonable and *necessary in relation to the number of students and adults to be served and the correlation to the anticipated results and benefits. All items included in the budget must clearly relate to activities described in the program design section of the application.* ***No item should be identified in a budget that has not been explained in the program narrative.*** *The budget narrative must detail the proposed use of funds in relation to the objectives, design, and scope of project activities. The budget narrative must also address the necessity and rationale of proposed costs.*

Budget by Deliverables

- ***Quarter 1 ($50,000 dollar amount) paid at start of contract***
    - *Contract Execution with KHA: Signed Contract*
    - *$50,000 at start of contract for Quarter 1*
    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, when applicable*
    - *Member lists:*
        - *Leadership Team*
        - *Steering Committee*
        - *Action Groups*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting logs, resource gathering logs, presentations, and resources.*
    - *Attendance logs and workshop assessments to track fidelity.*
        - *Hope & Healing Nurture Groups*
        - *Community Gatherings*
    - *Materials and facilitation nurture groups, community gatherings, and neighborhood meetings*

- ***Quarter 2 ($50,000 dollar amount) paid at start of Quarter 2***
    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, when applicable*
    - *Member lists:*
        - *Leadership Team*
        - *Steering Committee*
        - *Action Groups*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting logs, resource gathering logs, presentations, and resources.*
    - *Attendance logs and workshop assessments to track fidelity.*
        - *Hope & Healing Nurture Groups*
        - *Community Gatherings*
    - *Materials and facilitation nurture groups, community gatherings, and neighborhood meetings*

- ***Quarter 3 ($50,000 dollar amount) paid at start of Quarter 3***
    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, when applicable*
    - *Member lists:*
        - *Leadership Team*

        - *Steering Committee*
        - *Action Groups*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting logs, resource gathering logs, presentations, and resources.*
    - *Attendance logs and workshop assessments to track fidelity.*
    - *Hope & Healing Nurture Groups*
    - *Community Hope & Healing Gatherings*
    - *Materials and facilitation nurture groups, community gatherings, and neighborhood meetings*

- ***Quarter 4 ($50,000 dollar amount) paid at start of Quarter 3***
    - *CEU Paperwork Artifacts, i.e. participant attendance spreadsheets and pre and post test scores.*
    - *Hope Applications/MOUs with partner organizations, as received*
    - *New and updated presentations, participant guide, and pre- and post-test, when applicable*
    - *Member lists:*
        - *Leadership Team*
        - *Steering Committee*
        - *Action Groups*
    - *Action group goals and list of assigned projects based on community needs assessment.*
    - *Logic Model Development (living document)*
    - *Meeting logs, resource gathering logs, presentations, and resources.*
    - *Attendance logs and workshop assessments to track fidelity.*
    - *Hope & Healing Nurture Groups*
    - *Community Gatherings*
    - *Materials and facilitation nurture groups, community gatherings, and neighborhood meetings*

- *Contract Complete ($0 dollar amount as (4) $50,000 will be paid out at the beginning of each quarter))*
    - *End of Year report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*

SUBJECT: Trauma Training

BID #: ESC-0549-19

OPEN DATE: 7/24/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of executed contract through September 30, 2020 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: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with Hope Street, Inc. to continue providing trauma training to KHA staff and community partners. Period of service is from October 1, 2021 through July 30, 2022. Total revised estimated annual expenditure amount is $200,000.00, for a total expenditure amount not to exceed $383,333.00.

Funding Source: 10901.181001.582001.000000.00000459.00000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dr. Saralyn Grass, Chief Administrative Officer, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE 8/19/2021

OTHER

ACTION OF AWARDING AUTHORITY DATE 8-20-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No 2019-02

SUBJECT: Trauma Training

BID #: ESC-0549-19 **OPEN DATE: 7/24/2019**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of executed contract through September 30, 2020 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: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2020 to date of executed contract.
Recommend approval to utilize the first of two (2) renewal options with Hope Street, Inc. to continue providing trauma training to KHA staff and community partners. Period of service is from date of executed contract through July 30, 2021. Total revised estimated annual expenditure amount is $83,333.00, for a total expenditure amount not to exceed $183,333.00.

Funding Source: 10901.181001.582001.000000.00000459.00000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Award(s)

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED** 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 5 MEMBERS DISAPPROVING 0 DATE: 10/15/2020

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/15/20

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: Trauma Training

BID #: ESC-0549-19

OPEN DATE: 7/24/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Date of executed contract through September 30, 2020 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: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject award was approved on 8/21/19 as an administrative award and is being increased in an amount that will cause the maximum indebtedness to exceed the informal threshold.

Recommend approval to increase the award with Hope Street, Inc. by $50,000.00 to continue providing trauma training to KHA staff and community partners through the period ending September 30, 2020. Total revised expenditure amount not to exceed $100,000.00.

Funding Source: 10901.181001.582001.000000.00000459.0000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo and Previous Award

ANALYST _____ Annette Burney

RESPECTFULLY SUBMITTED _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Michael Weinstein, Acting CEO, Kids Hope Alliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/7/20

Teresa R Eubanks _____ OTHER: _____

Cheryl Reed _____

James R McCain _____

Mary Potter _____

Wanda Pearson _____

ACTION OF AWARDING AUTHORITY DATE 5/12/20

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ADMINISTRATIVE AWARD
BID No.: ESC-0549-19

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to amend the period of service end date from September 30, 2019 to September 30, 2020 for the initial term of the agreement.

Recommend approval of award to the highest scoring responsive, responsible bidder, Hope Street, Inc., to provide trauma training to KHA staff and community partners. Period of service is from date of contract execution through September 30, 2020 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $50,000.00.

Funding Source: JCOD191ESSN-08201 - To be executed by formal contract through the Office of General Counsel

FOR AGENCY/DEPARTMENT: Kids Hope Alliance

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: 12 **NUMBER FIRMS BIDDING:** 2

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:

N/A

RECOMMEND AWARD TO: Hope Street, Inc.

CONCURRENCE BY: Joe Peppers, CEO, Kids Hope Alliance

PRICE: $50,000.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst

Mgr. of Purchasing Services

8-20-19
Date

8/20/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

8/21/19
Date

Rev10/13/2011