SINGLE SOURCE AWARD **BID # SS-14311-23**

Subject: ACCREDITATION PROGRAM FOR SUPPORT AND ACCOUNTABILITY SERVICES

Department: Kids Hope Alliance

Description of Purchase: Recommend approval of a single source award to Business Leadership Institute for Early Learning, Inc., to provide administrative oversight of projects, data collection and progress monitoring for twelve (12) months for the four (4) phases to daycare and homecare centers national accreditation. Period of service is from July 1, 2023 through June 30, 2024. Total not to exceed expenditure amount is $175,000.00.

Funding Source: 10901.181001.582001.000000.00000458.00000.0000000

Single Source Award To: Business Leadership Institute for Early Learning, Inc.

Price Justification: See Attached

Total Award: $175,000.00 **Requisition #:** KHOD-500374-23

Attachments: Recommendation Memo, Single Source Form, Board Minutes, Scope of Services

Certification as to Single Source: Michael Weinstein, CEO, 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 _____

MEMORANDUM

TO: Dustin Freeman, 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 for a Single Source Award, The Business Leadership Institute for Early Learning, Inc. (BLI) Accreditation Program - $175,000.

DATE: April 26,2023

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:

1) Request an award for a Single Source, for The Business Leadership Institute for Early Learning, Inc. (BLI) Accreditation Academy will provide support services and accountability to each business for up to 12 months to their achievement of national accreditation with a financial plan in place for operations generating revenue to sustain the quality of the learning program. Period of service is July 1, 2023 through June 30, 2024. The total expenditure amount not to exceed $175,000.

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

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

Total Funding **$175,000.00**

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

BOARD ACTION ITEM: SINGLE SOURCE CONTRACTS

ESSENTIAL SERVICES CATEGORY: EARLY LEARNING & SPECIAL NEEDS

- **GOVERNANCE MEETING:** **APRIL 3, 2023**
- **FINANCE MEETING:** **APRIL 5, 2023**
- **BOARD MEETING:** **APRIL 12, 2023**

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 the Procurement Single Source code for the following programs, from July 1, 2023 – June 30, 2024, in the amount of $355,000.

ESC	*AGENCY*	*PROGRAM*	*CONTRACT START DATE*	*1ST YEAR CONTRACT END DATE*	*FUNDING*
EL	Business Leadership Institute for Early Learning, Inc.	National Accreditation Program	7/1/2023	6/30/2024	$175,000
EL	Jacksonville Public Education Fund	Campaign for Grade Level Reading	7/1/2023	6/30/2024	$100,000
SN	The Allison Brundick Haramis Foundation, Inc. dba Angels for Allison	Burial Cost	7/1/2023	6/30/2024	$80,000
				Total	$355,000

2) 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.
3) Authorize funding for three (3) subsequent years to align the City with KHA's standardized contract terms; Single Source contracts require annual renewal by the City of Jacksonville Procurement department; however, KHA funding will remain consistent with the Board's approval of (1) and (2) above. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.

NARRATIVE:
The above program services provided by listed agencies 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.

A brief overview of each program is provided in the attached document.

FISCAL IMPACT:
The providers listed above will receive funding as indicated above or up to a 10% increase, as necessary. KHA may reduce contracts accordingly depending on reduced need or unspent funds.

OPTIONS:

- ☐ Vote to approve action items.
- ☐ Decline to approve action items.
- ☐ Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

_____

_____

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

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?***	Funds allocated to BLI will provide for administrative oversight of the project, data collection and progress monitoring of businesses and reporting to KHA. This project term is 12 months of four phases of work toward national accreditation. The goal of th
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:	The Business Leadership Institute for Early Learning Master Class is only offered in the state of Florida and is partnering with KHA to continue to support the community of Jacksonville, Florida to create strategies for business operations that sustain a high-quality learning program with professional services to support success in achieving a national accreditation.
4. Date of Request	April 26,2023

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.]

Business Leadership for Early Learning (BLI) was created in Florida by a Child Care provider who recognized a gap in support available for developing the business side of the industry. KHA has partnered with BLI and other Jacksonville agencies to improve outcomes for young children in neighborhoods of high need and the quality of the programs that serve them.

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

THE BUSINESS LEADERSHIP INSTITUTE

Scope of Services

Business Leadership Institute (BLI) Accreditation Academy Initiative
2023 – 2024

This is a funding proposal for BLI to provide direct services for the participants in the Accreditation Academy initiative, created collaboratively by KHA and BLI as an extension of the BLI Master Class Series. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through a seamless process of business development and national accreditation to build business sustainability and high-quality childcare performance- based results.

Accreditation Academy Program Design, Administration and Oversight:
BLI has designed a continuum of programming to extend the BLI Master Class Curriculum. The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, but are not limited to, support for the home-based and center-based Accreditation Specialists for logistics and performance-monitoring; outcomes protocol development and execution; tracking, analyzing and reporting data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management. To ensure qualified candidates, BLI has designed and executed the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy includes developing and executing ongoing communication between BLI and the participants throughout the process. To further build capacity, BLI works with KHA to help identify local Accreditation Specialist for future cohorts.

Outcomes
90% of participating child care businesses will become a Florida Gold Seal accredited program.

ACCREDITATION ACADEMY PROCESS

Time Period for Accreditation Academy Participation:

- **Cohort 3 –** The current participating businesses will continue to receive professional services to achieve the **GOAL** of NAFCC family home-based or FACCM's (APPLE) childcare accreditation and Florida's Gold Seal Award for the 12 month period.
- **Cohort 4 –** A second cohort of up to 18 businesses begin to receive professional services for the accreditation process for the remainder of the contract year after completing the BLI Master Class Series in February 2024.

Participant Selection:

- BLI will have oversight working with KHA for approval of participants selected for the 2023 – 2024 family home-based and center-based child care cohorts. Up to 9 participants will be selected in each category for Cohort 4.
- Recruitment will be part of the BLI marketing efforts for the 2023 – 2024 cohort. BLI and KHA will develop a 'Recruitment Candidate Profile' for center-based and home-based selection, as

well as application and selection criteria. BLI will work with KHA regarding narrative and content for KHA accreditation cohort recruitment.

- BLI will interview each potential KHA accreditation participant as well as coordinate an interview process with the Accreditation Specialists prior to final selection.
- BLI will conduct virtual or site visits as part of the onboarding of selected candidates.

Provide 2 Accreditation Specialists - 1 for Family Home-based and 1 for Center-based programs:

- BLI will select an Accreditation Specialist for the BLI/NAFCC accreditation process for family home-based childcare businesses participating in the Kids Hope Alliance cohort in the Jacksonville area. The specialist will continue to provide professional services for accreditation support to the current KHA cohort (Cohort 3) in the Accreditation Academy and then begin professional accreditation services for a second cohort (Cohort 4) of home-based businesses after their completion of the BLI Master Class.
- BLI will work directly with FACCM (APPLE) to select an Accreditation Specialist to support the BLI/FACCM accreditation process for center-based businesses. The specialist will continue to provide professional services for accreditation support to the current KHA cohort (Cohort 3) in the Accreditation Academy and then begin professional accreditation services for a second cohort of center-based businesses (Cohort 4) after their completion of the BLI Master Class.

ACCREDITATION SPECIALIST CONTRACT TERMS AND DELIVERABLES:

Accreditation Specialist 1: Family Home-based

BLI will recruit and oversee the family home-based Accreditation Specialist responsible for guiding and managing up to (6) family home-based childcare programs (Cohort 3) that are currently working through the accreditation process. This contract begins July 1, 2023 – June 30, 2024. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The Accreditation Specialist will fulfill all obligations according to the deliverables chart and work description. The Accreditation Specialist will report directly to BLI.

Under this contract, the Accreditation Specialist will **also** work with up to (9) family home-based childcare businesses as a new Accreditation Academy cohort (Cohort 4) begins the BLI Master Class starting October 2023. The Accreditation Specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site accreditation professional services will begin after their completion of the Master class in February 2024. The Accreditation Specialist will work with BLI and KHA to identify a local home-based Accreditation Specialist for future cohorts.

Accreditation Specialist 2: Center-based

BLI will oversee the recruitment of an Accreditation Specialist contracted through FACCM responsible for guiding and managing up to (6) center-based childcare programs (Cohort 3) that are currently working through the accreditation process. This contract begins July 1, 2023 – June 30, 2024. The contract will be maintained on an annual basis subject to renewal for up to 3 years. The FACCM Accreditation Specialist will meet deliverables to ensure successful completion of APPLE accreditation. The Accreditation Specialist will report directly to BLI.

Under this contract, the Accreditation Specialist will **also** work with up to (9) center-based childcare programs as a new Accreditation Academy cohort attends BLI Master Class starting October 2023. The Accreditation Specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services for accreditation will begin after the completion of the

Master Class in February 2024. The Accreditation Specialist will work with BLI and KHA to identify a local center-based Accreditation Specialist for future cohorts.

Accreditation Specialist Support during the Accreditation Process:
Participants will work to complete the requirements for each standard of the accreditation and submit documentation in the required manner. To give direction for the process, the Accreditation Specialists will have participants follow an outline in four quarterly phases with benchmarks to meet for each phase to ensure the continuation of progress and the successful completion of each business. KHA allocates funds for incentives, and continued eligibility is based on program progress. The businesses are supported at their individual rates of progression and may be in different phases from others in the cohort. Accreditation support is funded as a 12-month process.

Accreditation Specialist Support during the BLI Master Class 2022-2023:
Accreditation Specialists will attend all four sessions of the BLI Master Class 2023-2024 to become acquainted with and familiarize themselves with the business of their assigned participants in Cohort 4. They will monitor the participants' progress through the BLI program as well as help them prepare for the accreditation process as they go through Master Class.

Data Collection:
Each Accreditation Specialist will be responsible for managing data for industry outcome data points. BLI will be responsible for collecting, tracking, and reporting data to KHA. Data can include

- Data on the program: enrollment/demographic information on the children, staff credentials and turnover rates, progress in meeting benchmarks
- Data on classroom quality: conducts observations and reviews CLASS scores on teacher interactions and instructional quality
- Post-accreditation evaluation to get participant feedback on the support provided by the Accreditation Specialists and the benefits of participating in the Accreditation Academy
- Data on the business a year post-accreditation to determine if operations are consistent with accreditation standards and Gold Seal designation has been maintained

*Above data reporting dependent on available information as provided by ELC Duval; KHA; Licensing; and Participant

Reporting:
BLI will collect and track data and submit quarterly reports on the participants' progress and the support activities provided by the Accreditation Specialists. The Quarterly reports will reflect the work done for the prior quarter, coinciding with the reimbursement request.

THE BUSINESS LEADERSHIP INSTITUTE

BENCHMARKS OF PROGRESS TOWARD ACCREDITATION
(with Documentation)
Family Home Based Business / Center Based Business

Phase 1
Beginning an Accreditation Process
Cohort 4: October 2023-March 2024

- ***Participants:*** Complete the BLI course with a Business Plan to support operations following accreditation standards
  (BLI Course Certificate and Business Plan)
- ***Participants:*** Submit a "Funding Request" form to KHA for the application and submission fees
  (Application Packet or Confirmation Document)
- ***Participants:*** Apply and receive accreditation packet and begin process
  (Application Packet or Confirmation Document)

Phase 2
Benchmarks for Accreditation Process
Cohort 4: April 2024 – June 2024

- ***Participants:*** Attend an introductory NAFCC / APPLE Accreditation orientation workshop to become familiar with the accreditation process. *(Sign-In sheet)*

- ***Accreditation Specialist:*** With the owner/operator, conducts an onsite observation and guides a self-assessment and evaluation of current practices as compared to NAFCC / APPLE Quality Standards and submits an initial individual action plan for each business for follow-up.
  (Specialist submits individualized action plan)

- ***Accreditation Specialist:*** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents.
  (Specialist submits observation summary reports /contact log to meet benchmark)

- ***Participants:*** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner.
  (Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)

THE BUSINESS LEADERSHIP INSTITUTE

Phase 3
Benchmarks for Accreditation Process
Cohort 3: July 2023-March 2024

- ***Accreditation Specialist:*** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents.
  (Specialist submits observation summary reports / contact log to meet benchmark)

- ***Accreditation Specialist:*** Conduct **(1) group** virtual meeting with participants and BLI representative to discuss and collaborate on progress.
  (Sign in sheet)

- ***Participants:*** Participate in group meetings for discussion and collaboration on progress.

- ***Participants:*** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner
  (Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)

Phase 4
Benchmarks for Accreditation Process
Cohort 3: April 2024-June 2024

- ***Accreditation Specialist:*** Conduct a "practice" onsite accreditation observation using the Accreditation Standards; Review with Participant for final corrections and adjustments prior to final submission of portfolio and site visit.
  (Summary report that all portfolio and observation standards are met)

- ***Participants:*** Submit all portfolio documents to accrediting agency for final portfolio review.
  (Specialist provides documentation from Provider of final submission)

- ***Participants:*** Request an appointment for the accreditation observer* to visit.
  (Provider submits confirmation of appointment schedule)

- ***Participants:*** Completes accreditation and applies for Gold Seal designation from the State of Florida.
  (Provider submits copy of accreditation and confirmation of submission for Gold Seal)

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