



A NEW DAY

**City of Jacksonville, Florida**  
**Donna Deegan, Mayor**

Procurement Division  
[www.coj.net](http://www.coj.net)

<b>ADDENDUM NO.</b>	<u>ONE (1)</u>
<b>BID NUMBER</b>	<u>RFP-17438-26</u>
<b>TITLE OF BID</b>	<u>KHA-Mayor's Youth at Work Partnership Internship Program</u>
<b>OPENING TIME AND DATE</b>	<u>2:00 p.m., JANUARY 23, 2024</u>

**THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.**

THE PURPOSE OF THIS ADDENDUM IS TO ANSWER VENDOR QUESTIONS:

QUESTION #1: Can we do a joint bid?

**Answer:** Yes, the RFP states that applicants may apply individually or as a consortium.

QUESTION #2: For joint bid should we have primary and sub-contractor?

**Answer:** For applications submitted as a consortium, one organization must serve as the lead applicant. The lead applicant holds the contract with the Kids Hope Alliance and assumes full fiscal and programmatic responsibility. Other participating organizations may be included as part of the consortium.

QUESTION #3: Another question: Is the Overarching goal 500 youth per year for the 1.4 million?

**Answer:** Up to \$1.4M million in total funding per year is available under this solicitation. Up to 1000 youth may receive paid pre-employment training and a minimum of 500 youth must advance into paid internships following the completion of training.

QUESTION #4: On page 8 of the RFP in the mandatory requirements section, it states operation must have occurred in 2022, 2023, or 2024. Can operation in year 2025 also be considered to count the 100-participant requirement?

**Answer:**

**No**



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

QUESTION #5: Page 9 of the RFP #5 states to divide this portion into ten subsections. I don't see 10 subsections. Is that number correct? What are the titles of the subsections?

**Answer:**

**The RFP instructs respondents to divide the Statement of Qualifications portion into ten sections. The RFP does not list subsection titles for this portion of the response. Respondents are responsible for organizing their Statement of Qualifications in a manner that clearly addresses all requirements and evaluation criteria described in the RFP. No specific subsection titles are prescribed.**

QUESTION #6: Given that the contract commences on June 1, what provisions are in place for the handover to the new contract owner?

**Answer:**

**The awarded contractor is responsible for full implementation of program with true fidelity. The previous contractor is not obligated nor required to provide "handover" assistance. KHA will provide Onboarding for the new contractor which will outline best practices and expectations but will not assist with the recruitment of students, training material, nor obtaining job sites for employment.**

QUESTION #7: Will staff be classified as W-2 employees or 1099 independent contractors?

**Answer:**

**Staffing structure is at the discretion of the Contractor, provided all staffing arrangements comply with applicable federal, state, and local laws, insurance requirements, and the terms of the contract.**

QUESTION #8: What is the minimum total student participants – 500 or 100?

**Answer:**

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

**While the RFP does not explicitly state a numeric minimum enrollment requirement, the MYAWP program is structured and funded with the expectation that the awarded Contractor will support a minimum of approximately 500 youth participants over the contract period.**

**Proposers should design their program model, staffing plan, and budget to demonstrate capacity to meet this expected participation level, consistent with the requirements and performance expectations outlined in the RFP.**

**QUESTION #9:** Will we be granted access to former employers or incumbent providers to support continuity and consistency of services?

**Answer:**

**The RFP does not provide for access to former employers, prior contractors, or incumbent provider data, systems, or relationships. Contractors are responsible for independently establishing employer partnerships and operational processes necessary to meet program requirements.**

**At KHA's discretion, limited coordination or ecosystem-level support may be provided to facilitate awareness of existing workforce partnerships; however, such assistance is not guaranteed and does not replace the Contractor's responsibility to secure employer participation.**

**QUESTION #10:** Will the city allow a budget line for providing transportation for students requiring assessment services? If so, is there a cap?

**Answer:**

**The RFP does not explicitly address participant transportation costs and does not establish a cap for such expenses. Proposers may include transportation-related costs within their proposed budget, provided such costs are allowable, reasonable, and justified in accordance with the RFP.**

**At KHA's discretion, coordination with City partners may occur to explore available transportation supports; however, such coordination is not guaranteed and does not relieve the Contractor of responsibility for ensuring participant access as proposed.**

**Except as expressly stated herein, the RFP remains unchanged. Any assistance described above is discretionary, not guaranteed, and does not modify the Contractor's responsibilities under the RFP or the executed contract**

**DATE** JANUARY 6, 2026

**BUYER** Olive Wallace Cohen



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

---

**RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.**

---

**Bidder's Signature**

---

**Title**

---

**Company**

---

**Date**

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

## **ADDITIONAL QUESTION AND ANSWERS**

### **Participant Eligibility & Composition**

#### **Q1**

Are there required minimum or maximum participation percentages for specific youth populations?

#### **A1.**

Yes. As clarified through written addendum, the following participant composition requirements apply:

- No more than 15% of total enrolled participants may be current college students.
- A minimum of 5% of total enrolled participants must meet the definition of Opportunity Youth.

These thresholds are program requirements and are not evaluation scoring criteria.

#### **Q2.**

How is “Opportunity Youth” defined under this RFP?

#### **A2.**

Opportunity Youth are individuals ages 16–24 who are not currently enrolled in school and/or not employed, or who are identified as at risk of disconnection due to academic, attendance, behavioral, socioeconomic, or other documented barriers, as further clarified in written addenda.

#### **Q3.**

Can youth qualify for enrollment if they do not meet traditional eligibility categories?

#### **A3.**

Yes. As clarified through written addendum, youth may qualify for enrollment if they meet at least two (2) of the five (5) Early Warning Indicators, which include:

- Chronic absenteeism
- Low GPA
- Behavioral or disciplinary challenges

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

# City of Jacksonville, Florida

## *Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

- Course failure
- Credit deficiency

### **Q4.**

At what point are participant composition requirements evaluated?

### **A4.**

Participant composition requirements are evaluated across the total program enrollment and monitored throughout the program year. Contractors may be required to submit corrective action plans if thresholds are not being met.

### **Q5.**

Can participants be concurrently enrolled in MYAWP and other KHA-funded programs?

### **A5.**

No. As clarified through RFP, participants may not be simultaneously enrolled in another KHA-funded program or a 21st Century Community Learning Center program during the same program period.

## **Program Structure & Subcontracting**

### **Q6.**

Is subcontracting permitted under this RFP?

### **A6.**

Yes. Subcontracting is permitted; however, the Prime Contractor retains full administrative and programmatic responsibility for contract performance.

### **Q7.**

Is there a limit on the percentage of the program budget that may be subcontracted?

### **A7.**

Yes. As clarified in the RFP:

- The Prime Contractor must retain at least 60% of the total program budget.

## FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

**City of Jacksonville, Florida**  
***Donna Deegan, Mayor***

Procurement Division  
[www.coj.net](http://www.coj.net)

- Subcontractors may not collectively exceed 40%, unless prior written approval is granted by KHA.

**Q8.**

May subcontractors enroll participants directly?

**A8.**

Subcontractors may support service delivery; however, the Prime Contractor remains responsible for enrollment oversight, reporting, compliance, and performance outcomes unless otherwise approved in writing by KHA

**Payment Structure & Advances**

**Q9.**

What payment methods are authorized under this contract?

**A9.**

Payments may be made based on:

- Units of Service (UOS),
- Deliverables, or
- Cost reimbursement,  
as specified in the final executed contract.

**Q10.**

How frequently are payments issued?

**A10.**

**Payment is based on reimbursement process for the previous month's activities and documentation. An advance up to 25% if offered is funding is available.**

**Q11.**

Are advance payments available?

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

**A11.**

Yes. Subject to funding availability, Contractors may request an initial advance of up to 25% of the total contract amount, as clarified through written addendum.

Advances are:

- Issued only after full contract execution
- Subject to completion of KHA's Advance Payment Option Form
- Recouped in accordance with KHA policies

**Q12.**

Does failure to meet performance or participant mix requirements affect payment?

**A12.**

Failure to meet contractual requirements may result in corrective action, delayed reimbursement, or other remedies as outlined in the contract. Specific remedies will be addressed through contract administration and are not evaluation criteria.

**Systems & Administrative Requirements**

**Q13.**

Which systems are required for proposal submission and contract administration?

**A13.**

- 1Cloud: Required for proposal submission and procurement communications.
- SAMIS: Required post-award for contract administration, reporting, and payment processing.

**Q14.**

Is SAMIS registration required at the time of proposal submission?

**A14.**

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

No. SAMIS registration is required after award and prior to payment processing.

**Q15.**

How will payments be issued?

**A15.**

All payments will be issued via Automated Clearing House (ACH). Contractors must submit required ACH documentation in a timely manner.

**Section V: Evaluation & Governing Documents**

**Q16.**

Do these clarifications change the evaluation criteria, scoring weights, or methodology?

**A16.**

No. These clarifications do not modify the evaluation criteria, scoring weights, or evaluation methodology outlined in the RFP.

**Q17.**

Which document governs in the event of inconsistencies?

**A17.**

The RFP, together with any written addenda and official written Q&A issued through 1Cloud, governs. In the event of a conflict, the most recent written addendum controls.

**Training Component**

**Q18:**

**What type of training is required under the MYAWP RFP?**

**A18:**

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8800 | Fax: 904.255.8837 | [www.coj.net](http://www.coj.net)



A NEW DAY

**City of Jacksonville, Florida**  
**Donna Deegan, Mayor**

Procurement Division  
[www.coj.net](http://www.coj.net)

The MYAWP RFP requires Contractors to provide structured pre-employment training designed to prepare youth and young adults for participation in paid internships. As described in Section 4 of the RFP, training should address both academic readiness and developmental readiness, which may include workplace professionalism, communication, reliability, and other employability skills aligned with the program purpose.

**Q19:**  
**Is the pre-employment training curriculum prescribed by KHA?**

**A19:**  
No. The RFP requires Contractors to propose and implement a Contractor-developed training model. Training curricula, instructional approaches, and delivery methods are determined by the Contractor and must align with the requirements and goals outlined in the RFP.

**Q20:**  
**Is pre-employment training required to be paid?**

**A20:**  
The RFP contemplates paid pre-employment training through participant stipends, subject to funding availability and the terms of the final executed contract. Specific stipend amounts, payment structure, and reimbursement are governed by the contract and applicable RFP provisions.

**Q21:**  
**How does pre-employment training relate to internships under MYAWP?**

**A21:**  
Pre-employment training is intended to serve as a preparatory phase that supports participants' successful transition into paid internships. Contractors must describe how training activities align with and prepare participants for work-based learning experiences, consistent with the program framework outlined in the RFP.



A NEW DAY

**City of Jacksonville, Florida**  
***Donna Deegan, Mayor***

Procurement Division  
[www.coj.net](http://www.coj.net)

**Q22:**

**Are Contractors required to provide job coaching or mentoring as part of training or internships?**

**A22:**

The RFP does not require a specific job coaching or mentoring model. Contractors may propose job coaching, mentoring, or similar participant supports as part of their overall program design, where appropriate for the population served and consistent with the RFP.

**Q23:**

**Does the RFP reference volunteer job coaches?**

**A23:**

Yes. The RFP references volunteer job coaches as one potential support mechanism within the broader context of employer engagement and work-based learning supports. Volunteer job coaches are not defined as required staff positions and are not mandatory for all programs or participants.

**Q24:**

**What is KHA's role with respect to volunteer job coaches?**

**A24:**

As described in the RFP, KHA may support Contractors, as capacity allows, by facilitating connections with employers and community partners involved in MYAWP. Such facilitation may include connections to volunteer job coaches referenced in the RFP. KHA does not guarantee the availability of volunteer job coaches, and Contractors remain responsible for program implementation and participant oversight.

**Q25:**

**Are volunteer job coaches required for every participant or Contractor?**

**A25:**

No. Volunteer job coaches are an optional program support and are not required for every participant, employer, or Contractor. Contractors should describe how participant supports, including any job coaching or mentoring, are integrated into their proposed model, if applicable.



A NEW DAY

**City of Jacksonville, Florida**  
*Donna Deegan, Mayor*

Procurement Division  
[www.coj.net](http://www.coj.net)

**Q26:**

**Are volunteer job coaches considered subcontractors or paid staff?**

**A26:**

No. Volunteer job coaches are not considered subcontractors or paid Contractor staff. Any engagement of volunteers must comply with applicable supervision, screening, and youth-serving requirements outlined in the RFP and the final contract.

**Q27:**

**How should training and participant supports be reflected in the proposal?**

**A27:**

Proposals should clearly describe

- The structure and content of pre-employment training
- How training prepares participants for internships
- Any participant support strategies proposed, including optional use of job coaching or mentoring

Training and support approaches are evaluated for alignment with RFP requirements, not for use of any specific curriculum or staffing model.