



Juvenile Justice Diversion Services - KHA

RFP Non-Construction 16984-25,1
Pre bid Conference

DATE: 8/12/2025



Every child deserves the opportunity to reach their academic, career, and civic potential.

SPEAKER INTRODUCTIONS

- Olive Wallace-Cohen

Purchasing Analyst, Procurement Division

owcohen@coj.net

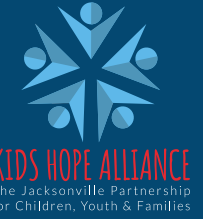
904-255-8816

- Gregory Pease - JSEB - Office of Economic Development

- Angie Dixon - Ombudsman City of Jacksonville

- Katoia Wilkins -Director Contract Management, KHA

IMPORTANT NOTES



- This Pre-Bid is Mandatory and submission from vendors who did not attend this Prebid will not be accepted.
- This Bid is designated JSEB Encouragement and is therefore open to all qualified Vendors.
- If you are a JSEB Vendor or will be using a JSEB as a Sub-Contractors, please complete all the necessary forms.
- Deadline for questions/queries is 8/19/25 @ 5:00 pm



Every child deserves the opportunity to reach their academic, career, and civic potential.

DELIVERY AND CLOSING DATE

■ Response Delivery Location:

- 1 Cloud System – Supplier Portal
- Must register as a supplier
- <https://www.jacksonville.gov/departments/finance/procurement/supplier-portal>
- All bids must be submitted in 1Cloud – Do not mail/ courier or email your bids

■ Bid Closing Date **8/29/2025 @ 4:00 PM Late bids will not be accepted!**

- Vendors can make revision to their bids up to the time of submission
- All addendums must be acknowledgement – acknowledgement notifications is usually emailed through 1Cloud and vendors should continue to check 1Cloud especially if they submitted a proposal early.
- Please ensure that attachments are downloaded, completed and re-uploaded properly

PRESENTATION FORMAT

- How – Navigate the portal

- Access the application
- Preview requirement questionnaire

- Where – Find it

- *Cover Select Sections*
- Documents/Forms

- What – Important to know

- Specific RFP requirements
- Minimum contractor requirements
- Other important general info



Every child deserves the opportunity to reach their academic, career, and civic potential.

SUPPLIER PORTAL - Search

- Search - Solicitations
- Solicitation Number - 16984-25,1



Supplier Portal

Search Orders Order Number

Tasks

JSEB Contact Detail Report

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Solicitations

- View Active Solicitations
- Manage Responses

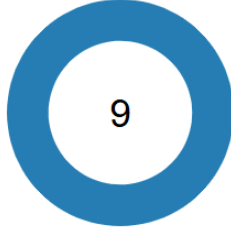
Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Requiring Attention




9

■ Negotiations Closing Soon

Recent Activity

Last 30 Days



No data available

Supplier News

Welcome to the City of Jacksonville Supplier Portal!

Please note 1Cloud is optimized to operate using Google Chrome browser.

Training Information
For all training information, including training videos, please visit the [City of Jacksonville Supplier Portal Information Page](#).

Citywide Bidding Opportunities
To view the City of Jacksonville's Bidding Opportunities:
[Informal Purchases](#) - Invitations to Quote (ITQ)
[Formal Purchases](#) - Invitations to Bid (ITB), Capital Improvement Projects (CIP), Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Information (RFI), Professional Services Requests for Proposals and Professional Design Services Requests for Proposals

Jacksonville Small & Emerging Business (JSEB) Program
Information about the [Jacksonville Small and Emerging Business \(JSEB\) Program](#)

Supplier Pre-Qualifications
Information for supplier [Pre-Qualifications](#)

SUPPLIER PORTAL – Table of Contents



RFP - Non-Construction: 16984-25,1 ⓘ ★

Messages (5) Actions ▾ Done

Currency = US Dollar Time Zone Eastern Standard Time

Title JUVENILE JUSTICE DIVERSION SERVICES
Status Active (Locked)
Time Remaining 25 Days 2 Hours

Open Date 8/1/25 9:32 AM
Close Date 8/29/25 4:00 PM
Abstract Status Posted

Table of Contents

Cover Page

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms
- Suppliers



A NEW DAY.

Bid Specifications
for
JUVENILE JUSTICE DIVERSION SERVICES



Every child deserves the opportunity to reach their academic, career, and civic potential.

SUPPLIER PORTAL - Requirements



RFP - Non-Construction: 16984-25,1 ? ★

Messages (5) Actions Done

Currency = US Dollar

Time Zone Eastern Standard Time

Title JUVENILE JUSTICE DIVERSION SERVICES

Open Date 8/1/25 9:32 AM

Status Active (Locked)

Close Date 8/29/25 4:00 PM

Time Remaining 25 Days 2 Hours

Abstract Status Posted

Table of Contents

Cover Page
Overview
Requirements
Lines
Contract Terms
Suppliers

Requirements

Instructions

Suppliers must satisfy the following requirements. By submitting a response, Supplier warrants and represents that it satisfies all requirements. Failure to meet any of the requirements may result in the response being rejected as non-responsive. Any conflict between any section within this document shall be resolved by deferring to the most restrictive language of the solicitation document. Suppliers must respond to each section through the drop-down selection or arrows at the top right. All response attachments should be properly labeled to identify supplier and file contents.

Summary

Preview Requirement Questionnaire

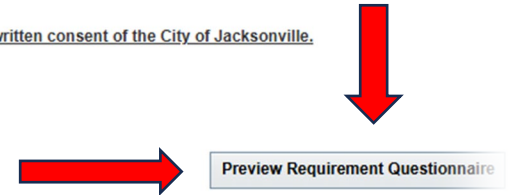
View Format Freeze Detach

Requirement	Requirement Text	Evaluation Stage	Scoring Team	Maximum Score	Attachments
1. Affirmation		Preliminary Respon	Preliminary Respon		
1. Name and Title of Person Subm	Type name and title of person submitting bid in the comments box.				
2. Company Name	Type name of company in the comments box.				
3. Bidder Acknowledgement	No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.				
4. Solicitation Silence	Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.				
5. Legal authorization and solicitati	Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.				
6. Certification of No Conflict of Int	Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.				

SECTION 1 - Affirmation

- Click on **Preview Requirement Questionnaire**
- (1) Name and Title
- (2) Company Name
- (3) Bidder Acknowledgement - acknowledges not altered solicitation document
- (4) Solicitation Silence - all communications must be in writing
- (5) Legal authorization - authorized to do business in Duval County
- (6) Certificate No conflict of interest
- (7) Equal Business Opportunity
- (8) Electronic Signature

...in the response being rejected as non-responsive. Suppliers must respond to each
...the express and written consent of the City of Jacksonville.

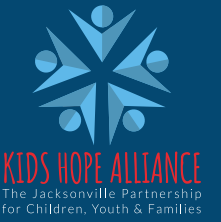


Evaluation Stage	Scoring Team	Maximum Score	Attachments
Preliminary Respon	Preliminary Respon		

***Must complete section to move on**

Every child deserves the opportunity to reach their academic, career, and civic potential.

SECTION 2 - General Requirements

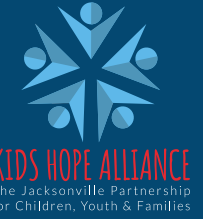


- **Scope of Services**
- **Minimum Supplier Qualifications**
- **Response Format for RFP**
- **Federal Funds do not apply to this RFP**



Every child deserves the opportunity to reach their academic, career, and civic potential.

Scope of Services

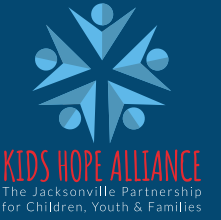


- **Scope of Services:** The Kids Hope Alliance Division of the City of Jacksonville, Florida is accepting proposals to provide Juvenile Justice Diversion Programming for youth up to and including the age of seventeen at the time of the offense who have been referred to the juvenile justice system for criminal offenses allegedly committed within the jurisdiction of Duval County and who meet the specific eligibility criterion for diversion as determined by the Juvenile Division of the State Attorney's Office Circuit 4 (SAO) and the Public Defender's Office (PDO):
 - a. Reduce involvement in the juvenile justice system by providing prescribed services to divert juvenile offenders from the delinquency system and reduce recidivism.
 - b. Programs will incorporate accountability activities, counseling/therapeutic services, family support services, and youth development activities that strengthen protective factors and reduce risk factors that lead to delinquent and maladaptive behavior.
 - c. Ensure greater access to diversion services county-wide so that eligible youth are served in the timeliest and most appropriate manner to reduce barriers the family may have in accessing services. Providers must be willing to accept referrals countywide, while ensuring geographic access for families, and provide proactive outreach and engagement.
 - d. Reduce disproportionate minority representation of youth by ensuring equitable access to effective culturally competent programming.



Every child deserves the opportunity to reach their academic, career, and civic potential.

SECTION 3 – RFP Requirements



3. Minimum Requirements for Contractors:

- Registered as a nonprofit entity in State of Florida
- Prior to **June 1, 2022**
- **“Active”** status FL Department of State’s Sunbiz site (<https://dos.myflorida.com/sunbiz/>)
- Contractor (not just individuals employed by Contractor) must have operated a program for at least one year that has served at least 50 youth that were touched by the juvenile justice system. Operation must have occurred during 2024, 2023, 2022.



Every child deserves the opportunity to reach their academic, career, and civic potential.

SECTION 5 – Budget/ Price Sheet/Advance



B. COST REIMBURSEMENT BUDGET (OPERATING BUDGET) (OPTIONAL)

Agency:

Program Name:

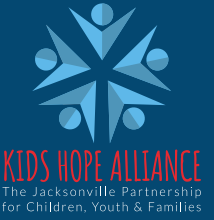
Contract Period:

12 Month - Contract Year

SAMIS Code	Categories and Line Items	KHA Funding	Budget Narrative	Description
569.12	Direct Expenses			
	A. Salaries and Wages			
	B. Payroll Taxes and Benefits			
730	C. Program Consultants and Contractual			
4010	D. Travel			
750	E. Participant Educational Materials			
760	F. Consumable Program Supplies			
770	G. Assistance to Participants			
139	H. Office Expenses			
	I. Operating Capital Outlay			
	J. Lease/Rent			
800	K. Equipment			
801	L. Building			
821	M. Insurance			
840	N. Conferences and Staff Training			
850	O. Membership Fees and Subscriptions			
860	P. Advertising			
711	Q. Food (limit to 2% of budget)			
79	R. Other Allowable Costs			
	DIRECT EXPENSES TOTAL			
	Administrative Expenses			
	Allocated Management and General Overhead, not to exceed 10% Program Direct Expenses above			
	GRAND TOTAL (Direct and Administrative Expenses)			

Every child deserves the opportunity to reach their academic, career, and civic potential.

SECTION 11 – Evaluation Matrix



- Contractor Detail – (max 10 pts)
- Organizational Capability – (max 30 pts)
- Proposed Staff Information – (max 30 pts)
- Program Design – (max 155 pts)
- Budget: See Price Sheet – (max 10 pts)
- Performance Measures and Data Management (max 15 pts)

Pay close attention to scoring matrix – evaluation criteria details

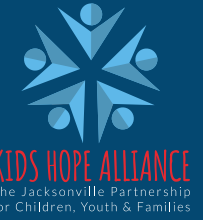
Contractors must **score a minimum of 80% of points overall to be considered for funding.**

250 Total Possible Points

Every child deserves the opportunity to reach their academic, career, and civic potential.



OTHER IMPORTANT REMINDERS



- **Section 12** – Evaluation Criteria/Preliminary Response Stage
- Initial Term: **December 1, 2025 – May 31, 2026.**
- Second year will begin **June 1, 2026 –May 31,2027.**
- Buyer has the option for **(4)** one-year renewals
- Deadline to submit questions **8/19/2025 @ 5:00 PM**
- Any addendum will be sent to all respondents
- Pre-bid recording available on CollaborNation



Every child deserves the opportunity to reach their academic, career, and civic potential.

