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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **May 25, 2023**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 7, § 126.701 approval is requested to utilize the Competitive Sealed Proposal process to select the most qualified Fees and Fee Debt Collection Services (RFQ) for General Collections for the Finance and Accounting Department. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Qualifications ("RFQ"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFQ has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFQ has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

ACCOUNTING DIVISION

Jacksonville
Where Florida Begins.

To: Dustin Freeman, Chief of Procurement

From: Marcia Saulo, City Comptroller

Subject: Request for RFP

Date: May 25, 2023

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of collection services for the invoices of Accounts Receivable. The evaluated bid process is required due to the complexity of the scope, the differences among the vendors' solution and the importance of the qualifications of the providers versus a low bidder, open market method. To ensure that our minimum requirements are met, the evaluation process would be the fairest way to select the vendor.

The estimated length of the contract will be (3) years and (2) two-year renewal options.

The proposed project will not duplicate existing services. There are currently no bids or contracts out for these services.

The sub-committee responsible for evaluating the submitted proposals will be comprised of representatives from the General Accounting Division (GAD).

The names of the representative designated to serve on the committee are:
Peter Kajokas
Henry Noles
Obaku Nyomah

It is our desire that this job be awarded to in the form of a contract upon selection of the winning vendor.

Thank you for considering our request.

117 West Duval Street, Suite 375 | Jacksonville, Florida 32202 | Phone: 904.630-1250 | Fax: 904.630-1890 | www.coj.net

Sidlo, Corey

From: Flynn, Tracy on behalf of RiskReview
Sent: Thursday, May 11, 2023 1:44 PM
To: Sidlo, Corey; RiskReview
Subject: RE: ESC-0346-23 FEES & FEE DEBT COLLECTION SERVICES

Risk Review has reviewed this RFP and does not recommend any changes. Please let me know if you have any questions or concerns. This concludes our review of this matter.

Regards,

Tracy A. Flynn
Chief of Risk Management
Finance and Administration Department
City of Jacksonville
117 W. Duval St., Suite 335
Jacksonville, FL 32202-3381
tflynn@coj.net
P: 904-255-5310
C :904-465-3517

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Wednesday, May 10, 2023 1:52 PM
To: RiskReview <RiskReview@coj.net>
Subject: FW: ESC-0346-23 FEES & FEE DEBT COLLECTION SERVICES

Resending to RiskReview distro list (per email from Tracy earlier today). Thank you in advance.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

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From: Sidlo, Corey
Sent: Wednesday, May 10, 2023 11:09 AM
To: Flynn, Tracy <TFlynn@coj.net>
Cc: Leslie-Burney, Annette <ABurney@coj.net>; Waremburg, Robert <RWaremburg@coj.net>
Subject: FW: ESC-0346-23 FEES & FEE DEBT COLLECTION SERVICES

Good morning Tracy,

I just got word that Wanda is no longer w/ Risk; I submitted this attached/below on 4/20/23 for risk review and have been patiently waiting (luckily I got word this morning from one of my agencies asking about another bid that Wanda is no longer w/ Risk); thank you for helping assist with this.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

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From: Sidlo, Corey
Sent: Wednesday, May 10, 2023 10:58 AM

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

March 27, 2023

To: Dustin Freeman, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
LaRoy Covington, EBO/JSEB Business Compliance Officer JC
Jacksonville Small and Emerging Businesses

RE: **Fees and Fee Collection Services**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) DCM Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Corey Sidlo
Dinah Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net