PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **March 28, 2017**

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

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **Afterschool and Summer Programs for the Jacksonville Children's Commission.** 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 Proposal ("RFP"). 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 RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: **Encouragement Program**

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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Wednesday, March 22, 2017 9:26 AM
To: Murphy, Colin; RiskReview; Leslie-Burney, Annette
Cc: Pease, Gregory; Pearson, Daniel; Heymann, Jon; Nixon, Cynthia; Hodges, Bill; Verges, Deborah; Lockhart, Dawn
Subject: RE: JCC Afterschool and Summer RFP
Attachments: ESC-XXXX-17 RM Redline 3.22.17.docx

Please see attached Risk Management's redline of the above RFP. Risk Management hasd concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Murphy, Colin
Sent: Tuesday, March 21, 2017 4:40 PM
To: RiskReview; Leslie-Burney, Annette
Cc: Pease, Gregory; Pearson, Daniel; Heymann, Jon; Nixon, Cynthia; Hodges, Bill; Verges, Deborah; Lockhart, Dawn
Subject: JCC Afterschool and Summer RFP

http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/ESC-XXXX-17.docx

Annette- Please see our request for the JCC Afterschool and Summer RFP. We are anticipating having additional dollars to procure for both afterschool and summer programming even after the recommendations for awards have been made for ESC-0410-17.

RISK – This RFP is nearly identical to ESC-0410-17.

Colin Murphy
Senior Director of Operations
Jacksonville Children's Commission
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BID SPECIFICATIONS

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AFTERSCHOOL AND SUMMER PROGRAMS

FOR

JACKSONVILLE CHILDREN'S COMMISSION

BID NO: TBA

OPEN DATE: TBA

TIME: 2 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING, 214 N. HOGAN ST, STE #110
JACKSONVILLE, FL

NON-MANDATORY PRE-BID CONFERENCE:

Wednesday, April TBA, 2017 at 2:00 p.m.

or

Thursday, April TBA , 2017 at 9:00 a.m.

Jacksonville Children's Commission, Multipurpose Room,1095 A. Philip Randolph Blvd., Jacksonville, FL 32206

CITY OF JACKSONVILLE
PROCUREMENT DIVISION

LENNY CURRY
MAYOR

GREGORY PEASE
CHIEF PROCUREMENT
DIVISION