

**PUBLIC NOTICE  
PSEC AGENDA  
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING  
Thursday, January 27, 2022, 10:00 a.m.  
Eighth Floor, Conference Room 851 Ed  
Ball Building, 214 N. Hogan Street  
Jacksonville, FL 32202**

**Join Teams Meeting**  
[Teams Meeting](#)

Committee Members: Gregory Pease, Chairman  
Paul Barrett, Treasury  
James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE &amp; ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Stephanie Burch Leeann Krieg	P-44-20	Contract Amendment No. 1 State Government Relations Consultant Office of the Mayor	That Contract No. 615378-21 between the City of Jacksonville and Ballard Partners, Inc., as State Government Relations Consultant, be amended to ratify and extend the contract from January 27, 2022, through January 26, 2023, with two (2) one-year renewals remaining at terms mutually agreeable; and increase the maximum by \$120,000.00 to a new not-to-exceed maximum indebtedness of \$240,000.00. All other terms and conditions shall remain the same.	01/26/22	
Bill Killingsworth Anne Coglianese	P-37-21	Subcommittee Report Professional Services for Resilience Planning Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the five (5) proposals received in response to the Request for Proposal (RFP) four (4) were found to be responsive, interested, qualified and available to provide the required services and one was deemed non-responsive. The ranking of first, second and third, designates the order of qualification of these firms to perform the required service and alphabetically they are:  3) Arcadis US, Inc. 2) APTIM Environmental and Infrastructure, LLC 1) The Water Institute of the Gulf  We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>The Water Institute of the Gulf</u> , the number one (1) ranked firm.		
Dinah Coleman Aileen Cruz	P-39-21	Approval to Proceed with Evaluation of Proposal Received. JSEB Training, Estimating and Proposal Writing Consulting EBO Contract and Compliance	That the committee approves proceeding with the evaluation of the one (1) proposal received in accordance with Section 126.302 (f) of the Procurement Code.		
Gail McCormick Thomas Fonger	P-35-21	Subcommittee Report Physical Therapist for JFRD Jacksonville Fire and Rescue Department	It is the consensus of the committee that of the three (3) proposals received in response to the Request for Proposal (RFP) two were found to be responsive, interested, qualified and available to provide the required services and one was deemed non-responsive. The ranking of first and second, designates the order of qualification of these firms to perform the required service and alphabetically they are:  2) Concentra 1) Unify Health Services		

			We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Unify Health Services</u> , the number one (1) ranked firm.		
Saralyn Grass Tyrca Young	P-41-21	Introduce & Review Scope Mentoring and Training Services Consultant Kids Hope Alliance	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		
Jill Enz Nikita Reed	P-40-21	Introduce & Review Scope Professional Services for Ivey Road Park Department of Public Works/Engineering and Construction Management Division & Parks Recreation and Community Services Department	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		
William Joyce Robin Smith	P-02-22	Introduce & Review Scope Professional Engineering Services for US 1 Utility Corridor Improvements Phase 2 Department of Public Works/Engineering and Construction Management Division	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		
Robin Smith Steven Long	P-13-21	Subcommittee Report Construction Engineering Services on ADA Curb Ramp Design-Build Projects Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the four (4) proposals received in response to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third, designates the order of qualification of these firms to perform the required service and alphabetically they are: 2) AE Engineering, Inc. 3) Construction & Engineering Services Consultants, Inc. 1) CSI Geo, Inc.  We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>CSI Geo, Inc.</u> , the number one (1) ranked firm.		
Paul Freeman Tom Ossi	SS-10454-21	Contract Amendment No. 2 Oracle Cloud Consulting Services Finance and Administration Department/Information Technologies Division	That Contract No. 71055-21 between the City of Jacksonville and Oracle America, Inc., for Oracle Cloud Consulting Services be amended to increase the maximum indebtedness by \$500,000.00 to a new maximum indebtedness of \$1,375,600.00. All other terms and conditions, as previously amended shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		

MEETING ADJOURNED:

*"The next PSEC meeting is scheduled to be held on Thursday, February 10, 2022."*





## OFFICE OF MAYOR LENNY CURRY

ST. JAMES BUILDING  
117 W. DUVAL STREET, SUITE 400  
JACKSONVILLE, FLORIDA 32202

TEL: (904) 630-1776  
FAX: (904) 630-2391  
[WWW.COJ.FLA.GOV](http://WWW.COJ.FLA.GOV)

### MEMORANDUM

January 24, 2022

**TO:** Greg Pease, Chairman  
Professional Services Evaluation Committee (PSEC)

**FROM:** Leann Krieg, Chief of Staff  
Stephanie Burch, Deputy Chief Administrative Officer *S. Burch*

**RE:** P-44-20 – State Government Relations Consultant - Contract *AMU #1*

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The Mayor's Office is requesting to renew the above referenced contract for one year to be effective on the date of award. We are also asking to add \$120,000 for the next year's services.

Accordingly, this memorandum is to request that the City of Jacksonville enter into a one-year renewal with Ballard Partners, Inc. for State Government Relations Consultant. The period of service will be for one year from the date of award. Additionally, we request to increase the maximum indebtedness of the original contract by \$120,000. The funds have been appropriated in the following account string: 000111.111001.531090.000000.0000000.000000. All other terms and conditions shall be as provided in the original contract.



# 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.

December 17, 2020

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4<sup>th</sup> Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

**Re: P-44-20 State Government Relations Consultant**  
Office of the Mayor

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company/firm for the above-captioned project.

The following motion/recommendation was adopted:

That the City of Jacksonville enter into a contract with Ballard Partners, Inc., as State Government Relations Consultant that incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Schedule Identified as Exhibit 'B'; the maximum indebtedness will be a not-to-exceed amount of \$120,000.00 annually; the period of service is from January 27, 2021 through January 26, 2022 with three (3) one-year renewal options available upon satisfactory performance by the Consultant. All other terms and conditions are per the RFP and the City's standard contract language.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

*Jan Pease*

Sr. Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED

*ML*  
\_\_\_\_\_  
Lenny Curry, Mayor

This 17<sup>th</sup> day of December 2020

GP: ab  
cc: Council Auditor  
David Ingui, OGC  
Subcommittee Members

Brian Hughes  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No: 2019-02

ENTERED



## OFFICE OF MAYOR LENNY CURRY

ST. JAMES BUILDING  
117 W. DUVAL STREET, SUITE 400  
JACKSONVILLE, FLORIDA 32202

TEL: (904) 630-1776  
FAX: (904) 630-2391  
[www.coj.net](http://www.coj.net)

### MEMORANDUM

December 11, 2020

**TO:** Greg Pease, Chairman  
Professional Services Evaluation Committee (PSEC)

**FROM:** Jordan Eilsbury, Chief of Staff  
Marlene Russell, Director of Organizational Effectiveness

**RE:** P-44-20 – State Government Relations Consultant - Contract

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The Mayor's Office has negotiated with the consultant selected for the State Government Relations Services, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Ballard Partners, Inc. for State Government Relations Consultant, that includes the attached Scope of Services, Exhibit A and Fee Schedule identified in Exhibit B. The initial period of service will be for one year from January 27, 2021 through January 26, 2022, with the option to of three (3), one (1) year renewals upon satisfactory performance by the Consultant. All other terms and conditions of the Contract shall be as provided in the Request for Proposal.

Attachments: Exhibits A & B

## Exhibit A

### Scope of Services

The selected lobbyist is expected to lobby the Executive Branch and will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated City officials, state government relations lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Influence or attempt to influence legislative actions through communicating the desire of the City of Jacksonville.
- Arrange and meet with key decision-makers in the legislative process to convey the positions of the City of Jacksonville.
- All key policy decisions must be communicated and authorized by the Director of Inter-Governmental Affairs, Office of the Mayor.
- Provide representation on issues that arise with other entities.
- Establish and maintain working relationships with Executive and Legislative Leadership, Members of the House and Senate and other lobbyists to achieve passage or defeat of legislation as directed by the City of Jacksonville.
- Continuously identify, track, and respond to all existing and proposed policies, programs, and legislation that might impact the City of Jacksonville and/or related agencies.
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors
- Monitor current state legislation budget process and report to the City both orally and in writing, any legislation events that may directly or indirectly impact the City.
- Secure state monies from various agencies to assist the City in achieving its annual list of goals, priorities, and specific projects.
- Monitor, analyze, and track authorizations and appropriation bill and recommend the appropriate strategy.
- Identify projects with potential funding based on the needs and priorities of the City of Jacksonville.
- Represent the City of Jacksonville before appropriations committees as required
- Focus on state influenced legislation that may have a direct or indirect impact on the City's infrastructure that affects the ability of the city to carry out the essential functions to the citizens of Jacksonville Identify, influence and secure opportunities to enhance and improve the city's infrastructure
- Monitor various state agency actions for potential impact on the City of Jacksonville and in the event, action is needed, advise the City.
- Assist in the development of the City's annual list of goals, priorities and specific projects and identify those which can be addressed at the state level.
- Provide assistance in establishing strategy; obtain sponsors, and co-sponsors in each house for matters designated by the City of Jacksonville.
- Establish and maintain successful working relationships with the Executive and Legislative leadership, Legislators, and staff to achieve passage or defeat of legislation as directed by the City.

**P-44-20 – State Government Relations Consultant**

**Exhibit B**

**Fee Schedule**

**Contract Annual Amount, Not-to-Exceed**

**\$120,000.00**

**Authorized Task**

Effective date of contract, January 27, 2021 through January 26, 2022: Consultant is authorized a total of \$10,000.00 per month for Consultant to provide lobbyist services as outlined in Exhibit A, Scope of Services.

The fee is inclusive of all costs including travel, lobbyist registration fees, and legislative tracking.







# City of Jacksonville, Florida

**Lenny Curry, Mayor**

Department of Public Works  
Engineering & Construction Management Division  
214 N. Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-8762  
www.coj.net

ONE CITY. ONE JACKSONVILLE.

January 24, 2022

**TO:** Gregory W. Pease, Chairman  
Professional Services Evaluation Committee

**FROM:** William Killingsworth  
Director, Planning and Development

Anne Coglianese  
Chief Resilience Officer

**SUBJECT:** P-37-21 Professional Services for Resilience Planning

The subcommittee received five (5) proposals for evaluation for the subject project. Four were found to be responsive, interested, qualified and available to provide the services required by the RFP. One was considered non-responsive. They were disqualified because they failed to meet the minimum requirements of the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services.

3. APTIM Environmental and Infrastructure, LLC
2. Arcadis U.S., Inc.
1. Water Institute of The Gulf, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

JPP/w

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management





PROCUREMENT DIVISION

MEMORANDUM

**Date:** January 20, 2022

**To:** Gregory Pease, Chairman  
Professional Services Evaluation Committee

**From:** Dinah Coleman-Mason, EBO Administrator  
EBO Contract Compliance

**Subject:** Review of RFP Submittal for P-39-21 JSEB Training, Estimating and Proposal Writing Consulting

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The EBO Contract Compliance Office received only one (1) proposal for the JSEB Training, Estimating and Proposal Writing Consulting Request for Proposal(s)

Per Section 126.302(f) of the Procurement Code if:

If "PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

Considering the foregoing information, as well as the amount of time that was allowed (Dec 16, 2021 to Jan. 12, 2022). Upon an initial review I feel confident that the company has the credentials and experience to further explore the possibilities.



Dinah L. C. Mason  
EBO/JSEB Administrator  
Equal Business Opportunity Office

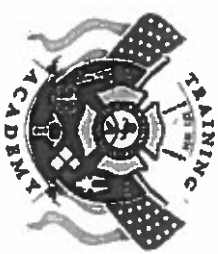




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**JACKSONVILLE FIRE AND RESCUE DEPARTMENT**  
**TRAINING DIVISION**

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January 21, 2022

TO: Gregory W. Pease, Chairman  
Professional Services Evaluation Committee

FROM: Gail McCormick, Chief *Gail McCormick*  
Jacksonville Fire and Rescue Department

Thomas Fonger, JFRD Fitness & Wellness *Tom Fonger*  
Coordinator  
Jacksonville Fire and Rescue Department  
SUBJECT: P-35-21 Physical Therapist for JFRD

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The subcommittee received four (4) proposals for evaluation for the subject project and found two (2) to be responsive, interested, qualified and available to provide the services required by the RFP and two (2) were deemed non-responsive.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first and second, designates the order of qualification of these firms to perform the required services.

2. Conentra
1. Unify Health Services

We recommend that the above list be forwarded to the Mayor for final selection.

Attachment: Scoring Matrix

cc: Alex Baker, Professional Services Specialist







**City of Jacksonville, Florida**  
**PROCUREMENT DIVISION**

**ONE CITY, ONE JACKSONVILLE.**

**MEMORANDUM**

*D,* January 24, 2022 *TS*

**TO:** Gregory Pense, Chairman  
Professional Services Evaluation Committee

**FROM:** Saralyn Grass, Chief Administrative Officer  
Kids Hope Alliance

**CC:** Michael Weinstein, Chief Executive Officer  
Kids Hope Alliance  
Kenneth Darity, Chief Programs Officer  
Kids Hope Alliance

**Subject:** Certification Letter for P-41-21 Mentoring and Training Services for Providers

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

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:  
*Provide mentoring and training services to assist non-profit agencies/providers in capacity building, navigating the procurement process, and contract execution/deliverables.*
2. The Objective of the study or services:  
*Provide effective training and mentoring services to non-profit agencies/providers*
3. The estimated period of time needed for the service or study:

*The initial project will take one year and the contract will have 4 optional 1-year renewals for updates*

4. The estimated cost of the service or study:  
*Between \$20,000 & \$80,000*
5. Whether the proposed study or service will not duplicate a prior or existing work.  
*KHA has never had a contractor provide mentoring and training services.*
6. List of current contracts or prior services or studies which are related to the proposed study or service  
*N/A*
7. A statement as to why the service/study cannot be done by department or agency staff:  
*Those staff with expertise to possibly provide mentoring and training services have other duties that prevent them from dedicating exponential amount of time to such services and would take them away from their day-to-day duties to work on this project*

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

*Sarahlyn Grass – 255-4404  
Tyrlica Young – 255-4423*

9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181005	531090	0000000	000000000	000000	00000000

10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process:

*Nonprofit Center of Northeast Florida – [rcoughlin@nonprofitctr.org](mailto:rcoughlin@nonprofitctr.org)  
Boys and Girls Club of Northeast Florida, Inc. – [paulin@bgcfl.org](mailto:paulin@bgcfl.org)  
Communities in School of Jacksonville, Inc. – [bxator@cisjax.org](mailto:bxator@cisjax.org)  
Jacksonville Public Education Fund – [rehael.fortune@japref.org](mailto:rehael.fortune@japref.org)  
Young Men's Christian Association, Inc. – [fnecaton@fymca.org](mailto:fnecaton@fymca.org)  
Malden Washington Youth Foundation, Inc. – [terr@mltwashington.com](mailto:terr@mltwashington.com)  
The Florida Small Business Development Center at University of North Florida – [fountain@unf.edu](mailto:fountain@unf.edu) & [c.rinterbottom@unf.edu](mailto:c.rinterbottom@unf.edu) & [jwill@unf.edu](mailto:jwill@unf.edu) & [rudv.janison@unf.edu](mailto:rudv.janison@unf.edu)  
CASPER - [churd@casperfl.com](mailto:churd@casperfl.com)  
EdinMatrix - [ctaylor@edimatrixusa.org](mailto:ctaylor@edimatrixusa.org)*

Turnaround Solutions, Inc. - [jyoung@turnaroundsolutionsinc.com](mailto:jyoung@turnaroundsolutionsinc.com)  
904ward - [info@904ward.org](mailto:info@904ward.org)  
Thomas & James Consulting - [yvonna.allen@outlook.com](mailto:yvonna.allen@outlook.com)  
C. Robinson Associates - [conclita@crobinsonassociates.com](mailto:conclita@crobinsonassociates.com)  
The Chambliss Group - [thechambliss.s@gmail.com](mailto:thechambliss.s@gmail.com)  
Lewis and White Business League - [matl.gahnr@myjaxchamber.com](mailto:matl.gahnr@myjaxchamber.com)

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated April 28, 2021.

\_\_\_\_\_  
KHA - Chief Administrative Officer  
TITLE


\_\_\_\_\_  
KHA - Director, Research and Grants  
TITLE





**MEMORANDUM**

**TO:** Greg Pease, Chairperson  
Professional Services Evaluation Committee

**THRU:** John P. Pappas, P. E., Director  
Public Works Department 

**FROM:** Jill Enz, Chief of Natural and Marine Resources  
Parks, Recreation and Community Services Department  
Nikita Reed, P. E., Project Manager   
Engineering and Construction Management Division

**DATE:** January 18, 2022

**RE:** **REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR IVEY ROAD PARK  
RFP NO. P-40-21**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$1,250,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

A small, handwritten mark or signature in blue ink, possibly initials, located at the bottom right of the page.

9. A subcommittee composed of Jill Enz, Chief of Natural and Marine Resources, Parks, Recreation and Community Services Department, 255-7941; and Nikitia Reed, P. E., Project Manager, Engineering and Construction Management Division, 255-8702; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated October 2005.
14. Three (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals  
Risk Management Approval (sent by e-mail)  
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division





**MEMORANDUM**

**TO:** Greg Pease, Chairperson  
Professional Services Evaluation Committee

**THRU:** John P. Pappas, P. E., Director  
Public Works Department

**FROM:** Bill Joyce, P. E., Operations Director  
Department of Public Works

Robin Smith, P. E., Chief  
Engineering and Construction Management Division

**DATE:** January 18, 2022

**RE:** **REQUEST FOR PROPOSALS - PROFESSIONAL ENGINEERING SERVICES  
FOR US 1 UTILITY CORRIDOR IMPROVEMENTS PHASE 2  
RFP NO. P-02-22**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$120,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.



9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated October 2005.
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals  
Risk Management Approval (sent by e-mail)  
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Department of Public Works  
Engineering & Construction Management Division  
214 N. Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-8762  
www.coj.net

ONE CITY, ONE JACKSONVILLE.

January 7, 2022

TO: Gregory W. Pease, Chairman  
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E. *[Signature]*  
Director

FROM: Robin G. Smith, P.E. *[Signature]*  
Chief, Engineering & Construction Management  
Thomas G. McKnight *[Signature]*  
Capital Improvement Construction Manager

SUBJECT: P-13-21 Construction Engineering and Inspection Services on ADA Curb Ramp  
Design-Build Projects

The subcommittee received four (4) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services.

2. AE Engineering, Inc.
3. Construction & Engineering Services Consultants, Inc.
1. CSI Geo, Inc

We recommend that the above list be forwarded to the Mayor for final selection.

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management

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# City of Jacksonville, Florida

*Lenny Curry, Mayor*  
Information Technologies Division  
Ed Ball Building  
214 N. Hogan Street, Suite 900  
Jacksonville, Florida 32202

ONE CITY, ONE JACKSONVILLE.

December 14, 2021

**TO:** Gregory W. Pease  
Chief of Procurement

**VIA:** Kenneth Lathrop  
Chief of Information Technologies/CIO

**FROM:** Paul Freeman  
Enterprise Applications Manager, Information Technologies Division

**SUBJECT:** Enterprise Resource Planning (ERP) Request Oracle Cloud Consulting Services

The Information Technologies Division, (ITD) requests to increase the award SS-10454-21 to Oracle Consulting Services (OCS), division of Oracle America, Inc. to conduct a system health check to determine the current state of the configuration of the City's 1Cloud Enterprise Resource Planning (ERP) System.

The OCS team provided extensive guidance and best practices to COJ and assisted with the period closing and Year End Carry Forward process. There are still several items that require additional time and assistance from the OCS team including Interest Distribution, Annual Comprehensive Financial Report (ACFR), Projects and Grants revisions and Cash Management reconciliation to name a few.

This request is for additional assessment and resolution hours to handle the scope of challenges found. This request is to increase the award and PO 625932-21 by \$500,000 for a total not-to-exceed amount of \$1,375,600. As previously awarded, this increase will utilize the account string 53106.113002.565091.000636.00000000.000000.000000.

Upon award approval, an expedited request for a contract amendment will be made through the Office of General Counsel.

Attachments:  
Oracle Consulting Contract Amendment One  
Ordering Document Amendment Two  
PO 625932-21

**Kenneth E. Lathrop**  
Digitally signed by  
Kenneth E. Lathrop  
Date: 2022.01.05  
10:08:02 -05'00'

**Paul Freeman**  
Digitally signed by Paul  
Freeman  
Date: 2021.12.22  
10:30:41 -05'00'

53-10454-21

Digitally signed by Tracy  
**Tracy Geake**  
Geake  
Date: 2022.01.04  
11:54:17 -05'00'

CERTIFICATE OF ASSISTANT SECRETARY  
OF  
ORACLE AMERICA, INC.

16 April 2020

I, the undersigned, hereby certify that I am the duly elected, qualified and acting Assistant Secretary of Oracle America, Inc., a Delaware corporation (the "Corporation"), and that, as such, I am authorized to execute this Certificate on behalf of the Corporation and further certify that:

1. The Document Signing Authority (the "DSA") of the Corporation was duly adopted by its Board of Directors, and the DSA is currently in full force and effect.
2. The following is a true copy of the relevant section of the DSA, effective as of the date hereof:

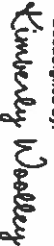
3.C	DOCUMENT	DOLLAR VALUE	SIGNING AUTHORITY
c.	Commercial Revenue Generating Documents This authority does not extend to signing agreements for disclosure of source code, except for Oracle Local standard or HQAPP approved escrow provisions.	For contracts up to \$2,000,000 (all lines of business)	... • Schedule K, Deal Management (all lines of business) ... ...

...  
K. SCHEDULE K

Manager (M1) level and above, for the detailed line of business within Oracle Local, present in the Oracle Local country when signing (including via DocuSign).

3. Jake Camarillo currently serves as a Manager, Americas SSC, Deal Management (M2) of the Corporation. He therefore possesses the above signing authority per the DSA.

IN WITNESS WHEREOF, I have executed this Certificate on this 16 th day of April 2020.

DocuSigned by:  
  
34558F45C9CC6460  
Name: Kimberly Woolley  
Assistant Secretary

# Single Source Purchase Order 625932-21 Change Order 2



Purchase Order	625932-21
Order Date	15-JUL-2021
Change Order	2
Change Order Date	17-NOV-2021
Revision	2
Ordered	875,600.00 USD
Requisition Number	FAIT-600848-21
Solicitation Number	SS-10454-21
All packing slips, invoices, and correspondence must reference the purchase order number	

**Sold To**  
 City of Jacksonville  
 117 West Duval Street  
 JACKSONVILLE, FL 32202

**Supplier**  
 Oracle America, Inc.  
 P.O. Box 71028  
 CHICAGO, IL 60694

**Bill To**  
 City of Jacksonville  
 117 West Duval Street, Suite 375  
 JACKSONVILLE, FL 32202

**Ship To**  
 Ed Ball 9th Floor  
 214 North Hogan Street  
 9TH FLOOR  
 JACKSONVILLE, FL 32202 US

**Notes**

Supplier Number	Payment Terms	Freight Terms	Freight Prepaid	FOB	Shipping Method
24932	Net 30			FOB Destination	Best Way
<b>Buyer</b>					
Ruben Oja					
Email: rubeno@coj.net					

Line Item	Price	Quantity	UOM	Ordered	Taxable
1 Oracle Cloud Consulting Services ERP System Health Check Agreement Reference #: US-CSA-CPQ-684547 Ordering Document #: US-10982950 Bid No.: SS-10454-21 City Contract #: 71055-21 Term 7/12/2021 - 7/11/2022 53106.113002.565091.000636.00000000.000000000000	325,600.00				
<b>Notes</b> Oracle Cloud Services Agreement Reference: US-CSA-CPQ-684547 Ordering Document Number: US-10982950 This line references Document (Single Source Contract Purchase Agreement) POA-71055-21.					

<b>Ship To</b>	<b>Promised</b>	<b>325,600.00</b>
Ed Ball 9th Floor		
214 North Hogan Street		
9TH FLOOR	<b>Requested</b>	
JACKSONVILLE, FL 32202		
Requested Date correspond to the date of arrival at the Ship-to Location.		



# Single Source Purchase Order 625932-21 Change Order 2

Line Item	Price	Quantity	UCM	Ordered	Taxable
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**Line Total** 325,600.00

2 FY2021-Oracle Consulting Services-One-Time Single 10,310.98  
 Source Request Increase  
 53106 113002.565091.000636.00000000.000000 00000000  
 This line references Document (Single Source Contract Purchase Agreement) POA-71055-21.

<b>Ship To</b>	<b>Promised</b>	10,310.98
Ed Ball 9th Floor		
214 North Hogan Street	<b>Requested</b>	
9TH FLOOR		
JACKSONVILLE, FL 32202		
Requested Date correspond to the date of arrival at the Ship-to Location.		

**Line Total** 10,310.98

3 FY2021-Oracle Consulting Services-One-Time Single 539,689.02  
 Source Request Increase  
 53106 113002.565091.000636.00000000.000000 00000000  
 This line references Document (Single Source Contract Purchase Agreement) POA-71055-21.

<b>Ship To</b>	<b>Promised</b>	539,689.02
Ed Ball 9th Floor		
214 North Hogan Street	<b>Requested</b>	
9TH FLOOR		
JACKSONVILLE, FL 32202		
Requested Date correspond to the date of arrival at the Ship-to Location.		

**Line Total** 539,689.02

**Total** 875,600.00

This Order is subject to the General Conditions attached here to.  
 Manufacturer's Federal excise tax exempt no 59-89-0120K  
 Florida State sales and use tax exemption no. 85-8012621607C-8

Approved by Gregory Pease, Chief, Procurement Division  


# Single Source Purchase Order 625932-21 Change Order 2

## GENERAL CONDITIONS

- 1. **RESERVATIONS:** The City reserves the right to cancel any contract, if in its opinion, there be a failure at any time to perform promptly, the materials, products or workmanship to bid, or in any case, an attempt to willfully impose upon the City materials or products of inferior quality or of a nature which are of an unacceptable quality. Any action taken in pursuance of this further stipulation will not affect or claim of the contractor. Any action taken in pursuance of this further stipulation will not affect or claim of the contractor or of any subcontractor. The City reserves the right to terminate the contract if the contractor fails to comply with the conditions of this contract or fails to complete the required work or furnish the required materials within the time stipulated in this contract. The City reserves the right to purchase or furnish the material or to complete the required work, at the expense of the contractor or by recourse to provisions of the final performance bond if such bonds were required. Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, the City reserves the right to withdraw such items or to complete the work from the operation of this contract without incurring further liabilities on the part of the City. All items furnished must be complete, new, and free from defects unless specified otherwise. No others will be accepted.
- 2. **REVISIONS:** The City reserves the right to terminate the Contract or Purchase Order at any time and for any reason by giving written notice to Contractor unless otherwise specified within the notification documents. If the Contract or Purchase Order is terminated for convenience as provided herein, bid or will be refunded to all bidders. The City shall have no obligation other than payment for that amount of Goods or Services actually provided to the date of termination.
- 3. **TAXES:** The City of Jacksonville, Florida is exempt from the following taxes: (a) State of Florida Sales Tax 6.000344 cent/dollar; (b) 26-00b-103373-54C; (b) Manufacturer's Federal Excise Tax Registration No. 99.
- 4. **CARTAGE:** No charge will be allowed for cartage or package unless by special agreement.
- 5. **GUARANTEES:** The contractor will be held liable to guarantee the materials and workmanship on all material, unless otherwise specified. If, within the guarantee period, any defect in the workmanship or material is noted, which, in the opinion of the City, are due to faulty design and installation workmanship or material, upon notification, the contractor, at his expense, will repair or adjust the equipment or parts to correct the condition, or he will replace the part or entire unit to the complete satisfaction of the City. Repairs, replacements or adjustments will be made only at such times as will be designated by the City at least 5. **PRODUCTIVE DEFINITION AS AGENT:** When the Procurement Division is acting as agent for other public activities being defined as activities receiving financial support, in part from the City, but not under the authority of the Procurement Division, the City of Jacksonville, the name of such public activity will be the name of the Procurement Division of the Consolidated Government.
- 6. **OFFICE OF INSPECTOR GENERAL:** The City of Jacksonville has established an Office of Inspector General, Section 602.310, Part 3, Chapter 602, Ordinance Code, as has been amended. The Office of Inspector General includes that is not limited to the power to review, past, present, and proposed City transactions, accounts, and records, require the production of records, and audit, investigative, monitor and inspect the activities of the City, its officials, employees, contractors, their subcontractors and lower tier subcontractors, and other parties doing business with the City and/or receiving City funds in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Section 602.309, Ordinance Code.
- 7. **ETHICS PROVISION FOR VENDORS/SUPPLIERS:** The acceptance of a purchase order, represented that it has read and provisions of the Jacksonville Ethics Code contained in chapter 602, Jacksonville Ordinance Code and the provisions of the Purchasing Code contained in Chapter 12A, Jacksonville Ordinance Code.
- 8. **NONDISCRIMINATION PROVISIONS:** As required by Section 126-104, Jacksonville Ordinance Code, contractor represents that it has adopted and will maintain throughout the term of this contract a policy of nondiscrimination or harassment against any person with regard to race, color, sex (including pregnancy), sexual orientation, veteran status, or any other impermissible factor in recruitment, hiring, compensation, training, placement, promotion, discipline, transfer, layoff, recall, termination, working conditions and related terms and conditions of employment. Contractor agrees that, on written request, it will permit permanent access to its records of employment, employment self-criticism, application forms and other personnel data to the personnel of the Director of the Community Relations Commission, or successor agency or commission for the purpose of the Director's compliance with the non-discrimination provisions of the Contract; provided however, that Contractor shall not disclose information for inspection records on any pending or time more than one (1) year prior to the effective date of the Contract, for inspection purposes. If, any of the products or Services to be provided pursuant to the Contract are to be provided by a subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract.
- 9. **LEGAL WORKFORCE:** Owner shall consider the employment, by Vendor/Contractor, of unauthorized aliens a violation of section 2344(a) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of the contract upon thirty (30) day's prior written notice of such cancellation. Vendor/Contractor shall utilize the US Department of Homeland Security's E-Verify system, in accordance with all the terms governing use of the system, to confirm the employment eligibility of all employees who will be performing the work under the term of the Contract to perform work that directly within Jacksonville, Duval County, Florida under the term of the Contract to perform work that directly within the Duval County.
- 10. **LICENSES REQUIREMENT:** By acceptance of a Purchase Order issued by the City of Jacksonville the contractor shall obtain and maintain all applicable Local, State and Federal licenses required by law.
- 11. **ELECTRONIC PAYMENTS:** Vendors are encouraged to enroll in the City of Jacksonville's Automated Clearing House (ACH) electronic payment program. ACH allows for systematic direct payment to Vendors. The ACH enrollment form can be downloaded at [www.aach.com](http://www.aach.com) under the Online Forms link on the Finance Department page.
- 12. **CONTRACTOR REPRESENTATION:** If this Agreement is for goods or services of \$1 million or more, the Contractor shall, pursuant to Section 287.135(9)(a), Florida Statutes, may terminate this Agreement at City's option if Contractor fails to submit a false certification under Section 217.135(3), Florida Statutes.
- 13. **PUBLIC RECORDS:** In accordance with Section 119.0701, Florida Statutes, the Contractor shall:
  - a. Be found to have submitted a false certification under Section 217.135(3), Florida Statutes;
  - b. Has been placed on the Scrutinized Companies that Report Issue List created pursuant to Section 215.4723, Florida Statutes, or is engaged in a form of fraud;
  - c. Has been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Prohibition Energy Sector List created pursuant to Section 215.4723, Florida Statutes; or
  - d. Has been engaged in business operations in Cuba or Syria.
- 14. **PUBLIC RECORDS:** In accordance with Section 119.0701, Florida Statutes, the Contractor shall:
  - a. Keep and maintain public records required by law to perform the services; and
  - b. Upon request from City's custodian of public records, provide City with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and
  - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure following completion of this Contract, except as authorized by law for the duration of the Contract term and upon completion of this Contract, transfer to City at no cost all public records owned by Contractor or kept and maintain public records required by City to perform the service. If Contractor transfers all public records to City, upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to City upon request from City's custodian of public records in a format that is compatible with City's information technology systems. The above requirements apply to a Contractor as defined in Section, 119.0701, Florida Statutes.

## IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THIS CONTRACT, CONTACT THE CITY'S CUSTOMER OF PUBLIC RECORDS AT (904) 630-7678; REQUEST/COMMENT: CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1100, JACKSONVILLE, FLORIDA 32202

## 14 MONTH PAYMENT TO SUBCONTRACTORS AND SUPPLIERS:

- a. General: Upon completion of payment from CITY for their services, or materials furnished by subcontractors and suppliers, the Contractor shall pay to all subcontractors and suppliers (as defined in the contract) all amounts due to them within 15 calendar days of the date that the Contractor receives payment from CITY. Nothing herein shall prohibit Contractor from delaying payment to the extent of such a dispute. Contractor may, without the disputed portion of any such payment until, after which notice shall (a) be in writing, (ii) state the amount in dispute, (iii) specifically describe the actions required to cure the dispute, and (iv) be delivered to CITY and said subcontractor or supplier within 10 business days after Contractor's receipt of payment from CITY. Contractor shall pay all undisputed Jacksonville Small Emerging Business (SEB) Minority Business Enterprise (MBE) - Non-Dominating Chapter 126, part 6 of the Jacksonville Ordinance Code (the "Code") amounts of their earned portion of the progress payments made to them by the applicable contract within seven (7) business days after Contractor's receipt of payment from CITY (less proper retainage). The progress share shall be based on all work completed, materials, and equipment furnished or services performed by the certified SEB or MBE at the time of payment. As a condition precedent to progress and final payments to Contractor, Contractor shall provide to CITY, with its requisition for payment, documentation that sufficiently demonstrates that Contractor has made proper payments to its certified SEB or MBE from all progress payments received from CITY. Contractor shall not unreasonably withhold payment to its certified SEB or MBE until such time as the Contractor has received payment from CITY. Contractor shall not unreasonably withhold payment to its certified SEB or MBE until such time as the Contractor has received payment from CITY.

## 14. PROXY LIABILITY:

- a. Third-Party Liability - The Proxy Payment requirements hereunder shall, in no way, create any third-party or create any liability for or between CITY and any subcontractor, supplier, SEB, MBE, or any other party. Contractor shall be responsible for the payment of any and all amounts due to any party, including but not limited to any subcontractor, supplier, SEB, MBE, or any other party, in connection with this contract. The Proxy Payment requirements hereunder shall not constitute a material breach of its contractual obligations to CITY. As a result of said breach, CITY, with all charges or other available remedies, it may, take against Contractor, may, (i) issue joint checks, and (ii) charge Contractor a 0.2% daily, interest penalty or penalties specified in Chapter 126 of the Code for SEB or MBE and Chapter 218, Florida Statutes, for non-SEB or MBE, whichever is greater.
- b. **PUBLIC ENTITY CRIME INFORMATION:** A person or affiliate who has been placed on the State of Florida certified vendor list following a conviction for a public entity crime may not perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not contract with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.
- c. **AUDIT PROVISION:** A person or entity providing capital inputs, means, contractual services, supplies, professional design services, or professional services purchased by the City, Jacksonville, Florida, or any other public entity, shall agree and be deemed to have agreed by virtue of doing business with the City, to all access and examination at all reasonable times, by the Council Auditor or any duly authorized representative of the Council Auditor to business records directly pertinent to the transaction until the expiration of three (3) years after final payment pursuant to the transaction. No examination shall be conducted until the Council Auditor has made a recommendation to the Council President that the examination should or, in the alternative, should not be conducted and until the Council President has approved of the conducting of the examination.

## 15. REQUIREMENT:

- a. **INDEPENDENT CONTRACTOR:** It is the vendor's responsibility to ensure that the City has a current W-9 on file.
- b. **INDEPENDENT CONTRACTOR:** It is the vendor's responsibility to ensure that the City has a current W-9 on file.
- c. **INDEPENDENT CONTRACTOR:** It is the vendor's responsibility to ensure that the City has a current W-9 on file.
- d. **INDEPENDENT CONTRACTOR:** It is the vendor's responsibility to ensure that the City has a current W-9 on file.
- e. **INDEPENDENT CONTRACTOR:** It is the vendor's responsibility to ensure that the City has a current W-9 on file.
- f. **INDEPENDENT CONTRACTOR:** It is the vendor's responsibility to ensure that the City has a current W-9 on file.
- 16. **INSURANCE:** Each supplier shall maintain insurance coverage as stated in the Invitation to Bid for the term of this contract. All insurance certificates shall list the City of Jacksonville as an additional insured party.
- 17. **DELIVERY:** All items shall be delivered to the City of Jacksonville at the address specified in the following purchase order number, item number and description, date of shipment, quantity, unit price, and unit of measure.
- 18. **PICK-UP AND RETURNS:** The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the specifications. The City or its agencies will determine compliance with bid specifications. Pick-up and returns will be made within 48 hours of notification at no charge to the City or its agencies.
- 19. **INVOICING:** Invoices will be issued once supplies/services are delivered and/or tendered to the City; of item number and description. At a minimum, invoices must include: purchase order number or contract number, item number and description, date of shipment, quantity, ordered and shipped, unit price, unit of measure, and canceled checks. Payment terms are Net 30 days. All original invoices shall be submitted to City of Jacksonville, 223 REPUBLIC BLVD., JACKSONVILLE, FLORIDA 32202.
- 20. **REWORK:** The City may request repairs including but not limited to: usage, pricing, and delivery. Suppliers will be required to repair or rework items at no cost to the City.
- 21. **ACCESSIBILITY:** The City or its agencies will determine compliance with bid specifications. Suppliers will be required to repair or rework items at no cost to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

Your Name: City of Jacksonville  
Your Address: 214 N. Hogan Street, 9th Floor  
Jacksonville, FL 32202

Oracle America, Inc.  
500 Oracle Parkway  
Redwood Shores, CA 94065

This amendment ("Amendment Two") amends the order identified below and all amendments thereto (the "order") between You and Oracle America, Inc. ("Oracle").

Offer Valid through: 31-JAN-2022

**A. AMENDMENT DETAILS**

You and Oracle agree to amend the order as follows:

- 1. **US-10982950**

You and Oracle hereby agree to amend the ordering document as follows:

- a. Services Table – Delete the Services table in its entirety and replace it with the following:

Services	Reference	Fees	Estimated Expenses	Total Fees and Estimated Expenses
Time and Materials Services	Exhibit 1	\$325,600.00	\$0.00	\$325,600.00
Time and Materials Services	ODA 1	\$549,945.00	\$0.00	\$549,945.00
Time and Materials Services	ODA 2	\$500,000.00	\$0.00	\$500,000.00
<b>Total Fees and Estimated Expenses</b>				<b>\$1,375,545.00</b>

**2. Exhibit 1**


You and Oracle hereby agree to amend the exhibit as follows:

- a. Section 1.E. Description of Services – Delete the sentence in its entirety and replace it with the following:

"Six hundred one and a half (601.5) person days will be to assist with assessment and issue resolution agreed to by both You and Oracle and under Your direction."

**B. ADDITIONAL TERMS**

In the event of any inconsistencies between the order and this Amendment Two, this Amendment Two shall take precedence. Subject to the modifications herein, the order shall remain in full force and effect.

<b>City of Jacksonville</b>	<b>Oracle America, Inc.:</b>
Authorized Signature: _____	Authorized Signature:  <small>DocuSigned by: Jake Camarillo 31C28A9A9A941E4B8</small>
Name: _____	Name: Jake Camarillo
Title: _____	Title: Manager, Americas SSC, Deal Management
Signature Date: _____	Signature Date: 06-Dec-2021   3:22 PM CST
Amendment Effective Date: _____	{to be completed by Oracle}



# City of Jacksonville, Florida


*Lenny Curry, Mayor*

City Hall at St. James  
117 W. Duval St.  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

ONE CITY. ONE JACKSONVILLE.

**Date:** January 18, 2022

**To:** Gregory Pease, Chairman  
Professional Services Evaluation Committee

**From:** Kendra Mervin, Grant Administrator  
Office of Grants and Compliance 

**Subject:** **Review of RFP Submittals for P-32-21  
Health Literacy Campaign Consulting Services**

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The Office of Grants and Compliance received only two (2) proposals for the **Health Literacy Campaign Consulting Services** Request for Proposal(s)

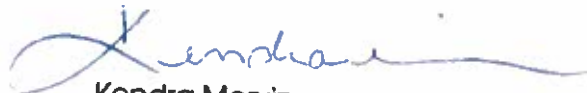
**Per Section 126.302(f) of the Procurement Code if:**

**If "PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."**

The Federal award, "Advancing Health Literacy to Enhance Equitable Responses to COVID-19 in Jacksonville's Health Zone 1," stipulates the end date for all grant activities as June 30, 2023.

Considering the foregoing information, we request the process that should be followed in order to ensure the continued services by evaluating the proposal received.

Sincerely,



Kendra Mervin  
Grants Administrator