Docusign Envelope ID: A0CC4963-0B7F-4B07-94B8-A1D11D5ED945

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: HUD Certified Housing Counselor - Foreclosure Intervention Program

Requested Action and Justification:

Recommend approval to proceed with an award with less than three (3) respondents for RFP 17571-26. Recommend approval to enter contract and fee negotiations with Jacksonville Area Legal Aid as the sole highest ranked supplier. The purpose of the Foreclosure Intervention Program is to provide an opportunity to income qualified homeowners the ability to avoid foreclosure and retain their homes. The results of the negotiations will be presented to JPAC.

Jacksonville Area Legal Aid, Inc. 98.00

Supplier:	Jacksonville Area Legal Aid	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	03/30/2026

POA #:	NA	**PO #:**	NA	**Change Order #:**	NA
Solicitation #:	RFP-NONCON 17571 26	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	1 year	**Options:**	2, 1-yr	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	11601	**Center:**	174107	**Acct:**	534100	**Proj:**	010440	**Activity:**	00000000	$ 0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 0.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	ERCD:HOUSING AND COMMUNITY DEVELOPMENT		
Concurrence:	Signed by: Jeffrey Travis 1431B9601B7240F...	**Title:**	CHIEF OF HOUSING AND COMMUNITY DEVELOPMENT 4/28/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Simpson, Sandy 309A036BE9B74A5...	**Chief of Procurement:**	Signed by: 4/28/2026 B10F1D517352456...
Name:	Simpson, Sandy	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: A0CC4963-0B7F-4B07-94B8-A1D11D5ED945

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: A0CC4963-0B7F-4B07-94B8-A1D11D5ED945

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Housing Community Development Division
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202
(904) 255-8200
www.coj.net

MEMORANDUM

DATE: April 22, 2026

TO: Dustin Freeman, Chief of Procurement
Finance and Administration Department

THRU: Travis Jeffrey
Chief, Housing & Community Development Division

FROM: Robert Ownby, Housing Property Administrator
Neighborhoods Department

SUBJECT: **Single Response – RFP 17571-26 Foreclosure Intervention Program**

This letter responds to the requirement that solicitations for professional services and professional design services must receive no fewer than three (3) supplier responses or otherwise be re-solicited unless it is determined that no advantage would be gained by doing so.

In this instance, RFP 17571-26 resulted in a single response. The Housing and Community Development Division (HCDD) has evaluated this outcome and determined that proceeding with the single responsive proposal is both reasonable and in the best interest of the program.

There is a limited pool of HUD-certified Housing Counselors within Duval County qualified to provide these specialized services. This constraint significantly reduces the likelihood of obtaining additional responses through re-solicitation. Furthermore, the proposed pricing is consistent with current contracted rates, indicating that costs are fair and aligned with market conditions.

HCDD is also concerned that reissuing the RFP could result in a disruption of program services. Any lapse in service would negatively impact program continuity and the individuals who depend on these services.

Based on these considerations, it is determined that re-solicitation would not provide a measurable advantage and may introduce unnecessary risk to service delivery. Therefore, proceeding with the current proposal is recommended.

Please do not hesitate to contact me at 255-8283 or rownby@coj.net if you have any questions.

Thank you for considering this request.

Docusign Envelope ID: A0CC4963-0B7F-4B07-9488-A1D11D5ED945

Award Solicitation: Foreclosure Intervention Program

Solicitation **RFP - Non-Construction 17LO**	Responses Received **1**	Invited Suppliers **185**
Procurement BU **CGI BU**	Active Responses **1**	Will Participate **3**
Close Date **3/30/2026 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Please insert $1.00			Jackson-Ite Area Legal Aid, Inc	Spend Authorized	USD			No		1	1.00	100.00			46098		962.58 Professional Services (Y	Quantity

Last Downloaded **4/14/2026 9:39**

Docusign Envelope ID: A0CC4963-087F-4B07-94B8-A1D11D5ED945

Award Solicitation: Foreclosure Intervention Program

Solicitation: **RFP - Non-Construction 1757** Procurement BU: **COJ BU** Close Date: **3/30/2026 16:00** Solicitation Currency: **USD**	Responses Received: **1** Active Responses: **1** Shortlisted Responses: **1**	Invited Suppliers: **185** Will Participate: **3** Responded: **1**

Overview

	Jacksonville Area Legal Aid, Inc. Response: 460987
Business Relationship	Spend Authorized
Supplier Site	
Supplier Contact	Mellyn, Kimberly
Response Status	Active
Shortlist Status	Included
Response Amount	1.00
Overall Rank	1
Total Award Amount	
Time of Response	3/23/2026 12:47
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	No

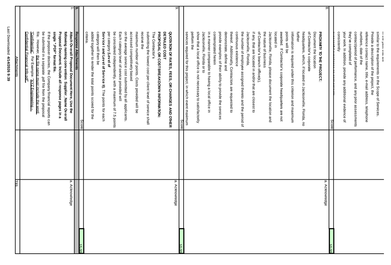
Requirements (View Scoring Criteria)

	Requirement	Target Value	Jacksonville Area Legal Aid, Inc. Response: 460987
	Total Score		**98.00**
1.	**Affirmation**		
1.	Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge
	Comments		James A. Kowalski, Jr., President & CEO, jim.kowalski@jaxlegalaid.org
2.	Type name of company in the comments box.		a. Acknowledge
	Comments		Jacksonville Area Legal Aid, Inc.
3.	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.		a. Acknowledge
4.	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.		a. Acknowledge
5.	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.		a. Acknowledge
	Comments		Documentation that demonstrates authorization to provide foreclosure intervention housing counseling services in Duval County is uploaded (nonprofit §501(c)(3) organization in good standing in Florida with current HUD certification as an approved counseling agency), along with a Statement of Qualifications and additional documentation showing Bidder has 18 years of housing counseling expertise, over 7 years of experience on similar projects, and certified HUD Counselors on staff who each have many years of experience, with at least 3-4 years post-exam-certification.
6.	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.		a. Contractor 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 Contractor's company.
7.	Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of		a. Acknowledge
8.	Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge
2.	**Submittal Statement**		
1.	Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto, and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and savesharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY. The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge
3.	**General Requirements**		
1.	**Scope of Services**: The Housing and Community Development and The Procurement of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided.		a. Acknowledge
2.	City funds will be provided to a qualified firm ("Contractor") to assist eligible homeowners ("applicant") with retaining their home and preventing foreclosure action of the first or second mortgage, homeowners' association fees, and/or delinquent tax sales. These funds are to assist individuals who are in default. Default means a claim by a mortgagee, or other lien holder, that the mortgagor has not complied with the terms of the mortgage on the property or other evidence of the debt referred to in the mortgage. All homes must be the primary/homestead residence of the borrowers. The selected Contractor will be required to provide the following services: **A. Counseling Scope of Services** 1. **Basic Counseling/Financial Management Education:** Basic counseling will include client intake, verification of a homeowner's budget and financial information and documentation of such, determination of delinquency status, evaluation of affordability options, determination of the best course of action for the homeowner, preparation of an action plan, and initiation of delinquency resolution negotiations with the lender. A Budget, Credit and Debt Reduction course is required for ever applicant that is applying for direct assistance and will provide homeowners with the skills and knowledge necessary to ameliorate the risk of re-default or avoid problems in the future. This service may be provided in a one-on-one session or in a group and may include in-person training and virtual training. The Contractor will certify that each client has completed this course prior to receiving funds. For clients coming into the City of Jacksonville FIP that have already received these services through any other related foreclosure prevention program, the service will be limited to only counseling and intervention that was not provided and paid for by the previous program. (See Level I Services as referenced within this RFP's **Price Sheet**, Schedule of Proposed Administrative Prices/Rates). 2. **Extended Counseling:** Extended counseling will include ongoing support through direct intervention the process of a trial loan modification, formal loan modification or other resolution as a homeowner resolves financial issues and negotiates with their lender, with services reimbursed according to a specific set of milestones. For example, this will include: a. Counseling services to a homeowner during a trial loan modification; b. Counseling services to a homeowner during a formal loan modification; and/or c. Counseling services in a situation where a homeowner does not accept a modification plan because it does not provide enough relief for them to keep their home, or is not provided a formal modification and therefore must go through disposition of their home. (See Level II Services as referenced within this RFP's - **Price Sheet,** Schedule of Proposed Administrative Prices/Rates). 3. **Ongoing File Maintenance and Document Management:** Client files shall be maintained for five (5) years past the date of resolution and provided to the HCDD as a complete digital file for each client serviced. This will include documentation on income, mortgage and other sensitive documents and will be required to be maintained in a secure manner. 4 **Adherence with Compliance Monitoring Requirements:** The Contractor shall be required to provide any information, data or documentation required by the HCDD related to evaluating compliance with program requirements. 5. **Reporting:** The Contractor shall be required to submit to the HCDD all required reports according to timeframes established within the Contract. These reports may include, but are not limited to, number of clients served, types of services provided, demographic data on clients, and client outcomes. **B. Contractor Objective Requirements** 1. **Outreach and Marketing:** The Contractor must make reasonable efforts to reach clients who need its services, and be willing to solicit client participation from homeowner's in target areas identified by the HCDD. This may be done in a variety of ways: advertising, contact with social agencies, and partnering with other entities within a service area. The Contractor should implement an outreach and marketing plan where possible. The Contractor must make sure that any information disseminated in any format is not false or misleading. 2. **Recordkeeping:** The Contractor must use digital client management software that can provide the required data elements in an electronic format that is acceptable to the HCDD. 3. **File Retention:** Files must be maintained in a manner which safeguards the privacy of the client's information. Paper documentation must be kept in secured file cabinets. Scanned or electronically stored documents must be safeguarded in a fashion that securely maintains client privacy. Files must be retained for a minimum of five (5) years from the outcome date or longer if there is an audit, investigation or litigation in progress. 4. **Certification:** All counselors and applicable administrators must be trained to provide services under this Contract and certified as a HUD Counselor as a minimum requirement. Additional certifications in Foreclosure Intervention and Default courses by NeighborWorks America, National Foundation of Credit Counseling or other approved certification providers is a plus and each counselor/administrator must provide proof of certification. Certification must be maintained throughout the duration of the Contractor participation in the HCDD FIP. 5. **Financial Responsibility:** All administrative fees committed and expended through FIP will be on a reimbursement basis, only upon closing of a client's case file. All fees that are a part of a loan modification or refinance will be paid directly to the lender upon submittal of loan modification or refinance acceptance letter, through the Contractor. 6. **Compliance:** No individual, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, Community Housing Development Organization, public or governmental agency, or consortium of any of the aforementioned entities ("Entity") shall be eligible to apply for an award if one or more of the following conditions exists at the time the application is submitted: a. The Entity is in noncompliance with any provision of City Ordinance Code, including code provisions donating real property to the Entity for the construction of affordable housing; b. The Entity is on the Council Auditor's noncompliance list pursuant to Chapter 118, or the Vendor Debarment List pursuant to Chapter 126, Ordinance Code; c. The Entity is in noncompliance with another City agreement to which the Entity is a party; d. The Entity is delinquent on state, federal, or local taxes or assessments, or the payment of liens, including code enforcement or nuisance liens on real property owned by the Entity and such taxes, assessments, or liens were incurred after the Entity took ownership of the real property. e. The Entity is in noncompliance with the conditions or requirements of a City grant award or program. f. The Entity is in litigation with the City. 7. **Other Languages:** The Contractor must either have counselors fluent in the language that clients speak or will use interpreter services to ensure non- English speaking clients can obtain foreclosure counseling. 8. **Anti-Discrimination:** The City of Jacksonville will not permit discrimination against clients on the basis of their gender, race, religion, color, familial status, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learnin g disability. 9. **Conflict of Interest:** The Contractor must certify that the staff who will provide foreclosure counseling have no conflict(s) of interest due to relationships with servicers, real estate agencies, mortgage lenders, family members and/or other entities that may stand to benefit from particular outcomes. 10. **Compensation:** The Contractor will not be permitted to charge clients for any services rendered. All compensation will be disbursed by HCDD FIP. 11. **Compliance with Fair Housing and Civil Rights Laws.** The Contractor must comply with all applicable fair housing and civil rights requirements in the Code of Federal Regulations - 24 CFR 5.105 (a). Protected classes include race, color, national origin, religion, sex, disability and familial status. The selected Contractor is expected to help remedy discrimination in housing and promote fair housing rights and fair housing choice. 12. **Affirmatively Furthering Fair Housing.** The Contractor must affirmatively further fair housing for classes protected under the Fair Housing Act. 13. **Ineligible Participants.** The Contractor, including any of the agency's directors, partners, officers, principals or employees, must not be: a. Suspended, debarred, or otherwise restricted under any local, state or federal regulations; or b. Indicted for, or convicted of, a criminal offense that reflects upon the responsibility, integrity or ability of the agency to participate in housing counseling activities; or c. Subject to unresolved findings because of HUD or other government audits or investigations. 14. **Alternative Formats.** The Contractor must be prepared to provide vital documents and information in alternative formats for persons with disabilities or make alternate accommodations for persons with disabilities. 15. **Knowledge of Existing Resolution Strategies, Specifics of Working within Florida's Judicial Foreclosure System, and Local Housing Market.** The Contractor's staff must possess a working knowledge of strategies and available foreclosure mediation programs. 16. **Community Resources.** The Contractor must demonstrate that it has established working relationships with private and public community resources to which it can refer clients who need assistance for which the Contractor cannot offer. **4.2 Qualifications of Applicants:** 1. Households with annual income up to 140% of median income are eligible for assistance under this program and will be selected on a first come, first qualified, first served basis; however, preference will be given first to applicants below 80% of median household income 2. Applicants may receive funding under this program only one time and funding under this strategy cannot be used in conjunction with funding under Florida Hardest Hit Program in order to eliminate any potential for duplication. 3. Foreclosure prevention applicants must demonstrate that the nonpayment of their mortgage is due to such reasons listed below, experienced through no fault of their own doing: a. Loss of employment or when hours have been reduced from full-time to part-time. b. Sudden medical expenses c. Divorce or separation (loss of household income) d. Death in a family e. Unforeseen home repair bills. HCDD reserves the right to waive the above requirements		a. Acknowledge
3.	**Minimum Requirements for Contractors:** Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. **Failure to meet these requirements and present written documentation at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive:** 1. Supplier shall provide proof of applicable local business license if located within Duval County. 2. Contractor is required to be a §501(c)(3) non-profit organization authorized to conduct business and in good standing in the State of Florida. 3. Contractor must possess a current U.S. Department of Housing and Urban Development (HUD) certification as an approved counseling agency. All individual housing counselors employed by the Contractor must also possess a current HUD certification as an approved housing counselor. LHAP: Eligible sponsors must be a HUD approved Housing Counseling Agency as evidenced by the following criteria:		a. Acknowledge

	- Certified as a HUD-Approved Counseling Agency - Staff responsible for counseling is certified as a Housing Counselor by NFCC or Neighborhood Works - Staff responsible for counseling have been certified and served as a practitioner for a minimum of one (1) year - Use of Nationally recognized standards and curriculum 4. The Contractor must have a minimum of two (2) years of experience in the delivery of foreclosure intervention and delinquency resolution services		
4.	**Response Forms?** To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. The RFP shall contain no more than thirty (30) single-sided, 1.5-spaced, 8½" by 11" pages, excluding appendices. The font style shall be A rial with a minimum font size of 11 points. The title page and a single- page cover letter will not be counted as part of the 30-page limit. A cover letter in excess of one page and any other information submitted beyond that noted in the requirements will be counted as part of the 30- page limit. Any RFP exceeding these format guidelines will be rejected without being considered by the City. Provide proof of insurance, bonding capacity, and lice nsing. Copies of these documents may be included as appendices and will not be counted against the 30-page limit. **1) Title Page:** Include only RFP Title, RFP Number, Contractor's full name, address, phone number. **2) Cover Letter:** Include only the following: RFP Title and Number Contractor's full name, address and phone number. Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** (Not included as part of Thirty page limitation) Attach all forms identified in RFP, each signed by an authorized representative. Examples of the forms that may be required and placed in Section 3 include: Local Business Tax Certificate (if applicable) Business References (include bank reference letters, financial reports/audits, insurance certificates, etc.). If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf". Certificate of Insurance Equal Business Opportunity Program Forms (if JSEB participation is one of the grading criteria). Federal Forms (if required in Section 2.3.7.). Bid Bond (if applicable). Resumes of Proposed Project Team Attachment A-1 - Volume of Local Government Work Within the Last Five Years (if applicable) **4) Proof of Minimum Requirements.** (Not included as part of Thirtypage limitation) Responses will ONLY be accepted from companies meeting the minimum requirements in Section 2.3.2 of this solicitation. Contractor must address and provide clear documentation that they meet all minimum requirements. **5) Statement of Qualifications. (Maximum of 30** written pages for this section) This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Section 2.3 – Evaluation Criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into seven subsections (one subsection for each of the listed criteria).		a. Acknowledge
5.	Federal Funding: Does not apply to this bid.		a. Acknowledge
4.	**RFP Requirements**		
1.	**1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Cloud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP. The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect. Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. Buyer reserves the right to request or obtain additional information about any and all Statement of Qualifications submitted in response to RFP. They may also issue addenda to this RFP which will be sent to each Supplier who received this RFP. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Analyst if you are uncertain of the website address or if you experience problems accessing it). Contractor is responsible for monitoring this website for new or changing information. **3. Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract. If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law. **4. Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Jacksonville Procurement Awards Committee or Technical Review Committee) shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Analyst if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Analyst identified in the Overview Section at least forty-eight (48) hours prior to the meeting. **5. Cost of Developing RFP Response.** All costs related to the preparation of RFP Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process. **6. Response Ownership.** All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use any and all ideas or adaptation of ideas presented in any Response. Acceptance or rejection of a Response shall not affect this right. **7. Public Records Law; Process For Protecting Trade Secrets and Other Information.** Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public records. As such, all responses to the RFP are public records unless exempt by law. If Contractor considers any portion of its Response to be exempt from disclosure under Florida law, Contractor must provide Buyer with a separate redacted copy of the Response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation. Contractor shall be responsible for defending its determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify Buyer for any and all claims arising from or relating to Contractor's determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. If Contractor fails to submit a Redacted Copy with its Response, Buyer is authorized to produce the entire Response in answer to a public records request. In accordance with Section 119.0701, Florida Statutes, the Contractor shall: (a) Keep and maintain public records required by Buyer to perform the services; and (b) Upon request from Buyer's custodian of public records, provide Buyer 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 requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to Buyer; and (d) Upon completion of this Contract, transfer to Buyer at no cost all public records in possession of Contractor or keep and maintain public records required by Buyer to perform the service. If Contractor transfers all public records to Buyer 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 must be provided to Buyer upon request from Buyer's custodian of public records in a format that is compatible with Buyer'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 THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE BUYER'S CUSTODIAN OF PUBLIC RECORDS AT (904) 255-7674, REQUEST@COJ.NET, BUYER OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202. **8. Multiple Responses from Same Contractor; No Collusion.** More than one Response from an individual firm, partnership, corporation or association under the same or different names is not permitted. Reasonable grounds for believing that a Contractor is involved in more than one Response for the same work will be cause for rejection of all Responses in which such Contractor is believed to be involved. Any or all Responses will be rejected if there is reason to believe that collusion exists between Contractors. Responses in which the prices obviously are unbalanced will be grounds for rejection. **9. Convicted Vendor List.** A person or affiliate placed on the State of Florida convicted vendor list pursuant to Section 287.133, Florida Statutes, following a conviction for a public entity crime may not do any of the following for a period of 36 months from the date of being placed on the convicted vendor list: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and transact business with any public entity in excess of the Category Two threshold amount provided in Section 287.017, Florida Statutes. **10. Discriminatory Vendor List.** An entity or affiliate placed on the State of Florida discriminatory vendor list pursuant to Section 287.134, Florida Statutes, may not: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity. **11. Contractor Representations.** In submitting a Response, Contractor understands, represents, and acknowledges the following (if Contractor cannot so certify to any of following, Contractor shall submit with its Response a written explanation of why it cannot do so). Contractor currently has no delinquent obligations to the Buyer of Jacksonville or any of its independent agencies. The Response is submitted in good faith and without any prior or future consultation or agreement with any other respondent or potential respondent; To the best of the knowledge of the person signing the Response, neither the Contractor, its affiliates, subsidiaries, owners, partners, principals or officers: is currently under investigation by any governmental authority for conspiracy or collusion with respect to bidding on any public contract; is currently under suspension or debarment by any governmental authority in the United States; has within the preceding three years been convicted of or had a civil judgment rendered against it, or is presently indicted for or otherwise criminally or civilly charged, in connection with (i) obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or has within the preceding three-year period had one or more federal, state, or local government contracts terminated for cause or default. Contractor is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. [This certification applies to contracts of $1,000,000 or more. A list of the companies can be found as a link to "PFIA Quarterly Reports" at www.sbafla.com/fsb/.] Contractor has read and understands the RFP terms and conditions, and the Response is submitted in conformance with those terms and conditions. All representations made by Contractor to Buyer in connection with the RFP have been made after a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Response. Contractor shall indemnify, defend, and hold harmless Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in		a. Acknowledge

Docusign Envelope ID: A0CC4963-097F-4B07-94B8-A1D11D5ED945

5.	**Insurance Requirements**		
1.	RFP Indemnification and Insurance Requirements.		a. Acknowledge
6.	**Price Sheet**		
1.	Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment(s) for additional information.		a. Acknowledge
7.	**Sample Services Contrct**		
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge
8.	**Evaluation Criteria**		
	Score		**98.00**
1.	**EVALUATION COMMITTEE:** The evaluation committee will consist of three-five (3-5) City employees. Through the Procurement Division, the evaluation committee will have the counsel and advice of Subject Matter Experts (SMEs) for this RFP. These SMEs will consist of internal city representatives from the City. In coordination with the Procurement Division, the evaluation committee reserves the right to include additional, non-voting technical advisors during its review of the responses. In assessing the strengths and weaknesses of each submission, the SMEs may, at their own discretion, request clarification, through the Procurement Division, from the committee.		a. Acknowledge
2.	The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.		a. Acknowledge
3.	Provide a description and history of the firm focusing on previous foreclosure mitigation experience. Please provide names and resumes of all individuals to be assigned to this project. Provide resumes of principal staff/project manager showing the years of experience in the field. Please provide any course certifications and include a course description (or course title) of staff members pertaining to mortgage foreclosure. Provide an overview of past foreclosure mitigation experience detailing Level One and Level Two counseling experience, including number of clients served per year. Please identity number of staff members who are fluent in foreign languages that will assist non-English speaking customers. Please provide past experience with, and the ability to provide, the following items: a. An analysis of a borrower's financial situation; b. Counseling regarding assumption of mortgages and/or purchases of the mortgage by non-federal third party; c. Counseling and advice on restructuring and refinancing strategies, or with work-out strategies; d. Basic Curriculum of Budget, Credit and Debt Reduction course e. Working successfully with financial institutions and loan servicers resulting in positive outcomes for clients served. f. Please identify the client management system to be used by your agency.		a. Acknowledge
	Score		25.00
4.	**Current Workload.** The application of this criterion shall include: an assessment of the perceived ability of the firm to devote the necessary human resources and management attention to the project. Qualities and indicators that should receive consideration should generally include the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar workload		a. Acknowledge
	Score		13.67
5.	**Financial Responsibility:** The application of this criterion shall include an assessment of the financial status of the firm and its ability to devote the necessary financial resources to the project. Qualities and indicators that should receive consideration should generally include the capitalization of the firm, the history of the firm, the corporate structure, and the number of years the firm has been in business, credit, or industry rating as they relate to financial strength and performance, and any unique risks associated with the firm or industry that would potentially threaten its continued existence as a growing concern. All proposals must include a current financial statement certified by a Certified Public Accountant or Chief Financial Officer of the contracting firm or agency and completed within the last 12 months. The signer of the proposal must declare that the only person, persons, company, or parties interested in the contract as principals are named therein; that the proposal is made without collusion with any person, persons, company, or parties submitting a proposal; that it is in all respects fair and		a. Acknowledge
	Score		14.33
6.	**ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND** **SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.		a. Acknowledge
	Score		10.00
7.	**PAST AND PRESENT RECORD** **OF PROFESSIONAL ACCOMPLISHMENT WITH CITY AGENCIES AND OTHERS.** Provide a minimum of three references for which the firm has performed services in the past that are		a. Acknowledge



Docusign Envelope ID: A0CC4963-0B7F-4B07-94B8-A1D11D5ED945

Award Solicitation: Foreclosure Intervention Program

Solicitation	**RFP - Non-Construction 175**	Responses Received	**1**	Invited Suppliers	**185**
Procurement BU	**COJ BU**	Active Responses	**1**	Will Participate	**3**
Close Date	**3/30/2026 16:00**	Shortlisted Responses	**1**	Responded	**1**
Solicitation Currency	**USD**				

Lines

Number of Awarded Lines	**0**	Total Current Value		Total Savings Amount	
Number of Awarded Suppliers	**0**	Total Award Amount		Total Savings	

1 Please insert $1.00

Line Type	**Quantity**	UOM	**USD**	Agreement Quantity	
Item		Start Price		Award Amount	
Item Revision		Current Price	**114,000.00**	Savings	
Category Name	**962.58 Professional Services (Not Otherwi**			Savings	

	Target Value	**Jacksonville Area Legal Aid, Inc. Response: 460987**
Business Relationship		Spend Authorized
Supplier Site		
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		1.00
Unit Price Savings		113,999.00
Unit Price Savings Percent		100.00%
Award Decision		
Award		No
Award Quantity		
Award Amount		
Note to Buyer		
Attachments		No

Last Downloaded **4/14/2026 9:39**

Docusign Envelope ID: A0CC4963-0B7F-4B07-94B8-A1D11D5ED945

Award Solicitation: Foreclosure Intervention Program

Solicitation **RFP - Non-Construction 1757**	Responses Received **1**	Invited Suppliers **185**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **3**
Close Date **3/30/2026 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement	Evaluation Criteria	Acceptable Values	Score	Maximum Score
8.	**Evaluation Criteria**			**100**
3.	Provide a description and history of the firm focusing on previous foreclosure mitigation experience. Please provide names and resumes of all individuals to be assigned to this project. Provide resumes of principal staff/project manager showing the years of experience in the field. Please provide any course certifications and include a course description (or course title) of staff members pertaining to mortgage foreclosure. Provide an overview of past foreclosure mitigation experience detailing Level One and Level Two counseling experience, including number of clients served per year. Please identity number of staff members who are fluent in foreign languages that will assist non-English speaking customers. Please provide past experience with, and the ability to provide, the following items: a. An analysis of a borrower's financial situation; b. Counseling regarding assumption of mortgages and/or purchases of the mortgage by non-federal third party; c. Counseling and advice on restructuring and refinancing strategies, or with work-out strategies; d. Basic Curriculum of Budget, Credit and Debt Reduction course e. Working successfully with financial institutions and loan servicers resulting in positive outcomes for clients served. f. Please identify the client management system to be used by your agency. **(25 maximum score)**	a. Acknowledge		25
4.	**Current Workload.** The application of this criterion shall include: an assessment of the perceived ability of the firm to devote the necessary human resources and management attention to the project. Qualities and indicators that should receive consideration should generally include the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar workload conditions. **(15 points maximum score)**	a. Acknowledge		15
5.	**Financial Responsibility:** The application of this criterion shall include an assessment of the financial status of the firm and its ability to devote the necessary financial resources to the project. Qualities and indicators that should receive consideration should generally include the capitalization of the firm, the history of the firm, the corporate structure, and the number of years the firm has been in business, credit, or industry rating as they relate to financial strength and performance, and any unique risks associated with the firm or industry that would potentially threaten its continued existence as a growing concern. All proposals must include a current financial statement certified by a Certified Public Accountant or Chief Financial Officer of the contracting firm or agency and completed within the last 12 months. The signer of the proposal must declare that the only person, persons, company, or parties interested in the contract as principals are named therein; that the proposal is made without collusion with any person, persons, company, or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that the signer of the proposal has authority to bind the principle offer. **(15 points maximum score)**	a. Acknowledge		15
6.	**ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. **(10 points maximum score)**	a. Acknowledge		10
7.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENT WITH CITY AGENCIES AND OTHERS.** Provide a minimum of three references for which the firm has performed services in the past that are similar to the requirements in the Scope of Services. Provide a description of the project, the reference contact name, title, e-mail address, telephone numbers, date of the contract/period of performance, and any prior assessments they've completed of your work. In addition, provide any additional evidence of consistently successful experience on past projects.. **(10 points maximum score)**	a. Acknowledge		10
8.	**PROXIMITY TO THE PROJECT.**: Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employee assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. **(10 points maximum score)**	a. Acknowledge		10
9.	**QUOTATION OF RATES, FEES, OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION:** The Contractor's submitting the lowest cost per client level of service shall receive the maximum number of points. Costs provided will be accessed competitively based on the average service cost submitted by all applicants. Each category level of service provided will be considered independently, with a maximum of 7.5 points per category (**Level of Service I and Level of Service II)**. The points for each category will then be added together to render the total points scored for the criteria. **(15 points maximum score)**	a. Acknowledge		15

Last Downloaded **4/14/2026 9:39**