Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

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: JSEB Entrepreneurship Education and Workforce Development Center

Requested Action and Justification:

Recommend approval of award to BMEL Business Solutions, LLC as the highest-ranking responsive and responsible firm for RFP 17470-26. Period of service will be from May 15, 2026 through May 14, 2027 with three (3), one (1) year renewal options. The total-not-to-exceed award amount for the initial term of the contract will be $252,000.00.

1. BMEL Business Solutions, LLC - 95.33
2. The Preservation Firm LLC - 81.57
3. Reginald Richardson - 77.95
4. Lisa Haggerty - 75.42
5. A&L Quality Consulting, LLC - 68.53
6. Accounting Today, Inc - 64.12
7. The Center For Confidence, LLC - 55.73
8. Strategic Global Sports Advisors, LLC - 54.60
9. Peoplyst, LLC - Did not meet minimum requirements: bidder is not a JSEB at time of response submittal.

Supplier:	BMEL Business Solutions, LLC	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	02/13/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17470 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	3, 1-year renewal	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Set aside
Licenses Verified:	Yes	**JSEB %:**	100
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	116103	**Acct:**	531090	**Proj:**	000000	**Activity:**	000000000	$	252,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	

New NTE/GMP:	$ 252,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	JEJE:OFFICE OF ECONOMIC DEVELOPMENT		
Concurrence:	Signed by: Gregory Grant 5290E58F081142C...	**Title:**	BUSINESS COMPLIANCE ADMINISTRATOR 3/26/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7654E9...	**Chief of Procurement:**	Signed by: 3/31/2026 B10F1D51735245 6...
Name:	Ruth Keith	**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:**	

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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: 88F02794-5764-478A-87AA-B6307A231AF1

Award Solicitation: JSEB Entrepreneurship Education and Workforce Development Center

Solicitation BID: Non-Construction	Responses Received: **9**	Invited Suppliers: **469**
Procurement BU: **COJ BU**	Active Responses: **9**	Will Participate: **23**
Close Date: **2/13/2026 16:00**	Shortlisted Responses: **9**	Responded: **9**
Solicitation Currency: **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Awarded	Negotiated 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			A&L Quality Consulting, LLC	Spend Authorized				No		7	290,000.00	100.00	290,000.00	Order/Remit	####		918.21 Business Consulting	Dollars
1 Please insert $1.00			Accounting Today, Inc	Spend Authorized				No		5	215,999.00	100.00	215,999.00	Order/Remit	####		918.21 Business Consulting	Dollars
1 Please insert $1.00			BMEL Business Solutions, L	Spend Authorized				No		2	252,000.00	100.00	252,000.00	Order/Remit	####		918.21 Business Consulting	Dollars
1 Please insert $1.00			Cherry Bekaert LLP	Spend Authorized				No		3	350,000.00	100.00		Order/Remit	####		918.21 Business Consulting	Dollars
1 Please insert $1.00			Prodrick, LLC	Prospective				No		1	1.00	100.00	1.00		####		918.21 Business Consulting	Dollars
1 Please insert $1.00			Reginald Richardson	Spend Authorized				No		4	267,000.00	100.00	267,000.00	Order/Remit	####		918.21 Business Consulting	Dollars
1 Please insert $1.00			Strategic Global Sports Adv	Spend Authorized				No		2	175,000.00	100.00	150,000.00		####		918.21 Business Consulting	Dollars
1 Please insert $1.00			The Center For Confidence	Spend Authorized				No		9	689,198.00	100.00	689,198.00		####		918.21 Business Consulting	Dollars
1 Please insert $1.00			The Pinson and Fish LLC	Spend Authorized				No		6	296,850.00	100.00	296,850.00		####		918.21 Business Consulting	Dollars

Last Downloaded **3/24/2026 15:16**

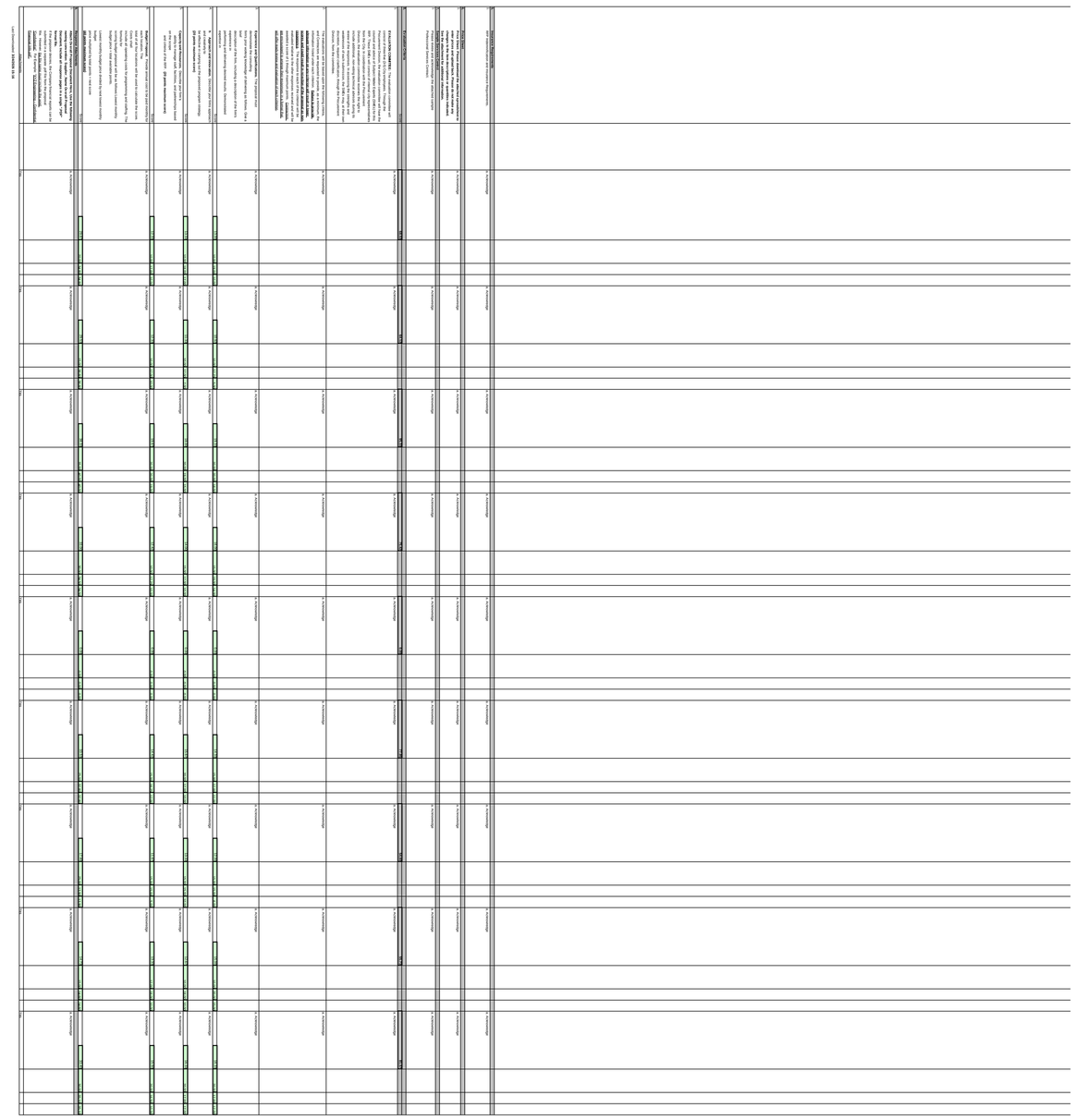
Award Solicitation: JSEB Entrepreneurship Education and Workforce Development Center

Solicitation **RFP - Non-Construction 17478** Procurement BU **COJ BU** Close Date **2/13/2026 16:00** Solicitation Currency **USD**	Responses Received **11** Active Responses **9** Shortlisted Responses **9**	Invited Suppliers **468** Will Participate **23** Responded **9**

Overview

	A&L Quality Consulting, LLC Response: 458329	A&L Quality Consulting, LLC Response: 458329	Accounting Today, Inc Response: 458425	Accounting Today, Inc Response: 458425	BMEL Business Solutions, LLC Response: 458156	BMEL Business Solutions, LLC	Lisa D Haggerty Response: 458488	Lisa D Haggerty Response: 458488	Peoplyst, LLC Response: 458483	Peoplyst, LLC Response: 458483	Reginald Richardson Response: 458520	Reginald Richardson Response: 458520	Strategic Global Sports Advisors, LLC	Strategic Global Sports Advisors, LLC	The Center For Confidence, LLC Response: 458333	The Center For Confidence, LLC	The Preservation Firm L.L.C. Response: 458498	The Preservation Firm L.L.C. Response: 458498
Business Relationship	Spend Authorized		Spend Authorized		Spend Authorized		Spend Authorized		Prospective		Spend Authorized		Spend Authorized		Spend Authorized		Spend Authorized	
Supplier Site	Order/Remit		Order/Remit		Order/Remit		Order/Remit				Order/Remit							
Supplier Contact	Coleman, Alisa		Peith, Jacqueline		Parkinson, Bingham		Haggerty, Lisa		Howard, Bryan		Richardson, T.R.		James, Timothy		Dunbar, Valecia		Redden, Sherelin	
Response Status	Active		Active		Active		Active		Active		Active		Active		Active		Active	
Shortlist Status	Included		Included		Included		Included		Included		Included		Included		Included		Included	
Response Amount	290,000.00		273,999.00		252,000.00		292,200.00		1.00		267,000.00		175,000.00		689,198.00		286,800.00	
Overall Rank	7		5		3		8		1		4		2		9		6	
Total Award Amount																		
Time of Response	2/7/2026 0:44		2/13/2026 0:37		2/12/2026 11:15		2/13/2026 10:44		2/13/2026 15:48		2/13/2026 15:33		2/13/2026 5:10		2/13/2026 10:25		2/13/2026 12:53	
Response Valid Until																		
Reference Number																		
Note to Buyer																		
Attachments	Yes		No		No		No		No		Yes		No		No		Yes	
Requirements (View Scoring Criteria)		Individual scores		Individual scores		Individual scores		Individual scores		Individual scores		Individual scores		Individual scores		Individual scores		Individual scores
		Scoring Team		Scoring Team		Scoring Team		Scoring Team		Scoring Team		Scoring Team		Scoring Team		Scoring Team		Scoring Team

	Requirement	Target Value	A&L Quality Consulting, LLC Response: 458329	Andrew Williams	Gregory Grant	Ivana Gavric	Accounting Today, Inc Response: 458425	Andrew Williams	Gregory Grant	Ivana Gavric	BMEL Business Solutions, LLC Response: 458156	Andrew Williams	Gregory Grant	Ivana Gavric	Lisa D Haggerty Response: 458488	Andrew Williams	Gregory Grant	Ivana Gavric	Peoplyst, LLC Response: 458483	Andrew Williams	Gregory Grant	Ivana Gavric	Reginald Richardson Response: 458520	Andrew Williams	Gregory Grant	Ivana Gavric	Strategic Global Sports Advisors, LLC Response: 458185	Andrew Williams	Gregory Grant	Ivana Gavric	The Center For Confidence, LLC Response: 458333	Andrew Williams	Gregory Grant	Ivana Gavric	The Preservation Firm L.L.C. Response: 458498	Andrew Williams	Gregory Grant	Ivana Gavric
Total Score			68.53				64.17				95.33				75.42				0.00				77.99				54.65				55.73				81.57			
1.	**Affirmation**																																					
1.	Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
	Comments		Alisa S. Coleman, President, alisa@anlquality.com				Jacqueline Peith, CEO Acctodayinc@gmail.com				Bingham Parkinson, CEO bingham@bmelbusiness.com				Lisa D. Haggerty, Owner - Principal Consultant, lisad@haggertyss.com				Bryan Howard, CEO, bryan.howard@peoplyst.com				T. R. Richardson, Chief Training Officer, CEO@RichwoodInternational.com				Timothy E. James, DBA Co-Owner strategicglobalsportsadvisors@gmail				Name: Valecia Dunbar Title: President and cEO Email:				Shereline Redden			
2.	Type name of company in the comments box.		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
	Comments		A & L Quality Consulting, LLC.				Accounting Today Inc				BMEL Business Solutions, LLC				Haggerty Strategic Solutions, LLC				Peoplyst LLC				Richwood International				Strategic Global Sports Advisors, LLC				The Center for Confidence (TCFC)				The Preservation Firm LLC			
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				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				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				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				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				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
	Comments		Yes, I do meet the minimum requirements				Local business expires September 30, 2026. CPA license expires 12/31/2026				BMEL Business Solutions LLC (BMEL) meets the specified minimum requirement in the RFP. BMEL is authorized to do business in Duval County and complies with all minimum requirements of this bid. Copy of BMEL's local Business License, experience in similar projects, and years of experience are				ACCOUNT NUMBER: 233823 for 2025 • 2026 DUVAL COUNTY-LOCAL BUSINESS TAX RECEIPT				See attachments in the complete document.								None				TCFC is legally authorized to do business in Duval County and complies with all minimum requirements for this bid. TCFC has provided proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.							
6.	Certification of No Conflict of 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.				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.				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.				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.				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.				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.				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.				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.				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				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				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				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				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 saveharmless 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				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
3.	**General Requirements**																																					
1.	**Scope of Services:** The Equal Business Opportunity (EBO) of the City of Jacksonville, Florida is currently accepting bids to obtain sources of supply for services as outlined in the bid documents provided. The EBO Office seeks proposals from qualified JSEBs to administer training and educational programs to local businesses to promote economic growth and development within and around the communities in proximity to the following Entrepreneurship Education and Workforce Development Center locations: 1. Emerald Station Office Center (AKA Arts and Innovation HUB at PHXJAX)2320 Liberty StreetJacksonville, FL 32206 2. Golfair Center865 Golfair Blvd.Jacksonville, FL 32209 3. Main Library Center (GS)303 Laura St. N.Jacksonville, FL 32202 4. Cecil Field Center13541 Lake Newman St. Suite AJacksonville, FL 32221 The City may add or remove locations at its sole discretion. **The selected firm will be responsible for the following:** A. **A. Program Management of the Entrepreneurship Education and Workforce Development Center** Manage and schedule established **entrepreneurship education programs** for diverse audiences, including aspiring entrepreneurs and small business owners. Manage and schedule established **workforce development initiatives** that align with regional economic trends and employer needs. Schedule **trainings, workshops, and mentorship programs** to enhance participants' business acumen and employment readiness. Facilitate established collaborations with **local businesses, educational institutions, and economic development agencies** to provide hands-on learning experiences. **B. Facility Management & Operations** Oversee the **daily operations** of the center(s), ensuring functionality as a professional and accessible space(s). **Staff the facility** Monday through Friday from 9:00a.m. – 4:00p.m. The center will be closed for City of Jacksonville recognized holidays which may be modified by the City. Maintain compliance with **safety, accessibility, and operational standards.** Manage staffing, including instructors, trainers, and support personnel at each center. **C. Stakeholder Engagement & Partnerships** Manage established strategic partnerships with government entities, private sector partners, nonprofits, and community organizations. Act as the liaison between the center, local businesses, and funding agencies to secure additional support. **D. Performance Measurement & Reporting** Track and report key performance metrics, including **program enrollment, completion rates, business launches, job placements, and economic impact** Provide **monthly reports** detailing progress,		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
2.	Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. See the attachment(s) for additional information.		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
3.	**Contractor must satisfy the following mandatory minimum requirements to have their responses evaluated. By submitting a response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the response not being evaluated and being rejected as non-responsive. Minimum Requirements for Contractors** · **Must be an active certified JSEB in good standing pursuant to City Ordinance Code chapter 126 Part 6.** · Registered as an active company on Sunbiz for three (3) consecutive years https://dos.fl.gov/sunbiz/ Please provide Sunbiz attachment. · In good standing with the City of Jacksonville (that is no outstanding or delinquent amounts due for liens, fees, loans		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
4.	Response Format 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 proposal 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 Arial 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 licensing. 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. **4) Proof of Minimum Requirements. (**Not included as part of Thirty page 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 8 – 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 ten subsections (one		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			
5.	Federal Funding does not apply to this bid.		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				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)		a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge				a. Acknowledge			



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Award Solicitation: JSEB Entrepreneurship Education and Workforce Development Center

Solicitation **RFP - Non-Construction 1747**	Responses Received **11**	Invited Suppliers **468**
Procurement BU **COJ BU**	Active Responses **9**	Will Participate **23**
Close Date **2/13/2026 16:00**	Shortlisted Responses **9**	Responded **9**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**
Total Award Amount

1 Please insert $1.00

Line Type **Dollars**
Category Name **918.21 Business Consulting, Large**
Start Price
Current Price
Estimated Total Amount
Award Amount
Savings
Savings

	Target Value	A&L Quality Consulting, LLC Response: 458329	Accounting Today, Inc Response: 458425	LLC Response: 458156	Lisa D Haggerty Response: 458488	Peoplyst, LLC Response: 458483	Reginald Richardson Response: 458520	Advisors, LLC Response: 458185	The Center For Confidence, LLC Response: 458333	L.L.C. Response: 458498
Business Relationship		Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Prospective	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized
Supplier Site		Order/Remit	Order/Remit	Order/Remit	Order/Remit		Order/Remit			
Response Status		Active	Active	Active	Active	Active	Active	Active	Active	Active
Shortlist Status		Included	Included	Included	Included	Included	Included	Included	Included	Included
Rank		7	5	3	8	1	4	2	9	6
Line Pricing										
Response Price		290,000.00	273,999.00	252,000.00	292,200.00	1.00	267,000.00	175,000.00	689,198.00	286,800.00
Unit Price Savings										
Unit Price Savings Percent										
Award Decision										
Award		No	No	No	No	No	No	No	No	No
Award Amount										
Note to Buyer										
Attachments		No	No	No	No	No	No	No	No	No

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Award Solicitation: JSEB Entrepreneurship Education and Workforce Development Center

Solicitation **RFP - Non-Construction 1747**	Responses Received **11**	Invited Suppliers **468**
Procurement BU **COJ BU**	Active Responses **9**	Will Participate **23**
Close Date **2/13/2026 16:00**	Shortlisted Responses **9**	Responded **9**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement		Acceptable Values	Score	Maximum Score
8.	**Evaluation Criteria**			**100**
3.	**Experience and Qualifications.** The proposal must demonstrate the consulting firm's prior working knowledge of delivering as follows. Give a brief description of the firm, including a description of the firm's experience in performing and delivering desired results. Demonstrated expertise in entrepreneurship education and workforce development **(20 points maximum score)**	a. Acknowledge		20
4.	**h Approach and Innovation.** Describe your firms approach and creativity to be effective in carrying out the proposed program strategy. **(20 points maximum score)**	a. Acknowledge		20
5.	**Capacity and Resources.** Describe your firm's ability to manage staff, facilities, and partnerships based on the scope and criteria of the RFP. **(20 points maximum score)**	a. Acknowledge		20
6.	**Budget Proposal.** Provide annual cost to be paid monthly for each location. The total of all four locations will be used to calculate the score. Costs shall include all operating costs for programming and staffing. The formula for scoring budget proposal will be as follows:Lowest monthly budget price = total available points. Lowest monthly budget price divided by next lowest monthly budget price multiplied by total points = next score **(40 points maximum score)**	a. Acknowledge		40

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BMEL Business Solutions LLC

Overall Proposal Document

JSEB Entrepreneurship Education and Workforce Development Center

RFP - Non-Construction: 17470-26,2

www.bmelbusiness.com

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

BMEL BUSINESS SOLUTIONS, LLC

JSEB Jacksonville Small and Emerging Business

JSEB Entrepreneurship Education and Workforce Development Center

RFP - Non-Construction: 17470-26,2

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Section 1: **Title Page**

Section 2: **Cover Letter**

Section 3: **Scope of Services**
A. Program Management of the Entrepreneurship Education and Workforce Development Center
B. Facility Management & Operations
C. Stakeholder Engagement & Partnerships
D. Performance Measurement & Reporting

Section 4: **Statement of Qualifications**
Experience and Qualification
Approach and Innovation
Capacity and Resources
Price Sheet

Appendix A: **Proof of Minimum Requirements**
Proof of Minimum Requirements – Letter
JSEB Certification Letter - [February 1, 2026 to January 31, 2029]
Duval County Tax Receipt - [October 1, 2025 to September 30, 2026]
Sunbiz Registrations - [Years 2023, 2024, 2025]

Appendix B: **Proof of Insurance**
Commercial General Liability Insurance
Umbrella Liability Insurance
Professional Liability Insurance

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Section 1

Title Page

RFP Title:	JSEB Entrepreneurship Education and Workforce Development Center
RFP Number:	Non-Construction: 17470-26,2
Contractor's Name:	BMEL Business Solutions LLC
Contractor's Address:	11865 Loretto Square Dr South, Jacksonville, FL 32223
Contractor's Phone:	904-514-4125

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

Section 2

Cover Letter

RFP Title:	JSEB Entrepreneurship Education and Workforce Development Center
RFP Number:	Non-Construction: 17470-26,2
Bidder:	BMEL Business Solutions LLC 11865 Loretto Square Dr. South Jacksonville FL 32223 904-514-4125
Authorized Representative:	Bingham Parkinson, CEO 11865 Loretto Square Dr. South Jacksonville FL 32223 bingham@bmelbusiness.com 904-514-4125
Federal Employer ID Number:	64-0954700

I Acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on City's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring City'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:

Bingham Parkinson, A.A.E.
CEO

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

CONFLICT OF INTEREST CERTIFICATE

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the City of independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

Signature

Bingham Parkinson
Name of Official (type or print)

BMEL Business Solutions LLC
Company Name

11864 Loretto Square Dr. South
Business Address

Jacksonville FL 32223
City, State, Zip Code

SECTION II

I hereby certify that the following named City officials(s) and/or employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County Florida, prior to bid opening.

Name	Title of Position	Date of Filing

Signature

Name of Official (type or print)

Company Name

Business Address

City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable, with bid.

Public Official _____

Position Held _____

Position or Relationship with Bidder _____

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Section 3

Scope of Services

BMEL Business Solutions LLC (BMEL) submits the enclosed proposal to administer training and educational programs to local businesses to promote economic growth and development within and around the communities in proximity to the following Entrepreneurship Education and Workforce Development Center locations:

1. Emerald Station Office Center (AKA Arts and Innovation HUB at PHXJAX) Center
   2320 Liberty Street
   Jacksonville, FL 32206

2. Golfair Center
   865 Golfair Blvd.
   Jacksonville, FL 32209

3. Main Library Center (G5)
   303 Laura St. N.
   Jacksonville, FL 32202

4. Cecil Field Center
   13541 Lake Newman St. Suite A
   Jacksonville, FL 32221

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BMEL will be responsible for the following:

A. **Program Management of the Entrepreneurship Education and Workforce Development Center**

- Manage and schedule established **entrepreneurship education programs** for diverse audiences, including aspiring entrepreneurs and small business owners.
- Manage and schedule established **workforce development initiatives** that align with regional economic trends and employer needs.
- Schedule **trainings, workshops, and mentorship programs** to enhance participants' business acumen and employment readiness.
- Facilitate established collaborations with **local businesses, educational institutions, and economic development agencies** to provide hands-on learning experiences.

B. **Facility Management & Operations**

- Oversee the daily operations of the center(s), ensuring functionality as a professional and accessible space(s).
- Staff the facility Monday through Friday from 9:00 a.m. to 4:00 p.m. The center will be closed on City of Jacksonville-recognized holidays, which may be modified by the City.
- Maintain compliance with safety, accessibility, and operational standards.
- Manage staffing, including instructors, trainers, and support personnel at each center.

C. **Stakeholder Engagement & Partnerships**

- Manage established strategic partnerships with government entities, private sector partners, nonprofits, and community organizations.
- Act as the liaison between the center, local businesses, and funding agencies to secure additional support.

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D. Performance Measurement & Reporting

- Track and report key performance metrics, **including program enrollment, completion rates, business launches, job placements, and economic impact**.
- Provide **monthly reports** detailing progress, challenges, and recommendations.
- Ensure compliance with all **contractual obligations, policies, and funding requirements.**

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BMEL
BUSINESS SOLUTIONS, LLC

JSEB
Jacksonville Small and Emerging Business

Section 4

Statement of Qualifications

JSEB Entrepreneurship Education and Workforce Development Center

RFP - Non-Construction: 17470-26,2

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Experience and Qualifications

BMEL Business Solutions LLC (BMEL) is a veteran-owned, JSEB-certified company established in 2007.

BMEL's Leadership Expertise & Qualifications

Our senior leadership team brings together more than 40 years of expertise in business education and advanced credentials, including:

- Master's-level graduate education in Business Administration, Public Administration, and Economic Development.
- Small Business Administration (SBA) certification training expertise.
- Local Government business certification training expertise.

BMEL is a results-oriented organization with demonstrated expertise in designing, managing, and delivering entrepreneurship education and workforce development initiatives that produce measurable economic and career outcomes. We do not just deliver programs; we create pathways to prosperity through:

- Evidence-based program design aligned with local economic priorities.
- Outcome-focused delivery that exceeds performance benchmarks.
- Community-centered approach to building lasting economic capacity.

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Entrepreneurship Education and Workforce Development Experience

BMEL brings more than 13 years of proven excellence in Program Management for Entrepreneurship Education and Workforce Development Centers, delivering measurable economic impact and transformational outcomes for participants and communities.

Our record includes successfully managing, staffing, and operating the Jacksonville Urban League Entrepreneurship Center (JULEC) for over 13 years and, since September 2025, expertly managing the JSEB Entrepreneurship and Workforce Development (JSEB EWD) Centers.

BMEL's Proven Success Leading the JULEC

Under BMEL's leadership, the JULEC has delivered measurable community-level impact and strengthened the region's small-business ecosystem. Through a comprehensive blend of group training, one-on-one counseling, and resource navigation, the JULEC has supported more than 650 emerging and established entrepreneurs. BMEL's leadership has produced:

- **Entrepreneurs Trained:** Developed workshop series and cohort-based programs that have equipped many clients with practical business skills.
- **Clients Counseled**: Conducted extensive individualized coaching sessions offering strategic guidance, business planning support, and operational problem-solving.
- **New Businesses Launched**: Produced a strong pipeline of successful business launches, directly tied to center programming and mentorship.
- **Certifications Obtained**: Provided assistance that has enabled entrepreneurs to secure key certifications, including JSEB, minority-owned, women-owned, and veteran-owned business certifications, thereby expanding their access to contracting and procurement opportunities.
- **Loan Applications Processed**: Provided hands-on support for clients preparing complete, lender-ready applications, resulting in more than $4.8 million in business loans.

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- Grants Awarded: Provided guidance that has helped entrepreneurs secure more than $400,000 in national grant funding to drive business growth.

BMEL's Proven Success Managing the JSEB EWD Centers

Since BMEL began managing the JSEB EWD Centers in September 2025, it has had the following impact:

1. Community Engagement & Visitor Impact
   - Effectively served more than 1,100 visitors.
   - Successfully served more than 520 small businesses.
   - Assisted more than 200 clients in workforce development.
   - Coordinated workshops for more than 250 participants.

2. Business Development Outcomes
   - Helped create 5 new businesses.
   - Provided one-on-one counseling to more than 40 businesses.
   - Provided more than 55 hours of one-on-one counseling to small-business owners.
   - Held more than 45 one-on-one business counseling sessions.
   - Hosted more than 48 business workshops, training sessions, and seminars.

3. JSEB Program Support
   - Leads monthly JSEB For-Profit Certification Workshops on behalf of the JSEB Department.
   - Completed more than 20 JSEB Certification applications for JSEB EWD visitors.
   - Attended more than 12 outreach meetings to increase JSEB awareness among small businesses in the community.

4. Workforce Development Achievements
   - Secured 13 job placements for JSEB EWD Workforce Development clients.
   - Identified 4 new employment opportunities for JSEB EWD Workforce Development clients.

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5. Economic & Community Impact
   - Strengthened partnerships with community organizations, chambers of commerce, and educational institutions.
   - Increased access to entrepreneurial and workforce resources in underserved areas.

BMEL's performance reflects a consistent commitment to economic empowerment, operational excellence, and measurable outcomes, thereby strengthening Jacksonville's entrepreneurial and workforce landscape.

Conclusion

Your Trusted Partner for Transformational Impact

BMEL is well-positioned to continue delivering outstanding results in support of the JSEB EWD goals. Our proven approach, strong track record, and commitment to measurable outcomes make us an ideal partner for JSEB EWD to advance economic growth, business development, and workforce preparedness.

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Approach and Innovation

BMEL Business Solutions LLC (BMEL) has employed a structured, data-driven, and community-centered approach to deliver entrepreneurship education and workforce development programs that support the objectives of the JSEB Entrepreneurship Education and Workforce Development Centers (JSEB EWD). BMEL's strategy integrates proven program management practices, innovative delivery methods, and active stakeholder engagement to achieve measurable results and long-term impact.

Program Strategy and Implementation Approach

BMEL's approach aims to support participants across the full spectrum of business and workforce preparation, ensuring that training delivers tangible, real-world results. Its strategy comprises the following key elements:

1. Participant-Centered Program Design

BMEL designs programs responsive to the needs of aspiring entrepreneurs, early-stage businesses, and workforce participants. Through intake assessments and baseline evaluations, BMEL tailors instruction and technical assistance to participants' experience levels, industry interests, and readiness. This approach increases engagement, improves completion rates, and supports equitable access to services.

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2. Structured, Outcome-Driven Curriculum

BMEL delivers a standardized, yet flexible curriculum aligned with JSEB EWD priorities and local economic conditions. Our program modules include:

- Business formation, compliance, and operational readiness.
- Fiscal management, pricing, and cash flow fundamentals.
- Marketing, customer development, and procurement readiness.
- Workforce readiness, soft skills, and career navigation.

Each module includes defined learning objectives, applied exercises, and performance milestones to ensure knowledge transfer and accountability.

Innovative Delivery Methods

BMEL employs innovative strategies to enhance program effectiveness and improve participants' outcomes.

1. Hybrid and Flexible Learning Models

BMEL uses a hybrid delivery model that combines in-person workshops, virtual instruction, and one-on-one coaching to increase accessibility for participants and help them overcome barriers related to work, family, or transportation. This flexibility improves attendance and retention while maintaining program rigor.

2. Applied Learning and Technical Assistance

BMEL emphasizes practical learning through business labs, case studies, and real-time problem-solving. Participants receive personalized coaching to help them apply concepts directly to their business or career goals, thereby improving their preparedness and outcomes.

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3. Cohort-Based Learning with Peer Accountability

Participants progress through the program in cohorts, fostering peer support, accountability, and collaboration. This model strengthens engagement and builds lasting professional networks among small-business owners and job seekers.

Business Solutions and Employer Engagement

BMEL's strategy links education to opportunities by actively engaging employers, small businesses, and economic partners. BMEL supports the following:

- Guest instruction and mentorship from local business leaders.
- Exposure to industry, best practices, and employer expectations.
- Connections to workforce pipelines, procurement opportunities, and support services.

This ecosystem-based model ensures participants are prepared to meet market demands and to access real economic opportunities in Jacksonville.

Performance Management and Continuous Improvement

BMEL uses a data-driven performance management system to track progress and ensure program effectiveness. Key elements include:

- Participant enrollment, attendance, and completion tracking.
- Pre- and post-assessments to measure skill gains.
- Outcome tracking for business launches, employment placement, and credential attainment.

Program data is regularly reviewed to identify trends, address gaps, and improve delivery. This ongoing process helps ensure JSEB reporting compliance and strengthens long-term impact.

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Equity-Focused and Community-Responsive Innovation

BMEL's approach demonstrates an understanding of the challenges small businesses and workforce participants in underserved communities face. Innovation is integrated into BMEL's approach:

- Designs programming responsive to cultural differences.
- Reduces participation barriers through flexible scheduling and delivery options.
- Builds trust through community partnerships and consistent engagement.

This ensures that programs are not only effective but also inclusive and sustainable.

Conclusion

BMEL offers a comprehensive, innovative, and purposeful approach to implementing the proposed JSEB EWD program strategy. By integrating structured curriculum delivery, creative teaching methods, employer engagement, and performance monitoring, BMEL is well-positioned to continue supporting the JSEB's goals of expanding small businesses, strengthening workforce readiness, and advancing inclusive economic growth.

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Capacity & Resources

BMEL Business Solutions LLC (BMEL) has demonstrated its ability to recruit and train staff, oversee personnel, manage facilities, and form partnerships, all of which align with the scope and criteria outlined in the JSEB Entrepreneurship Education and Workforce Development Center (JSEB EWD) RFP. This is evidenced by its ongoing staffing and management of the Jacksonville Urban League Entrepreneurship Center (JULEC) and the JSEB EWD Centers.

BMEL has successfully staffed, managed, and operated the JULEC for more than thirteen years and the JSEB EWD Centers since September 2025. These activities include the following:

- Overseeing daily operations to ensure it is a professional and accessible space for entrepreneurs and job seekers.
- Hiring, training, scheduling, and supervising administrative and training staff Monday through Friday, with occasional Saturday shifts.
- Hiring, scheduling, supervising, and managing professional support staff, including:
    - Certified Public Accountant
    - Business Attorney
    - Business Counselors and Coaches
    - Business Marketing Instructors
    - QuickBooks Instructors
    - Technical Personnel
- Ensuring that all safety, accessibility, and operational standards are met.

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Stakeholder Engagement and Partnerships

BMEL participates in the following stakeholder engagement and partnerships for both the JULEC and JSEB EWDs:

- Establish strategic partnerships with government entities, private-sector partners, nonprofits, and community organizations to promote and expand JULEC and JSEB EWD services.
- Facilitate partnerships that expand access to capital, business resources, and workforce opportunities for JULEC and JSEB EWD clients.
- Serves as a liaison among JULEC, JSEB EWD, local businesses, and funding agencies to secure additional support for JULEC and JSEB EWD clients.

Performance Measurement and Reporting

In managing JULEC and the JSEB EWD Centers, BMEL conducts monthly performance measurements and reporting to track key performance metrics, including:

  - Number of Clients/Visitors Served
  - Number of Clients/Visitors Counseled
  - Number of Clients/Visitors Trained
  - Client Mix by Business Stage
  - Number of New Businesses Created
  - Number of New Jobs Created
  - Number of Job Placements
  - Number of Loans Obtained
  - Total Dollar Amount of Loans Received
  - Number of Grants Received
  - Total Dollar Amount of Grants Received
  - Number of New Contracts Received
  - Number of Business Referrals Made
- Provides monthly reports on the programs' progress, challenges, and recommendations for improvement.
- Provides weekly activity reports for the JSEB EWD centers.

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- Ensures compliance with all contractual obligations, policies, and funding requirements.
- Develops, monitors, and manages the JULEC Annual Budget.

Conclusion

BMEL has a proven record of staffing, managing, and operating the JULEC and the JSEB EWD Centers. This experience makes BMEL well-qualified to continue delivering the entrepreneurship education and workforce development services outlined in the JSEB EWD RFP at a high level of quality. BMEL's strengths in operational management, stakeholder engagement, performance measurement, and fiscal oversight ensure reliable program delivery, accountability, and measurable results for entrepreneurs and job seekers. With extensive experience, established partnerships, and a data-driven approach, BMEL is well-positioned as a dependable partner to promote inclusive economic growth and support the JSEB EWD goals.

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BMEL BUSINESS SOLUTIONS, LLC

JSEB Jacksonville Small and Emerging Business

PRICE SHEET

JSEB Entrepreneurship Education and Workforce Development Center

RFP - Non-Construction: 17470-26,2

LOCATION	PROPOSED MONTHLY RATE ($)	PROPOSED ANNUAL RATE ($)
Emerald Station Office Center (AKA Arts and Innovation HUB at PHXJAX) 2320 Liberty Street Jacksonville, FL 32206	$5,000	$60,000
Golfair Center 865 Golfair Blvd. Jacksonville, FL 32209	$5,500	$66,000
Main Library Center (G5) 303 Laura St. N. Jacksonville, FL 32202	$5,500	$66,000
Cecil Field Center 13541 Lake Newman St. Suite A Jacksonville, FL 32221	$5,000	$60,000
TOTAL	**$21,000**	**$252,000**

Company Name: BMEL Business Solutions LLC

Signature: _____

Bingham Parkinson
CEO

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Appendix A

Proof of Minimum Requirements

BMEL Business Solutions LLC (BMEL) is a JSEB certified company that meets all the minimum requirements outlined in the JSEB Entrepreneurship Education and Workforce Development Center RFP.

All proof of BMEL's minimum requirements has been included with this proposal, as follows:

1. BMEL has more than eighteen years of experience managing and staffing entrepreneurship education and workforce development programs.
2. Since September 2025, BMEL has successfully managed and administered training and educational programs for local businesses to promote economic growth and development within and around the communities served by the JSEB Entrepreneurship Education and Workforce Development Centers.
3. BMEL is currently an active JSEB certified company with the following Commodity Codes:
    a. 918.06
    b. 918.20
    c. 918.27
4. BMEL has been registered as an active company with Sunbiz for eighteen years.
5. BMEL in good standing with the City of Jacksonville (i.e., no outstanding or delinquent amounts due for liens, fees, loans, or any other amounts owed to the City).

Sincerely,

Bingham Parkinson, A.A.E.
CEO

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1
Docusign Envelope ID: 15BF1347-A138-48FF-AA81-2B9EE6B03484

Office of Economic Development

A NEW DAY.

Bingham Parkinson
BMEL Business Solutions, LLC
11865 Loretto Sq Dr South
Jacksonville, FL 32223

Re: JSEB Re-Certification Approved

The City of Jacksonville is pleased to announce that your company has been recertified as a Jacksonville Small and Emerging Business Enterprise (JSEB). This certification enables your company to compete for work and perform work as a JSEB enterprise. JSEB certification does NOT guarantee work.

918.00 CONSULTING SERVICES
- 06 Administrative Consulting
- 17 Aviation Consulting
- 20 Business Consulting, Small
- 75 Management Consulting

958.00 MANAGEMENT SERVICES
- 03 Airport Management Services

990.00 SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
- 22 Card Access Security Services
- 25 Crime Prevention Services
- 46 Guard and Security Services

BMEL Business Solutions, LLC will be identified as a certified JSEB on our website for tracking purposes. The City of Jacksonville's Jacksonville Small and Emerging Business website can be found at https://jseb.jacksonville.gov/.

Your company's stature Inc. with the City of Jacksonville is active for three years provided there are no changes in ownership, control/operation of the company, or eligibility requirements during this certification period. Please be advised that you are required to notify this agency immediately of any changes in your business ownership, control/operations, or business service capabilities.

Sincerely,

Signed by:
Gregory Grant

Greg Grant, EBO/JSEB Administrator
Equal Business Opportunity Office-Jacksonville Small Emerging Business Program

Certification Approval Date: **February 1, 2026**
Certification Expiration Date: **January 31, 2029**

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

2025 - 2026 LOCAL BUSINESS TAX RECEIPT

JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370
Phone: (904) 255-5700, option 3 Fax: (904) 255-8403
https://duvaltc.com

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2025 through September 30, 2026 .

BMEL BUSINESS SOLUTIONS, LLC
11865 S LORETTO SQUARE DR
JACKSONVILLE, FL 32223-4044

ACCOUNT NUMBER: 289882
BUSINESS NAME: BMEL BUSINESS SOLUTIONS, LLC
PHYSICAL ADDRESS: 5343 BOWDEN RD
JACKSONVILLE, FL 32216-5945

CLASSIFICATION CODE: 326008 PUBLIC SERVICE OR REPAIR, NOT SPECIFIED

STATE LICENSE NO:

COUNTY TAX:	13.75
MUNICIPAL TAX:	31.25
COUNTY LATE PENALTY:	0.00
MUNICIPAL LATE PENALTY:	0.00
TOTAL TAX:	**0.00**

VETERAN/MILITARY OR SPOUSE
RENEWAL

VALID UNTIL September 30, 2026

2025 - 2026

ATTENTION

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid TAX-26-00734446 09/08/2025 $ 0.00

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

2023 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L07000009037

FILED
Apr 17, 2023
Secretary of State
1648415326CC

Entity Name: BMEL BUSINESS SOLUTIONS, LLC

Current Principal Place of Business:

5343 BOWDEN RD
JACKSONVILLE, FL 32216

Current Mailing Address:

11865 LORETTO SQ. DR. SOUTH
JACKSONVILLE, FL 32223 US

FEI Number: 64-0954700

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

PARKINSON, BINGHAM
11865 LORETTO SQ. DR. SOUTH
JACKSONVILLE, FL 32223 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BINGHAM PARKINSON 04/17/2023

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGRM	Title	MGR
Name	PARKINSON, BINGHAM L	Name	PARKINSON, MIRJAM G
Address	11865 LORETTO SQUARE DRIVE SOUTH	Address	11865 LORETTO SQUARE DRIVE SOUTH
City-State-Zip:	JACKSONVILLE FL 32223	City-State-Zip:	JACKSONVILLE FL 32223

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BINGHAM PARKINSON MGR 04/17/2023

Electronic Signature of Signing Authorized Person(s) Detail — Date

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

2024 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L07000009037

FILED
Mar 29, 2024
Secretary of State
5892832943CC

Entity Name: BMEL BUSINESS SOLUTIONS, LLC

Current Principal Place of Business:

5343 BOWDEN RD
JACKSONVILLE, FL 32216

Current Mailing Address:

11865 LORETTO SQ. DR. SOUTH
JACKSONVILLE, FL 32223 US

FEI Number: 64-0954700

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

PARKINSON, BINGHAM
11865 LORETTO SQ. DR. SOUTH
JACKSONVILLE, FL 32223 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BINGHAM PARKINSON 03/29/2024

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGRM	Title	MGR
Name	PARKINSON, BINGHAM L	Name	PARKINSON, MIRJAM G
Address	11865 LORETTO SQUARE DRIVE SOUTH	Address	11865 LORETTO SQUARE DRIVE SOUTH
City-State-Zip:	JACKSONVILLE FL 32223	City-State-Zip:	JACKSONVILLE FL 32223

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BINGHAM PARKINSON CEO 03/29/2024

Electronic Signature of Signing Authorized Person(s) Detail — Date

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

2025 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L07000009037

FILED
Apr 22, 2025
Secretary of State
2804932917CC

Entity Name: BMEL BUSINESS SOLUTIONS, LLC

Current Principal Place of Business:

11865 LORETTO SQ DR SOUTH
JACKSONVILLE, FL 32223

Current Mailing Address:

11865 LORETTO SQ. DR. SOUTH
JACKSONVILLE, FL 32223 US

FEI Number: 64-0954700

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

PARKINSON, BINGHAM
11865 LORETTO SQ. DR. SOUTH
JACKSONVILLE, FL 32223 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BINGHAM PARKINSON 04/22/2025

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGRM	Title	MGR
Name	PARKINSON, BINGHAM L	Name	PARKINSON, MIRJAM G
Address	11865 LORETTO SQUARE DRIVE SOUTH	Address	11865 LORETTO SQUARE DRIVE SOUTH
City-State-Zip:	JACKSONVILLE FL 32223	City-State-Zip:	JACKSONVILLE FL 32223

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BINGHAM PARKINSON CEO 04/22/2025

Electronic Signature of Signing Authorized Person(s) Detail — Date

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

BMEL
BUSINESS SOLUTIONS, LLC

JSEB
Jacksonville Small and Emerging Business

Appendix B

Proof of Insurance

JSEB Entrepreneurship Education and Workforce Development Center

RFP - Non-Construction: 17470-26,2

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

RAY- ROGERS INSURANCE, LLC.
9550 REGENCY SQUARE BLVD SUITE 104

JACKSONVILLE FL 32225

CONTACT NAME: Evelyn Ray-Rogers
PHONE (A/C, No, Ext): 904-642-3333 FAX (A/C, No): 904-721-6246
E-MAIL ADDRESS: rayrogersinsurance@gmail.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Covington Specialty Insurance Company	13027
INSURER B : Kinsale Insurance Company	38920
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

BMEL Business Solutions LLC
11865 Loretto Sq. Dr. S.

Jacksonville FL 32223

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	Y	VBB193399	09/19/2025	09/19/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y	Y	0100399541-0	09/19/2025	09/19/2026	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Business Marketing Consultant

The City of Jacksonville, its members, officials, officers, employees and agents are included as an Additional Insured. Coverage is primary and non-contributory. Waiver of subrogation in favor of the Certificate Holder applies.

CERTIFICATE HOLDER

City of Jacksonville
117 W Duval Street; Suite 335

Jacksonville, FL 33202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Evelyn Ray-Rogers

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Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hiscox Inc.
5 Concourse Parkway
Suite 2150
Atlanta GA, 30328

CONTACT NAME:
PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No):
E-MAIL ADDRESS: contact@hiscox.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Hiscox Insurance Company Inc	10200
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
BMEL Business Solutions LLC
11865 Loretto Square Dr South
Jacksonville, FL 32223

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			P105.210.491.1	08/01/2025	08/01/2026	Each Claim: $ 1,000,000 Aggregate: $ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary Boyd

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Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

Keith, Ruth - ASPS

From: Pease, Gregory - JEJE
Sent: Tuesday, March 10, 2026 3:01 PM
To: Keith, Ruth - ASPS
Subject: RE: Docusign for Evaluation Committee Conflict of Interest Form - RFP 17470-26 JSEB Entrepreneurship Education and Workforce Development Center

Ruth,

Haggerty Strategic Solutions is fine as they have met the JSEB requirement. Peoplyst is not a JSEB and therefore does not meet the JSEB requirement. All other minimum requirements for the remaining suppliers are fine.

Peoplyst should be disqualified for not meeting the JSEB requirement.

Thank you,

Gregory Pease
EBO/JSEB Program Manager
Office of Economic Development
City of Jacksonville
117 W. Duval Street, Suite 250
Jacksonville, Florida 32202
Part-time/Office Hours Tuesday – Thursday 8:30-4:30
Office: 904-255-8834
Email: gpease@coj.net
Website: Jacksonville.gov/JSEB

A New Day.

Equal Business Opportunity
Jacksonville Small & Emerging Business

Florida has a very broad public records law. Most written communication to or from government officials is a public record available to the public and media upon request. Your e-mail communications may be subject to public disclosure under the Florida Public Records Law (F.S.S.119.07)

From: Pease, Gregory - JEJE
Sent: Tuesday, March 10, 2026 12:46 PM
To: Keith, Ruth - ASPS <RKeith1@coj.net>
Subject: RE: Docusign for Evaluation Committee Conflict of Interest Form - RFP 17470-26 JSEB Entrepreneurship Education and Workforce Development Center

Ruth,

Docusign Envelope ID: 8BF02794-57E4-478A-874A-B6307A231AF1

Keith, Ruth - ASPS

From: Keith, Ruth - ASPS
Sent: Tuesday, March 31, 2026 10:41 AM
To: 'bryan.howard@peoplyst.com'
Subject: RFP-17470-26 NOTIFICATION OF RECOMMENDED BID REJECTION - Peoplyst, LLC
Attachments: RFP-17470-26 Rejection Notice - Peoplyst.pdf

Importance: High

Bryan,

Please see attached bid rejection notice.

Ruth Keith
Purchasing Analyst
Procurement Division
Office of Administrative Services
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904-255-8824
Email: rkeith1@coj.net

A NEW DAY.

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