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SUBJECT: FORECLOSURE INTERVENTION PROGRAM

BID #: ESC-0312-23

OPEN DATE: 3/29/2023

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – ONE (1) YEAR FROM DATE OF CONTRACT EXECUTION WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: HOUSING & COMMUNITY DEVELOPMENT DIVISION

BASIS OF AWARD: UP TO FOUR (4) CONTRACTS – HIGHEST SCORES BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first contract renewal option with Family Foundations of Northeast Florida, Inc. Period of service will be from June 14, 2024 through June 13, 2025 with one (1) one-year renewal option remaining. Total not-to-exceed award amount will remain unchanged at $28,000.00.

Funding for this award will be encumbered from account 11601.174107.534100.010440.00000000.00000.0000000, executed by formal contract amendment #1 through the Office of General Counsel, and processed via Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Section 1.3 Term of Agreement, Previous Award

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: TRAVIS JEFFREY, CHIEF, HOUSING & COMMUNITY DEVELOPMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

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

MEMORANDUM

DATE: **May 9, 2024**

TO: **Dustin L. Freeman, Chief, Procurement Division**
Finance and Administration Department

THRU: **Travis Jeffrey**
Chief, Housing & Community Development Division

FROM: **Robert Ownby, Property Administrator**
Housing & Community Development Division

RE: **Foreclosure Intervention Program ESC-0312-23 – Additional Funding Request**

The City of Jacksonville entered into three (3) contracts with HUD Certified Housing Counseling Agencies for counseling services for the Foreclosure Intervention Program through Procurement Award # ESC-0312-23. At this time we are requesting to exercise our first of two contract extension options for an additional one year term for the following agencies:

1. Family Foundations of Northeast Florida – Contract Number: 70417-23
2. Jacksonville Urban League – Contract Number: 70419-23
3. Jacksonville Area Legal Aid – Contract Number: 70418-23
   - In addition to the contract extension, we are also requesting additional contract funding to Jacksonville Area Legal Aid in the amount of $80,800 with a total not to exceed contract amount of $186,200. This request would also include the updating and revising of the performance schedule as well as the schedule of administrative rates within the contract to reflect the additional 88 clients that would be served from this funding.

The Accounting Code for this funding: **11601.174107.534100.010440.00000000.00000.0000000**

I appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at 255-8283 or ROwnby@coj.net.

Authority:
[2023-248-E]

FAMILY
Foundations
Growing strong, money-wise families

May 6, 2024

Robert Ownby
Housing Property Administrator
City of Jacksonville, Neighborhoods Dept.
214 N. Hogan Street, 7th FL
Jacksonville, FL 32202

Mr. Ownby,

Family Foundations of Northeast Florida, Inc. kindly requests an extension of our current Foreclosure Intervention Program Contract (#1573145).

We appreciate your consideration as we desire to continue working with the City to help our citizens save their home and protect their valuable investments, ultimately creating safety and security for their families.

Respectfully submitted,

Nigelle Kohn
Finance & Administration Manager

1.3 Term of Agreement.

The initial Term of Agreement will commence upon execution of the Contract and will continue for a **one (1)** year period. Buyer will have the option to renew such agreement for up to **two (2)** additional **one (1)** year terms upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 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 will result in the Response not being evaluated and being rejected as non-responsive:

1. 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.

2. 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.

   Local Housing Assistance Plan (LHAP):
   Eligible sponsors must be a HUD-Approved Housing Counseling Agency as evidenced by the following criteria:

   - Certified as a HUD-Approved Counseling Agency.
   - Each staff member responsible for counseling is certified as a Housing Counselor by the National Foundation of Credit Counseling (NFCC) or NeighborhoodWorks.
   - Each staff member responsible for counseling has been certified and served as a practitioner for a minimum of one (1) year.
   - Use of nationally recognized standards and curriculum.

3. The Contractor must have a minimum of two (2) years of experience in the delivery of foreclosure intervention and delinquency resolution services.

4. Any premises used for counseling services must be accessible to all persons, including persons with disabilities. The facility must be open/able to give private counseling sessions and ensure client privacy.

1.5 Equal Business Opportunity Program.

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at (904) 255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 Documents Available for Inspection.

N/A.

SUBJECT: FORECLOSURE INTERVENTION PROGRAM

BID #: ESC-0312-23 **OPEN DATE:** 3/29/2023

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – ONE (1) YEAR FROM DATE OF CONTRACT EXECUTION WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: HOUSING & COMMUNITY DEVELOPMENT DIVISION

BASIS OF AWARD: UP TO FOUR (4) CONTRACTS – HIGHEST SCORES BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP closed on March 29, 2023 with three (3) responses received. Family Foundations of Northeast Florida, Inc. submitted a proposal utilizing *Form 1 – Price Sheet* from the previous solicitation (ESC-0313-20). The using agency believes the price sheet submitted by Family Foundations of Northeast Florida, Inc. offers no competitive advantage; therefore, recommend approval to waive the price sheet submitted by Family Foundations of Northeast Florida, Inc. as a minor irregularity.

Recommend approval of award to all three (3) responding firms listed below in alphabetical as well as ranking order.

Firm	Average Points	Rank
Family Foundations of Northeast Florida, Inc.	95.67	1
Jacksonville Legal Aid, Inc.	89.00	2
Jacksonville Urban League	68.86	3

Funding for this award will be allocated in the initial not-to-exceed award amounts as follows:

- Family Foundations of Northeast Florida, Inc.: $28,000.00
- Jacksonville Legal Aid, Inc : $105,400.00
- Jacksonville Urban League: $26,000.00

Total not-to-exceed award amount will be $159,400.00. Period of service will be one (1) year from the date of executed contract with two (2) one (1) year renewal options.

Funding for this award will be encumbered from account 11601.174107.534100.010440.00000000.00000.0000000, executed by formal contracts through the Office of General Counsel, and processed via individual Purchase Orders.

ATTACHMENTS: Recommendation Memo, Evaluation Matrix, Responsiveness Review, Sections 1.3 and 2.6, Form 1 – Price Sheets

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: TRAVIS JEFFREY, INTERIM CHIEF, HOUSING & COMMUNITY DEVELOPMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 4/20/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/21/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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