SUBJECT: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the contract with Operation New Hope to add reimbursement for housing through the Ex-Offender Employee Program. The reimbursement amount will be $600.00/month for up to two (2) months towards the placement of an ex-offender through the period ending September 30, 2018. Total revised estimated annual expenditure amount of $121,978.00, and the total not to exceed expenditure amount of $331,904.78 will remain unchanged.

Funding Source - AFOD011GC-08201 - To be executed by formal contract amendment through the Office of General Counsel (Contract #8013-72)

Attachments: Recommendation Memo and Previous Awards

ANALYST _____ RESPECTFULLY SUBMITTED _____
Annette Burney GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants & Contract Compliance

---

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

MEMBERS APPROVING_____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

CITY OF JACKSONVILLE

Administration & Finance Department
Office of Grant and Contract Compliance

May 08, 2018

MEMORANDUM

TO: Greg Pease, Chief of Procurement Division

THRU: Damian Cook, Grant Administrator
Office of Grants & Contract Compliance

FROM: John Snyder, Human Services Planner III
Office of Grants & Contract Compliance

RE: **CSPEC Ex-Offender RFP-ESC-0266-17 Change Order**

Recommend approval to amend contract 8013-72 amendment 2 to adjust the fee structure for Operation New Hope. The Office of Grants and Compliance would like to issue a change order to the award issued on September 21, 2017 to include payment for housing. Housing is a signification issue with ex-offenders. A vendor is placed in unique situation with having to pay for this housing, but not be reimbursed since this service was excluded from the initial RFP.

This office would like to be able to reimburse $600 per month for up to 2 months toward the placement of an ex-offender. This will not increase the amount of their award nor their maximum indebtedness of $331,904.78.

Thank you for considering our request.

Please contact me at 255-8202 additional information is required.

SUBJECT: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to renew the contract with Operation New Hope for one (1) year to continue providing services for the Ex-Offender Employee Program. Period of service is from October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure amount is $121,978.00, for an expenditure amount not to exceed $331,904.78.

Funding Source (TBD) - To be executed by formal contract amendment through the Office of General Counsel (Contract #8013-72)

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST Annette Burney RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants & Contract Compliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/21/17

Damian Cook OTHER

Teresa R. Eichner

ACTION OF AWARDING AUTHORITY DATE 9/21/17

MK APPROVED DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SUBJECT: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Operation New Hope by $71,725.78 for the period ending September 30, 2017. Total revised not to exceed expenditure in the amount of $209,926.78.

Funding Source: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo and Previous Award

ANALYST _____ STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants & Contract Compliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/25/17

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 5/25/17

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SUBJECT: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to waive as a minor irregularity addendum #2 that was not submitted with Operation New Hope's response. The addendum has been received.

Recommend approval of award to the highest scoring responsive, responsible bidder, Operation New Hope, to provide Ex-Offender Employment Program services for one (1) year from date of executed contract. Total not to exceed expenditure in the amount of $138,201.00.

Funding Source: RPBH019EPP-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Evaluation Matrix, Scope of Services and Scores

ANALYST _____ ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants & Contract Compliance

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 11-3-16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 11/03/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Procurement Officer
for Mayor Lenny Curry
Under Authority
Executive Order No. 2015-05