**SUBJECT:** Infant Mortality Community Health Workers

**BID #:** ESC-0336-24 **OPEN DATE:** 3/20/2024

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

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

**AGENCY:** MAYOR'S OFFICE

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to amend the award with Florida Healthy Start Coalition, Inc. to correct the not to exceed amount from $200,000.00 to $250,000.00. All other terms and conditions remain the same.

**Funding for this award to be encumbered by:** 11415.194016.582001.010349.00000000.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

**ATTACHMENTS:** Recommendation Memo, Previous Award

**ANALYST:** RENATA BARNETT **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** LYNN SHERMANN, EXECUTIVE DIRECTOR

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

A NEW DAY.

The Mayor's Office of Health Programs and Initiatives
117 Duval Street, Suite 400
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

**MEMORANDUM**

TO: Dustin Freeman, Chief
Procurement Division

FROM: Lynn Sherman, Executive Director of Health Programs

DATE: June 4, 2024

RE: Amendment: Request ESC-0336-24-Infant Mortality Community Health Workers Funding Amount Adjustment

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In reference to Solicitation ESC-0336-24 Infant Mortality Community Health Workers, the Mayor's Office of Health Programs and Initiatives is requesting an amendment to the award amount from $200,000 to $250,000 because of an error in the initial request.

According to Ordinance 2023-847-E, Section 2, line 30, the project funding allocation is $250,000 for Infant Mortality Community Health Workers. This is also the confirmed amount in the RFP.

The funds will be used to hire two additional community health workers to serve pregnant mothers and infants. The community health workers will increase the number of homes canvassed to educate on available resources, connect women to home-visiting programs, and engage and educate other community members.

Thank you for your assistance in this process. If you need additional information, please contact Lynn Sherman at 255-4628 or lsherman@coj.net.

Funding Source: 11415.194016.582001.010349.00000000.00000.0000000

CC: Renatta Barnett, Buyer-Procurement Division

**SUBJECT:** Infant Mortality Community Health Workers

**BID #:** ESC-0336-24 **OPEN DATE:** 3/20/2024

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

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

**AGENCY:** MAYOR'S OFFICE

**BASIS OF AWARD:** HIGHEST SCORE BASED ON EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
The Evaluation Committee has completed their review of the two (2) proposals received for the subject RFP. The responding suppliers are listed below.

| Supplier | Average Score | Ranking |
|---|---|---|
| Northeast Florida Healthy Start Coalition, Inc. | 91.00 | 1 |
| The Playful Family, Inc. | 78.80 | 2 |

Recommend approval of award to the highest scoring responsive, responsible bidder, Northeast Florida Healthy Start Coalition, Inc. Period of service is one (1) year from date of executed contract with two (2) one (1) year renewal options. Total expenditure amount is $200,000.00.

**Funding for this award to be encumbered by:** 11415.194016.582001.010349.00000000.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

**ATTACHMENTS:** Recommendation Memo, Evaluation Scoring Matrix, Bid Tabulation, Specifications

**ANALYST:** Renata Barnett
RENATA BARNETT

**RESPECTFULLY SUBMITTED:**
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** LYNN SHERMANN, EXECUTIVE DIRECTOR

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/9/2024

OTHER: _____

**ACTION OF AWARDING AUTHORITY** DATE 5/10/24

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02