City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Housing and Community Development Division
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Jacksonville, FL 32202
(904) 255-8200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

September 9, 2020

TO: Greg Pease, Chief of Procurement
Finance and Administration Department

FROM: Robert Ownby, Housing Property Administrator
Neighborhoods Department

Renee Dawson, Neighborhoods Administrative Manager
Neighborhoods Department

SUBJECT: **PSEC – Foreclosure Property Registry RFP**

The Neighborhoods Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the services for the Foreclosure Property Registry Database resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Property Registration Champions d/b/a PROCHAMPS to develop, implement and manage a Foreclosure Property Registry Database that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for two years from October 1, 2020 thru September 30, 2022, with three (3) one-year renewals at terms mutually agreeable. The indebtedness to the City of Jacksonville will be none. Per the Fee Schedule, the Contractor would recoup fees out of the remittance collected through the Foreclosure Registry. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

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

CC: Alex Baker, PSEC Specialist – Procurement Division

Exhibit A

Section 4
Description of Services and Deliverables

Scope of Work

This is a Request for Proposal (RFP) for a consultant/firm providing qualified expertise and experience developing, implementing and maintaining a secured web based system for the registration, collection of registration fees and tracking of properties falling under the requirements for registration according to the provisions of the City of Jacksonville Code of Ordinances, Chapter 179 Mortgage Foreclosure Registration. Services shall include, but not be limited to:

1) The Consultant will develop or acquire and maintain a web-based electronic database of searchable property records. Provide all required services necessary to implement the real property registry which allows all mortgage holders the opportunity to go on-line and register fee collection requirements.

2) Identify real properties within the city of Jacksonville, as well as mortgagees that hold a mortgage on real property and has declared its mortgage to be in default. Additionally, provide tracking of occupancy status for properties required to register. Identify the kind of real property (e.g., mobile home, residential, commercial, investment, etc.) being registered.

3) Notify mortgage holder of its requirement to register properties, identify information required to complete registry, access to the registry system, select and identify the local property manager and any other information necessary by the mortgage holder to complete the registry of the property.

4) Provide mortgage holder of its requirement to register properties, within ten (10) days of the date that the mortgagee declares its mortgage to be in default, pursuant to City Ordinance 2018-104-E.

5) Train with and provide support to the responsible person for the mortgagee to electronically register the information.

6) Provide Buyer free access to and training on the web-based electronic registry system and reporting tools.

7) Provide any necessary reporting of registry data to the Buyer as well as provide system access for the Buyer to create and generate reports via the internet.

8) Provide the financial accounting of property registrations, identifying those that are in compliance with the ordinance, as well as those that have not or are not meeting their financial obligations.

9) Provide Buyer annual audit financials and other requested materials upon request.

10) Track and report all changes of information in status, and update information on a monthly basis at a minimum. Maintain and ensure accurate, up-to-date data at all times.

11) Work with Buyer to include an enforcement module to the web-based database to track registrations enforced through a Special Magistrate process. The specifics of the kind of data that will be tracked will be provided by the Buyer during the development of this module.

12) Provide a batch of registrations that meet the eligibility requirements for enforcement through the Special Magistrate process of the Buyer when and as requested by the Buyer. Ensure all data for such registrations are current and accurate.

13) Contractor can demonstrate that it has sufficient personnel and financial resources to handle the proposed project workload in a timely and cost-effective manner.

14) Proposals must be received in the Procurement Division on or before the due date and time. Failure to meet this requirement will be cause for disqualification.

(End of Section 4 - Remainder of page intentionally left blank)

EXHIBIT B

Form 1 – Price Sheet

NAME OF CONSULTANT– Property Registration Champions, LLC dba PROCHAMPS

Proposal Number– P-33-20 Foreclosure Property Registry Database

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):

   $100 of each collected registration fee and remit the balance per registration to the City each month.

2. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

   Principal (Partner or Senior Officer): $ N/A hr.

   Project Manager (Responsible Professional): $ N/A hr.

3. Other Direct Project Costs per Unit (please specify)

   N/A

4. Estimated percentage of total fee to be performed by sub-contractors 0.0 %

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

   N/A

6. Please provide a breakdown of any and all project fees or costs retained as a result of the collection of property registrations fees collected under the guidelines of Chapter -179 Mortgage Foreclosure Registration:

   The $100 per registration fee collected is inclusive of any and all administrative costs and fees related to the provision of services, including but not limited to, salaries, printing, postage, fees, processing of registrations, travel, investigations, collections, membership fees, etc.