SUBJECT: Healthy Families Jacksonville Program

BID #: ESC-0447-20 **OPEN DATE:** 6/3/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options

FOR: KIDS HOPE ALLIANCE

BASIS OF AWARD: HIGHEST SCORING BIDDER BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 17 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the highest scoring responsive, responsible bidder, The Children's Home Society of Florida. Period of service is from July 1, 2020 through June 30, 2021 with four (4) one (1) year renewal options. Total expenditure amount not to exceed $1,752,000.00.

Funding Source: 10902.181304.582001.010096.00000000.00000.0000000 – To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scores and Evaluation Matrix

ANALYST _____ RESPECTFULLY SUBMITTED _____

Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

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(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 _____

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Michael Weinstein, CEO, Kids Hope Alliance
Saralyn Grass, CPO, Kids Hope Alliance
Mary Nash, Director Special Needs Programs, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance

SUBJECT: **Award Recommendation for BID - ESC-0447-20 Healthy Families**

DATE: June 12, 2020

The Kids Hope Alliance (KHA) has completed scoring evaluations for two responses received for BID ESC-0447-20 and is recommending that the Competitive Sealed Proposal Evaluation Committee (CSPEC) make a final recommendation for funding to the highest scoring contractor as follows:

Ranking	Agency Name	Score	Recommended Funding
1.	The Children's Home Society of Florida	204.67	$1,752,000.00
2.	Jewish Family and Community Services	197	

The following documentation is accompanying this memo:

Exhibit 1 – Tab Sheet/Summary of Evaluator's Scores

In addition:

(i) The scope of services for each of the recommended awards is included in the RFP and in the narrative response submitted as part of the evaluation.

(ii) Other terms and conditions (i.e. duration, service period, etc.) have been included in the responses to the RFP and will be incorporated by reference into the final contract.

Accounting Codes:
Index Code: JCPS192HF, Healthy Families $1,752,000.00
Fund: 10902; **Center:** 181304; **Account:** 582001; **Project:** 0100916; **Activity:** 00000000;
Interfund: 00000; **Future:** 0000000

If you need additional information, please contract Mary Nash at 255-4451 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
April Hart, Assistant Finance Director

TITLE: Healthy Families Jacksonville Program BID NO.: ESC-0447-20 OPEN DATE: June 3, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (17) No. Received: (2) No Bids: (1) Recorded By: John Hernandez Announcer: Olive Wallace-Cohen	Children's Home Society of Florida	Jewish Family and Community Services	
Notes:			
MINIMUM REQUIREMENTS	Y	Y	
CONFLICT OF INTEREST	Y	Y	
INSURANCE AGENT ACKNOWLEDGEMENT	Y	Y	
ADDENDUM (1)	Y	Y	

Healthy Families Jacksonville Program

ESC-0447-20

Contractors	Contractor Detail	Organizational Capacity	Proposed Staff Info	Program Design	Budget	Perform. Measures & Data Mgt.	OVERALL	Rank
	10	40	45	100	15	15	Max. Points 225	
Children's Home Society of FL								
Review 1 - Jerelyn Allen	10.00	37.00	43.00	93.00	15.00	15.00	213.00	
Review 2 - Mary Nash	10.00	37.00	42.00	87.00	15.00	15.00	206.00	1
Review 3 - Terri Anderson	10.00	38.00	38.00	81.00	15.00	13.00	195.00	
Average	10.00	37.33	41.00	87.00	15.00	14.33	**204.67**	
Jewish Family Community Services								
Review 1 - Jerelyn Allen	10.00	35.00	40.00	87.00	12.00	15.00	199.00	
Review 2 - Mary Nash	9.00	32.00	41.00	78.00	13.00	15.00	188.00	2
Review 3 - Terri Anderson	10.00	38.00	40.00	87.00	15.00	14.00	204.00	
Average	9.67	35.00	40.33	84.00	13.33	14.67	**197.00**	

ATTACHMENT A
RESPONSE

KHA HEALTHY FAMILIES 2020 RFP

A COPY OF THIS ATTACHMENT MUST BE REQUESTED IN WRITING TO ABURNEY@COJ.NET. ALL RESPONSES MUST BE TYPED BELOW EACH QUESTION. HANDWRITTEN RESPONSES WILL NOT BE CONSIDERED AND MAY BE GROUNDS FOR REJECTION.

1. CONTRACTOR INFORMATION

Contractor Legal Name:				
Contractor Legal Name must match Agency name listed on the Florida Department of State Division of Corporation website: www.sunbiz.org				
Main Administrative Street Address:				
City & State:			**Zip Code:**	
Federal Identification Number:				
Position	**Name**	**Title**	**Email**	**Phone #**
Executive Officer				
Chief Financial Officer				
Response Contact				
Are you a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code? ____ **Yes** ____ **No** (submit a copy of the determination letter or other proof of tax exemption)				
Are you registered as a nonprofit entity of the the laws of the State of Florida (must have an "Active" status with the FL Dept. of State (www.sunbiz.org))? ___ **Yes** ___ **No**				
Is your file date on Sunbiz prior to 1/1/17? ___ **Yes** ___ **No** (submit a copy of your detailed page)				
Has the Contractor (not just individuals employed by the contractor) operated a home visitation program for at least one hundred (100) clients for at least one full year prior to submitting its Response? Program must have been operated during 2019, 2018 or 2017. ___**Yes** ___ **No**				
Has the Contractor submitted the Insurance Affidavit-Form 3 (executed by Contractor's Insurance Agent)? ____**Yes** _____**No**				
If you answered No to any of the questions above, you are not eligible to apply. Please do not continue with this application as you will be disqualified upon receipt.				

CERTIFICATION OF ACCURACY AND COMPLIANCE

I do hereby certify that all facts, figures, and representations made in this application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the RFP will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed program. The filing of this application has been authorized by the Contractor and I have been duly authorized to act as the representative of the Contractor in connection with this application. I also agree to follow all Terms and Conditions of the RFP and Contract, and applicable federal and state statutes. Further, I understand that it is the responsibility of the person signing below to obtain from its governing body the authorization for the submission of this application. Lastly, I hereby attest that all work contained within this response is the unique and original product of the Contractor I represent and has not been plagiarized or duplicated in any way from another Contractor's work product.

CONTRACTOR SIGNATURE **(in blue ink)**

_____	_____	_____
Authorized Official's Signature	Date	Authorized Official's Title

CONTRACTOR DETAIL

1. Provide a concise description of the Contractor including history, years of operation, general service mission, and primary services provided. If the proposal includes partnerships with other agencies to provide one or more services, describe the roles of each partner and the areas of expertise that they contribute to the proposed program. Proposal must include letters of support from named partners. *(10 points maximum; approx. ½ page)*

2. What is the Contractor's fiscal year? Beginning:_____ Ending: _____

In addition to the original copy of the response, contractors must submit a complete, electronic copy of the response on a USB that includes the most recent financial audit required to be submitted annually under the provisions of Section 4.18 of the RFP

3. Does the Contractor carry the insurance required in Attachment G?

   _____Yes

   _____No, the Contractor must agree to purchase all the insurance required in Attachment G prior to contract execution.

ORGANIZATIONAL CAPABILITY

4. It is anticipated that Contractor's responding to this RFP have extensive experience and expertise serving the desired population(s), along with a thorough knowledge of the related system(s) of prevention and care. Proposals must fully support and demonstrate at least one year of experience in providing high quality home visitation services and the ability to provide such services that meet the unique and individualized needs of high-risk families in Duval County. Describe your experience in this area, including funding sources, goals and required outcome measurements. (*15 points max- approx. 1 page)*

5. Describe your history of successful community collaboration, including your participation in any other work groups serving this population. Be sure to articulate the role your organization played through collaboration, in helping to improve or enhance services related to maternal child health and child abuse prevention for the desired population. *(15 points maximum; approx.1 page)*

6. A Contractor funded under this RFP will be required to describe how they will implement culturally/gender-competent services. Strategies must address culturally sensitive outreach efforts that demonstrate an understanding of children and families living in at-hope neighborhoods, individuals with mental and behavioral health needs, families with diverse backgrounds/belief systems, and individuals who identify as LGBTQ and other diverse populations. Each of the following points should be addressed in your response. Discuss your understanding of cultural competence and describe how your services ensure that services will be impactful and meet the needs of the desired population for this RFP. Include any training and/or community work in this area. Explain in detail how you plan to engage and retain families in a way that both addresses their needs and respects individual beliefs and cultures.

   (10 points; approx. 1 page)

PROPOSED STAFF INFORMATION

7. Describe how the program will be staffed based on the required positions and experience requirements in the RFP. If any additional positions are proposed, include the rationale for the position, the job requirements and primary duties of the position. Include an organizational chart

for the proposed program. *(10 points maximum;1/2 page + the organizational chart as an attachment)*

8. The contract Contract awarded under this RFP will be effective as of July 1, 2020. Provide a timeline for hiring and training staff to be fully operational no later than August 1, 2020. (*10 points maximum; approx. ½ page*)

9. Describe staff training requirements outside HFF trainings, staff supervision and costs associated with the program model or promising practice proposed, if applicable. How will program staff be trained and prepared to deal with a diverse population with multiple competing needs to include, but not limited to family emergencies, behavior management and crisis intervention, LGBTQ sensitivity, volunteer service, community resources, and school problems. Discuss how staff will be supervised to ensure quality program delivery. Please include any additional training that will be provided in order to best serve the desired population *(10 point maximum; approx. 1 page)*

10. Consistency is important to the success of services. Explain what efforts you will make to maintain staff and reduce both burnout and turn-over of trained, experienced staff within the program. Include historical turnover information for your organization and current staff recruitment and retention efforts. *(15 point maximum; approx. ½ page)*

PROGRAM DESIGN

11. Outreach and engagement activities are necessary to increase the families served through the Healthy Families Jacksonville program and ultimately who graduate having completed all services. Describe how your program will initiate contact and engage participants either prenatally or within 3 months of birth. Each of the following points should be addressed in your response.
    a. What efforts will be made to initially locate and engage participants/families?
    b. What services will be used to maintain engagement/participation and retention in the program?
    c. What barriers to program participation do you expect to encounter and how will your program resolve these barriers?

    (10 point maximum; approx. 1 page)

12. How will the proposed program ensure that all the required criteria and components of the Healthy Families program under this RFP as specified in the Scope of Services will be met? *(15 points maximum; approx. 2 pages)*.

13. Close collaboration with the Northeast Florida Healthy Start Coalition, the Duval County Health Department and the Department of Children and Families is required. How will you effectively track engagement and progress? How will the referral source be kept appraised of the progress of each family in the program? *(15 point maximum; approx. 1/2 page)*

14. Parent-child Interaction (PCI) is a key component of the Healthy Families program model. Describe your understanding of the importance of Parent-Child Interaction, strategies for promoting PCI through home visiting and how staff will be trained and supervised in the area of PCI. *(15 point maximum; approx. 1 page)*

15. Explain in detail how the program will provide home visitation support services to connect families to existing community resources and ensure these families are provided with well-coordinated services. Answers should include how the Healthy Families Florida Assessment Tool results and

Family Goal Plans will be tailored to meet each participant's needs. (*15 point maximum; approx. 1 page*)

16. It is an expectation that families participate in at least 75% of the required number of home visits for their level of service in the program. Describe how the Contractor plans to encourage families to maintain home visits and actively participate in the program. If a concern is identified, explain how staff will address the concern and re-engage families into services as necessary. (*15 point maximum; ½ page)*

17. As referenced in the RFP, the Healthy Families model encourages programs to promote parent leadership at each site location. Explain your understanding of the importance of parent leadership in programming and specific strategies that staff will use to promote parent leadership in the Jacksonville program. Explanation should include specific examples of how and when parents can play a leadership role. *(15 point maximum; approx. 1 page)*

BUDGET

18. Proposals must include a line item budget using Form 1.
When completing the budget narrative, describe each expense/item requested in detail in the narrative column, and ensure that your method of calculation is clearly indicated (*e.g., 5 staff background screenings at $81.00 per screening*). In addition, include in your narrative the funding source for each line item or portion of each line item (in-kind or grant). All budget items must relate to the services described in the program proposal and must reflect reasonable costs. ***DO NOT PDF YOUR BUDGET FORMS!*** *(15 point maximum)*

PERFORMANCE MEASURES AND DATA MANAGEMENT

19. Data is required to be entered into the Healthy Families Florida Performance Management System for all activities completed for each family in the program. This data results in outcome data that can change based on accuracy of inputted data. Explain the steps you will take to ensure that there are internal controls in place to ensure that data is accurately documented, submitted on a timely basis and accurate in the system. *(15 points; approx. ½ page.)*

Attachment B
Evaluation Matrix

The evaluations will be based upon the following 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. The response to each of the criterion will be evaluated relative to the other responses received. Contractors are encouraged to arrange their responses in the exact format as the response in Attachment A, which will offer ready review and evaluation of each criterion. Please note that the final score will be the percentage of points received. For example, receiving 180 points out of a possible 210, would result in a score of 85.7%. **Contractors must score a minimum 75% of points overall by site to be considered for funding.**

Application Reference Point	Incomplete Response 0-2 points	Acceptable Response 3-5 points	Excellent Response 6-10
Contractor Detail **Question #1** **(Maximum Points 10)**	Contractor history is 1-2 years. Description of Contractor mission or services provided is missing, unclear or minimally described.	Contractor history is less than five years. Contractor mission and history somewhat support the plan to provide services for the target population described in the RFP.	Contractor history is five years or more. Contractor mission and history clearly support the provision of services for the target population described in the RFP.

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
Organizational Capability **Question #4** **(*Maximum* Points 15)**	Contractor has fewer than 3 years' experience in the oversight and provision of home visitation services. The Response does not clearly address or is missing information related to funding sources, outcomes and goals. The Response does not demonstrate an understanding of the needs of high-risk families in Duval County.	Contractor has three to five years' experience in the oversight and provision of home visitation services. The Response somewhat addresses information related to funding sources, outcomes and goals. The Response demonstrates a basic understanding of the needs of high-risk families in Duval County.	Contractor has more than 5 years' experience in the oversight and provision of home visitation services. The Response clearly addresses information related to funding sources, outcomes and goals. The Response demonstrates a clear understanding of the needs of high-risk families in Duval County.
Community Collaboration **Question #5** **(Maximum Points 15)**	The Response does not address participation or reflects little participation in system building efforts. There is limited prior involvement in the maternal child health system of care.	The Response reflects participation in local system building efforts. There is significant prior involvement in the maternal child health systems of care.	The Response indicates active participation and leadership roles in community systems work, including interactions with major stakeholders and partners such as the Department of Health, Healthy Start and DCF.

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
Cultural Competence **Question #6** **(Maximum Points 10)**	The Response does not fully address culturally competent outreach efforts and/or organizational practices.	The Response demonstrates a clear focus and understanding of the importance of cultural competence, including children and families living in disadvantaged neighborhoods, individuals with mental and behavioral health needs, families with diverse backgrounds/belief systems, and individuals who identify as LGBTQ and other diverse populations.	N/A
Proposed Staff Information **Question #7** **(Maximum Points 10)**	Staffing chart is incomplete, or the number/type of staff included does not meet the requirements outlined in the RFP.	Duties for each position are clearly described, and education and experience appear appropriate for job duties. The number of professional staff is sufficient for the number and needs of the families and children to be served.	N/A
Staff Hiring/ Training Plan **Question #8** **(Maximum Points 10)**	Proposed timeline for hiring and training staff, including staff recruitment strategies are not clearly defined or will not be fully operational by August 1, 2020.	Proposed timeline for hiring and training staff, including staff recruitment strategies are clearly defined and details are provided on how it will be fully operational by August 1, 2020.	N/A
Staff Training **Question #9** **(Maximum Points 10)**	A staff training plan is not supplied, or the training plan does not directly relate to topics associated to home visiting and at-risk families. Staff supervision plans are not described in detail.	A staff training plan is comprehensive, directly relates to topics associated to home visiting and at-risk families and ensures ongoing fidelity, where applicable. Staff training and supervision address the major issues associated with serving the target population and appear realistic and appropriate.	N/A
Staff Retention **Question #10** **(Maximum Points 15)**	Staff retention strategies are omitted or are not clear. Historical turnover information is not addressed.	Staff retention strategies are explained but may lack detail. Historical turnover information is addressed, and retention strategies are explained and appear reasonable.	Staff retention strategies are clear and represent positive reinforcement and encouragement to maintain consistent employment. The Contractor explains efforts to increase retention rates and decrease costs associated with turnover. Strategies appear to be effective, and the Contractor has a good staff retention history.

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
Outreach/Engagement **Question #11** **(Maximum Points 10)**	The program's outreach and engagement description is missing or lacks detail related to engaging families prenatally or within 3 months of a child's birth, strategies for retaining families and strategies to overcome anticipated barriers.	The program's outreach and engagement description is thorough and includes detail related to engaging families prenatally or within 3 months of a child's birth, strategies for retaining families and strategies to overcome anticipated barriers.	N/A
Scope of Work and Performance Measures **Question #12** **(Maximum Points 15)**	There is little or no discussion of how performance measurement, outcomes and adherence to the Healthy Families model will be conducted. There is minimal description of internal controls for maintaining adherence to the Scope of Service outlined in the RFP.	There is a general plan for ensuring that every family served will receive services as required by Scope of Service. There is general information on how outcomes will be met, and data will be collected. Adequate internal controls are addressed to ensure services are accurately provided and reported.	There is a plan that describes specific details and knowledge of the Healthy Families Model with regards to the internal controls and processes to ensure high quality services and reporting. This includes supervisor oversight; data report analysis and use of an internal tracking system with clear guidelines for use.
System Collaboration **Question #13** **(Maximum Points 15)**	Response conveys minimal collaboration with the identified organizations or how the program will achieve effective communication with each one.	Response identifies a detailed plan for fostering collaborations with the identified organizations as well as ongoing communication to track the progress and needs of identified families.	Response identifies a history of successful collaborations with the identified organizations as well as experience with ongoing communication to track the progress and needs of referred families.
Parent-Child Interaction **Question #14** **(Maximum Points15)**	The importance of Parent-Child Interaction (PCI) is not clearly described and the Response does not include strategies for staff training and promoting PCI with families.	The importance of Parent-Child Interaction (PCI) is clearly described and the Response includes strategies staff training and promoting PCI with families.	The importance of Parent-Child Interaction (PCI) is described in detail and includes knowledge of the use of PCI in home visitation program. The Response includes detailed strategies for staff training and promoting PCI with families specifically as it is required in the Healthy Families model.
Home Visitation Services **Question #15** **(Maximum Points 15)**	The Response does not include a description of how home visitation support services will be used to connect families with community resources and does not clearly demonstrate a knowledge of existing community services related to child protection and maternal/child health.	The Response includes a description of how home visitation support services will be used to connect families with community resources and demonstrates a knowledge of existing community services related to child protection and maternal/child health.	The Response includes a description of how home visitation support services will be used to connect families with community resources and demonstrates a detailed knowledge of existing community services related to child protection and maternal/child health. In addition, the Response demonstrates an understanding

Application Reference Point	Incomplete Response 0-5 points	Acceptable Response 6-10 points	Excellent Response 11-15 points
			of the Healthy Families Assessment and Family Goal Plan are utilized to identify family goals and needs.
Home Visitation Compliance **Question #16** **(Maximum Points 15)**	There is little or no discussion of how home visitation levels will be maintained for families enrolled in the program. In addition, there is minimal description of internal controls for data integrity, and outcome reporting in this area.	There is a plan for ensuring that every family served will receive home visitation services as determined by their service level and that outcome and data are completed accordingly. Adequate internal controls are addressed to ensure data integrity are accurately scored and reported.	There is a plan that describes specific details regarding strategies to encourage families to actively engage in the program as well as internal controls and processes to ensure high quality data collection and reporting. This includes supervisor oversight; data report analysis and use of an internal tracking system with clear guidelines for use.
Parent Leadership **Question #17** **(Maximum Points 15)**	Opportunities for parent leadership are missing or minimally addressed.	Parent leadership opportunities are addressed fully and at least one specific example is outlined that can be implemented to meet this goal.	N/A
Budget & Budget Narrative **Question #18** **(Maximum Points 15)**	The total amount proposed is incomplete or incorrect.	All funding request information is complete and accurate, but not all requests reflect reasonable costs.	Funding request is complete and accurate and includes a detailed narrative for each line item proposed. All requests reflect reasonable costs.
Data Management **Question #19** **(Maximum Points 15)**	There is little or no discussion of strategies that will be used to ensure accuracy of program data and the timely submission of data for entry. There is minimal description of internal controls for data integrity, and outcome reporting.	There is adequate discussion of strategies that will be used to ensure accuracy of program data and the timely submission of data for entry. There is an adequate description of internal controls for data integrity, and outcome reporting.	There is a plan that describes specific details regarding accuracy of program data and the timely submission of data for entry. This includes supervisor oversight; data report analysis and use of an internal tracking system with clear guidelines for use.

210	**TOTAL POSSIBLE POINTS**
	POINTS AWARDED
	PERCENTAGE OF POINTS ACHIEVED

Applications must score a minimum 75% of points overall to be considered for funding.

Leslie-Burney, Annette

From: Hart, April
Sent: Monday, June 15, 2020 11:35 AM
To: Leslie-Burney, Annette; Watson, Joyce
Cc: Nash, Mary; Grass, Saralyn
Subject: RE: HFJ Procurement Memo

Yes, that is correct.

Thank you,
April

From: Leslie-Burney, Annette
Sent: Monday, June 15, 2020 11:31 AM
To: Hart, April; Watson, Joyce
Cc: Nash, Mary; Grass, Saralyn
Subject: RE: HFJ Procurement Memo

Just to make sure, the account is still 582001?

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

CITY OF JACKSONVILLE

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From: Hart, April
Sent: Monday, June 15, 2020 11:17 AM
To: Leslie-Burney, Annette; Watson, Joyce
Cc: Nash, Mary; Grass, Saralyn
Subject: RE: HFJ Procurement Memo

Good morning all, here is the account coding including the new project number:

Fund	Center	Project *	Activity	Interfund	Future
10902	181304	010096	00000000	00000	0000000

Please let me know if you need anything else in order to proceed.

Thanks,
April

From: Leslie-Burney, Annette
Sent: Monday, June 15, 2020 8:17 AM
To: Watson, Joyce
Cc: Nash, Mary; Grass, Saralyn; Hart, April
Subject: RE: HFJ Procurement Memo

Ok, thank you!

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net