City of Jacksonville, Florida
Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **August 2, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **Special Needs Programs and Services**. As a follow up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

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

MEMORANDUM

TO:	Gregory Pease, Chief of Procurement Procurement Division
FROM:	Joseph Peppers, CEO Kids Hope Alliance
SUBJECT	Request for Proposal: Special Needs (JCOD191ESSN)
DATE:	August 2, 2019
CC:	Annette Burney, Purchasing Analyst Procurement Donnie Horner, Chief Operating Officer, Kids Hope Alliance Mary Nash, Director of Special Needs, Kids Hope Alliance Joyce Watson, Director of Administration, Kids Hope Alliance

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The Kids Hope Alliance, on behalf of the City of Jacksonville, respectfully requests to develop a Request for Proposals around Special Needs Programs/Services for a total of $2,071,595.00 for the contract period October 1, 2019 through September 30, 2020, subject to appropriation by the Jacksonville City Council in KHA's 2019-2020 Budget. KHA will have the option to renew the contract for two additional one-year periods. The funding is part of the Special Needs Essential Service Category with the Kids Hope Alliance and is under index code JCOD191ESSN.

Successful applicants under this RFP will provide programs to increase access to and participation in programs that provide prevention and intervention services in the areas of Special Needs, including but not limited to, mental, behavioral, emotional or physical disabilities. Proposed programming should be designed to support children in the 2019/2020 fiscal year through individual goals/treatment plans in an effort to prepare for and succeed in their future goals.

Justification

This program requires competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, in order to make the best decision for the City of Jacksonville, the Kids Hope Alliance requests permission to use the CSPEC evaluation process.

Certification

As required in Section 126.204 (a)(1), Ordinance Code, the KHA certifies the following:

i. For the reasons mentioned above, the GGAC process is impractical since in addition to price, the Contractor must have several other competencies in order to deliver the services.

ii. The objective of the services is to successfully deliver innovative and effective programs to address Special Needs prevention and intervention efforts.

iii. The proposed cost of the programs is $2,071,595.00 for Special Needs Programs.

iv. The proposed services would be an enhancement and not duplicate existing services. This proposal is designed to give the KHA the authority to seek out the best Contractor(s) to continue to provide these services.

The Funding Source: Index Code **JCOD191ESSN; Sub-Object 0891.** The funding is contingent upon approval of the budget through City Council.

A scoring team of subject matter experts will review the Responses to ensure the most qualified contractors are selected.

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

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Tuesday, August 06, 2019 11:52 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Nash, Mary; Laidler, Marilyn
Subject: RE: Special Needs Programs and Services
Attachments: SPECIAL NEEDS PROGRAMS RFP - REVISED RM Redline 8.6.19.doc; SPECIAL NEEDS PROGRAMS RFP - REVISED RM Redline 8.6.19.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
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From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Friday, August 2, 2019 12:37 PM
To: RiskReview <RiskReview@coj.net>
Cc: Nash, Mary <MNash@coj.net>; Laidler, Marilyn <MLaidler@coj.net>
Subject: Special Needs Programs and Services
Importance: High

Ann, please review the attached RFP for approval of the insurance requirements. I would like to request a short turn-around time in order to present to CSPEC next Thursday.

Thank you so much for all your help!

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
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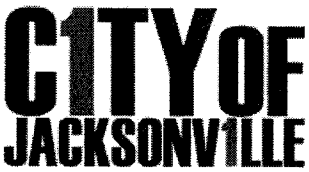

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Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 23, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

RE: **Special Needs Programs and Services (KHA)**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8833.

cc: Annette Leslie-Burney
Rose Nettles