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: **March 10, 2020**

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 request services for **Afterschool and Summer Programs.** 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 Program

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 Chief 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 Division

FROM: Mike Weinstein, Acting Chief Executive Officer
Kids Hope Alliance (KHA)

CC: Dr. Saralyn Grass, Chief Programs Officer
Joyce Watson, Director of Administration
Kenneth Darity, Director of Out of School Time

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for KHA Out-of-School Time: Afterschool and Summer Programs Request for Proposals

Index Codes: JCOD191ESOS; 08201
JCOD191SUM; 08201

Fund	Center	Account	Project *	Activity	Interfund	Future	Indexcode	Subobject
10901	181001	582001	000000	00000455	00000	0000000	JCOD191ESOS	08201
10901	181001	582001	000000	00000928	00000	0000000	JCOD191SUM	08201

DATE: March 10, 2020

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for KHA Out-of-School Time: Afterschool and Summer Programs Request for Proposals.

Justification

These programs require competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, access to and the ability to recruit the target population, 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 due to the fact that 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 implement afterschool and summer programs that offer high-quality services, and activities designed to support children and youth during out-of-school hours.
iii. The initial term of agreement will be for one year with the option to renew for two (2) additional one (1) year terms.
iv. Approximately $16,000,000 in funding has been made available for Afterschool and Summer Programming. It is anticipated that Summer Camp awards will equate to approximately 25% of the total available funding.
v. The proposed services would not duplicate existing services. This proposal is designed to give the KHA the authority to seek out the best Contractor(s) to continue provide these services.

For purposes of the preliminary evaluation of this proposal, the KHA CEO will assign Kenneth Darity as the CSPEC representative.

A scoring team of subject matter experts will review the Responses to ensure the most qualified contractors are selected. The selected scorers will be staff from KHA as follows: Kenneth Darity, Deborah Sibley and Quinn Washington. If one of these individuals is unable to score due to illness, etc., another staff person will be selected.

Recommendations for awards will be made at the agency level, based on the results from the Evaluation Matrix.

Proposed RFP

The KHA respectfully submits a proposed RFP with a desired **Scope of Services** (Section 4) and **Minimum Requirements to Bid** (Section 1.4). **The Evaluation Criteria** is contained in Attachment A.

Attachment(s): OST RFP

Cc: Annette Burney, Purchase Analyst

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

February 11, 2020

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Afterschool & Summer ProgramS**

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

Leslie-Burney, Annette

From: Debbie Verges <djverges@comcast.net>
Sent: Wednesday, March 04, 2020 1:16 PM
To: Leslie-Burney, Annette; Grass, Saralyn
Subject: FW: Insurance Requirements for upcoming OST RFP
Attachments: REVIEWED KHA Insurance Requirements - OST.docx; REVIEWED KHA Insurance Requirements - OST.pdf

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

This is what was approved by Risk. Thanks Annette for all of your help.

Debbie

From: Verdejo Magras, Wanda [mailto:WVerdejo@coj.net]
Sent: Monday, February 24, 2020 3:14 PM
To: Grass, Saralyn
Cc: Debbie Verges
Subject: RE: Insurance Requirements for upcoming OST RFP

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management has concluded and applied the required changes to the insurance requirements.

changes to the following.....

- Automobile Liability
- Additional Insurance rovisions verbiage

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**

Email : *wverdejo@coj.net*

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From: Grass, Saralyn
Sent: Friday, February 21, 2020 4:03 PM
To: RiskReview
Cc: Duckworth, Twane; Debbie Verges
Subject: FW: Insurance Requirements for upcoming OST RFP

Hey there,
I don't believe I heard back on this but this RFP is getting set to go out & I just want to make sure this is okay.
Thank you!

Sincerely,

Saralyn Grass, Ed.D.
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4404 | Cell: (904) 651-5959
www.kidshopealliance.org | @KidsHopeJax

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

From: Grass, Saralyn
Sent: Sunday, December 15, 2019 6:44 PM
To: Duckworth, Twane <TwaneD@coj.net>
Subject: Insurance Requirements for upcoming OST RFP

Hi Twane,

I'm not sure if we have formally met but I've heard great things about you from Debbie Verges, who is consulting with us now. I'd love to come over to your office sometime soon & just get any feedback you might have about how KHA can improve its processes.

In the meantime, though, we are in the process of developing the new Out of School Time afterschool and summer RFP. Attached is what we would like to include as our insurance requirements. In prior RFPs, Professional Liability Insurance for $1,000,000 per Claim and Aggregate has been included. Since none of the contracts require any type of professional services (mental health, etc.) we are asking if this can be removed. Debbie says she has discussed this with you in the past and you had indicated this could be removed but Greg Pease told us that since it was in the RFP this could not be removed until a new RFP is developed. Would you please let us know your thoughts and if this could be allowed in the upcoming RFP?

Thank you for your review.

Sincerely,

Saralyn Grass, Ed.D.
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
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