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: **June 17, 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 **College Success & Access Academy Initiative: College Success Intensive Bootcamp Program.** 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 Division

FROM: Mary Tobin, Acting Chief Executive Officer/Chief Operating Officer
Kids Hope Alliance (KHA)

CC: Cynthia Nixon, Senior Director of Finance
Joyce Watson, Director of Administration
John Everett, Director of Pre-Teen|Teen Programs

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the College Success Intensive Boot Camp Program Request for Proposals

Index Code: JCOD191ESPTP

DATE: June 3, 2019

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for College Success Intensive Boot Camp Program 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 boot camps targeting rising juniors and seniors designed to help students develop essential skills needed to prepare for, and succeed in, college.
iii. The proposed cost of the program is $100,000 for College Success Intensive Bootcamps.
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 provide these services.

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

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

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

The KHA is in the process of selecting reviewers and respectfully asks to be able to submit a list of reviewers at a later date, but prior to making its recommendation to CSPEC.

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 B.

Attachment(s):

Cc: Annette Burney, Purchase Analyst

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

May 2, 2019

To: Greg Pease, Division Chief
Procurement Division

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

RE: **College Success and Access Academy**

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

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Monday, June 17, 2019 2:32 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Blalock, Jennifer; Everett, John
Subject: RE: College Success and Access PTTJB 5 21 2019: Go Time
Attachments: COLLEGE SUCCESS ACADEMY RFP - REVISED - RM Redline 6.17.19.doc; COLLEGE SUCCESS ACADEMY RFP - REVISED - RM Redline 6.17.19.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
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 255-5314 (o)
(904)255-5347 (f)
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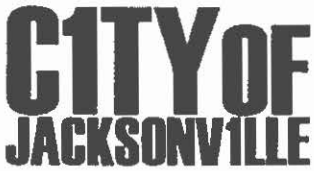
From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Tuesday, June 4, 2019 5:06 PM
To: RiskReview <RiskReview@coj.net>
Cc: Blalock, Jennifer <JBlalock@coj.net>; Everett, John <JEverett@coj.net>
Subject: RE: College Success and Access PTTJB 5 21 2019: Go Time

Ann, here is the RFP for review of the indemnification and insurance requirements.
Thank you so much for 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
Email: aburney@coj.net



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From: Willis, Ann **On Behalf Of** RiskReview
Sent: Friday, May 31, 2019 12:46 PM
To: Blalock, Jennifer; RiskReview
Cc: Everett, John; Leslie-Burney, Annette
Subject: RE: College Success and Access PTTJB 5 21 2019: Go Time

Annette,

Once you have put this in the RFP template, please forward so I can insert the Indemnification and Insurance Requirements as well as the Insurance Agent Acknowledgement form.

Thanks!

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
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From: Blalock, Jennifer <JBlalock@coj.net>
Sent: Friday, May 31, 2019 8:34 AM
To: RiskReview <RiskReview@coj.net>
Cc: Everett, John <JEverett@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Subject: College Success and Access PTTJB 5 21 2019: Go Time
Importance: High

Please review and send us any concerns/questions you may have! Thank you!!!

Jennifer L. Blalock, Ed.D.
Chief Strategy Officer
Kids Hope Alliance
1095A Philip Randolph Blvd
Jacksonville, FL 32206
904.255.4404

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

www.kidshopealliance.org
The Jacksonville Partnership for children, youth & families

"One person can make a difference and everyone should try." ---- John F. Kennedy

From: Blalock, Jennifer
Sent: Tuesday, May 21, 2019 10:07 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Cc: Everett, John <JEverett@coj.net>; Laura H. Lane <laurahlane1@me.com>
Subject: College Success and Access PTTJB 5 21 2019: Go Time

Hi, Annette! As promised, here is the completed/up to date College Success and Access RFP, after approval by our Board and review by OGC. This is the most time sensitive of the two PreTeen|Teen RFPs. The other is forthcoming.

Please let us know next steps. Dr. Laura Lane, copied on this email, will be helping John manage the process.

Jennifer L. Blalock, Ed.D.
Chief Strategy Officer
Kids Hope Alliance
1095A Philip Randolph Blvd
Jacksonville, FL 32206
904.255.4404