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: **July 24, 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 **Juvenile Justice Prevention and Intervention 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 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: Joe Peppers, CEO, Kids Hope Alliance
Jennifer Blalock, CSO, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance

SUBJECT: **Request for Proposals – Juvenile Justice Prevention and Intervention Programs**

DATE: July 19, 2019

The Kids Hope Alliance on behalf of the City of Jacksonville, respectfully requests to develop a Request for Proposals (RFP) for Juvenile Justice Prevention and Intervention Programs with funding in the amount of $507,016.00. The funding for the programs is in the Juvenile Justice Essential Services category and will be effective October 1, 2019 through September 30, 2020. KHA will have the option, in its sole discretion, to renew the contract for two additional one-year periods.

Successful applicants under this RFP will provide innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The programs will engage and work with parents, families, caregivers, and other key support networks.

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.

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

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 juvenile delinquency prevention and intervention efforts.

iii. The proposed cost of the programs is $507,016.00 for Juvenile Justice Prevention and Intervention 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: JCOD191ESJPI; Sub-Object: 08201. The funding is contingent upon approval the budget through City Council.

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

The attached items were reviewed and approved by the KHA Board on June 19, 2019. They are:

1. Attachment 1: Board Action Item
2. Attachment 2: Scope of Services
3. Attachment 3: Evaluation Matrix

If you need additional information, please contract Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Senior Finance Director
Jennifer Blalock, Chief Strategy Officer
Katoia Wilkins, Director of Juvenile Justice Programs
Joyce Watson, Director of Administration

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 19, 2019

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Juvenile Justice Prevention & Intervention 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: Willis, Ann on behalf of RiskReview
Sent: Tuesday, July 23, 2019 12:13 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Wilkins, Katoia; Watson, Joyce
Subject: RE: Juvenile Justice Prevention & Intervention Programs
Attachments: JUVENILE JUSTICE RFP RM Redline 7.23.19.doc; JUVENILE JUSTICE RFP RM Redline 7.23.19.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: Monday, July 22, 2019 8:11 AM
To: RiskReview <RiskReview@coj.net>
Cc: Wilkins, Katoia <kWilkins@coj.net>; Watson, Joyce <JWatson@coj.net>
Subject: Juvenile Justice Prevention & Intervention Programs

Ann, please find the attached RFP for review and approval of the insurance requirements.

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
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