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 **Preteen/Teen Success: 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 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 Pre-Teen and Teen Success Afterschool and Summer Programs 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 Pre-Teen and Teen Success 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 year-round afterschool and summer programming for youth 11-18yrs old that includes College Readiness, Literacy, Career Readiness, Civic Engagement and High School Success/Completion.
iii. The proposed cost of the program(s) is $1,541, 370.
iv. 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

July 2, 2019

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Pre-Teen and Teen success Afterschool and Summer Programs (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

Leslie-Burney, Annette

From:	Willis, Ann on behalf of RiskReview
Sent:	Tuesday, July 23, 2019 11:20 AM
To:	Leslie-Burney, Annette; RiskReview
Cc:	Everett, John; Blalock, Jennifer
Subject:	RE: ESC-0577-19 Preteen/Teen Success RFP
Attachments:	PRETEEN TEEN SUCCESS RFP RM Redline 7.23.19.doc; PRETEEN TEEN SUCCESS 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: Everett, John <JEverett@coj.net>; Blalock, Jennifer <JBlalock@coj.net>
Subject: ESC-0577-19 Preteen/Teen Success RFP

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

Fax: 904-360-8527
Email: aburney@coj.net

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