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** gl

DATE: **July 29, 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 Diversion 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 Diversion 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 a Juvenile Justice Diversion Program with funding in the amount of $710,218.00. The funding for the programs is in the Juvenile Justice Essential Services category and will be effective September 1, 2019- August 31, 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 that focus on a comprehensive systemic framework for a diversion system of care that will utilize evidence-based practices for eligible youth diverted from formal prosecution. Funding for this RFP in the amount of $164,609.00 was appropriated under Ordinance 2019-023. Funding in the amount of $514,609.00 is subject to appropriation in KHA's 2019-2020 Annual Budget. The remaining funds of $31,000.00 are from unencumbered funding from the Juvenile Justice Essential Service Category. KHA seeks to fund a diversionary pilot that:

1. Provides a trauma-informed framework grounded in a rights-based approach and utilizes restorative justice principles.
2. Implements valid instruments and tools to guide overall services and supports.
3. Aligns with the Kids Hope Alliance Essential Services Plan.
4. Is congruent with the Circuit 4 Juvenile Justice Advisory Board's Comprehensive Plan.
5. Adheres to the recommendations of the Juvenile Justice Advisory Committee.

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 diversion efforts.

iii. The proposed cost of the programs is $710,218.00 for Juvenile Justice Diversion 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. $195,609.00 of the funds for this RFP was appropriated under Ordinance 2019-023. Remaining funds in the amount of $514,609.00 is subject to appropriation in KHA's 2019-2020 Annual Budget.

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 July 17, 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 Director, Finance
Jennifer Blalock, Chief Strategy Officer
Joyce Watson, Director of Administration
Katoia Wilkins, Director of Juvenile Justice Programs

Leslie-Burney, Annette

From:	Verdejo Magras, Wanda
Sent:	Tuesday, July 30, 2019 12:30 PM
To:	Leslie-Burney, Annette; Watson, Joyce; Wilkins, Katoia
Cc:	RiskReview; Willis, Ann
Subject:	FW: URGENT : Juvenile Justice Diversion RFP
Attachments:	JUVENILE JUSTICE DIVERSION RFP.DOC
Importance:	High

Greetings,

As per Ann Willis, the attach RFP is fine as is.

Any further questions please feel free to contact me.

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

Jacksonville
Where Florida Begins.

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From: Watson, Joyce
Sent: Tuesday, July 30, 2019 12:08 PM
To: Verdejo Magras, Wanda

Cc: Wilkins, Katoia
Subject: FW: Juvenile Justice Diversion RFP

Here it is. Thank you.

From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Tuesday, July 30, 2019 12:06 PM
To: RiskReview <RiskReview@coj.net>
Cc: Wilkins, Katoia <kWilkins@coj.net>; Laidler, Marilyn <MLaidler@coj.net>; Watson, Joyce <JWatson@coj.net>
Subject: RE: Juvenile Justice Diversion RFP

Sorry, I forgot the attachment. ☺

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: Leslie-Burney, Annette
Sent: Monday, July 29, 2019 12:00 PM
To: RiskReview
Cc: Wilkins, Katoia; Laidler, Marilyn
Subject: Juvenile Justice Diversion RFP

Ann, KHA really needs this RFP to be on CSPEC this week as the funding will be lost on Sept. 1st. Can you please expedite the review for me? It's very similar to the Juvenile Justice RFP that you returned to me on 7/23/19.

I appreciate your help in advance!

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

<image001.jpg>

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<JUVENILE JUSTICE DIVERSION RFP.doc>

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 TOB

RE: **Juvenile Justice Diversion Program**

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