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 8, 2021**

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 **School-Based Extended Day Services.** 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, 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: School-based Extended Day Services Request for Proposals

Index Codes: JCOD191ESOS; 08201

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

DATE: February 25, 2021

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for KHA Out-of-School Time: School-based Extended Day Services 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 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.

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. 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): School-based Extended Day Services RFP

Cc: Annette Burney, Purchase Analyst

Leslie-Burney, Annette

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Tuesday, March 2, 2021 10:56 AM
To:	Leslie-Burney, Annette
Cc:	Darity, Kenneth
Subject:	RE: RM REVIEW INS. REQ FOR School-Based Extended Day Services
Attachments:	RM REVIEW INS. REQ. FOR School-Based Extended Day Services.pdf; RM REVIEW INS. REQ. FOR School-Based Extended Day Services.docx

Greetings,

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for School-Based Extended Day Services

Summary: *Risk Management has been implementing slowly for all bids, contracts and agreements to have a uniform format for the Indemnification, Insurance Requirements and Provisions; therefore, please note the subtle but necessary changes.*

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

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From: Leslie-Burney, Annette
Sent: Tuesday, March 02, 2021 9:24 AM
To: RiskReview
Cc: Darity, Kenneth
Subject: RFP Review - School-Based Extended Day Services

Wanda, please find the attached RFP for review of the insurance requirements. The insurance requirements are the same as a previous RFP – ESC-0436-20, Afterschool and Summer Programs.

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
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CITY OF JACKSONVILLE

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