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: **April 30, 2020**

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 **Healthy Families Jacksonville 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 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, Acting Chief Executive Officer
Kids Hope Alliance (KHA)

CC: Dr. Saralyn Grass, Chief Programs Officer
Joyce Watson, Director of Administration
Mary Nash, Director of Special Needs

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for KHA Healthy Families: Request for Proposals

Index Codes: JCPS192HF; 08201

Fund	Center	Account	Project *	Activity	Interfund	Future	Indexcode	Subobject
10902	181304	582001	008928	00000000	00000	0000000	JCPS192HF	08201

DATE: April 30, 2020

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for KHA Healthy Families: 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 a home visiting program that offers high-quality services, and activities designed to support children and families in an effort to prevent child abuse and neglect.
iii. The initial term of agreement will be for one year with the option to renew for four (4) additional one (1) year terms.

iv. Approximately $1,800,000.00 in funding has been made available for Healthy Families Programming.
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 Mary Nash 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 as follows: Mary Nash, Jerelyn Allen and Terri Anderson. If one of these individuals is unable to score due to illness, etc., another staff person will be selected.

Recommendations for the award 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): Healthy Families RFP

Cc: Annette Burney, Purchase Analyst

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

May 5, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Rose Nettles, JSEB Administrator RN
Jacksonville Small and Emerging Business (JSEB) Office

RE: **Healthy Families Jacksonville 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) 255-8832.

cc: Annette Leslie-Burney

214 North Hogan Street, Suite 800 ▯ Jacksonville, FL 32202 ▯ 904-255-8840 ▯ Fax 904-255-8842 ▯ www.jseb.coj.net

Leslie-Burney, Annette

From: Grass, Saralyn
Sent: Wednesday, April 22, 2020 11:19 AM
To: Leslie-Burney, Annette; Watson, Joyce
Cc: Nash, Mary; Allen, Jerelyn; Debbie Verges; Davis, Julia
Subject: FW: Insurance Requirements for upcoming Healthy Families RFP
Attachments: RM APPROVED ATTACHMENT G & H FOR Healthy Families Jacksonville.pdf; RM APPROVED ATTACHMENT G & H FOR Healthy Families Jacksonville.docx

Attached is the approval from risk for the Healthy Families RFP.

Sincerely,

Saralyn Grass, Ed.D.
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4404 | Cell: (904) 651-5959
www.kidshopealliance.org | @KidsHopeJax

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From: Verdejo Magras, Wanda <WVerdejo@coj.net>
Sent: Wednesday, April 22, 2020 7:51 AM
To: Grass, Saralyn <SGrass@coj.net>
Cc: Debbie Verges <djverges@comcast.net>; Nash, Mary <MNash@coj.net>; Allen, Jerelyn <JerelynA@coj.net>
Subject: RE: Insurance Requirements for upcoming Healthy Families RFP

Greetings,

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

No changes required and this will conclude Risk Management's review of Healthy Families Jacksonville

Summary: Attachment

- G – **Indemnification**
- H - **Insurance Requirements & Additional Insurance Provisions**

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

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*

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From: Grass, Saralyn
Sent: Tuesday, April 21, 2020 3:56 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Debbie Verges; Nash, Mary; Allen, Jerelyn
Subject: Insurance Requirements for upcoming Healthy Families RFP

Hi Wanda,
Hope you are doing well. Attached is an RFP that we hope to have go out in 2 weeks. Could you all please review the insurance requirements on page 59 & let us know if they are sufficient. Thank you so much!

Sincerely,

Saralyn Grass, Ed.D.
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4404 | Cell: (904) 651-5959
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