City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **October 19, 2022**

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 select the most qualified for the Permanent Supportive Housing- Special Needs for the Neighborhoods Department. 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

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	

City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-8200
www.coj.net

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MEMORANDUM

DATE: **September 22, 2022**

TO: **Greg Pease, Chief of Procurement**
Finance and Administration Department

FROM: **Tom Daly, Chief of Housing and Community Development**
Neighborhoods Department

SUBJECT: **CSPEC – Permanent Supportive Housing RFP ESC-0004-23**

The Housing and Community Development Division is requesting permission to utilize the Competitive Sealed Proposal Evaluation Committee to request proposals for non-recurring grant funds to create and operate Permanent Supportive Housing for disabled individuals.

This RFP is open to non-profit applicants that are proposing the creation of Permanent Supportive Housing serving persons with special needs. It is the intent to fund housing that is in conformance with the priorities of the Jacksonville Local Housing Assistance Plan. The proposals will be scored by myself and Travis Jeffrey, Affordable Housing and Community Development Administrator.

The funding for this award will be from the State Housing Initiative Partnership Program Forgivable Loans, , account string 11701.174106.583040.010542.00000000.00000.0000000 of BT 22-075.

Please do not hesitate to contact me at 255-8204 or tdaly@coj.net if you have any questions.

Authority:
2022-363
Florida Statutes 420.907

Cc: Jaclyn Stamos, Purchasing Analyst – Procurement Division

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

September 21, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator DLM
LaRoy Covington, EBO/JSEB Business Compliance Officer LC
Jacksonville Small and Emerging Businesses

RE: **Permanent Supportive Housing Development - ~~Rebid~~-** Special Needs

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-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Jaclyn Stamos
Dinah Mason

Stamos, Jaclyn

From:	Verdejo Magras, Wanda
Sent:	Monday, September 26, 2022 8:26 AM
To:	Stamos, Jaclyn; Ray, Carla; Daly, Thomas
Subject:	Risk concluded review on Permanent Supportive Housing–Special Needs Housing-ESC-0004-23
Attachments:	REDLINED INS. REQ TO Permanent Supportive HousingSpecial Needs Housing.docx

Greetings,

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

Summary:

- Indemnification attachment G & insurance requirements attachmnent H is accepted by Risk. Page 59
- Move aroung provisions A & G page 62
- The Insurance Agent Acknowledgment form can be omitted because it's the applicant's responsibility to ensure their insurance agent complies with all the contract's insurance requirements. Procurement agreed with Risk because some insurance agents refused to sign the form, creating havoc with contract compliance. Page 64

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Permanent Supportive Housing—Special Needs Housing-ESC-0004-23 (Neighborhoods)

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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: Daly, Thomas TDaly@coj.net
Sent: Thursday, September 22, 2022 1:37 PM
To: Verdejo Magras, Wanda WVerdejo@coj.net
Subject: RE: Permanent Supportive Housing

Correct and thank you.

Thomas J. Daly, II, Esq.
Chief, Housing & Community Development Division
City of Jacksonville
214 N. Hogan, 7th Floor
Jacksonville, FL 32202
Office: 904-255-8204
Cell: 904-574-1619
Email: tdaly@coj.net

From: Verdejo Magras, Wanda <WVerdejo@coj.net>
Sent: Thursday, September 22, 2022 1:36 PM
To: Daly, Thomas <TDaly@coj.net>
Subject: Permanent Supportive Housing

Greetings, this is to be clear that there are two different reviews with similar name. just to be all in the same page.

- Permanent Supportive Housing done 4/4/22 see attachment
- Permanent Supportive Housing–Special Needs Housing-ESC-0004-23 (due on Monday 26th)

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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
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