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: **October 25, 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 services for **Foreclosure Intervention.** 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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Neighborhood Property Administration
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

October 16, 2019

10/17/19 11:00:07
Procurement Division

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

THRU: Thomas J. Daly, II, Esq.
Chief, Housing & Community Development Division

FROM: Robert Ownby, Housing Property Administrator
Neighborhoods Department

SUBJECT: **CSPEC – Foreclosure Intervention Program RFP**

The Housing and Community Development Division is requesting permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the procurement of HUD Certified Housing Counseling Agencies for the services of Foreclosure Intervention, Counseling and Mediation. We feel that the CSPEC process is the most appropriate for this procurement of services because we intend to award multiple applicants through this RFP.

The purpose of the Foreclosure Intervention Program is to provide an opportunity to income qualified homeowners the ability to avoid foreclosure and retain their homes. This is achieved through direct assistance to the homeowner, in-depth counseling to address financial issues and advocacy with mortgage servicers or lenders by HUD Certified Housing Counseling Agencies.

The proposals will be scored by myself, Kelly Mierkowski, and Travis Jeffrey, with an alternate scorer being Renee Dawson.

The funding for this award will be:

Direct Assistance	Housing Counseling
Index Code - ERCD1N7	Index Code - ERCD1N1FR
Subobject – 08304	Subobject - 08301
Grant/Grant Detail – HCS001/ 2007	Grant – HCO999

Please do not hesitate to contact me at 255-8283 or rownby@coj.net if you have any questions.

Authority:
[2019-022]
[2019-284]
[2019-384]

CC: Annette L. Burney, Purchase Analyst – Procurement Division

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 1, 2019

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Foreclosure Intervention**

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: Monday, September 09, 2019 10:41 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Ownby, Robert
Subject: RE: Foreclosure Intervention RFP
Attachments: FORECLOSURE INTERVENTION - REVISED. RM Redline 9.9.19doc.doc; FORECLOSURE INTERVENTION - REVISED. RM Redline 9.9.19doc.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved 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) 630-7891 (o)
(904)630-2100 (f)
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From: Leslie-Burney, Annette
Sent: Friday, September 06, 2019 4:19 PM
To: RiskReview
Cc: Ownby, Robert
Subject: Foreclosure Intervention RFP

Ann, please find the attached RFP for review of the indemnification and 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

CITY OF JACKSONVILLE

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