City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **July 24, 2017**

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Stephanie Burch, Director**
Neighborhoods Department

SUBJECT: **Certification Letter for P-44-17**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study: To provide consultant services and assistance to the Department regarding federal reporting requirements, strategic planning, technical assistance, and grant application assistance.

2. The Objective of the study or services: To assist the Department with federal reporting requirements, strategic planning, technical assistance, and grant application assistance.

3. The estimated period of time needed for the service or study: Annually, may be on an on-going basis.

4. The estimated cost of the service or study: Not to exceed $100,000 for year 1, not to exceed $50,000 for each year thereafter.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: This service is not a duplicate – this is a critical need for the Department which has not been in place previously.

6. List of current contracts or prior services or studies which are related to the proposed study or service. None.

7. A statement as to why the service/study cannot be done by department or agency staff: The services have been completed in the past by staff, but current staff does not have the expertise necessary to complete federal reporting requirements and access data so that the Department

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ensures it is leveraging its resources in the most efficient manner possible. The Department also desires to seek advice for development of its strategic plan and technical assistance by a firm with national industry experience.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members. Stephanie Burch, 255-8902, Diana Seydlorsky, 255-8204.

9. A project funding account number: EROD011AD, Subobject 03109.

10. The **names** and **email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process. None at this time.

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated March, 2017

    (See: http://inside.coj.net/af/pr/SitePages/Home.aspx)

Diana Seydlorsky — Subcommittee Member Signature

Chief of Housing — TITLE

S. Burch — Subcommittee Member Signature

Director — TITLE