PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **August 29, 2016**

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 services for **Juvenile Intervention Program Services for the Jacksonville Children's Commission.** 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Department of Finance and Administration
Procurement Division

July 8, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Juvenile Intervention 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-A-Side

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) 255-8840.

cc: Annette Leslie-Burney

MR/td

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

Leslie-Burney, Annette

From: Murphy, Colin
Sent: Friday, July 22, 2016 4:23 PM
To: RiskReview
Cc: Leslie-Burney, Annette
Subject: FW: Juvenile Intervention Programming - Jax Journey Oversight Committee
Attachments: Juvenile Intervention RFP-DRAFT v2 - RM Redline 7.13.16.docx

Please provide me with a sample COI for this RFP.

Colin

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Wednesday, July 13, 2016 4:34 PM
To: Murphy, Colin; RiskReview
Cc: Verges, Deborah; Pease, Gregory; Pearson, Daniel; Bryant Dallas, Sharon; Duckworth, Twane
Subject: RE: Juvenile Intervention Programming - Jax Journey Oversight Committee

Colin,

Attached please find Risk Management's redlined RFP for the above. 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: Murphy, Colin
Sent: Wednesday, July 13, 2016 11:15 AM
To: RiskReview; Willis, Ann
Cc: Verges, Deborah; Pease, Gregory; Pearson, Daniel; Bryant Dallas, Sharon; Duckworth, Twane
Subject: FW: Juvenile Intervention Programming - Jax Journey Oversight Committee

Hello Ann:

I just wanted to follow up on this request. It's at the ten-day mark and I wanted to see how much longer it will be.

Thanks.

Colin Murphy
Senior Director of Operations
Jacksonville Children's Commission
1095 A. Philip Randolph Blvd.
Jacksonville, Fl. 32206
cmurphy@coj.net,
P: (904) 630.1305

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From: Murphy, Colin
Sent: Tuesday, June 28, 2016 3:04 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Verges, Deborah; Heymann, Jon; Brown, Chandra; Helm, Dae Lynn
Subject: Juvenile Intervention Programming - Jax Journey Oversight Committee

Annette-

Can we please get this in the queue? Thanks.

Risk – I will follow up on 7/12 to see if the review has been completed. Thanks.

Colin Murphy
Senior Director of Operations
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