SUBJECT: Foreclosure Intervention Program

BID #: ESC-0313-20 **OPEN DATE: 1/15/2020**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to Jacksonville Area Legal Aide, Inc. to increase the amount by $36,000.00 to cover the increased administrative rates approved on 6/24/22. The total revised funding not-to-exceed $81,000.00.

Funding Source: 11601.174107.583010.000000.00001342.00000.0000000- to be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Memo, and Previous Awards

ANALYST: Jaclyn Stamos **RESPECTFULLY SUBMITTED**

DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing and Community Development

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

DATE: **January 11, 2023**

TO: **Dustin L. Freeman, Chief, Procurement Division**
Finance and Administration Department

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

FROM: **Robert Ownby, Property Administrator**
Housing & Community Development Division

RE: **Foreclosure Intervention Program ESC-0313-20 – Additional Funding Request**

The City of Jacksonville entered into a contract with Jacksonville Area Legal Aid (JALA) for the above reference Procurement Approval # ESC-0313-20 for counseling services for the Foreclosure Intervention Program.

At this time we are requesting the following:

- Additional contract funding to Jacksonville Area Legal Aid in the amount of $36,000 with a not to exceed contract amount of $81,000 per the attached request. This request would also include the updating and revising of the performance schedule as well as the schedule of administrative rates within the contract to reflect the additional 36 clients that would be served from this funding.

The Accounting Code for this funding: **11601.174107.583010.000000.00001342.00000.0000000**

I appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at 255-8283 or ROwnby@coj.net.

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

CC: Annette Leslie-Burney, Manager of Purchasing Services – Procurement Division

Jacksonville Area Legal Aid, Inc.

A *Wealth of Justice* for Those Who Have Neither

☐ 222 San Marco Avenue
St. Augustine, FL 32084
(904) 827-9921
FAX: (904) 827-9978
Toll Free: 1-877-827-9921

✓126 W. Adams Street
Jacksonville, FL 32202-3849
(904) 356-8371
FAX: (904) 356-8285
Toll Free: 1-866-356-8371

☐ 825 N. Orange Avenue, Rm 308
Green Cove Springs, FL 32043
(904) 284:8410
FAX: (904) 284-8485
Toll Free: 1-866-284-8410

January 3, 2023

Robert Ownby
Housing Property Administrator
City of Jacksonville/Neighborhoods Department
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202

Re: Foreclosure Intervention Project

Dear Robert:

We are requesting additional funding for the Foreclosure Intervention Program. As we have discussed, we anticipate our December billing to be approximately $10,000. That will leave approximately $8,000 of our original award and that amount will easily be exhausted with the clients in our pipeline. We are requesting an additional $10,000 - $12,000 per month for February – April 2023 based on your timeline of new contracts and awards being received in May 2023. JALA continues to be the most active provider for this program, and we do not want to turn away families that can benefit from the funding and our expertise.

It is difficult to accurately estimate the number of families we will serve but we feel confident that an additional $36,000 would be sufficient. We would prefer to have unused funding at the end of the contract as opposed to not being able to serve the families that come to us for foreclosure assistance.

Thank you for your consideration.

Sincerely,

Marissa Vetter
HUD Housing Counselor

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SUBJECT: Foreclosure Intervention Program

BID #: ESC-0313-20 **OPEN DATE: 1/15/2020**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to Jacksonville Area Legal Aide, Inc to increase administrative rates as listed below. This is to reflect the rising operational costs associated with the contract. The total revised funding to remain $45,000.00. All other terms and conditions remain the same.

	Current Rate	Requested Increase
Level 1-	$200.00	$400.00
Level 2-	$400.00	$600.00

Funding Source: 11601.174107.583010.000000.00001342.00000.0000000- to be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Memo, and Previous Awards

ANALYST: Jaclyn Stamos **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing and Community Development

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ϕ DATE: 6/23/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/24/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: **Foreclosure Intervention Program**

BID #: ESC-0313-20

OPEN DATE: 1/15/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to include the approval for an updated and revised Performance Schedule within Attachment A of the contract for St. John's Housing Partnership. This is to reflect the previously approved additional clients that will be served with the new funding provided. All other terms and conditions remain the same.

Funding Source: 11601.174107.583010.000000.00001342.00000.0000000- to be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Contract Attachments, Previous Award

ANALYST: _____ Ruben Ola

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing and Community Development

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/12/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5·13·2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ for Jim Hughes, Chief Administrative Officer for Mayor Lenny Curry, pursuant to Authority of Executive Order No. 2019-02

SUBJECT: Foreclosure Intervention Program

BID #: ESC-0313-20

OPEN DATE: 1/15/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the three (3) highest scoring bidders: Jacksonville Urban League, St. Johns Housing Partnership, Inc. and Jacksonville Area legal Aide, Inc., as outlined below. Recommend approval to waive as a minor irregularity missing addendum #3 for St. Johns Housing Partnership, Inc. The addendum has been received. Period of service is for one (1) year from date of contract execution. Total expenditure amount not to exceed $146,000.00.

1	Jacksonville Area Legal Aide, Inc.	95.17	$ 45,000.00
2	Jacksonville Urban League	90.33	$ 32,000.00
3	St. Johns Housing Partnership, Inc.	89.10	$ 69,000.00

Funding Source: ERCD1N1FR-08301 – To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scoring Sheet and Evaluation Criteria

ANALYST: Annette Burney RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing and Community Development

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 3/5/20

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/6/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
~~Chief Administrative Officer~~
For: Mayor Lenny Curry
~~Under Authority of:~~
Executive Order No: 2019-02

SUBJECT: Foreclosure Intervention Program

BID #: ESC-0313-20

OPEN DATE: 1/15/2020

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the award for twelve (12) months with the contractors listed below and to increase the amount for St. Johns Housing Partnership by $32,000.00 in order to continue providing foreclosure counseling and intervention services. Total expenditure amount not to exceed $178,000.00.

1	Jacksonville Area Legal Aide, Inc.	$45,000.00		$ 45,000.00
2	Jacksonville Urban League	$32,000.00		$ 32,000.00
3	St. Johns Housing Partnership, Inc.	$69,000.00	$32,000.00	$ 101,000.00

Funding Source: 11601.174107.583010.000000.00001342.00000.0000000- to be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letters and Previous Award

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing and Community Development

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 4/7/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/8/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02