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: **Gregory Pease, Chief of Procurement**

DATE: **November 30, 2020**

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 **RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE.** 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	

City of Jacksonville, Florida

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Daryl Joseph, Director

Parks, Recreation and Community Services Department
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL 32207
(904) 630-0696
www.coj.net

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Johnnetta Moore, Chief
Social Services Division

DATE: November 16, 2020

RE: **REQUEST FOR PROPOSALS (RFP) RYAN WHITE PART A/MAI FY 2021-FY 2024 SCOPE AND CERTIFICATION**

The Social Services Division, as the Administrative Agency for the City of Jacksonville's Ryan White Part A and Minority AIDS Initiative (MAI) grants, wishes to solicit proposals from community-based organizations to provide health and support services to persons living with HIV disease who reside in the Jacksonville Transitional Grant Area (TGA) comprised of Duval, Clay, Nassau and St. Johns Counties. Those services include outpatient medical care, medications, oral health, mental health counseling, substance abuse treatment, medical and non-medical case management, medical nutrition therapy, and transportation services.

The Social Services Division is recommending that these services be bid to ensure that minority-owned and women-owned City certified JSEBs have a full and fair opportunity to compete for subcontract or sub-consultant participation on this program per the recommendation of the City's Equal Business Opportunity office.

The objectives of the services are to provide needed medical and support services to persons infected with HIV/AIDS in an effort to improve health outcomes. The project accomplishes goals of the Mayor's Metropolitan Jacksonville Area HIV Health Services Planning Council as stated in the Council's HIV Health Services Comprehensive Plan. The Comprehensive Plan goals are a result of: an ongoing assessment of the health and support needs of people living with HIV disease; an epidemiological profile of persons with HIV and AIDS in Duval, Clay, Nassau, and St. Johns Counties; demographic profiles by Duval County zip codes; description of the existing continuum of health care; and a list of Ryan White service providers in the four county area. The provision of these health and support services does not duplicate existing services.

The project will be implemented for a 12-month period. The 12-month period for Part A is from March 1, 2021 to February 28, 2022. The City of Jacksonville has received Ryan White CARE Act Title I/Part A and MAI grant dollars from the federal government annually since 1994.

The amount of Part A and MAI funding allocated to provide HIV/AIDS services in FY 2021-2022 is estimated to be $6.1 million.

(1)(v) The proposed services would not duplicate existing services. By federal mandate, Ryan White Part A funds can only be used to pay for services not funded by other programs.

Qualified agencies awarded funding as a result of this solicitation for proposals will become service providers for the Ryan White Part A/MAI continuum of care for the Jacksonville Transitional Grant Area (TGA). As Ryan White CARE Act network providers, the funded agencies will coordinate services with other Ryan White funded providers.

Enclosed is a copy of the Request for Proposals (RFP) with recommendations and certifications from the Risk Management Division. A Time Table for the availability of the RFP, and the mandatory Pre-Bid Conference Agenda.

Please advise Sandy Arts at 255-3342, of any changes or additions to the RFP and bill account number 11406.164011.582001.010003.00000000.00000.000000 for the necessary central service charges.

Thank you for your assistance in this matter.

CC: Sandy Arts, Program Manager
Ruben Ola, Purchasing Analyst

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, November 20, 2020 1:11 PM
To:	Ola, Ruben
Cc:	Arts, Sandy; Price, Beshara
Subject:	RE: Risk Management Review: RFP for RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE
Attachments:	RM APPROVED THE INS. REQ FOR ESC-XXXX-21 RYAN WHITE CARE ACT PART A MINORITY AIDS INITIATIVE.Revised111720.doc; RM APPROVED THE INS. REQ FOR ESC-XXXX-21 RYAN WHITE CARE ACT PART A MINORITY AIDS INITIATIVE.Revised111720.pdf

Greetings,

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

No changes are required to the Indemnification & Insurance Requirements and this will conclude Risk Management's review of Ryan White Care Act Part A/ Minortity Aids Initiative unless further notified.

NOTE: *Risk Management has been implementing for all contracts and agreements to have a uniform format for the Indemnification, Insurance Requirements and Provisions; therefore, please note that I did some very small changes to the Indemnification.*

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

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
Cell : 904-234-1578

Email : wverdejo@coj.net & riskreview@coj.net

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From: Ola, Ruben
Sent: Tuesday, November 17, 2020 11:59 AM
To: Verdejo Magras, Wanda; RiskReview
Cc: Arts, Sandy; Price, Beshara
Subject: Risk Management Review: RFP for RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE

Good Morning,

Attached is document request for Risk Management review and recommendation of insurance coverage for Social Services RFP - RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE.
Should there be question or need additional information, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

November 18, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **RYAN WHITE CARE ACT-PART A/MINORITY AIDS INITIATIVE**

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: Ruben Ola
Rose Nettles

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net