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: **June 17, 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 **Youth Sports and Character Development Institute.** 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease,
Chief of Procurement Division

FROM: Joseph Peppers, Chief Executive Officer
Kids Hope Alliance (KHA)

CC: Mary Tobin, Chief Operations Officer
Cynthia Nixon, Senior Director of Finance
Joyce Watson, Director of Administration
Kenneth Darity, Director of Out of School Time

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Youth Sports Institute Request for Proposals

Index Code: JCOD191SUM; 08201

DATE: June 13, 2019

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) process to rebid the Youth Sports and Character Development Institute Request for Proposal. The RFP was originally advertised on 5/22/19 and opened on 6/12/19. No bids were received. Several providers have since expressed interest, but required additional time to submit a proposal.

Due to time constraints in providing the program during the summer, KHA requests to advertise for the minimum of 10 days.

Justification

These programs require competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, access to and the ability to recruit the target population, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, in order to make the best decision for the City of Jacksonville, the Kids Hope Alliance requests permission to use the CSPEC evaluation process.

Certification

As required in Section 126.204 (a)(1), Ordinance Code, the KHA certifies the following:

i. For the reasons mentioned above, the GGAC process is impractical due to the fact that in addition to price, the Contractor must have several other competencies in order to deliver the services.
ii. The objective of the services is to successfully implement summer programs that offer sports skill and character development.
iii. The proposed cost of the program is $120,000 for Youth Sports Institute.

iv. The proposed services would be an enhancement and not duplicate existing services. This proposal is designed to give the KHA the authority to seek out the best Contractor(s) to continue provide these services.

For purposes of the preliminary evaluation of this proposal, the KHA CEO will assign Kenneth Darity as the CSPEC representative.

A scoring team of subject matter experts will review the Responses to ensure the most qualified contractors are selected.

Recommendations for awards will be made at the agency level, based on the totals of the scoring from Evaluation Matrix.

The KHA is in the process of selecting reviewers and respectfully asks to be able to submit a list of reviews at a later date, but prior to making its recommendation to CSPEC.

Proposed RFP

The KHA respectfully submits a proposed RFP with a desired **Scope of Services** (Section 4) and **Minimum Requirements to Bid** (Section 1.4). **The Evaluation Criteria** is contained in Attachment B.

Attachment(s): Exhibit 4, Ordinance 2019-23-E

Cc: Annette Burney, Purchase Analyst

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

June 14, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, JSEB Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) Compliance Office

RE: **Youth Sports and Character Development Institute**

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) 255-8828.

cc: Annette Leslie-Burney

Leslie-Burney, Annette

From: Duckworth, Twane
Sent: Tuesday, March 19, 2019 4:15 PM
To: Darity, Kenneth
Cc: Leslie-Burney, Annette; Tobin, Mary; Peppers, Joseph
Subject: RE: Insurance Requirements
Attachments: RFP ESC-0465-17.pdf

Kenneth,

The language in the attached works for your request below.

This will conclude Risk Management's review unless further notified.

Respectfully,

Twane L. Duckworth, J.D., ARM
Chief of Risk Management
twaned@coj.net

From: Darity, Kenneth
Sent: Wednesday, March 13, 2019 9:18 AM
To: Duckworth, Twane
Cc: Leslie-Burney, Annette; Tobin, Mary; Peppers, Joseph
Subject: Insurance Requirements
Importance: High

Good Morning Twane,

I am writing to request pre-approval of the insurance requirements for two upcoming Out of School Time summer learning RFPs. I would like to keep the conditions the same as our previous **Bid# ESC-0465-17** (see attached section 3.21) page 21.

KHA will be sending multiple RFP requests soon to Procurement, and your approval will also aid in relieving some of the congestion that department will most certainly face.

Feel free to contact me directly if you have any questions or concerns. I will be in a Finance Committee this morning from 9:30-11:00 am, but will be free afterward.

Thank you in advance for considering this request!

Kenneth Darity, MA, FCCM
Director, Out of School Time
Kids Hope Alliance
The Jacksonville Partnership for Children, Youth and Families
1095 A. Philip Randolph Blvd.

Jacksonville, Florida, 32206
Phone: (904) 255-4422
Cell: (904) 428-6869
Fax: (904) 255-4500
Email: kdarity@coj.net

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. (Galatians 6:9, NIV)

PLEASE NOTE THAT UNDER FLORIDA'S VERY BROAD PUBLIC INFORMATION LAW, E-MAIL COMMUNICATIONS TO AND FROM CITY OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE