ST. JAMES BUILDING
117 WEST DUVAL STREET, SUITE 400
JACKSONVILLE, FLORIDA 32202

OFFICE OF MAYOR LENNY CURRY

PH: (904) 630-1776
FAX: (904) 630-2391
www.coj.net

March 15, 2017

MEMORANDUM

TO: Greg Pease, Competitive Sealed Proposal Evaluation Committee

FROM: Deborah J. Verges, Jax Journey Project Director
Office of Mayor

RE: **PSEC Data Analysis Consultant RFP**

P-46-17

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

The following information is furnished in accordance with Chapter 126.204 of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Professional Services Evaluation Committee (PSEC) process for the procurement of services to consult the City on data analysis projects. The evaluation bid process is required due to the complexity of the potential projects and the unique nature of data analysis versus a low bidder, open market method. In order to ensure that our minimum requirements are met with the least amount of customization, the evaluated process would be the fairest way to select the vendor. The sub-committee responsible for evaluating the submitted bids will be comprised of representatives of the Mayor's Office and the Office of Grants and Contract Compliance.

The objective of the services requested will establish a contractual relationship with a consultant for the provision of data analysis services on an as needed basis.

The name and telephone numbers of the representatives designated to serve on the committee are:
Debbie Verges, 630-1878
Damian Cook, 255-8742

Attached, please find a draft RFP which includes the scope of work, minimum specifications and intended evaluation criteria.

It is our desire that this job be awarded in the form of a Purchase Order selection of the winning vendor.

Thank you for considering our request.

Please contact me at 630-1878/463-3093 if additional information is required.