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ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

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

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **April 5, 2023**

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 request services for **Read Jax Literacy Collaboration Pilot** for Kids Hope Alliance.

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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

CC: Saralyn Grass, Chief Administrative Officer,
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,
Kids Hope Alliance (KHA)

SUBJECT: Request permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Read Jax Literacy Collaboration Pilot Request for Proposal

DATE: March 16,2023

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests the following:

1. Request a Request to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Read Jax Literacy Collaboration Pilot Request for Proposal (RFP).

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 the ability to work collaboratively with community partners. As such, in order to make the best decision for the City of Jacksonville, Kids Hope Alliance requests permission to use the CSPEC evaluation process.

Certification

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

1. 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.

2. The objective of the services is to successfully implement Read Jax Literacy Collaboration Pilot, and activities designed to support children and youth.

3. The initial term of the agreement will be from August 1, 2023 through May 31, 2024 with three (3) additional one-year renewal options.

4. A minimum of $3,400,000.00 in funding has been made available for Read Jax Literacy Collaboration Pilot.

1095 A. Philip Randolph Blvd., Jacksonville, FL 32206 | (904) 255-4400 | Fax: (904) 255-4502

KIDS HOPE ALLIANCE

5. The proposed services would not duplicate existing KHA funded services. This proposal is designed to give KHA the authority to seek the best Contractor(s) to provide these services.

For purposes of the preliminary evaluation of the proposal, KHA Chief Executive Officer will assign Kenneth Darity, Chief Programs Officer as the CSPEC representative for KHA.

A scoring team of Subject Matter Experts (SMEs) will review the Responses to ensure the most qualified contractors are selected. SMEs will be selected via an application process and must not have any connection, financially or personally (i.e., family member is an employee), to any of the applicant organizations. Qualifications and affiliations will be evaluated by KHA staff and interviews will be conducted if necessary. All scorers will receive training on the RFP as well as the evaluation elements and process. Each scorer will evaluate up to 15 applications and each application will be evaluated by at least three scorers. Batches of up to fifteen responses will be created based on the KHA goals initially selected by the applicant during the application process so that like applications will be evaluated against one another.

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

Proposed RFP

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

KHA anticipates funding as follows:

ID	Account Name	Fund	Center	Account	Project	Activity	Interfund	Future
54	ESP - Early Learning	10901	181001	582001	000000	00000458	00000	0000000
	ESP – Out-of-School Time	10901	181001	582001	000000	00000455	00000	0000000

Total Funding **$3,400,000.00**

For additional information, please contact Tyrica Young at 904-255-4423 or tyricay@coj.net

Cc: Olive Wallace-Cohen, Purchasing Analyst
Jessica Pitts, Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research and Grants

Robertson Washington, Quinn

From: Sibley, Deborah
Sent: Monday, March 6, 2023 8:52 AM
To: Young, Tyrica; Grass, Saralyn; djverges
Cc: Johnson, Tajmaus
Subject: RFP Reviewers thus far

Good Morning Team,

Below is the list of RFP Reviewers/Scorers thus far:

1. Sharon Carpenter
2. Terri Newberry
3. Jodie Thomas
4. Tousha Allen
5. Tajmaus Johnson
6. Aszloyn Whitfield
7. Tyrica Young
8. Chardae Chaney
9. Tatiana Engberg
10. Tawanna Green
11. Dawn Emerick
12. Larry Finkelstein
13. Ryen Freedman
14. Mickee Brown
15. Latrina Patrick
16. Jan Morse

Thank you,

Deborah L. Sibley, M.Ed.
Kids Hope Alliance | Special Projects Manager
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4449
Fax: (904) 255-4500
www.kidshopealliance.org | @KidsHopeJax

CITY OF JACKSONVILLE
PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

Wallace Cohen, Olive

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Wednesday, March 22, 2023 2:47 PM
To:	Wallace Cohen, Olive
Cc:	Robertson Washington, Quinn; Young, Tyrica
Subject:	CONCLUDED REVIEW - Read Jax Literacy Collaboration Pilot
Attachments:	Read Jax Literacy Collaborative Pilot (2) (1).docx; template KHA- INS. REQ..docx

Greetings,

Greetings,

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

Risk Management reviewed and made minor updates to the Indemnification & Insurance Requirements for **Read Jax Literacy Collaboration Pilot**

Summary: To keep the insurance requirements in a stander format, I applied minor revisions to the format of the Insurance requirements. Pages 72-76 Attachment F & G

Please save and share the template for KHA insurance requirements.

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Read Jax Literacy Collaboration Pilot (KHA)

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

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

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From: Wallace Cohen, Olive <OWCohen@coj.net>
Sent: Monday, March 20, 2023 5:11 PM
To: RiskReview <RiskReview@coj.net>
Cc: Robertson Washington, Quinn <QRWashington@coj.net>; Young, Tyrica <TyricaY@coj.net>
Subject: RFP - Read Jax Literacy Collaboration Pilot

Good Day:

Please see attached RFP for your review of the insurance provision.

Thanks in advance.

Regards,

Olive Wallace-Cohen
Purchasing Analyst
214 N. Hogan Street (8th Floor)
Jacksonville, FL 32202
Phone: 904-255-8816
E-mail: OWCohen@coj.net

CITY OF JACKSONVILLE

"Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure."

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

March 23rd, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator DLM
Karem Baez, EBO/JSEB Business Compliance Officer KB
Jacksonville Small and Emerging Businesses

RE: **Read Jax Literacy Collaboration Pilot**

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) 255-8167.

Cc: Olive Wallice-Cohen
Dinah Mason