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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: **Dustin Freeman, Chief, Procurement Division**

DATE: **December 1, 2022**

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 supplier for **Credit Underwriting Services for HUD Guaranteed Section 108 Loans**. 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 the 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 Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-8200
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **October 27, 2022**

TO: **Dustin Freeman, Chief of Procurement**
Finance and Administration Department

THRU: **Chiquita Moore, Director of Operations** Chiquita D. Moore
Neighborhoods Department

FROM: **Tom Daly, Chief of Housing and Community Development**
Neighborhoods Department

SUBJECT: **PSEC – ESC-0265-23 Credit Underwriting Services for HUD Guaranteed Section 108 Loans**

Please take appropriate action to issue a Request for Proposals ("RFP") for the referenced services described below:

The City of Jacksonville Housing and Community Development Division ("HCDD") seeks qualifications from providers of Credit Underwriting Services and Loan Servicing proposals for Credit Underwriting Firms ("CUR Firms") for the evaluation and underwriting of proposed Department of Housing and Urban Development ("HUD") Section 108 Loan Guarantee program projects in Duval County, Florida. The intent of the HCDD is to have up to three (3) CUR Firms approved by the City for project developers to select from.

It is intended that the Developer entity and the CUR Firm will separately negotiate the pricing of these services. It is expected that the costs of these services will range between $12,500.00 and $30,000.00 depending on the amount of financing underwritten and the complexity of the project. The estimated length of contract will be five (5) years and subject to early termination. The subcommittee responsible for evaluating the submitted proposals will be comprised of representatives from HCDD. The names of the representatives designated to serve on the subcommittee are: Tom Daly and Travis Jeffrey.

It is our desire that this be awarded in the form of a contract upon selection of the winning vendor(s). Please do not hesitate to contact me at 255-8204 or tdaly@coj.net if you have any questions.

Thank you for considering this request.

Cc: David Klages, Purchasing Analyst – Procurement Division

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

October 31st, 2022

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator DLM
LaRoy Covington, EBO/JSEB Business Compliance Officer LC
Jacksonville Small and Emerging Businesses

RE: **Credit Underwriting Services for HUD Guaranteed Section 8 Loans**

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: Dave Klages
Dinah Mason

From:	Verdejo Magras, Wanda on behalf of RiskReview
To:	Klages, David; Daly, Thomas
Subject:	RISK CONCLUDED Review of Bid Document: ESC-0265-23 Credit Underwriting Services for HUD Guaranteed Section 108 Loans
Date:	Monday, October 31, 2022 1:31:43 PM
Attachments:	scope-Credit Underwriting Services for HUD Guaranteed Section 108 Loans - Draft 01.pdf Credit Underwriting Services for HUD Guaranteed Section 108 Loans - Draft 01.docx image003.png

Greetings,

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

Risk Management reviewed the Indemnification and **redlined** Insurance Requirements for ESC-0265-23 Credit Underwriting Services for HUD Guaranteed Section 108 Loans

Summary: the only two changes was adding Professional Lia. & Crime. I posted Crime as "**if apply**" because I was not clear on the section #5 of the scope in refrence to the distribution of the money.

Professional Liability $1,000,000 per Claim & Agg

The Professional Liability insurance shall include coverage for Technology Errors and Omissions Liability and must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Agreement and such Claims-made coverage must respond to all claims reported within three (3) years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

Crime – Employee Fidelity (if apply)
$1,000,000 Per Loss

Such insurance shall be on a form acceptable to the City and shall provide coverage for losses arising out of employee dishonesty, employee theft, forgery and alteration, burglary or robbery, wire transfer fraud, and computer fraud. Such coverage shall be endorsed to include coverage for losses arising out of theft of "client property" on a form no more restrictive than that provided by the most recent version of the Clients' Property (ISO Form CR 0451) as filed for use in the State of Florida. Coverage shall be endorsed to include coverage for losses arising out of theft of "client property" on a form no more restrictive than that provided by the most recent version of the Clients' Property (ISO Form CR 0451) as filed for use in the State of Florida." does not need to be included unless the contractor/vendor will be handling "City" money, such as a claims administrator, bank, etc. If the coverage is being required for other reasons, such as for grant money, etc., then this requirement can be removed.

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

From:	Daly, Thomas
To:	Klages, David
Subject:	RE: RISK CONCLUDED Review of Bid Document: ESC-0265-23 Credit Underwriting Services for HUD Guaranteed Section 108 Loans
Date:	Monday, October 31, 2022 2:39:29 PM
Attachments:	image002.png

Wanda is correct to include the Crime insurance as the Credit Underwriter will approve drawing down funds on any loans actually made.

Thomas J. Daly, II, Esq.
Chief, Housing & Community Development Division
City of Jacksonville
214 N. Hogan, 7th Floor
Jacksonville, FL 32202
Office: 904-255-8204
Cell: 904-574-1619
Email: tdaly@coj.net

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

From: Klages, David <DKlages@coj.net>
Sent: Monday, October 31, 2022 2:37 PM
To: Daly, Thomas <TDaly@coj.net>
Subject: FW: RISK CONCLUDED Review of Bid Document: ESC-0265-23 Credit Underwriting Services for HUD Guaranteed Section 108 Loans

Tom,
Would you please call Wanda in Risk Management (255-5314)? She has a question about subsection 5 of the scope (Section 4)?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE