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: **February 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 request services for **Electronic Ankle and Alcohol Monitoring Services.**

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	

ONE CITY. ONE JACKSONVILLE

Procurement Division

214 North Hogan Street – Suite 800, Jacksonville, Florida 32202
(904) 255-8800-Ph; (904) 255-8837-Fax; www.coj.net

SPECIFICATION REVIEW

(ROUTING FORM)

Project Title: ELECTRONIC ANKLE AND ALCOHOL MONITORING SERVICES

Date Rcvd: 01/31/22

Preliminary Comments: _____ **Bid #:** ~~XF-XXXX-22~~ ESC-0329-22

POC: DEIDRA BAINES– 904-630-5970 **Project Est:** $400K

( ) In-Formal Solicitation (X) Formal Solicitation ( ) Federal Funding

Name	Date Received	Date Forwarded	Comments	Initials
Buyer/Analyst: OLIVE WALLACE-COHEN	01/31/22	01/31/22	☑ To EBO: ☐ CIP ☐ Sply/Svc ☑ RFP ☐ Anl Rqrmts: Pre-Qual: Y/N ☐ Perf./Pay. Bond ☐ Bid Security	OWC
IT: (required for IT related purchases)			☐	
Dinah Coleman Mason x8728 JBA Administrator		1/31	Sent to Sandy	DCM
EBO Specialist ~~x8840~~ 8127 Sandy Simpson		2/1	☑ Open Bid: ☐ JSEB Set-Aside: ☐ Participation Percentage:	SS
Section 3 Specialist (required if Federal Funding)			Include Section 3 Requirements: ☐ Yes ☐ No	
Marilyn Laidler x8804 Asst. Purchasing Mgr.				
Dustin L. Freeman x 8811 Procurement Manager				
Gregory Pease-x8801 Chief of Procurement				
Buyer:			Bid #: Bid Open Date: Bid Advertising Date: Pre-Bid:	

Copy Center Acct: _____ File Color: _____ Commodity Code: _____

REQUIRED DRAFT REVISIONS:

ITEM	DESCRIPTION	Complete?

Jacksonville Sheriff's Office

MIKE WILLIAMS, SHERIFF

Serve • Protect • Community

Date: January 28, 2022

To: Competitive Sealed Proposals Evaluation Committee (CSPEC)

Thru: Gregory Pease, Chief of Procurement

From: Bill Clement, CPA, Chief of Budget

Subject: Electronic Ankle and Alcohol Monitoring Services

In accordance with Section 126.204 of the Municipal Code, the Jacksonville Sheriff's Office requests approval to utilize the Competitive Sealed Proposal process to formally establish a vendor to provide the Electronic Ankle and Alcohol Monitoring Services for the Department of Corrections.

The evaluated bid process is the most effective way for the Jacksonville Sheriff's Office to acquire this service. The evaluated process will allow us to review and score the submission in order to ensure that our requirements are met as described in section 4, Description of Services and Deliverables.

The initial contract term will be a five (5) year period from execution of the Contract with two (2) one (1) year renewal periods. Funding for this service is allocated in the annual operating budget for the Jacksonville Sheriff's Office in 00111.562101.544020.000000.00000000. The anticipated annual cost is approximately $400,000.00. This request does not duplicate any existing service. This contract will replace the existing contract with Attenti US, Inc., bid PSC-0368-16.

The sub-committee responsible for evaluation of submitted bids will be comprised of representatives from the Jacksonville Sheriff's Office, Department of Corrections. The name and telephone number of the representatives designated to serve on the committee are Chief Bryant (630-7806), A/C Verwey (630-2873) and Lt. Flemming (630-2843).

The RFP has been reviewed and approved by Risk Management (See attached e-mail from Risk). All required items have been incorporated into the RFP.

Attached please find the scope of work, minimum specifications and intended evaluation criteria.

It is our desire to process a formal contract upon selection and approval of awarded vendor.

Thank you for your consideration of this request. If you have any questions or need additional information regarding this request, please contact Deidra Baines at 630-5970.

Wallace Cohen, Olive

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Tuesday, February 1, 2022 2:57 PM
To:	Wallace Cohen, Olive
Cc:	Baines, Deidra B.
Subject:	CONCLUDED REVIEW FOR ELECTRONIC ANKLE AND ALCOHOL MONITORING SERVICES
Attachments:	RISK APPROVED THE INS. REQ FOR ESC-XXXX-22 - ELECTRONIC ANKLE AND ALCOHOL MONITORING SERVICES.doc

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 Electronic Ankle & Alcohol Monitoring Services
unless further notified.

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

NOTE: Please label all emails correspondence: Subject: Electronic Ankle & Alcohol Monitoring Services

Any further questions, please feel free to contact me.

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
New Cell : 904-489-5495

ONE CITY. ONE JACKSONVILLE

This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Wallace Cohen, Olive <OWCohen@coj.net>
Sent: Monday, January 31, 2022 4:43 PM
To: RiskReview <RiskReview@coj.net>
Cc: Verdejo Magras, Wanda <WVerdejo@coj.net>; Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Subject: RISK REVIEW - RFP FOR ELECTRONIC ANKLE AND ALCOHOL MONITORING SERVICES

Good Day:

Please see attached RFP for your review and response.

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

February 1, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason, EBO/JSEB Administrator
Sandy Simpson, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Electronic Ankle and Alcohol Monitoring Services**

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 Wallace-Cohen
Dinah Coleman Mason

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