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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: **February 2, 2024**

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 **Debt Collection Services for Clerk of Circuit and County Courts.**

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	

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

December 28, 2023

To: Dustin Freeman, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Debt Collection Services – Clerk of the Circuit and County Courts

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The Clerk of the Circuit and County Courts is requesting CSPEC take action to issue a Request for Proposal (RFP) for Debt Collection Services – Clerk of the Circuit and County Courts.

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 Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Debt Collection Services to replace the current existing services. We are asking for an evaluated bid based on the differences among supplier solutions, experience, and the importance of compliance and collections.

The sub-committee responsible for evaluating the bids will be comprised of representatives of the Clerk of the Circuit and County Courts. The objective of the services will be to establish debt collection services to collect delinquent fines and fees for various types of cases.

The following list of representatives from the clerk's office are designated to serve on the committee:

Jennifer Spinelli
Jennifer Douglas
Sheri Pristupa
Zilka Celikovic

Attached, please find the Scope of Services, Minimum Requirements for Contractors, and Evaluation Criteria.

APPROVED
By Kevin at 11:21 am, Dec 28, 2023

REQUEST FOR PROPOSAL

Debt Collection Services
For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction

The City of Jacksonville ("**Buyer**") on behalf of the Clerk of the Circuit and County Courts for Duval County, Florida ("**Clerk**") intends to hire an individual(s) or firm(s) ("Contractor") to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). More than one (1) Contractor may be awarded for these services. The Clerk reserves the right to determine the method for distribution of debts at the time of contract.

The Clerk is an agent and State Constitutional Officer for Duval County and the State of Florida, while operating under the Florida Statutes and Constitution of the State of Florida. The Clerk also operates in some capacities for Duval County, which is governed by the Consolidated City of Jacksonville, within its charter form of government, as commanded to do so by the Florida Statutes and Constitution of the State of Florida.

Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)
Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements
Attachment D	Sample Contract
Attachment E	Disqualified/Probationary Vendors List
Attachment F	Protest Procedures
Form 1 -	Price Sheet
Form 2 -	Conflict of Interest Certificate
Form 3 -	Insurance Agent Acknowledgement
Form 4 -	No Bid Survey
Exhibit A	Indemnification
Exhibit B	Insurance
Appendix A	Incoming Payment File Documentation
Appendix B	Outgoing File Documentation

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

January 19, 2024

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Gregory Grant, EBO/JSEB Administrator GG
LaRoy Covington, EBO/JSEB Business Compliance Analyst LC
Jacksonville Small and Emerging Businesses

RE: **Debt Collection 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) 255-8833.

Cc: Olive Wallace-Cohen
Gregory Grant