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: **July 16, 2021**

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 services for **HUMAN TRAFFICKING 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

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MEMORANDUM

June 21, 2021

TO: Greg Pease, Chief

FROM: Johnnetta Moore, Chief
Social Services Division

THRU: Will Evans,
Human Services Planner III

RE: Request for Proposal (RFP) Human Trafficking Victim Assistance Fund FY 2020 – 21

The Social Services Division, as the Administrative Agency for the City of Jacksonville's Human Trafficking Victim Assistance Fund wishes to solicit proposals from community-based 501 (c) (3) organizations to provide funding that demonstrate innovative strategies to create, expand, or enhance services to human trafficking victims using a multidisciplinary approach to fight human trafficking. Those services could include housing, specialized services and/or innovative ideas design to reduce human trafficking or respond to the needs of human trafficking victims.

The Social Services Division is recommending that these services be bid to ensure a fair and competitive process for all organizations who wish to apply for funding. The fund will consider human trafficking projects from all approaches to reduce human trafficking, including prevention, housing, advocacy, and reestablishment programs. The primary focus of the fund is to strengthen the evidence around potentially impactful programs that would help end human trafficking. We encourage applications from minority and/or women's organizations.

The project(s) will be for a one-year term with future funding at the discretion of the City of Jacksonville. The amount of funding allocated to provide human trafficking services is $250,000, qualified agencies awarded funding as a result of this solicitation for proposals will become professional services providers for the City of Jacksonville Social Services Division.

Enclosed is a copy of the Request for Proposal (RFP) with recommendations, certifications, and evaluation of the bids in OneCloud.

Please advise Will Evans at 255 – 3328 / wevans@coj.net of any changes or additions to the RFP and bill account 00111.164006.531090.000000.00000000.00000.0000000 for the necessary services charges.

cc : Will Evans, Human Services Planner III
Ruben Ola, Purchasing Analyst

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, July 9, 2021 11:00 AM
To:	Ola, Ruben
Cc:	Moore, Johnnetta; Evans, Willie; Price, Beshara; Freeman, Dustin
Subject:	CONCLUDED REVIEW ON RFP for HUMAN TRAFFICKING SERVICES
Attachments:	7-9-21 RISK REVIEW & UPDATED INS. REQ. FOR ESC-XXXX-21 HUMAN TRAFFICKING SERVICES.pdf; 7-9-21 RISK REVIEW & UPDATED INS. REQ. FOR ESC-XXXX-21 HUMAN TRAFFICKING SERVICES.doc; SCOPE- HUMAN TRAFFICKING SERVICES.pdf

Greetings,

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

Risk Management reviewed and **Updated** the Indemnification & Insurance Requirements for Human Trafficking Services

Summary:

- Attachment F & G I removed and added coverages
- I moved **NO BID Form 4 to FORM 3.** (unless form 4 is permanently designated to NO BID languish on all contracts) see why below.
- I removed **Insurance Agent Acknowledgment (Form 3)**. I do not know who implemented the "Insurance Agent Acknowledgment Form 3" to bids, contracts, or agreements. I recommend omitting **Insurance Agent Acknowledgment** because it's the applicant's responsibility to ensure their insurance agent complies with all the contract's insurance requirements. Some insurance agents are refusing to sign the form and it's creating havoc with contract compliance.
- **Please forward Risk a fully executed contract for Human Trafficking Services.**

please label all emails correspondence: Subject- Human Trafficking Services

Risk Management concludes the review.

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

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From: Ola, Ruben
Sent: Thursday, July 08, 2021 4:34 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Moore, Johnnetta; Evans, Willie; Price, Beshara; Freeman, Dustin
Subject: Risk Management Review: RFP for HUMAN TRAFFICKING SERVICES

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for Social Services Division RFP for HUMAN TRAFFICKING SERVICES. Should there be question or need additional information, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

July 9, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
Elexia Moss, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: Human Trafficking 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: Ruben Ola
Dinah Coleman Mason

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