PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **September 13, 2016**

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 **Jacksonville Journey Ex-Offender Employment Program.** 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	

Office of Grant and Contract Compliance

August 24, 2016

MEMORANDUM

TO: Greg Pease, Competitive Sealed Proposal Evaluation Committee

THRU: Damian Cook, Grant Administrator
Office of Grants & Contract Compliance

FROM: John Snyder, Human Services Planner
Office of Grants & Contract Compliance

RE: **CSPEC Ex-Offender RFP**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

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 services to find employment for ex-offenders entering Duval County. The evaluation bid process is required due to the complexity of the training and different employment programs versus a low bidder, open market method. In order to ensure that our minimum requirements are met with the least amount of customization, the evaluated process would be the fairest way to select the vendor. All the scoring categories are weighted according to their importance. The sub-committee responsible for evaluating the submitted bids will be comprised of representatives of the Jax Journey Oversight Committee.

The name and telephone numbers of the representatives designated to serve on the committee are:

Tracy Tousey (704)770-8760
James Campbell 766-6633
Rory Diamond 686-1956

Please note that other members of the Jacksonville Oversight Committee may be added at their request.

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

It is our desire that this job be awarded in the form of a Purchase Order selection of the winning vendor(s).

Thank you for considering our request.

Please contact me at 255-8202 additional information is required.

Leslie-Burney, Annette

From: Davis, Tracie
Sent: Tuesday, September 13, 2016 11:17 AM
To: Leslie-Burney, Annette
Subject: Ex-Offender Employment Program

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Ex-Offender Employment Program**

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

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

Tracie Davis
Compliance Officer, JSEB Professional Services
Small and Emerging Business Office
214 N. Hogan Street, Ste 800
Jacksonville, FL 32202
E: tracied@coj.net
P: (904) 255-8167
F: (904) 255-8842

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