PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **February 21, 2017**

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 **Jax Journey Early Education Pilot.** 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	

Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Jon Heymann, Executive Director/CEO
Jacksonville Children's Commission

Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

Joyce J. Watson, Assistant Director, Management Services
Jacksonville Children's Commission

SUBJECT: **Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Jax Journey's Early Education Pilot**

DATE: **February 16, 2017**

The Commission respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the Afterschool and Summer Request for Proposals.

1. Justification

These programs require competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, access to and the ability to recruit the target population, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, in order to make the best decision for the City of Jacksonville, the Commission requests permission to use the CSPEC evaluation process.

2. Certification

As required in Section 126.204 (a)(1), Ordinance Code, the JCC certifies the following:

i. For the reasons mentioned above, the GGAC process is impractical due to the fact that in addition to price, the Contractor must have several other competencies in order to deliver the services.
ii. The objective of the services is to successfully implement afterschool and summer programs and help reach the five goals of the programs: JCC has been providing the funding for these services since 1998. This proposal proposes services for one (1) year with an optional two (2) one-year renewals.
iii. The proposed cost of the program is $340,850 for Jax Journey Summer SAIL Camps and $1,787,976
iv. The proposed services would not duplicate existing services. This proposal is designed to give the JCC the authority to seek out the best Contractor(s) to continue providing these services.
v. We have multiple contracts with current providers.

For purposes of the preliminary evaluation of this proposal, the JCC CEO will assign Colin Murphy as the CSPE representative.

A scoring team of subject matter experts will review the Responses and the average will be presented to CSPEC. The reviewers will be Tracey Tousey, Scott Wiley, and a representative from the Florida Institute for Education.

Recommendations for awards will be made at the site level, as described in the "Basis for Award" in Attachment B.

3. Proposed RFP

The Commission respectfully submits a proposed RFP with a desired **Scope of Services** (Section 4) and **Minimum Requirements to Bid** (Section 1.4). **The Evaluation Criteria** is contained in Attachment B.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Daniel Pearson, Manager Purchasing Services
Cynthia Nixon, Director, Finance
JCC Staff

Leslie-Burney, Annette

From: Cruz, Aileen
Sent: Friday, February 17, 2017 12:16 PM
To: Leslie-Burney, Annette
Subject: Jax Journey Early Education Pilot

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, JSEB Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Jax Journey Early Education Pilot**

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.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax

BID SPECIFICATIONS

JAX JOURNEY EARLY EDUCATION PILOT

BID NO: TBA

OPEN DATE: 3/22/17

TIME: 2 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING, 214 N. HOGAN ST, STE #110
JACKSONVILLE, FL

MANDATORY PRE-BID CONFERENCE:

DATE: Thursday, March 9, 2017
TIME: TBA
PLACE: Jacksonville Children's Commission, Multipurpose Room,1095 A. Philip Randolph Blvd., Jacksonville, FL 32206

CITY OF JACKSONVILLE
PROCUREMENT DIVISION

LENNY CURRY
MAYOR

GREGORY PEASE
CHIEF PROCUREMENT
DIVISION