SUBJECT: **YOUNG ADULT WORKFORCE & EDUCATION PROGRAM – JACKSONVILLE JOURNEY**

BID # **ESC-0447-16** OPEN DATE: **04/20/2016**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through May 30, 2017 with One (1), Four (4) Month Renewal and One (1), One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 20 **NUMBER OF BIDS RECEIVED:** 9 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease award to Goodwill Industries of North Florida from $81,333.00 to $79,233.00. Recommend approval to increase award to West Jacksonville Restoration Center from $28,333.00 to $30,433.00. Total revised maximum indebtedness of Goodwill Industries $107,011.00 and the total revised maximum indebtedness of West Jacksonville Restoration Center $115,433.00.

Funding for this award to be encumbered by account OPOD019EP-08201 to be executed by formal contract through the Office of General Counsel.

Attachments: Recommendation Memo; Previous Awards; E-Mails

ANALYST: STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAMIAN COOK, GRANTS ADMINISTRATOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

CITY OF JACKSONVILLE

Administration & Finance Department
Office of Grant and Contract Compliance

May 17, 2017

MEMORANDUM

TO: Greg Pease, Chief of Procurement Division

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

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

RE: **CSPEC Young Adult RFP-ESC-0447-16 Revised Award**

The Office of Grants and Compliance is requesting to decrease the award to Goodwill Industries of North Florida from $81,333 to $79,233 and increase the award to West Jacksonville Restoration Center from $28,333 to 30,433.00.

Additionally, The Office of Grants and Compliance is requesting to amend the award dated 4/13/2017 by changing the maximum indebtedness of Goodwill Industries to $107,011 and the maximum indebtedness of West Jacksonville Restoration Center to $115,433. This does not impact their award from 4/13/2017 only the maximum indebtedness.

Please find attached e-mails from Goodwill Industries and West Jacksonville. All funding comes from account OPOD019EP.

Thank you for considering our request. Please contact me at 255-8202 if additional information is required.

Snyder, John

From: Leah Lynch <llynch@takestockjax.org>
Sent: Wednesday, May 17, 2017 4:18 PM
To: Snyder, John
Subject: Re: Reducing your current contract award

No we do not see an issue with the reduction to support the West Jacksonville Restoration Center.

Sent from my iPhone

On May 17, 2017, at 4:15 PM, Snyder, John <JSNYDER@coj.net> wrote:

> Good Afternoon Ms. Lynch,
> West Jacksonville Restoration Center needs another $2,100 for this current contract not the one I e-mailed earlier in the week. Do you have any issue with me reducing your current contract by $2,100. I still show an available balance for this contact as $74,983.00?
>
> Thanks,
> John Snyder
> PSG & Trust Fund Coordinator
> Office of Grants & Contract Compliance
> 214 North Hogan Street #843
> Jacksonville, FL 32202
> (904) 255-8202
>
> <image001.jpg>

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

Snyder, John

From: Renu Heda <renu.heda@jaxlegalaid.org>
Sent: Wednesday, May 17, 2017 2:32 PM
To: Snyder, John; Robyn Albertie
Subject: March PSG billings and payments.

Hello John:

Disability grant billing for March = $13,686.78. Payment needed = $12,214.15 due to $1,146.25 occupancy and $326.38 Pension exp for Low income being entered in the Disability Grant in error on the Amplifund system for Feb and being paid accordingly.

Low Income billing for March =$16,012.97. Payment needed = $16,339.35 due to $326.38 exp for pension being entered under Disability grant in error on the Amplifund system for Feb and being paid accordingly.

Homlessness Prevention billing for March = $9,609.39. Payment needed is for the same amount - no errors.

Thanks for your patience and help.

Disability we billed $11,859.00 we received $13,331.63.

Low Income we billed $15,159.04 we received $14,832.66

Homelessness we billed $11,384.43 we received $11,384.40.

Can you please help us understand?

Thank you,

Renu Heda
Chief Financial Officer
Jacksonville Area Legal Aid, Inc.
(904) 224-1553

Snyder, John

From: Laura Buchanan <westjaxrestore@yahoo.com>
Sent: Wednesday, May 17, 2017 6:15 PM
To: Snyder, John
Subject: Re: resend certificates and invoice

I am okay with the additional $2100 added to our current contract.

Thank you
Laura Buchanan
WJRC-Director
904-779-0177

Sent from my iPhone

On May 17, 2017, at 4:16 PM, Snyder, John <JSNYDER@coj.net> wrote:

> Please be advised that the only way I can pay the additional $2,100 is to increase your current contract. If you are okay with doing this please let me know by replying back to this e-mail.
>
> Thanks,
> John Snyder
> PSG & Trust Fund Coordinator
> Office of Grants & Contract Compliance
> 214 North Hogan Street #843
> Jacksonville, FL 32202
> (904) 255-8202
>
> <image001.jpg>
>
> **PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.**
>
> **From:** Laura Buchanan [mailto:westjaxrestore@yahoo.com]
> **Sent:** Wednesday, May 17, 2017 12:31 PM
> **To:** Snyder, John
> **Subject:** Re: resend certificates and invoice
>
> Attached is the last updated invoice. lol
>
> Laura Buchanan
> WJRC-Director
> 904-779-0177
>
> On Wednesday, May 17, 2017 11:41 AM, "Snyder, John" <JSNYDER@coj.net> wrote:
>
> You can go ahead and include the other person at a rate of $500 and just put on the invoice a note about closes out available funds.

Thanks,
John Snyder
PSG & Trust Fund Coordinator
Office of Grants & Contract Compliance
214 North Hogan Street #843
Jacksonville, FL 32202
(904) 255-8202

<image001.jpg>

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

From: Laura Buchanan [mailto:westjaxrestore@yahoo.com]
Sent: Wednesday, May 17, 2017 11:38 AM
To: Snyder, John
Subject: Re: resend certificates and invoice

Attached is updated invoice. Will the remaining $500 be attached to the new contract?

Thanks
Laura Buchanan
WJRC-Director
904-779-0177 office

On Wednesday, May 17, 2017 10:45 AM, "Snyder, John" <JSNYDER@coj.net> wrote:

My records indicate that there is only $12,200 left on this contract. If you agree with this, then please revise your invoice to reflect the balance of funds.

Thanks,
John Snyder
PSG & Trust Fund Coordinator
Office of Grants & Contract Compliance
214 North Hogan Street #843
Jacksonville, FL 32202
(904) 255-8202

<image001.jpg>

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

From: Laura Buchanan [mailto:westjaxrestore@yahoo.com]
Sent: Wednesday, May 17, 2017 8:25 AM
To: Snyder, John
Subject: resend certificates and invoice

Good morning John:

Attached is the invoice for this cycle and certificates of graduates.
Please let me know that you received this.

Thank you

Laura Buchanan
WJRC-Director
904-779-0177 Office
904-208-1982 Cell

SUBJECT: **YOUNG ADULT WORKFORCE & EDUCATION PROGRAM – JACKSONVILLE JOURNEY**

BID # **ESC-0447-16** OPEN DATE: **04/20/2016**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through May 30, 2017 with One (1), Four (4) Month Renewal and One (1), One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 20 **NUMBER OF BIDS RECEIVED:** 9 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to rescind the award to Jacksonville Youth Works, which dissolved prior to entering into a contract on September 23, 2016. Recommend approval to extend the award for the contractors listed below for a four (4) month period as outlined in Section 1.3 (Term of Agreement) of the RFP. Period of service will be June 1, 2017 through September 30, 2017. Total revised annual expenditure in the amount of $148,560.00, for a total not-to-exceed amount of $594,240.00.

Florida State College at Jacksonville - $75,657.00, not to exceed $302,629.00
Goodwill Industries of North Florida - $27,278.00, not to exceed $109,111.00
Northeast Florida Community Action - $17,292.00, not to exceed $69,167.00
West Jacksonville Restoration Center - $28,333.00, not to exceed $113,333.00
Jacksonville Youth Works - $26,853.00 (rescinded)

Funding Source - AFOD019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel.

Attachments: Recommendation Memo; Rescission Letter, Vendor Letters and Previous Awards

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 3/30/17

OTHER

ACTION OF AWARDING AUTHORITY DATE 3/30/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

~~Sam E. Mousa~~
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: **YOUNG ADULT WORKFORCE & EDUCATION PROGRAM – JACKSONVILLE JOURNEY**

BID # **ESC-0447-16** OPEN DATE: **04/20/2016**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through May 30, 2017 with One (1), Four (4) Month Renewal and One (1), One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 20 **NUMBER OF BIDS RECEIVED:** 9 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Operation New Hope for being non-responsive, specifically for not meeting the minimum requirements by being an Ex-Offender Jacksonville Journey awardee.

Goodwill Industries of North Florida failed to acknowledge Addendums One and Two for this project and was determined by Procurement to have no bearing in the recommendation of award. Accordingly, recommend approval to waive the technicality as a minor irregularity.

Recommend approval to award to the below agencies for the Jacksonville Journey Young Adult Workforce and Education Program. Period of service will be June 1, 2016 through May 30, 2017 with one (1), four (4) month extension and one (1), one (1) year renewal option. Total not-to-exceed amount of $472,533.00.

- Florida State College at Jacksonville - $226,972.00
- Goodwill Industries of North Florida - $81,833.00
- Northeast Florida Community Action - $51,875.00
- West Jacksonville Restoration Center - $85,000.00
- Jacksonville Youth Works - $26,853.00

Funding for this award to be encumbered by account OPOD019EP-08201 to be executed by formal contract through the Office of General Counsel.

Attachments: Recommendation Memo; Tabulation Sheets; Section 4; Evaluation Matrix; Rejection Letter

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: For: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAMIAN COOK, GRANTS ADMINISTRATOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 6/2/16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/02/16

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

QWS3270X 5/17/2017 3:53 PM
FAML6450 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/17/2017
LINK TO: ORGANIZATION SUMMARY INQUIRY 3:53 PM

BALANCE (Y,M,Q,A) : Y CURRENCY CODE :
FISCAL MO/YEAR : 08 2017 MAY 2017 FUNDING PERIOD:
INDEX CODE : OPOD019EP WORKFORCE DEVELOPMENT (16-24)
ORGANIZATION :
CHAR / OBJECT :
FDTP FUND SFND :
PROJECT PROJ DTL :
GRANT GRANT DTL :
USER CODE :

S	SUBOBJ	DESCRIPTION	BUDGET	ACTUAL	ENCUMBERED	BALANCE
	08201	SUBSIDIES & CONTRI	432,680	146,928	285,753	
		EXPENDITURE TOTAL	432,680	146,928	285,753	

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F7-PRIOR PG F8-NEXT PG F9-LINK
G014 - RECORD FOUND

ESC-0447-16

Award	FSC	GI	NFCA	WJRC	JYW	Term
6/2/16	$226,972.00	$81,833.00	$51,875.00	$85,000.00	$26,853.00	Initial
3/30/17	$75,657.00	$27,278.00	$17,292.00	$28,333.00	-$26,853.00	
pending		-$2,100.00		$2,100.00		
						Total
	$302,629.00	**$107,011.00**	**$69,167.00**	**$115,433.00**	**$0.00**	**$594,240.00**