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 10, 2019**

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 a contractor to implement an **Evening Reporting Center**. 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 Plan

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	

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Joseph Peppers, CEO, Kids Hope Alliance
Jennifer Blalock, CSO, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance

SUBJECT: **Request for Proposals - Evening Reporting Center**

DATE: July 12, 2019

The Kids Hope Alliance on behalf of the City of Jacksonville, respectfully requests to develop a Request for Proposals (RFP) for an Evening Reporting Center with funding in the amount of $180,000.00. The funding for the Evening Reporting Center is in Juvenile Justice Essential Services category and will be effective October 1, 2019- September 30, 2020.

Successful applicants under this RFP will provide services to youth who: 1) score for the ERC according to the Detention Risk Assessment Instrument (DRAI), 2) score for Secure Detention (or are at-risk of scoring for Secure Detention), and 3) youth participants will attend required court hearings and not commit any new law or technical violations for a period of twenty-one (21) days or until the youth returns to Court. KHA requests that the Scope of Services and the Evaluation Matrix be included in the Request for Proposal.

Justification

This program requires competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, 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 Kids Hope Alliance requests permission to use the CSPEC evaluation process.

Certification

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

i. For the reasons mentioned above, the GGAC process is impractical since in addition to price, the Contractor must have several other competencies in order to deliver the services.

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ii. The objective of the services is to successfully deliver educationally focused program services with structured activities pursuant to the youth's court order that will prevent recidivism and ensure continued participation in any resources offered.
iii. The proposed cost of the program is $180,000 for Evening Reporting Center.
iv. The proposed services would be an enhancement and not duplicate existing services. This proposal is designed to give the KHA the authority to seek out the best Contractor(s) to continue to provide these services.

The Funding Source: Index Code: JCOD191ESJPI; Sub-Object: 08201. The funding is contingent upon approval the budget through City Council.

A scoring team of subject matter experts will review the Responses to ensure the most qualified contractors are selected

The attached items were reviewed and approved by the KHA Board on May 15, 2019. They are:

1. Attachment 1: Board Action Item
2. Attachment 2: Scope of Services
3. Attachment 3: Evaluation Matrix

If you need additional information, please contract Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Cynthia Nixon, Senior Director, Finance
Jennifer Blalock, Chief Strategy Officer
Joyce Watson, Director of Administration
Katoia Wilkins, Director of Juvenile Justice Programs

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Wednesday, July 03, 2019 9:57 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Wilkins, Katoia; Watson, Joyce; Pease, Gregory
Subject: RE: Evening Reporting Center
Attachments: EVENING REPORTING CENTER - Risk Review (002) RM Redline 7.3.19.doc; EVENING REPORTING CENTER - Risk Review (002) RM Redline 7.3.19.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 255-5314 (o)
(904)255-5347 (f)
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From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Tuesday, July 2, 2019 3:38 PM
To: RiskReview <RiskReview@coj.net>
Cc: Wilkins, Katoia <kWilkins@coj.net>; Watson, Joyce <JWatson@coj.net>; Pease, Gregory <GPease@coj.net>
Subject: Evening Reporting Center

Ann, please find the attached RFP for review and issuance of the indemnification and insurance requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department

214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
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Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

May 2, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Compliance Office

RE: **Evening Reporting Center**

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-Aside %

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) 255-8833.

cc: Annette Leslie-Burney

214 North Hogan Street, Suite 800 ☐ Jacksonville, FL 32202 ☐ 904-255-8840 ☐ Fax 904-255-8842 ☐ www.jseb.coj.net