SUBJECT: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to renew the contract with Operation New Hope for one (1) year to continue providing services for the Ex-Offender Employee Program. Period of service is from October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure amount is $121,978.00, for an expenditure amount not to exceed $331,904.78.

Funding Source (TBD) - To be executed by formal contract amendment through the Office of General Counsel (Contract #8013-72)

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST _____ RESPECTFULLY SUBMITTED _____

Annette Burney

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

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(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

September 15, 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
Office of Grants & Contract Compliance

RE: **CSPEC Ex-Offender RFP-ESC-0266-17 Award**

The Office of Grants and Compliance would like to initiate the contract renewal option for Operation New Hope. They have been able to meet expectations. The Administration does want to enter into a contract renewal.

Therefore, please adjust the funding for Operation New Hope. This amount is based on a proportionate amount of the total for the Fiscal Year Budget of $400,000.

Organization	Original Award	Reduced %	Revised Award
Operation New Hope	$138,201	.88261	$121,978

Thank you for considering our request.

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

Leslie-Burney, Annette

From: Snyder, John
Sent: Tuesday, September 19, 2017 2:47 PM
To: Leslie-Burney, Annette
Cc: Cook, Damian
Subject: FW: FY 18 Ex-Offender Funding

FYI

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

CITY OF JACKSONVILLE

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

From: Steve McCoy [mailto:jsmccoy33@gmail.com]
Sent: Tuesday, September 19, 2017 2:46 PM
To: Snyder, John
Subject: Re: FY 18 Ex-Offender Funding

John
I am in receipt of your email which outlines our funding for next year's contract. We are in agreement. Once again we appreciate the opportunity to serve the city.
Regards
Steve McCoy

On Sep 19, 2017, at 10:12 AM, Snyder, John <JSNYDER@coj.net> wrote:

> Procurement is requiring an e-mail back with your agreement to the reduced funding.
>
> 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: Snyder, John
Sent: Thursday, September 14, 2017 1:25 PM
To: 'Steve McCoy'; Operation New Hope (kgay@operationnewhope.com)
Cc: Operation New Hope-CFO; Gary Corwin <garycorwin5662@gmail.com> (garycorwin5662@gmail.com); Verges, Deborah; DamianC@coj.net
Subject: FY 18 Ex-Offender Funding

Mr. McCoy & Mr. Gay,
The COJ fiscal year 2018 budget has a reduced amount of funding for ex-offender programming. Therefore, administration decided to only award those agencies who were able to meet the requirements of the current RFP for one addition year. The funding to your agency will be a percentage of your contracted amount (see below).

Prisoners of Christ - $278,022
Operation New Hope - $121,978

If there are funds available before the close of the fiscal year and it looks like you will be able to expend additional funds, we will make every effort to add funding to you contract. It is our intent to provide level funding for your programs, assuming you each continue the success you've been having.

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.

FINANCE AND ADMINISTRATION

GENERAL FUND - GSD

Departmental Revenues. Expenditures and Authorized Cap

	FY 15-16 ACTUAL	FY 16-17 ADOPTED	FY 17-18 PROPOSED	CHANGE FROM FY 17 PERCENT	DOLLAR
REVENUE					
Charges for Services	33,093	66,096	66,096	0.0%	0
Miscellaneous Revenue	25,501	24,980	24,886	(0.4%)	(94)
TOTAL REVENUE	58,594	91,076	90,982	(0.1%)	(94)
EXPENDITURES					
Salaries	4,625,424	5,625,915	6,139,489	9.1%	513,574
Pension Costs	1,126,023	1,534,359	1,308,016	(14.8%)	(226,343)
Employer Provided Benefits	698,778	907,232	778,655	(14.2%)	(128,577)
Internal Service Charges	1,615,774	2,198,479	2,718,305	23.6%	519,826
Insurance Costs and Premiums	15,973	28,365	26,175	(7.7%)	(2,190)
Professional and Contractual Services	513,714	836,976	1,188,675	42.0%	351,699
Other Operating Expenses	175,997	260,492	408,420	56.8%	147,928
Capital Outlay	4,400	4	25,501	37,425.0%	25,497
Grants Aids & Contributions	0	3,000	400,001	13,233.4%	397,001
TOTAL EXPENDITURES	8,776,083	11,394,822	12,993,237	14.0%	1,598,415

AUTHORIZED POSITION CAP	FY 16-17 ADOPTED	FY 17-18 PROPOSED	CHANGE
Authorized Positions	104	103	(1)
Part-Time Hours	6,160	6,160	0

DIVISION SUMMARY	FY 15-16 ACTUAL	FY 16-17 ADOPTED	FY 17-18 PROPOSED	CHANGE FROM FY 17 PERCENT	DOLLAR
ACCOUNTING	3,280,684	3,660,728	4,295,974	17.4%	635,246
BUDGET OFFICE	999,145	1,116,212	1,131,583	1.4%	15,371
OFFICE OF THE DIRECTOR	2,045,088	2,568,846	3,329,076	29.6%	760,230
PROCUREMENT	1,557,000	3,072,547	3,145,682	2.4%	73,135
TREASURY	894,166	976,489	1,090,922	11.7%	114,433
DEPARTMENT TOTAL	8,776,083	11,394,822	12,993,237	14.0%	1,598,415

FINANCE AND ADMINISTRATION
GENERAL FUND - GSD

BACKGROUND
The General Fund – GSD portion of the department houses the Office of the Director (which includes the Grants and Contract Compliance Office and the Gateway Customer Service Center), Accounting, Budget Office, Treasury, and Procurement (including the Equal Business Opportunity Office and the Ombudsman).

REVENUE
Charges for Services

- This revenue is generated by the Equal Business Opportunity office for training it provides to other independent authorities.

Miscellaneous Sales and Charges

- This budget represents accounting service charges and payroll miscellaneous fees including child support deductions, union/police charity, and Tourist Development Council fees.

EXPENDITURES
Salaries

- The net increase in this category is due to anticipated pay increases to be effective October 1st related to collective bargaining. This budget also includes funding for the three unfunded positions that were given to Accounting during the FY 17 budget process as well as selective pay increases made during FY 17 to retain current staff and better reflect salary values of the current market.

Pension Costs

- The net decrease is due to the Mayor's pension reform.

Employer Provided Benefits

- This category includes payroll taxes, employee insurance, and workers compensation costs. The decrease is being driven by a reduction in health care costs related to a FY18 use of excess reserves within the City's self-funded health insurance activity which will allow, both the City and employee, to have a five pay period "holiday" from paying health care costs.

Internal Service Charges

- The net increase is mainly due to a $586,084 increase in computer system maintenance / security costs within the Accounting Division resulting from the cost of the Lien Tracking System. It was formerly housed within the Neighborhoods Department and will now be housed within the Accounting Division. Additionally, building maintenance costs increased by $129,225. These were slightly offset by a $213,877 decrease in OGC-legal charges to better reflect actual usage.

Insurance Costs and Premiums

- This category includes an allocation for general liability and miscellaneous insurance.

Professional and Contractual Services

- This budget represents funding for arbitrage liability assessments, legal and actuary services, financial advisory services, the full cost (indirect) allocation study and continuing education and mentoring programs for small and emerging business. The net increase is mainly driven by an increase of $104,800 to provide services to scan and index accounting documents and $80,000 for the Equal Business Opportunity Office to contract with FSCJ, UNF, Edward Waters College, and the Northeast Florida Safety Council to provide continuing education and mentoring programs for small and emerging businesses (Ordinance 2017-288-E).

Other Operating Expenses

- This represents funding for the full implementation of City-wide grant management software.

Capital Outlay

- This includes funding for the replacement of two obsolete microfiche reading systems required for the backup of accounting general ledger entries.

Grants, Aids, & Contributions

- This budget represents funding for an ex-offender program.

AUTHORIZED POSITION CAP

The authorized position cap has decreased by one position within the Procurement Division. The position was transferred to the Neighborhoods Department during FY17.

SUBJECT: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Operation New Hope by $71,725.78 for the period ending September 30, 2017. Total revised not to exceed expenditure in the amount of $209,926.78.

Funding Source: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo and Previous Award

ANALYST _____ STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/25/17

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 5/25/17

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: Ex-Offender Employee Program

BID #: ESC-0266-17 **OPEN DATE:** 10/12/16

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of executed contract with a one (1) year renewal option

FOR: GRANTS & CONTRACT COMPLIANCE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 37 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to waive as a minor irregularity addendum #2 that was not submitted with Operation New Hope's response. The addendum has been received.

Recommend approval of award to the highest scoring responsive, responsible bidder, Operation New Hope, to provide Ex-Offender Employment Program services for one (1) year from date of executed contract. Total not to exceed expenditure in the amount of $138,201.00.

Funding Source: RPBH019EPP-08201 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation, Evaluation Matrix, Scope of Services and Scores

ANALYST _____ ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants & 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: 11-3-16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 11/03/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

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