SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award to include additions to the specifications as outlined in the attached agency memo.

Recommend approval to utilize the first of two (2) renewal options with the agencies listed below, with the exception of Operation New Hope, Inc., for the Jacksonville Journey Ex-Offender Employment Program. Period of service is from October 1, 2016 through September 30, 2017. Total revised estimated annual expenditure in the amount of $485,000.00, for a not to exceed expenditure amount of $1,153,201.00.

Clara White Mission, Inc. - $115,000.00, not to exceed $261,929.00
Prisoners of Christ - $315,000.00, not to exceed $458,722.00
Women's Center of Jacksonville, Inc. - $55,000.00, not to exceed $181,083.00
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment #2 through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo, Renewal Letters and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. 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 and Contract Compliance

---

(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 _____

Office of Grant and Contract Compliance

August 22, 2016

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-0345-16 Revised Award**

The Office of Grants and Compliance would like to initiate the contract renewal option for three awardees; Prisoners of Christ, Clara White Mission, and Women's Center of Jacksonville. Prisoners of Christ exceeded their contracted number of ex-offender employment. Clara White and Women's Center had some issues in the beginning, but resolved those issues, and in the last couple of months made strides toward their goal. The other provider has not been able to meet expectations and the Jax Journey Oversight Board does not want to enter into a contract renewal.

Therefore, please adjust the funding for Prisoners of Christ, Clara White Mission, and Women's Center.

Organization	RPBH019EP
Prisoners For Christ	$315,000
Clara White	$115,000
Women's Center	$ 55,000
Total	$485,000

There will be some changes to the both the contract and new RFP, which providers have agreed in principle. First, the ex-offender must have been released within the last 24 months. Second, language has been added to include part-time employment.

Thank you for considering our request.

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

214 North Hogan Street | Jacksonville, FL 32202 | Phone: 904.255.8202 | Fax: 904.255.8256 | www.coj.net

Section 4

Description of Services and Deliverables

I. General Information

Owner: City of Jacksonville

Operator: Office of Grants & Contract Compliance

Location: 214 North Hogan Street

II. Description:

Ex-Offenders face numerous barriers to successful employment including:
- Hesitancy of employers to hire ex-offenders
- A lack of education, training, and skills
- A lack of needed support infrastructure to allow them to enter and remain in the workplace.

This is a Request for Proposal (RFP) for a consultant/firm to provide Employment Services to include training for Ex-Offenders. This program will provide soft skills training, educational completion, hard skills training, & support to former inmates that enter Jacksonville each year to prevent recidivism. The City reserves the right to make multiple awards based on the scopes of services.

III. Consultant Selection

The selection and contracting with a Consultant/Firm for these services will be in accordance with Part 2 of Chapter 126, otherwise known as the Purchasing Code, of the Jacksonville Ordinance Code; Part 2 as provided in Section X hereof.

IV. Minimum Requirements of Consultant

- The consultant must be a recognized Florida Not-for-Profit organization, 501(c)(3) organization or governmental organization doing business in the City of Jacksonville for a minimum of (3) years.
- The organization must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and provide RCS with documentation of ability to be insured at the levels required by the scope of services.
- The organization must provide evidence that management staff have successfully passed a VECHS criminal background check.
- Provide a detailed explanation of a minimum of two collaborative projects that the organization has managed to include a detailed explanation must include any staffing, goals, cost and program outcomes.
- Provide at least two letters of support from collaborative partners.

V. Deliverables

Key deliverables from the organization are expected at the conclusion of the project:
- Number of Participants receiving soft skills training/ services
- Number of Participants completing soft skills training/ services
- Number of Participants receiving hard skills training/ services
- Number of Participants completing hard skills training/ services
- Number of Participants receiving case management services

  - Number of Participants released in last 12 months
  - Number of Participants released in last 24 months
  - Number of Participants released after 24 months
- Number of Violent Ex-Offenders receiving case management service (at least 35% of clients served)
- Number of Legal referrals (at least 10% of clients served)
- Number of Legal referrals resulting in favorable outcome
- Number of Participants gained employment at minimum wage ($8.05)
- Number of Participants gained employment between minimum wage & livable wage ($10.71)
- Number of Participants gained employment above livable wage
- Number of educational placements
- Job Retention % rate at 30 days, 90 days
- Reduced recidivism rates at 6 months, 1 year and 3 years

Consultant must provide their results specific to these outcome measures for the previous program cycle.

VI. Timing

It is desirable for the consultant to begin work October 1, 2015 with the approval of the 2016 FY budget & approved funding for this RFP. The initial agreement for these services will be through September 30, 2016, and the City will have the option to extend such agreement for up to (2) additional periods upon satisfactory performance by the consultant contingent upon approved funding.

VII. City of Jacksonville Project Manager

The Project Manager for this project will be John Snyder, Human Services Planner II, 214 North Hogan Street, Suite 843, 255-8202. Information on the scope of the project which may be needed during preparation of a response to this RFP should be addressed to the Purchasing Analyst identified in Section 1.12.

VIII. Payment

Payment for services will be based on the number of participants who obtain employment for minimum of two weeks (10 days). This payment will occur once verification is received of employment and the type of employment obtained, as well as rather legal services were needed to obtain this employment.
*If an agency is paid for an ex-offender's employment placement and through hard skills/ services a higher category of employment placement is made the provider can be paid the difference.

IX. Definitions

- Participant – Offender released from Federal, State, or Local correction facility who has been incarcerated at least 6 months with a Proxy Triage Risk Score 5.
- Recidivism - Any rearrests within 365 days of the participants signed agreement date that was a completer or non-completer of the program
- Violent Ex-Offender – Convicted of a crime that involves actual or the threat of physical harm to a person or the crime has a reasonable probability of causing unintended physical harm or physical threat of harm to a person such as but not limited to; arson, sexual battery, robbery, kidnapping, armed burglary, aggravated battery, aggravated stalking, aggravated abuse, aggravated assault, murder, manslaughter, lewd or lascivious acts , home invasion/ robbery, carjacking, unlawful throwing, placing, or discharging of a destructive device or bomb

Leslie-Burney, Annette

From: Snyder, John
Sent: Wednesday, August 24, 2016 12:24 PM
To: Leslie-Burney, Annette
Subject: FW: POC Contract Renewal

FYI

John Snyder
PSG & Trust Fund Coordinator
Office of the Director
Finance & Administration
City of Jacksonville
214 North Hogan Street 8th Floor RM 843
(904) 255-8202

From: Steve McCoy [mailto:jsmccoy33@gmail.com]
Sent: Wednesday, August 24, 2016 9:18 AM
To: Snyder, John
Subject: Re: POC Contract Renewal

John
This letter is to confirm our acceptance of the contract renewal. Thank you for the privilege of serving the City of Jacksonville through the Jacksonville Journey.
Regards,
Steve McCoy

On Wed, Aug 24, 2016 at 8:48 AM, Snyder, John <JSNYDER@coj.net> wrote:

Mr. McCoy,

Please confirm your acceptance of your contract renewal with the following changes;

1. You will receive $315,000 with the understanding that you will be reimbursed $2,603 per employed ex-offender (a 3% increase over last year).

2. All reimbursed ex-offenders must have been released within the last 24 months of their enrollment into your program.

3. You will also be reimbursed for part-time employed ex-offenders at a prorate rate. This rate will be calculated by averaging the hours worked in a two week time period to 64 hours (DOL considers full-time as 32 hours a week). This percentage will then be multiplied by your reimbursement rate of $2,603 to determine you payment.

Please respond to me as soon as possible.

John Snyder

PSG & Trust Fund Coordinator

Office of the Director

Finance & Administration

City of Jacksonville

214 North Hogan Street 8th Floor RM 843

(904) 255-8202

--

Dr. J Stephen McCoy
Executive Director
Prisoners of Christ
904.358.8866

Leslie-Burney, Annette

From: Snyder, John
Sent: Thursday, September 01, 2016 12:30 PM
To: Leslie-Burney, Annette
Subject: FW: Clara White Contract Renewal

Importance: High

Just in case, I got Ju'Coby to send this.

John Snyder
PSG & Trust Fund Coordinator
Office of the Director
Finance & Administration
City of Jacksonville
214 North Hogan Street 8th Floor RM 843
(904) 255-8202

From: Ju'Coby Pittman [mailto:jpittman@clarawhitemission.org]
Sent: Thursday, September 01, 2016 12:29 PM
To: Snyder, John
Cc: Meg Fisher
Subject: RE: Clara White Contract Renewal
Importance: High

Hey John, this is to advise that Clara White Mission agree to the term of the Contract Renewal. We appreciate the support from you and your office to continue the legacy of our services. If you have any questions, please call me at 61208758.

Ju'Coby Pittman
CEO/President
Clara White Mission
White Harvest Farm
Eartha M. M. White Museum
613 W. Ashley Street
Jacksonville, FL 32202
(904) 354-4162
www.clarawhitemission.org

From: Meg Fisher
Sent: Thursday, September 1, 2016 12:11 PM
To: Ju'Coby Pittman <jpittman@clarawhitemission.org>
Subject: FW: Clara White Contract Renewal
Importance: High

John indicates an email response is appropriate for approval.

From: Snyder, John [mailto:JSNYDER@coj.net]
Sent: Thursday, September 01, 2016 12:09 PM
To: Meg Fisher
Subject: RE: Clara White Contract Renewal

I don't think I have the approval yet?

John Snyder
PSG & Trust Fund Coordinator
Office of the Director
Finance & Administration
City of Jacksonville
214 North Hogan Street 8th Floor RM 843
(904) 255-8202

From: Meg Fisher [mailto:meg@clarawhitemission.org]
Sent: Wednesday, August 24, 2016 1:05 PM
To: Snyder, John
Subject: RE: Clara White Contract Renewal

John, will get to you asap; JuCoby is on vacation this week. I am sure this is good, but will wait on her formal approval.

From: Snyder, John [mailto:JSNYDER@coj.net]
Sent: Wednesday, August 24, 2016 8:49 AM
To: Ju'Coby Pittman
Cc: Meg Fisher; Verges, Deborah; Cook, Damian
Subject: Clara White Contract Renewal

Ms. Pittman,
Please confirm your acceptance of your contract renewal with the following changes;

1. You will receive $115,000 with the understanding that you will be reimbursed 3% increase over last year depending on type of employment.
2. All reimbursed ex-offenders must have been released within the last 24 months of their enrollment into your program.
3. You will also be reimbursed for part-time employed ex-offenders at a prorate rate. This rate will be calculated by averaging the hours worked in a two week time period to 64 hours (DOL considers full-time as 32 hours a week). This percentage will then be multiplied by your reimbursement rate to determine you payment.

Please respond to me as soon as possible.

John Snyder
PSG & Trust Fund Coordinator
Office of the Director
Finance & Administration
City of Jacksonville
214 North Hogan Street 8th Floor RM 843
(904) 255-8202

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

August 30, 2016

1830 North Main St.
Jacksonville, FL 32206

NOTIFICATION OF RESCISSION

BIDDERS' NAME: Operation New Hope

CONTACT NAME: Terri Foreman, CAO

BID NUMBER: ESC-0345-16

NAME OF BID: Ex-Offender Employment Program Services (Rebid)

DATE OPENED: November 18, 2016

REASON FOR RESCISSION:
Award is being rescinded due to failure to perform the services in accordance with the specifications.

BUYER'S SIGNATURE: _____
ANNETTE L. BURNEY

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Tuesday, August 30, 2016 11:05 AM
To: kgay@operationnewhope.com
Cc: Bryant Dallas, Sharon
Subject: Rescission Notice: ESC-0345-16 Ex-Offender Employment Program Services
Attachments: COJ Procurement.pdf

Kevin, please find the attached rescission notice regarding the above award.

Annette L. Burney
Purchasing Analyst
City of Jacksonville
Procurement Division
Office: 904-255-8810
Fax: 904-360-8527

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Tuesday, August 30, 2016 10:24 AM
To: Leslie-Burney, Annette
Subject: COJ Procurement

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

For more information on Xerox products and solutions, please visit http://www.xerox.com

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend contract No.10173 to Prisoners of Christ to increase the funding for the Ex-Offender Employment Program as a result of receiving additional funding by City Council via Ordinance 2016-176-E. Total estimated increase not to exceed $50,000.00 for a total revised expenditure for Prisoners of Christ not to exceed $143,722.00. The total expenditure not to exceed $668,201.00.

Funding Sources: RPBH019EP-08201
To be executed by formal contract amendment #1 through the Office of General Counsel.

Attachments: Recommendation Memo; Budget Transfer; Copy of Contract; Previous Award

ANALYST _____ **CHELSEY RENFROE**

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 5 MEMBERS DISAPPROVING _____ DATE: 6-16-16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/16/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

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

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject DEW Ministries for being non-responsive, specifically for not meeting all the minimum requirements as stated in their rejection letter.

Recommend approval to award to the following agencies for the Jacksonville Journey Ex-Offender Employment Program: Prisoners of Christ, Inc. in the amount of $93,722.00; Women's Center of Jacksonville, Inc. in the amount of $126,083.00; Clara White Mission, Inc. in the amount of $146,929.00; and Operation New Hope, Inc. in the amount of $251,467.00. Period of service from date of award through September 30, 2016 with two (2), one (1) year renewal options. The total estimated expenditure not to exceed $618,201.00.

Funding Sources: RPBH019EP-08201 - $352,633.00
RPBH019TRP-08201 - $265,568.00
To be executed by formal contract through the Office of General Counsel

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

ANALYST _____ **CHELSEY RENFROE**

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 5 MEMBERS DISAPPROVING _____ DATE: 12/10/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 12/10/15

APPROVED ✓ DISAPPROVED: _____

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

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Office of Grant and Contract Compliance

Jacksonville
Where Florida Begins.

December 08, 2015

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-0345-16 Award**

There were five (5) RFP submitted and four (4) were eligible for scoring. DEW Ministries was not scored and were rejected because they did not meet the minimum requirements for not providing proof of non-profit status and not providing detailed explanations of two collaborative projects.

The highest average of these scores was used to determine the maximum unit cost per ex-offender employment. As stated in the RFP, the city reserves the right to contract with multiple awardees. Thus the Office of Grants and Contract Compliance choose an iteration model that took a RFPs estimated number of ex-offender employed multiplied by their eligible unit cost to determine a maximum indebtedness. This amount was then multiplied by their average score to determine an amount. These scores were then totaled and the iteration continued until the amount equaled the amount awarded by City Council.

This revised amount will be used to determine the City of Jacksonville's maximum indebtedness and vendors will be paid based on their unit cost in their RFP or the maximum unit cost as determined by scoring.

It is recommended that the City take appropriate action and award RFP ESC-0345-16 to the following vendors in the amount listed to be paid out of RPBH019EP-08201 & RPBH019TRP-08201.

Organization	RPBH019EP	RPBH019TRP	Total
Prisoners For Christ	$53,614	$40,108	$93,722
Women's Center	$71,526	$54,557	$126,083
Clara White Mission	$83,640	$63,289	$146,929
Operation New Hope	$143,853	$107,614	$251,467
	$352,633	$265,568	$618,201

Thank you for considering our request.

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

TITLE: EMPLOYMENT RE-ENTRY SERVICES FOR EX-OFFENDERS - RE-BID
BID NO: ESC-0345-16
OPEN DATE: NOVEMBER 18, 2015 @ 2:00 PM
BUYER: Chelsey Renfroe, ANALYST
No. Invited: (29) No. Received: (5) No Bids: (0)
Recorded By: Gail Sampson

NOTES	DESCRIPTION	POINTS	DEW Ministries	Prisoners of Christ, Inc.	Womens Center	Clara White Mission	Operation New Hope
	COMPETENCE	10		7.75	8	8.25	8.75
	CURRENT WORKLOAD	10		6.5	8	9	8
	FINANCIAL RESPONSIBILITY	10		7	9.25	8.75	8.5
	REPORT ABILITY	10		6.25	9	7.5	9
	PROFESSIONAL ACCOMPLISHMENTS	10		6	6.25	7.25	9
	COMMITMENT TO DIVERSITY	5		3.5	3	4.25	3
	WORK PLAN	20		14.5	15.75	15	16.75
	COST	20		16	15.75	11.5	17.25
	PROJECTS	5		3.25	2.75	3.5	3.5
	Total Points	100	REJECTED	70.75	77.75	75	83.75
	Minimum Requirements:		NO	YES	YES	YES	YES
	Conflict of Interest:		YES	YES	YES	YES	YES
	Addendums (1 & 2):		YES	YES	YES	YES	YES

Section 4

Description of Services and Deliverables

I. General Information

Owner: City of Jacksonville

Operator: Office of Grants & Contract Compliance

Location: 214 North Hogan Street

II. Description:

Ex-Offenders face numerous barriers to successful employment including:

- Hesitancy of employers to hire ex-offenders
- A lack of education, training, and skills
- A lack of needed support infrastructure to allow them to enter and remain in the workplace.

This is a Request for Proposal (RFP) for a consultant/firm to provide Employment Services to include training for Ex-Offenders. This program will provide soft skills training, educational completion, hard skills training, & support to former inmates that enter Jacksonville each year to prevent recidivism. The City reserves the right to make multiple awards based on the scopes of services.

III. Consultant Selection

The selection and contracting with a Consultant/Firm for these services will be in accordance with Part 2 of Chapter 126, otherwise known as the Purchasing Code, of the Jacksonville Ordinance Code; Part 2 as provided in Section X hereof.

IV. Minimum Requirements of Consultant

- The consultant must be a recognized Florida Not-for-Profit organization, 501(c)(3) organization or governmental organization doing business in the City of Jacksonville for a minimum of (3) years.
- The organization must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and provide RCS with documentation of ability to be insured at the levels required by the scope of services.
- The organization must provide evidence that management staff have successfully passed a VECHS criminal background check.
- Provide a detailed explanation of a minimum of two collaborative projects that the organization has managed to include a detailed explanation must include any staffing, goals, cost and program outcomes.
- Provide at least two letters of support from collaborative partners.

V. Deliverables

Key deliverables from the organization are expected at the conclusion of the project:

- Number of Participants receiving soft skills training/ services
- Number of Participants completing soft skills training/ services
- Number of Participants receiving hard skills training/ services
- Number of Participants completing hard skills training/ services
- Number of Participants receiving case management services

  - Number of Participants released in last 12 months
  - Number of Participants released in last 24 months
  - Number of Participants released after 24 months
- Number of Violent Ex-Offenders receiving case management service (at least 35% of clients served)
- Number of Legal referrals (at least 10% of clients served)
- Number of Legal referrals resulting in favorable outcome
- Number of Participants gained employment at minimum wage ($8.05)
- Number of Participants gained employment between minimum wage & livable wage ($10.71)
- Number of Participants gained employment above livable wage
- Number of educational placements
- Job Retention % rate at 30 days, 90 days
- Reduced recidivism rates at 6 months, 1 year and 3 years

Consultant must provide their results specific to these outcome measures for the previous program cycle.

VI. Timing

It is desirable for the consultant to begin work October 1, 2015 with the approval of the 2016 FY budget & approved funding for this RFP. The initial agreement for these services will be through September 30, 2016, and the City will have the option to extend such agreement for up to (2) additional periods upon satisfactory performance by the consultant contingent upon approved funding.

VII. City of Jacksonville Project Manager

The Project Manager for this project will be John Snyder, Human Services Planner II, 214 North Hogan Street, Suite 843, 255-8202. Information on the scope of the project which may be needed during preparation of a response to this RFP should be addressed to the Purchasing Analyst identified in Section 1.12.

VIII. Payment

Payment for services will be based on the number of participants who obtain employment for minimum of two weeks (10 days). This payment will occur once verification is received of employment and the type of employment obtained, as well as rather legal services were needed to obtain this employment.
*If an agency is paid for an ex-offender's employment placement and through hard skills/ services a higher category of employment placement is made the provider can be paid the difference.

IX. Definitions

- Participant – Offender released from Federal, State, or Local correction facility who has been incarcerated at least 6 months with a Proxy Triage Risk Score 5.
- Recidivism - Any rearrests within 365 days of the participants signed agreement date that was a completer or non-completer of the program
- Violent Ex-Offender – Convicted of a crime that involves actual or the threat of physical harm to a person or the crime has a reasonable probability of causing unintended physical harm or physical threat of harm to a person such as but not limited to; arson, sexual battery, robbery, kidnapping, armed burglary, aggravated battery, aggravated stalking, aggravated abuse, aggravated assault, murder, manslaughter, lewd or lascivious acts , home invasion/ robbery, carjacking, unlawful throwing, placing, or discharging of a destructive device or bomb

- Screenings- an initial short screen or intake to determine possible needed services
- Assessments- an data driven tool used to determine possible needed services over looked by an initial screening intake
- Soft Skills – (People Skills) training or services provided to a participant that last less than 12 hours such as; teamwork, communication, flexibility, patience, persuasion, time management, motivation, resume writing, interviewing
- Hard Skills – training or services provided to a participant that are more on an going bases (weeks not days) leading to a measurable outcome such as a certification, or skill which will increase wage or job retention
- Case Management - collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet an individual's and family's comprehensive needs through communication and available resources to promote quality, cost-effective outcomes
- Job Coaching - training of an employee by an approved specialist, who uses structured intervention techniques to help the employee learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site

X. Furnished Documents

During preparation of a response to this RFP, the following material is available for review by prospective Consultants for the Ex-Offender Employment Program in the Grant Compliance Unit. A copy of such documents will be furnished to the Consultant if so requested.

XI. Fee Submittal:

Interested Consultants are required to submit a quotation of proposed rates, fees, or charges, and other detailed cost proposals or cost breakdown as identified on Form 1.

XII. Indemnification and Insurance *

Refer Section to 3.20 and 3.21

XIII. Prompt Payment to Subcontractors and Suppliers:

GENERALLY - When Contractor receives payment from CITY for labor, services, or materials furnished by subcontractors and suppliers hired by Contractor, Contractor shall remit payment due (less proper retainage) to those subcontractors and suppliers within 15 calendar days after Contractor's receipt of payment from CITY. Nothing herein shall prohibit Contractor from disputing, pursuant to the terms hereof, all or any portion of a payment alleged to be due to its subcontractors and suppliers. In the event of such a dispute, Contractor may withhold the disputed portion of any such payment only after Contractor has provided notice to CITY and to the subcontractor or supplier whose payment is in dispute, which notice shall: (i) be in writing; (ii) state the amount in dispute; (iii) specifically describe the actions required to cure the dispute; and (iv) be delivered to CITY and said subcontractor or supplier within 10 calendar days after Contractor's receipt of payment from CITY. Contractor shall pay all undisputed amounts due within the time limits imposed by this section.

XIV. Conflict of Interest:

Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or proposer

XV. State of Florida Convicted Vendor

A person or affiliate who has been placed on the state of Florida convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.

XVI. Conformity to Applicable Laws

The Consultant must comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to, the "Public Records Law", Chapter 119, Florida Statutes (the Public Records Act) and Section 286.011, Florida Statutes, (the Florida Sunshine Law). If any of the obligations of this Agreement are to be performed by a Subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract

XVII. Contingent Fees Prohibited

The Consultant must warrant that it has not employed or retained a company or person, other than a bona fide employee or subcontractor, working in his employ, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of making a contract with the City.

XVIII. Truth in Negotiation

The Consultant understands and agrees that execution of the Agreement shall be deemed to be a simultaneous execution of a Truth-In-Negotiation Certificate under this provision to the same extent as if such certificate had been executed apart from this Agreement, such certificate being required by Section 287.055, Florida Statutes. Pursuant to such certificate, the Consultant hereby states that the wage rates and other factual unit costs supporting the compensation hereunder are accurate, complete and current at the time of contracting. Further the Consultant agrees that the compensation hereunder shall be adjusted to exclude any significant sums where the City determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs, provided that any and all such adjustments shall be made within one (1) year following the completion date of this Agreement.

XIX. Audit Provisions

Chapter 126.109 of the Purchasing Code: A person providing capital improvements, contractual services, supplies or professional services with a value in excess of eight thousand dollars, computed on a cumulative basis for all the transactions during a fiscal year of the City, and purchased by the City pursuant to a method of purchase other than by formal competitive bid, unless otherwise provided herein, shall agree and be deemed to have agreed by virtue of doing business under contract with the City to allow access and examination at all reasonable times by the Council Auditor or any duly authorized representative of the Council Auditor to business records directly pertinent to the transaction until the expiration of three years after final payment pursuant to the transaction. No examination shall be conducted until the Council Auditor has made a recommendation to the Council President that the examination should or, in the alternative, should not be conducted and until the Council President has approved the conducting of the examination.

XX. Ethics Provision for Professional Services

The City will require the following ethics provision clause to be made part of the contract Agreement entered into with the selected Consultant(s) for

ETHICS PROVISION FOR SERVICES

The Consultant, by affixing its signature to this contract, represents that it has reviewed the provisions of the Jacksonville Ethics Code contained in Chapter 602, Jacksonville Ordinance Code, and the provisions of the Purchasing Code contained in Chapter 126, Jacksonville Ordinance Code."

XXI. Joint Venture Submittals

Joint Venture Enterprise means an association of two or more business enterprises acting as a contractor and performing or providing services on a contracting opportunity in which each joint venture partner combines property, capital, efforts, skills, and/or knowledge. The joint venture association should be limited in scope and duration.

The following procedures shall apply with respect to certified African-American, Asian-American, Hispanic-American, Native-American or Women's Business Enterprise Joint Ventures.

(a) A joint venture shall be considered a certified African-American, Asian American, Hispanic American, Native-American or Women's Business Enterprise for the purposes of award of a contract when at least one joint venture partner is a certified African-American

Attachment B– Evaluation Matrix

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 to the maximum points shown for each item. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

I. **COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects that have been satisfactory completed, which are similar to the one in this RFP.

Consultant must demonstrate a proven track record in providing high quality employment services for recently released incarcerated offenders and a willingness to work collaboratively with community partners to achieve desired goals by providing statistical data documenting performance measures achieved. Provide a detailed explanation of a minimum of two collaborative projects that the organization has managed to include a detailed explanation must include any staffing, goals, cost and program outcomes. Provide at least two letters of support from collaborative partners.
(10 points maximum score)

II. **CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. (10 points maximum score)

III. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Consultant may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion.

Consultant must demonstrate the ability to financially take on the responsibility of Ex-Offender Employment Program to include staffing. Provide evidence of adequate resources to support the maintenance and staffing plan provided. (10 points maximum score)

IV. **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Consultant and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. (10 points maximum score)

V. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** The consultant must also demonstrate a proven successful track record in providing high quality re-entry training & employment services for recently released incarcerated offenders with a willingness to work collaboratively with community partners to achieve desired goals by providing statistical data documenting performance measures achieved. Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that proposers include statements of their past and present record of professional accomplishments or performance: (i) on projects undertaken for the Jacksonville Airport Authority, JEA, Jacksonville Port Authority, Jacksonville Transportation Authority, Duval County Public Schools and the City of Jacksonville and its various "using agencies," which is defined in Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of the City and an independent agency required by law or

voluntarily requesting to utilize the services of the [Procurement] Department"; and (ii) on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. Respondents are requested to state with specificity whether or not, within the past five years, they have provided the scope of services contemplated herein within the State of Florida. (10 points maximum score)

VI. PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE. Responding to this evaluation criterion necessitates that proposers indicate their past and present commitment to minority, women-owned, small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the proposer's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of minority, women-owned, small and emerging businesses on past projects; and (iv) commitment to and/or utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. (5 points maximum score)

VII. ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS. Describe the respondent's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.

Describe how grant funds will be used to increase the employment opportunities of released prisoners by providing a detailed program description which will outline the steps necessary to achieve program goals. This should be done through a flow chart process. The detailed program description should include but not limited to a; staffing plan, program design plan, and steps to overcome barriers to employment.

•Staffing plan for the programs and qualifications of staff conducting the re-entry program

•Program plan should include but not be limited to: screening, assessments, soft skills training/ services, hard skills training/ services, detailed case management, job coaching, legal services, job placement and outreach services, and job retention services

•Overcoming barriers to employment should include but not limited to: increasing literacy, resume development, interviewing abilities, attire, transportation, child care, outpatient counseling, eliminating legal obstacles, and employment follow-up. (20 points maximum score)

VIII. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION. Describe the respondent's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 2 of Jacksonville Ordinance Code, section 126.202(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation. (20 points maximum score)

Recipient needs to quote a price per recipient for the following:

- Dollar amount for ex-offender employed at minimum wage
- Dollar amount for violent ex-offender employed at minimum wage
- Dollar amount for ex-offender employed above minimum wage
- Dollar amount for violent ex-offender employed above minimum wage
- Dollar amount for ex-offender employed above livable wage
- Dollar amount for violent ex-offender employed above livable wage
- Dollar amount for ex-offender successfully completing legal barrier and getting minimum wage employment
- Dollar amount for violent ex-offender successfully completing legal barrier and getting minimum wage employment
- Dollar amount for ex-offender successfully completing legal barrier and getting above minimum wage employment

- Dollar amount for violent ex-offender successfully completing legal barrier and getting above minimum wage employment
- Dollar amount for ex-offender successfully completing legal barrier and getting above livable wage employment
- Dollar amount for violent ex-offender successfully completing legal barrier and getting above livable wage employment

*If an agency is paid for an ex-offender's employment placement and through hard skills/ services a higher category of employment placement is made the provider can be paid the difference.

IX. THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR. Provide a list of all local government projects on which respondent has been awarded fees during the past five (5) years. Include only those projects on which respondent was the Prime Consultant (do not delete fees paid to subconsultants or others). Such list shall include all work for the City of Jacksonville's using agencies, as well as the Jacksonville Transportation Authority, the Jacksonville Economic Development Commission, the Jacksonville Children's Commission and the Duval County Finance Authority. If the respondent has not performed work for any of these agencies during the past five (5) years, the response should so clearly state. (5 points maximum score)

Respondent will be required to sufficiently document its responses to each evaluation criterion. Failure to provide complete and accurate information for each of the above Evaluation Criteria will result in lower scores.

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

November 19, 2015

1401 Riverplace Blvd #1508
Jacksonville, FL 32207

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: DEW Ministries

CONTACT NAME: Dianne Woods

BID NUMBER: ESC-0345-16

NAME OF BID: Ex-Offender Employment Program

DATE OPENED: November 18, 2015

REASON FOR REJECTION:

Vendor is being rejected for not meeting the minimum requirements which include: not providing evidence of being a non-profit organization or governmental organization and not providing detailed explanation of two collaborative projects.

Vendor also did not provide the four (4) hard copies of the entire response and did not provide a CD-ROM or flash drive with a pdf copy of the response as stated in Section 2 – General Instructions in the RFP.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
CHELSEY RENFROE

Renfroe, Chelsey

From: Renfroe, Chelsey
Sent: Thursday, November 19, 2015 9:22 AM
To: 'dwoods@dewmin.org'
Subject: ESC-0345-16 Notification of Bid Rejection
Attachments: DEW Ministries.PDF

Dianne,

Please see the attached notification of rejection.

Chelsey Renfroe
Purchasing Anaylst
Procurement Division
City of Jacksonville
crenfroe@coj.net
Direct 904.255.8826

Jacksonville
Where Florida Begins.

QWS3270X 12/8/2015 10:37 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 12/08/2015
LINK TO: ACCOUNT SUMMARY INQUIRY 10:37 AM

FISCAL MO/YEAR : 03 2016 CURRENCY CODE :
INDEX CODE : RPBH019EP EX-OFFENDER EMPLOYMENT PROGRAM
SUBOBJECT : 08201 SUBSIDIES & CONTRIBUTIONS TO PRIVATE ORG
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2015	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	352,633.00	352,633.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	352,633.00	352,633.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 12/8/2015 10:38 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 12/08/2015
LINK TO: ACCOUNT SUMMARY INQUIRY 10:37 AM

FISCAL MO/YEAR : 03 2016 CURRENCY CODE :
INDEX CODE : RPBH019TRP EX-OFFENDER TRAINING/RE-ENTRY
SUBOBJECT : 08201 SUBSIDIES & CONTRIBUTIONS TO PRIVATE ORG
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2015	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	265,582.62	265,582.62
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	14.62	14.62
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	265,568.00	265,568.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND