Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

Thru: Bill Clement, CPA
Chief of Budget

From: Nick Burgos
Director of Investigations & Homeland Security

Subject: Certification Letter for P-37-19 Operational & Geographical Assessment for the Jacksonville Sheriff's Office

Date: May 20, 2019

In accordance with Section 126.302 of the Municipal Code, the Jacksonville Sheriff's Office requests approval to utilize the Professional Services Evaluation process to formally obtain services for an Operational & Geographical Assessment for the Jacksonville Sheriff's Office.

Please take appropriate action to issue the attached Request for Proposal (RFP) for the above referenced contractual services based on the information below:

1. **The general purpose of the service or study.**
   Operational & Geographical Assessment for the Jacksonville Sheriff's Office.

2. **The objective of the service/study.**
   The Jacksonville Sheriff's Office (JSO) seeks to engage the services of a qualified consultant to provide an independent review of its overall operational, resource allocations, as well as its beat staffing/zone boundaries.

3. **The estimated period of time needed for the service or study.**
   The estimated time for completion of the service is approximately one year from the date of contract execution or until completion of work specified in the RFP.

4. **The estimated cost of the service or study.**
   The anticipated cost is approximately $200,000.00.

5. **Whether the proposed study or service would duplicate a prior or existing study or service**
   This request does not duplicate any existing service.

6. **List of current contracts or prior services or studies, which are related to the proposed study or service.**
   A similar service was performed previously by Matrix Consulting Group (P-20-07)

7. **A statement as to why the service/study cannot be done by department or agency staff.**
   An independent organization will offer an objective evaluation of the overall agency operational, resource allocations, beat staffing and zone boundaries. The organizations are specialized in these areas and possess the training and experience to conduct these assessments independently.

8. **The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members.**
   Director Nick Burgos 904-630-2788
   Lieutenant Alan Parker 904-630-8092

9. **A project funding account number.**
   SHPS64EBUFF 04904 TRSH95

10. **The name and address of specific consultant the using agency wishes to be included in the solicitation process.**

    Karen Offringa, Project Manager
    International Association of Chiefs of Police
    44 Canal Center Plaza, Suite 200, Alexandria, VA 22314
    Direct: 703-647-7316
    E-Mail: offringa@theiacp.org
    Website: www.theiacp.org

11. **A statement to the effect the individuals responsible for developing the scope and certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Administrative Code dated May, 2018**
    Yes, the individuals identified under item #8 above, have read and understand the Administrative Code.

Director Nick Burgos — Director of Investigations + Homeland
Title

Lt. Alan Parker — Lt. Professional Oversight
Title

Risk and EBO have reviewed the RFP. Thank you for your consideration of this request. If you have any questions or need additional information regarding this request, please contact Deidra Baines at 630-5970.