

**PUBLIC NOTICE**  
**"SPECIAL" PSEC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Tuesday, June 20, 2023, 10:00 a.m.**  
**Eighth Floor, Conference Room 851**  
**Ed Ball Building, 214 N. Hogan Street**  
**Jacksonville, FL 32202**

**Join Teams Meeting**  
 For Teams link, please visit [COJ.net/departments/finance/procurement](https://coj.net/departments/finance/procurement)

The Chief of the Procurement Division offers the following items for the PSEC Agenda. The posting of this agenda serves as an official notice of the City's intended decision for all recommended actions above the formal threshold. Please refer to 126.106(e) if you wish to protest any of these items.

**Committee Members:** Robert Waremborg, Chairman  
 Brennan Merrell, Treasury  
 James McCain, Jr., OGC

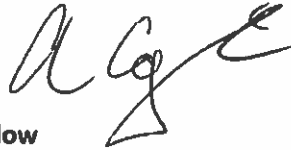
Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRACT EXP.	OUTCOME
William Killingworth  Anne Coglianesse	1  SS-14319-23  (P-29-23)	Single Source Award FUSE Executive Fellow Planning & Development	That the City of Jacksonville enter into a Single Source Contract with Fuse Corps for the provision of FUSE Executive Fellow that incorporates the attached Scope and Fee Schedule identified as Exhibit 'A'; the period of service will be from execution of the contract thru October 18, 2024, the maximum indebtedness is a not-to-exceed amount of \$180,000.00. All other terms and conditions are per the City's standard contract language.		
Meeting adjourned					

*"The next PSEC meeting is scheduled to be held on Thursday, June 29, 2023."*

June 15, 2023

To: Dustin Freeman, Chief  
Procurement Division

From: Anne Coglianese, Chief Resilience Officer  
Planning and Development Department



**Subject: Single Source Request for FUSE Executive Fellow**

SS-14319-23

The Chief Resilience Officer requests the Procurements Division grant a single source award to FUSE Corps for the procurement of a FUSE Executive Fellow to support climate action planning. FUSE Corps is 501(c)(3) non-profit organization that partners with city and county governments to help accelerate strategic initiatives, enhance government efficiency and effectiveness, reduce racial disparities, and expand social and economic opportunities for community members. FUSE's work is based around an executive fellowship program that places experienced professionals directly into government agencies to lead year-long strategic projects.

FUSE is the sole distributor of an executive-level fellowship in local government that:

- Designs strategic projects to meet almost any need presented by government agencies;
- Runs local and national executive searches to find the right leaders for particular projects;
- Selects fellows who generally average 15+ years of private-sector leadership experience;
- Hires fellows as full-time employees and covers the costs of all standard employment benefits;
- Embeds fellows on-site in government offices on a full-time basis for at least 12 months; and
- Provides ongoing training, coaching, project management support, and other resources to fellows and government leaders throughout the course of fellowship projects.

Given the one-of-a-kind nature of this model, comparable service offerings cannot be obtained from any consulting firm, staffing agency, recruiting service, or other provider. Additionally, such services cannot be obtained through standard procurement processes or requests for proposals.

FUSE's services are offered together as an established bundle of services that are non-divisible and not offered on a disaggregated basis. These services can only be purchased by governments agencies who contract directly with FUSE. These services are not available through any other vendors, third-parties, or at any other price points other than FUSE's standard program fee.

Through this contract, the City of Jacksonville will partner with FUSE to facilitate climate action planning across North Florida. The FUSE Executive Fellow will develop a greenhouse gas inventory of Jacksonville and engage points of contact from communities across North Florida on their inventories. The Executive Fellow will collaborate with regional government partners and local stakeholders to identify and prioritize projects to reduce their emissions and pollution, preparing them to apply to the EPA Climate Pollution Reduction Grant. The final deliverable will be a fully developed and published Climate Action Plan for North Florida. As a result of this work, the City of Jacksonville and the surrounding communities will be equipped with the knowledge and planning necessary to reduce pollution and build long-term climate resilience while facilitating economic and population growth.

EXB'A'

### Services to be Provided – Part A – Services Before the Placement

The following presents a representative summary of the services that FUSE will provide prior to the start of the Executive Fellows' "Period of Work" (June 23, 2023 to October 30, 2023):

- **Project Development**: Convene meetings with Host Agency officials to identify project priorities. Clarify project idea through in-depth interviews with Host Agency officials and any relevant community-based stakeholders recommended by the agency who will be integral to the project's success. Compose a draft scope of work ("Project Description") for review by the host agency. Conduct rounds of edits as needed to finalize approval of the Project Description.
- **Recruitment**: Conduct a local and national candidate search, cultivating applicants from various job boards, associations, and networks. Respond to inquiries from applicants seeking additional information. Manage an online application portal and a candidate management system.
- **Screening**: Review applications to determine the most appropriate next steps for each candidate. Conduct an initial phone interview with candidates deemed to be most promising for the role. Conduct an additional follow-up video-interview with candidates deemed strong enough to reach the semi-finalist round.
- **Selection**: FUSE staff will select up to three finalists for each project from the candidate pool based on their assessment of the individuals whose skills and experience are most closely aligned with the role's requirements. Collect electronic references on those individuals from current and former employers, clients, or colleagues. Help coordinate logistics for finalist interviews with Host Agency officials.
- **Cooperation with Background Screening**: FUSE will ensure that the Executive Fellow will participate in a background screening conducted by the City of Jacksonville pursuant to statutory requirements and the City's policies and procedures. Placement of the Executive Fellow with the City of Jacksonville is contingent on passing the background check.
- **On-Boarding**: Hire the selected individual as an employee of FUSE Corps who will be dedicated to the specified project. Communicate with both the Executive Fellow and the Host Agency officials in the weeks prior to the placement to help prepare all parties for a successful project.
- **Orientation**: Organize and facilitate a national orientation for all new Executive Fellows beginning at the same time of year within a designated fellowship cohort. Design and execute a robust array of training designed to prepare the Executive Fellow for their year of service, introducing them to the program's various tools and techniques, building peer-to-peer connections to help create an interactive community of practice among all Executive Fellows and alumni. FUSE will cover all costs and expenses for Executive Fellow to participate in orientation week.

Exb 'A'

### Services to be Provided – Part B – Services During the Fellowship

The following presents a representative summary of the services that FUSE will provide during the Executive Fellows' Period of Work (October 30, 2023 to October 18, 2024):

- **Coaching**: Provide the Executive Fellow with the option of an executive coach who will be available to work one-on-one with the Executive Fellow throughout the year.
- **On-Going Support**: Organize and facilitate seminar calls hosted by staff, alumni, industry experts, and others to provide ongoing development and skill building opportunities. Host an online communication platform to allow Executive Fellows to regularly ask questions of peers and FUSE staff as they pursue project goals.
- **Project Refinement**: Schedule a call with the Executive Fellow, host agency officials, and FUSE staff within the first three months of the project to assess the extent to which any changes may be necessary to the Project Description and its designated goals. Conduct an additional call around the midpoint of the project to assess progress achieved to date and revisit plans for maximizing impact during the remaining six-months of the project.
- **Mid-Year Gathering**: Organize and facilitate a national mid-year gathering for all Executive Fellows within a given cohort. This training is designed to review progress achieved and lessons learned to date, clarify plans for increasing impact during the second half of the fellowship year, build plans for sustaining the impact of the project following the conclusion of the fellowship, and continue to foster interactive community of practice among all current Executive Fellows and alumni. FUSE will cover all costs and expenses for the Executive Fellow to participate in the mid-year gathering.
- **Status Checks**: Check-in with Executive Fellows and host agency officials periodically throughout the term of the fellowship to ensure that the fellowship is on track to achieve its stated goals; conduct a formal survey of Executive Fellows and host agency officials at both the mid-year and at the end of the fellowship to determine progress achieved and lessons learned to date.
- **Employment Management**: Provide for payroll and benefit administration and all other responsibilities associated with the Executive's Fellow's status as a full-time employee of FUSE.

### Services to be Provided – Part C – Fellowship Project Details

The following provides a general overview of the proposed fellowship project. This project summary and the potential deliverables will be collaboratively revisited by the host agency, the fellow, and FUSE staff during the first few months of the fellowship. (October 30, 2023 to October 18, 2024):

Starting in October 2023, the FUSE Executive Fellow will build deep relationships with a range of critical stakeholders. This will include leaders in Jacksonville government (e.g., Department of Public Works), North Florida leaders (e.g., points of contact from other cities, North Florida Transportation Planning Organization), local energy authorities (e.g., Jacksonville Energy Authority, Florida Power and Light), private sector partners, local environmental and economic justice leaders, and members of the public (with an emphasis on BIPOC communities) to understand the strengths, needs, opportunities, and

EXB'A'

aspirations these partners have for Jacksonville and North Florida's growth, climate resilience, and environmental impact. At the same time, the Executive Fellow will conduct an extensive desk review to identify best practices and innovative approaches to facilitating inclusive, equitable climate action planning in cities similar to Jacksonville.

Next, the Executive Fellow will conduct a greenhouse gas inventory of Jacksonville, tallying the total greenhouse gas emissions and sinks across the City. They will also serve as a point of contact coordinating with other North Florida communities as they develop their inventories.

Once the inventories are complete, the Executive Fellow will coordinate internally with the City and externally with regional leaders to identify and prioritize projects that will reduce greenhouse gas emissions while building climate resilience and accommodating regional growth. Prioritization should include sustainable workforce development and inclusion of small, local, and historically-disadvantaged businesses in potential procurements or subgrants as key considerations.

Finally, the Executive Fellow will compile the region's greenhouse gas inventories and investment priorities into a comprehensive North Florida Climate Action Plan. This plan should map out the regional approach to reducing climate impacts through strategic investments and collaboration. In addition, the plan should equip regional leaders with the vision and information necessary to apply for and secure the EPA Climate Pollution Reduction Grant and other resilience funding opportunities.

By October 2024, the Executive Fellow will have overseen the following:

- *Conduct a Stakeholder Listening Tour* – Develop relationships with stakeholders in government, the private sector, local community groups, and members of the public, with an emphasis on BIPOC businesses and residents. In addition, conduct a literature review of climate action planning that has been effective in cities similar to Jacksonville.
- *Greenhouse Gas Inventories* – Develop Jacksonville's greenhouse gas inventory. Serve as the point of contact for North Florida local government leaders who are developing inventories for their communities.
- *Project Prioritization* – Engage internal and external stakeholders to identify and prioritize projects that reduce greenhouse gas emissions across North Florida.
- *Climate Action Plan* – Compile the inventory and prioritization findings into a comprehensive, regional climate action plan that leaders can leverage to advance climate resilience and pursue strategic funding.

Service Start Date: June 23, 2023  
Service End Date: October 18, 2024

Price Total: \$180,000

Payment Schedule: \$90,000 will be due payable on November 1, 2023  
\$90,000 will be due payable on May 1, 2024

EXB 'A'



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- *Conduct a Stakeholder Listening Tour* – Develop relationships with stakeholders in government, the private sector, local community groups, and members of the public, with an emphasis on BIPOC businesses and residents. In addition, conduct a literature review of climate action planning that has been effective in cities similar to Jacksonville.
- *Greenhouse Gas Inventories* – Develop Jacksonville’s greenhouse gas inventory. Serve as the point of contact for North Florida local government leaders who are developing inventories for their communities.
- *Project Prioritization* – Engage internal and external stakeholders to identify and prioritize projects that reduce greenhouse gas emissions across North Florida.
- *Climate Action Plan* – Compile the inventory and prioritization findings into a comprehensive, regional climate action plan that leaders can leverage to advance climate resilience and pursue strategic funding.

Sincerely,

James Weinberg  
Chief Executive Officer  
Direct: 617.875.4655  
james@fusecorps.org

EXB 'A'



## FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

### JUSTIFICATION FOR SINGLE SOURCE (JSS)

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

<b>1. Requesting Agency:</b>	Choose "the requesting agency" from drop-down list by clicking here to make your selection.
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the City need these particular goods or services?</i>	The City of Jacksonville's Chief Resilience Officer is requesting a single source procurement with FUSE Corps to secure a FUSE Executive Fellow to develop a climate action plan for the city and region. The FUSE Executive Fellow will develop a greenhouse gas inventory of Jacksonville and engage points of contact from communities across North Florida on their inventories. The Executive Fellow will collaborate with regional government partners and local stakeholders to identify and prioritize projects to reduce their emissions and pollution, preparing them to apply to the EPA Climate Pollution Reduction Grant. The final deliverable will be a fully developed and published Climate Action Plan for North Florida. As a result of this work, the City of Jacksonville and the surrounding communities will be equipped with the knowledge and planning necessary to reduce pollution and build long-term climate resilience while facilitating economic and population growth.
<b>3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:</b>	FUSE is the sole distributor of an executive-level fellowship in local government that: <ul style="list-style-type: none"><li>• Designs strategic projects to meet almost any need presented by government agencies;</li><li>• Runs local and national executive searches to find the right leaders for particular projects;</li><li>• Selects fellows who generally average 15+ years of private-sector leadership experience;</li><li>• Hires fellows as full-time employees and covers the costs of all standard employment benefits;</li><li>• Embeds fellows on-site in government offices on a full-time basis for at least 12 months; and</li><li>• Provides ongoing training, coaching, project management support, and other resources to fellows and government leaders throughout the course of fellowship projects.</li></ul> Given the one-of-a-kind nature of this model, comparable service offerings cannot be obtained from any consulting firm, staffing agency, recruiting service, or other provider. Additionally, such services cannot be obtained through standard procurement processes or requests for proposals.