

**PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

**Thursday, October 7, 2021, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202**

**Join Teams Meeting
[Teams Meeting](#)**

**Committee Members: Gregory Pease, Chairman
Paul Barrett, Treasury
Harry Wilson, OGC**

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Wanda Verdejo Tracy Flynn	P-43-18	Contract Amendment No. 11 Contract Casualty Insurance Broker Services Finance and Administration Department/Risk Management	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville be amended to exercise the third renewal option extending the period of service from October 1, 2021 through September 30, 2022, with one (1) renewal option remaining; (1) Increase the maximum indebtedness by \$3,183,436.00, to a new not-to-exceed total maximum of \$9,941,652.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.	09/30/21	
Kendra Mervin Sharon Pennant	SS-11214-21	Single Source Award Community Based Crime Reduction Program Office of the Mayor	That the City of Jacksonville enter into a Single Source Contract with Local Initiatives Support Corporation (LISC) to incorporate the attached Scope of Service, Fee Schedule and Reference Letter Identified as Exhibit 'A'; provide a maximum indebtedness of \$107,500.00 for the services; and ratify a period of service from September 1, 2021, through August 31, 2022, with one (1) one-year renewal option available. All other terms and conditions are per the City's standard contract language.		
Tyrice Young Travis Williams	P-22-21	Subcommittee Report Communication and Branding Consulting Services Kids Hope Alliance (KHA)	It is the consensus of the committee that the one (1) proposal received in response to the Request for Proposal (RFP) was found to be responsive, interested, qualified, and available to perform the required services and that company is: 1) Acuity Design Group, Inc. If the above meets your approval, please notify the undersigned so that fee and contract negotiations may begin with Acuity Design Group, Inc. , the number one ranked firm.		
Chiquita Moore Thomas Daly	P-24-21	Subcommittee Report Neighborhood Strategic Consultant Services Neighborhoods Department	It is the consensus of the committee that the one (1) proposal received in response to the Request for Proposal (RFP) was found to be responsive, interested, qualified, and available to perform the required services and that company is: 1) CIVITAS, Inc. If the above meets your approval, please notify the undersigned so that fee and contract negotiations may begin with CIVITAS Inc. , the number one ranked firm.		

Tim Rogers Ray Albury	P-44-16	Contract Amendment No. 6 Architectural Design Services for Charles Webb & Highlands Libraries Department of Public Works/Engineering & Construction Management Division	That Contract No. 9513-01 originally executed May 30, 2018, between the City of Jacksonville and VRL Architects, Inc., for Architectural Design Services for Charles Webb & Highlands Libraries, be amended to incorporate the attached Scope of Services identified as Exhibit 'E' and Fee Summary identified as Exhibit 'F'; and increase the maximum indebtedness by \$2800.00 to a new maximum indebtedness of \$188,151.29. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.	"To Project Completion"	
William Joyce Jill Enz	P-54-18	Contract Amendment No. 1 Architectural and Engineering Services for Miscellaneous Park Improvements - Annual Contract-Southeast Department of Public Works/Engineering & Construction Management Division	That Contract No. 72565-11, (POA-70305-20) originally executed October 21, 2019, between the City and The R-A-M Professional Group, Inc. for Architectural and Engineering Services for Miscellaneous Park Improvements - Annual Contract, be amended by extending the Period of Service from October 20, 2021, to October 19, 2022; and to increase the maximum indebtedness by \$1,000,000.00, to a new maximum of \$3,000,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.	10/19/21	
William Joyce Noah Ray	P-22-19	Contract Amendment No. 1 Professional Grant Services for Acquisition & Demolition of Flood Prone Structures in the City of Jacksonville Department of Public Works/Engineering & Construction Management Division	That Contract No. 10711, originally executed October 30, 2019, between the City and Wheeler Emergency Management Consulting, LLC, for Professional Grant Services for Acquisition & Demolition of Flood Prone Structures, be amended by exercising the first of two(2) 2-year renewal options extending the period of service from October 29, 2021, through October 28, 2023, with one (1) renewal remaining at terms mutually agreeable; and to increase the maximum indebtedness by \$1,000,000.00 to a new maximum of \$2,000,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.	10/28/21	
William Joyce Robin Smith	P-25-21	Introduce and Review Scope Engineering Testing Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Robin Smith Danny Wheeler	P-15-21	Introduce and Review Scope Miscellaneous Surveying Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Patrick Greive Randall Barnes	N/A	Informational Update Renewal of Support and Services Contract Finance and Administration Department/Treasury	Informational Update - The Treasury Division hereby notifies PSEC in accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, the contract for Support and Services for the DBC Debt Manager product expired on September 30, 2021. This is an annual renewal of a software license to continue using a program that maintains the City's internal loan amortizations. It is important that the renewal be executed prior to 10/01/21 so that fiscal year end 2021 posting, balancing, and recording of internal loan balances can be completed.		
Meeting Adjourned:					

"The next PSEC meeting is scheduled to be held on Thursday, October 21, 2021."



City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 255-5310
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

Date: September 24, 2021
To: Greg Pease, Chairperson and Professional Services Evaluation Committee
Copy: Alex Baker, PSEC Specialist
From: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*
Re: Brown & Brown Broker Services – P-43-18 contract 9269-08 Request for Amendment 11
various Casualty Insurance 2021-2022

The Current contract with Brown & Brown (No. 9269-08) for Casualty Insurance Broker Services allow for Brown & Brown to Place various Casualty Insurance coverage for a term of October 1, 2021 to September 30, 2022.

The current contract will be amended to place a various of new Casualty Insurance policies for the City. See Attachment A. The premium adjustment form the current maximum indebtedness of \$6,758,216.00 by an additional \$3,183,436.00 for a new total maximum indebtedness of \$9,941,652.00

It is respectfully requested that City Contract No. 9269-08 with Brown & Brown be amended for the placement, binding, and ratification of the purchase of the variety Casualty Insurance coverage for the City of Jacksonville effective October 1, 2021 to September 30, 2022.

All other contract terms and conditions shall remain the same (nothing contained herein shall be amended, modified or otherwise revised without prior PSEC and Mayor's approval.)

Attachment A- Brown & Brown various policies Invoice

Thank you for your consideration

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314



Brown & Brown INSURANCE

INVOICE 102105

City of Jacksonville, Florida
117 West Duval St Ste 335
Jacksonville, FL 32202

Account Number:	Invoice Date:
00223982	September 22, 2021

Policy: Various
 Company: Various
 Effective: 10/1/2021

Due Date	Trm	Description	Amount
10/1/2021		Cyber	336,251.00
		Crime	37,373.00
		Riverwalk – GL	95,325.00
		Riverwalk – Excess	36,327.00
		Rails to Trails – GL	6,735.00
		Rails to Trails – Excess	1,578.00
		Voting Precincts – GL	11,725.00
		Pope Park – GL	5,075.00
		Pope Park – Excess	775.00
		Wharfinger Liability	11,770.00
		Watercraft Hull and P&I	100,131.00
		Excess Watercraft	20,737.00
		Out of State Auto	60,030.00
		Deadly Weapon – Extension	94,077.00
		Excess Workers Compensation	1,415,437.00
		Buffer Workers Compensation	145,179.00
		Excess Casualty	804,910.00
		TOTAL	3,183,436.00

**This is an estimated premium and is subject to change upon policy issuance.*

Make checks payable to:
 Brown & Brown of Florida, Inc.
 P.O. Box 745897
 Atlanta, GA 30374-5897

Overnight Payment to:
 Brown & Brown of Florida, Inc.
 Lockbox 745897
 College Park, GA 30349

Please include your account number on your check.

Wire Transfer Instructions:
 Bank of America
 ABA# 026009593
 Account# 898102753412

Thank you for your business!

Phone: 904-565-1952
 Fax: 904-565-2440



City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY, ONE JACKSONVILLE.

MEMORANDUM

DATE: September 22, 2021

TO: Gregory Pease, Chief, Procurement Division
Finance & Administration Department

THROUGH: Kendra Mervin, Grants Administrator
Office of Grant & Contract Compliance

FROM: Sharon Pennant, CBCR Program Coordinator
Mayor's Office *Sharon Pennant*

SUBJECT: Request for Administrative Award - (Justice & Security Strategies, Inc.) *JSS-18/14-21*

The Mayor's Office, on behalf of the Mayor's Community Based Crime Reduction Program (CBCR), is requesting the approval for the single source purchase of professional services from Justice & Security Strategies (JSS) in the maximum indebtedness amount of \$107,500.00 to serve as the program's research partner, effective 09/01/2021 through 08/31/2022 with (1) one (1) year renewal option.

Professional services to the Mayor's Community Based Crime Reduction Program (project target area: Mid-west Jax) include, but are not limited to, conducting data analysis of crime, census as well as other data, coordinating random community-based surveys, performing systematic social observations, providing a data dashboard. Additionally, under the project, JSS will provide two main products - an implementation plan and a final evaluation report, with each report summarizing the important findings of the analysis.

The funds have been appropriated in the Community-Based Crime Reduction Community Services Grant Fund -11406 Center -111024 Activity -531090 (Source U.S. Department of Justice).

Attachments: Exhibit A - Scope of Services
Exhibit B - Fee Schedule
Exhibit C - Prior Contract
Exhibit D - Single Source Justification

Cc: Stephanie Burch, Deputy Chief Administrative Officer
Dr. Charles Moreland, Director of Community and International Affairs

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Mayor's Office / Community Based Crime Reduction Program

FUNDING SOURCE: Fund 11406 Center 111024 Project 003729

BRIEF DESCRIPTION OF GOODS/SERVICES:

Professional research services for the Mayor's Community Based Crime Reduction Program. Specialized policing applied field research using methodologies to build collective and social efficacy and develop crime intervention and prevention strategies in Midwest Jacksonville.

AMOUNT OF PROJECT (attach quote): \$75,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Services will include, but are not limited to conducting data analysis, random community-based surveys, systematic social observations, provision of data dashboards, federal level reports, organizing and conducting focus groups, implementing strategies to build a sustainable plan for collective and social cohesiveness at the micro-neighborhood level, hiring and training community ambassadors, collaboration for the development of a detailed program Action Plan.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Specialized policing and crime reduction research expertise for municipalities, states and the federal government; exigency of services to be procured; market survey determining the service is only available from one source; contractor's expertise linked CBCR projects (extensive experience of contractor personnel completing research specifically tailored to CBCR and police departments).

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

I assert that I have researched the availability of the requested services from other sources and have discussed and evaluated the same with COJ's procurement and EBO divisions. The contractor's extensive work with the Department of Justice and multiple crime reduction programs are necessary for the project.

Submitted by: Kendra Mervin

(Name)

Mayor's CBCR Program Coordinator

(Title)

Date: 9/24/2020

Requesting Agency's Director's Signature: 

Procurement Division _____

March, 2017

**Exhibit A
Scope of Services**

JSS Project Task Timeline			
Month	Task	Deliverables	Amount
Year 1			
1	Attend meetings, establish points of contact, obtain data, and review starting documents. Provide consultation on the proper types of analysis and metrics to be used in the evaluation of policing and strategies to reduce crime, improve community safety and increase trust between law enforcement and the community.	Presentation on analysis and metrics proposed for evaluation and evidence-based practices to consider for implementation plan.	\$2,500
1	Work with the CBCR Program Coordinator to develop an outline for Jacksonville's CBCR Action Plan.	Detailed Outline of Plan	\$5,000
1	Collaborate with the Jacksonville Sheriff's Office Crime Analyst Team and other data sharing partners to clean, format and analyze law enforcement data across the city and within the target area to establish the context for the site.	Initial Data Report	\$5,000
2	Collect, compile and analyze key data for target areas including census data and other data for the target area.		
3	Work with the program coordinator, cross sector team and steering committee to adjust survey instrument and systematic social observations regarding crime and collective efficacy to use to engage residents in and around the CBCR area.	Survey Instrument/ SSO Instrument	\$2,500
3	Develop survey sampling frame for target area	Random survey addresses	\$5,000
4	Train community ambassadors on how to conduct random door-to-door survey of residents and businesses.	Presentation on Survey Training and Survey Execution Manual	\$2,500
5-9	Oversee and coordinate community survey.	Process measurement summary report on survey status.	\$7,500
6	Conduct Systematic Social Observations (SSO) of the target neighborhoods	Systematic Social Observations Report	\$7,500
7	Conduct focus group of residents in the community.	Focus Group Engagement presentation	\$2,500
8-10	Integrate, analyze and summarize data from all sources to prepare draft report with recommendations to law enforcement, residents, cross sector team and steering committee.	Draft implementation plan.	\$15,000
9-12	Develop and apply statistical and machine learning modeling techniques to identify, track and report on trends and predictors in the data sets.	Outcome-based measurement reports	\$5,000
11	Extract, transform and load data into dashboard (ex. Tableau, excel) for ease of use and tracking of key performance indicators to facilitate communication with the community and law enforcement.	Dashboard at the census tract level that analyzes neighborhood indicators	\$10,000
12	Incorporate edits and updates based on feedback from CBCR project coordination, cross section team and BJA TA feedback	Final Implementation Plan	\$5,000
			\$75,000

**Exhibit A
Scope of Services**

Year 2			
13-24	Provide ongoing technical assistance through phone calls and emails (\$1000 per month)	Monthly Progress Reports	\$12,000
13-24	Attend project meetings; observe specific implementation activities; collect data on implementation activities. (\$1,000 per month)		\$12,000
15,18,21,24	Update data on a quarterly basis	Updated data in the Dashboard; crime data report for to enter on Performance Management Tools system for Quarterly Report.	\$10,000
19	Provide refresher training for Community Ambassadors to conduct post survey.	Refresher Survey Training Presentation	\$1,500
20-23	Oversee and coordinate community survey.	Process measurement summary report on survey status.	\$10,000
22	Conduct Systematic Social Observations (SSO) of the target neighborhoods	Systematic Social Observations Report	\$10,000
19	Draft Outline of Final Implementation and Evaluation Report working with CBCR project director	Outline of final report	\$1,000
20	Conduct follow up focus groups of residents in the community and interviews of CBCR project teams.	Draft Final Report - Qualitative feedback Section	\$1,500
22	Conduct final data refresh and analysis of all project data.	Draft final report - Data section	\$2,500
22	Compile and format draft of final implementation and evaluation report	Final Implementaiton and Evaluation Report Draft	\$10,000
23	Finalize final implementaiton and evaluaton plan report, incorporating feedback from CBCR project coordinator, project teams and BJA TA provider	Final Implementaiton and Evaluation Report	\$2,500
24	Attend project meeting to discuss transition and project close out.	Presentation on sustainability and transition plan.	\$2,000
			\$75,000
GRAND TOTAL			\$150,000

**Exhibit A
Scope of Services**

JSS Project Task Timeline			
Month	Task	Deliverables	Amount
Year '1			
1	Attend meetings, establish points of contact, obtain data, and review starting documents. Provide consultation on the proper types of analysis and metrics to be used in the evaluation of policing and strategies to reduce crime, improve community safety and increase trust between law enforcement and the community.	Presentation on analysis and metrics proposed for evaluation and evidence-based practices to consider for implementation plan.	\$2,500
1	Work with the CBCR Program Coordinator to develop an outline for Jacksonville's CBCR Action Plan.	Detailed Outline of Plan	\$5,000
1	Collaborate with the Jacksonville Sheriff's Office Crime Analyst Team and other data sharing partners to clean, format and analyze law enforcement data across the city and within the target area to establish the context for the site.	Initial Data Report	\$5,000
2	Collect, compile and analyze key data for target areas including census data and other data for the target area.		
3	Work with the program coordinator, cross sector team and steering committee to adjust survey instrument and systematic social observations regarding crime and collective efficacy to use to engage residents in and around the CBCR area.	Survey Instrument/ SSO Instrument	\$2,500
3	Develop survey sampling frame for target area	Random survey addresses	\$5,000
4	Train community ambassadors on how to conduct random door-to-door survey of residents and businesses.	Presentation on Survey Training and Survey Execution Manual	\$2,500
5-9	Oversee and coordinate community survey.	Process measurement summary report on survey status.	\$7,500
6	Conduct Systematic Social Observations (SSO) of the target neighborhoods	Systematic Social Observations Report	\$7,500
7	Conduct focus group of residents in the community.	Focus Group Engagement presentation	\$2,500
8-10	Integrate, analyze and summarize data from all sources to prepare draft report with recommendations to law enforcement, residents, cross sector team and steering committee.	Draft implementation plan.	\$15,000
9-12	Develop and apply statistical and machine learning modeling techniques to identify, track and report on trends and predictors in the data sets.	Outcome-based measurement reports	\$5,000
11	Extract, transform and load data into dashboard (ex. Tableau, excel) for ease of use and tracking of key performance indicators to facilitate communication with the community and law enforcement.	Dashboard at the census tract level that analyzes neighborhood indicators	\$10,000
12	Incorporate edits and updates based on feedback from CBCR project coordination, cross section team and BJA TA feedback	Final Implementation Plan	\$5,000
			\$75,000

**EXHIBIT B
FEE SCHEDULE**

Invoicing Timeline		
Month	Deliverables	Amount
Year 1		
1	Presentation on analysis and metrics proposed for evaluation and evidence-based practices to consider for implementation plan.	\$2,500
1	Detailed Outline of Plan	\$5,000
1-2 (2 month period – 2 payments of \$2500 or full payment invoice option at end of period)	Initial Data Report	\$5,000
3	Survey Instrument/ SSO Instrument	\$2,500
3	Random survey addresses	\$5,000
4	Presentation on Survey Training and Survey Execution Manual	\$2,500
5-9 (5 month period – 5 payments of \$1,500 or full payment invoice option at end of period)	Process measurement summary report on survey status.	\$7,500
6	Systematic Social Observations Report	\$7,500

**EXHIBIT B
FEE SCHEDULE**

7	Focus Group Engagement presentation	\$2,500
8-10 (3 month period - 3 payments of \$5,000 or full payment Invoice option at end of period)	Draft implementation plan	\$15,000
9-12 (4 month period - 4 payments of \$1250 or full payment Invoice option at end of period)	Outcome-based measurement reports	\$5,000
11	Dashboard at the census track level that analyzes neighborhood indicators	\$10,000
12	Final Implementation Plan	\$5,000
		\$75,000

EXHIBIT C
RESEARCH BUDGET
JSS RESEARCH PARTNER BUDGET FOR JACKSONVILLE, FL: MIDWEST JAX CBCR
Budget Detail Worksheet

A. Personnel		Name/Position	Salaries	Annual Rate	% of Time	Total Amount
Project Director		Shellie Solomon		\$156,000	3.8%	\$15,113
Principal Investigator		Craig D. Uchida Marc Swatt/Alese Wooditch / Kyle Anderson		\$217,000	2.5%	\$14,105
Statisticians				\$80,000	2.5%	\$5,167
Sr. Research Associate		Christine Connor		\$85,000	2.5%	\$5,490
Research Associates		TBD		\$40,000	4.4%	\$4,551
Sr. Field Observer		TBD		\$55,000	1.5%	\$2,131
Accountant/ Admin				\$60,000	1.3%	\$1,938
Total Salaries						\$48,493

B. Fringe Benefits		Annual Rate	% of Time	Total Amount
Employer's FICA		\$48,493	7.7%	\$3,710
Retirement (FTE Only)		\$48,493	3.0%	\$1,455
Leave, Holidays (FTE Only)		\$48,493	12.4%	\$6,013
Health Insurance (FTE Only)		\$48,493	7.0%	\$3,395
Workman's Comp. (FTE Only)		\$48,493	1.1%	\$533
Unemployment Comp.		\$48,493	0.0%	\$0
Total Fringe Benefits				\$15,106
Total Salaries & Fringe Benefits				\$63,599

C. Travel		Purpose of Travel	Location	Persons	Days	trip/nig	Trips	Total Amount
Uchida/ Connor travel from LAX to JAX								
		Airfare		2	1	\$500	2	\$2,000
		Hotel		1	3	\$124	2	\$744
		Meals		2	3	\$60	2	\$720
		Rental Car		1	3	\$75	2	\$450
		Rental Car Gas		2	1	\$30	2	\$120
		Parking, cabs, tolls		2	3	\$25	2	\$300
Total Travel								\$4,334

D. Supplies		Supply Items	Cost Per Month	Months	Total Amount
		General Office Supplies	\$79.29	12	\$951
		High Performance Laptop	\$865	1	\$865
Total Supplies					\$1,816

E. Subcontractors		Supply items	Community Ambassadors: Initial Round	Cost Per Survey	Surveys	Total Amount
				\$30	175	\$5,250
Total Supplies						\$5,250

Budget Categories		Total Amount
A.	Personnel	\$48,493
B.	Fringe Benefits	\$15,106
C.	Travel	\$4,334
D.	Supplies	\$1,816
E.	Subcontractors	\$5,250
Total Project Costs		\$75,000

About

Mission

JSS assists organizations that seek to improve systems, manage change, define problems, develop solutions, fund and implement projects, train staff, evaluate performance, and receive public recognition for their best achievements.

Our expertise in strategic thinking, governmental relations, technical assistance, rigorous research, evaluation and assessments, appropriate training and technology, and matching projects with funding - complementing your professional knowledge, skills, and experience - is dedicated to your success.

Our Partners

NetString, LLC

Need help?

[Visit NetString, LLC](#)

Our People

Dr. Craig Uchida President

Craig D. Uchida is President of JSS, Inc. (formerly 21st Century Solutions, Inc.) and chief consultant and researcher. Dr. Uchida previously served as a former senior executive at the U.S. Department of Justice and professor of criminology at the University of Maryland. He has more than 23 years of experience in criminal justice research, planning, and administration.

[- View Craig's full biography](#)

Shellie E. Solomon CEO

Shellie Solomon is Vice-President and chief administrator of JSS, Inc., and serves as associate consultant and researcher. She formerly served as Deputy Budget Director with the Census Bureau, and as Senior Manager at the Justice Department. Ms. Solomon has more than 12 years of experience in operations and management, budgets, strategic planning, criminal justice evaluation, and technology.

[- View Shellie's full biography](#)

Gordon A. Aoyagi Director of Homeland Security and Public Policy

Gordon Aoyagi is the Director of Homeland Security and Public Policy for Justice & Security Strategies, Inc. Mr. Aoyagi has over 30 years of public policy experience in leadership and senior executive management positions for local government in homeland security, emergency management, fire and rescue services management, public administration, public transit operations at the local government level.

[- View Gordon's full biography](#)

Gordon A. Aoyagi Director of Homeland Security and Public Policy

Gordon Aoyagi is the Director of Homeland Security and Public Policy for Justice & Security Strategies, Inc. Mr. Aoyagi has over 30 years of public policy experience in leadership and senior executive management positions for local government in homeland security, emergency management, fire and rescue services management, public administration, public transit operations at the local government level.

- [View Gordon's full biography](#)

Michael Wells Director of Training

Michael Wells is the Director of Training at Justice & Security Strategies, Inc. He joined JSS in October 2005, after serving as a police lieutenant in the Concord (CA) Police Department, where he spent a 30-year career.

- [View Michael's full biography](#)

Riley Waugh Senior Research Consultant

W. Riley Waugh is a Senior Research Consultant at JSS. Mr. Waugh has over 20 years experience in criminal justice. Ten of those years were as the executive of non-profit corporations specializing in alternative sanctions and offender re-entry.

- [View Riley's full biography](#)

Corina Putt Research Associate

Ms. Corina Putt is a Research Associate at Justice & Security Strategies, Inc., who specializes in crime mapping and analysis with substantial expertise in ArcView, ArcGIS, Analyst Notebook, CrimeStat and other programs.

- [View Corina's full biography](#)

[Analyst Notebook, CrimeStat and other programs.](#)

[- View Corne's full biography](#)

Christine Connor Research Associate

Christine Connor is a Research Associate and the newest employee at JSS, Inc., joining the company in August 2010. She has expertise in SPSS and GIS technology and research experience with drug-related homicides among the Latino population in Miami.

[- View Christine's full biography](#)

Kathryn Hollingshead Research Assistant

Kathryn Hollingshead is a Research Assistant in the Maryland office of JSS. She assists with literature reviews, data collection, and data analysis for the evaluation of presumptive drug detection technology and mortgage fraud.

[- View Kathryn's full biography](#)



**Justice & Security Strategies, Inc.
Scope of Services for
Jacksonville CBCR Project**

This is a scope of services agreement between the **City of Jacksonville** located at 117 W. Duval St. Suite 400 Jacksonville, FL 32202 and **Justice & Security Strategies, Inc. (JSS)** located at 1835 E Hallandale Beach Blvd, #387, Hallandale Beach, FL 33009.

This is an addendum to the "Contractor Agreement to General Provisions" signed and approved by the City of Jacksonville and JSS.

Explanation of the project:

The City of Jacksonville is implementing a **Community Based Crime Reduction** project as funded by the U.S. Department of Justice, Bureau of Justice Assistance. The purpose of the project is to

Under this agreement, Justice & Security Strategies, Inc. will serve as the research partner to Jacksonville -based BCJI project coordinated through the City of Jacksonville, Office of the Mayor. The project involves conducting data analysis of crime, census and other data, coordinating a random community-based survey, systematic social observations and providing a data dashboard. Under the project, JSS will provide two main products - an implementation plan and a final evaluation report, with each report summarizing the important findings of the analysis in a brief 15-25 page reports.

Scope of Work

JSS's responsibilities on this project relate to conduct advanced data analysis, providing ongoing technical assistance, and preparing plan and reports.

Specific tasks are detailed in the attached task/timeline.

Agreed to by:

City of Jacksonville

Justice & Security Strategies, Inc.

By _____

By

Date _____

Date _____

Justice & Security Strategies, Inc.
PO Box 6188
Silver Spring, MD 20916

Tel +1 (301) 438-3132
Fax +1 (877) 788-4235
Email cduchida@jssinc.org
Web www.jssinc.org

**EXHIBIT B
FEE SCHEDULE**

Invoicing Timeline		
Month	Deliverables	Amount
Year 1		
1	Presentation on analysis and metrics proposed for evaluation and evidence-based practices to consider for implementation plan.	\$2,500
1	Detailed Outline of Plan	\$5,000
1-2 (2 month period – 2 payments of \$2500 or full payment invoice option at end of period)	Initial Data Report	\$5,000
3	Survey Instrument/ SSO Instrument	\$2,500
3	Random survey addresses	\$5,000
4	Presentation on Survey Training and Survey Execution Manual	\$2,500
5-9 (5 month period – 5 payments of \$1,500 or full payment invoice option at end of period)	Process measurement summary report on survey status.	\$7,500
6	Systematic Social Observations Report	\$7,500

**EXHIBIT B
FEE SCHEDULE**

7	Focus Group Engagement presentation	\$2,500
8-10 (3 month period - 3 payments of \$5,000 or full payment invoice option at end of period)	Draft implementation plan	\$15,000
9-12 (4 month period - 4 payments of \$1250 or full payment invoice option at end of period)	Outcome-based measurement reports	\$5,000
11	Dashboard at the census track level that analyzes neighborhood indicators	\$10,000
12	Final Implementation Plan	\$5,000
		\$75,000
Invoicing Timeline		
Month	Deliverables	Amount
Year 2		
13-24	Monthly Progress Reports	\$12,000
13-24	Monthly Progress Reports	\$12,000

**EXHIBIT B
FEE SCHEDULE**

15,18,21,24 (2 month period – 2 payments of \$2500 or full payment invoice option at end of period)	Updated data in the Dashboard; crime data report for to enter on Performance Management Tools system for Quarterly Report.	\$10,000
19	Refresher Survey Training Presentation	\$1,500
20-23	Process measurement summary report on survey status.	\$10,000
22	Systematic Social Observations Report	\$10,000
19 (5 month period – 5 payments of \$1,500 or full payment invoice option at end of period)	Outline of final report	\$1,000
20	Draft Final Report - Qualitative feedback Section	\$1,500
22	Draft final report - Data section	\$2,500
22 (3 month period – 3 payments of \$5,000 or full payment invoice option at end of period)	Final Implementation and Evaluation Report Draft	\$10,000

**EXHIBIT B
FEE SCHEDULE**

23 (4 month period - 4 payments of \$1250 or full payment invoice option at end of period)	Final Implementation and Evaluation Report	<p align="right">\$2,500</p>
24	Presentation on sustainability and transition plan.	<p align="right">\$2,000</p>
		<p align="right">\$75,000</p>
Grand Total		<p align="right">\$150,000</p>

Single/Sole Source Justification Justice & Security Strategies, Inc.

Section I: Background

The City of Jacksonville intends to issue a sole source contract in the amount of \$75,000 to Justice & Security Strategies, Inc. (JSS) to serve as the research partner for the Community Based Crime Reduction (CBCR) project. This document provides the justification for the sole source, in accordance with the guidance issued by the Office of Justice Programs in May 2017.

The purpose of the contract is to provide strategic and analytic research support for Jacksonville's CBCR project. Jacksonville's CBCR project is focused on Midwest Jacksonville, which has experienced chronic and increasing levels of violence and social disorganization. With the CBCR project, Jacksonville seeks to implement strategies that will result in sustainable changes at the community level. Best practices highlight the importance of implementing evidence-based, data-driven, and systemic approaches. The CBCR project requires the involvement of a researcher partner with extensive knowledge, skills and abilities to support and document these strategies.

Justice & Security Strategies, Inc. (JSS) is a consulting firm that specializes in moving criminal justice agencies forward through research, evaluation, training, and technical assistance. JSS has a proven track record of conducting 'applied field research' and working closely with law enforcement, community-based organizations, and social service agencies.

Dr. Craig D. Uchida serves as President of JSS, and Dr. Shellie E. Solomon serves as the Chief Executive Officer. With offices located in Los Angeles, CA, and Hallandale Beach, FL, the firm conducts research for numerous cities and law enforcement agencies across the United States, ranging from small to large agencies.

JSS is uniquely qualified to provide expertise specifically related to the CBCR project. They have direct experience in using research to strategically guide efforts to implementing comprehensive law enforcement strategies including, but not limited to micro-targeting of community hotspots, building collective efficacy, data-driven problem solving and long term organizational change, as required by CBCR.

An itemized budget is provided in Attachment A.

Section II: Expertise

The reason it is necessary to contract in a noncompetitive manner to Justice & Security Strategies, Inc. is due to:

- The uniqueness of services to be procured;
- The exigency of services to be procured (project termination date is 9/30/2021)
- The determination that the service is only available from one source as a result of a market survey; and
- The need for contractor's expertise linked to the CBCR project in terms of the extensive

experience of the contractor personnel, as well as prior work *specifically* tailored to crime reduction research with multiple other CBCR agencies and police departments.

In addition, the City of Jacksonville previously conducted an RFP for research partner services and selected a contract. However, it was determined that the initial proposed contractor did not possess the specialized knowledge and skills required for Community Based Crime Reduction projects, nor the historic and extensive specialization that JSS possesses as a national policing research firm. Additionally, JSS has a unique system of conducting research for and building collective efficacy and social cohesion that are required for the Jacksonville CBCR program, and it would not be possible for them to obtain these high level skills in a reasonable time period through competitive bid.

Uniqueness.

JSS brings unique knowledge and skills to the City of Jacksonville CBCR project, especially as related to collective efficacy strategies. JSS has conducted research on collective efficacy at the micro-neighborhood level for the National Institute of Justice, resulting in multiple reports and a published book. This research improved the standard research instruments for measuring collective efficacy within neighborhoods. It also involved the adaptation of methodologies from the physical sciences to using spatial statistics to precisely identify block-level neighborhood variations and ranges of collective efficacy. Taken together, these methodological advances significantly improve the understanding of how collective efficacy operates at the neighborhood level and how it interacts with crime risk.

JSS has worked with multiple police departments and crime reduction projects targeting chronic and difficult crime issues within micro-neighborhoods and provided research analysis and guidance that led to significant and sustainable reduced levels of violence. JSS has been able to work with departments and community organizations to implement these strategies in a cost-efficient manner and to enhance neighborhood functioning to sustain these results over time.

As a research partner for four CBCR projects, JSS has and is working with law enforcement and community organizations to implement collective efficacy strategies with great success. Furthermore, as a subject matter expert providing training and technical assistance for the Bureau of Justice Assistance, JSS has worked with Brooklyn Park, MN, Nashville, TN and Atlanta, GA to guide the implementation of collective efficacy strategies in neighborhoods with chronic and growing crime problems. The efforts of JSS within these agencies has been recognized by the International Association of Chiefs of Police as a “great idea,” and a resolution has been passed by the Association recommending the strategies as a best practice for crime prevention.

In closing, JSS has unique knowledge and expertise of the strategic approach of community based, data-driven crime intervention and prevention that Jacksonville seeks to implement to address the crime problems occurring within the Midwest Jacksonville neighborhoods. Based on a market survey, including internet research, reviews of journal articles and outreach to other CBCR sites, JSS has been identified as the only research entity with the skill set and methodological knowledge to use advanced community survey field research and spatial geo-statistics to implement micro-targeting based on levels of collective efficacy as they interact with levels of crime risk. This expertise is what Jacksonville requires in guiding the current CBCR project.

Contractor Expertise.

JSS serves as the Research Partner for several law enforcement agencies and community-based organizations across the country. JSS is currently the Research Partner for the Community Based Crime Reduction project in Miami-Dade County. JSS has also served as the Research Partner for the prior project in Miami-Dade County and for two Community Based Crime Reduction projects in Los Angeles as managed by the Youth Policy Institute. Each of these projects has focused on using collective efficacy as a centerpiece strategy for their responses to violent crime.

In addition, JSS is currently the Research Partner for the Baltimore Police Department (BPD) on its Crime Gun Intelligence Center program. JSS has also worked extensively with the Los Angeles Police Department (LAPD) as its Research Partner for over 11 years. Currently, we serve as LAPD's Research Partner for the DOJ Bureau of Justice Assistance's Strategies for Policing Innovation program and for the transition from the UCR to the incident-based reporting system through a BJS grant.

JSS also works with the following agencies on other OJP/BJA Research Partnerships:

Miami Dade Government (Community Based Crime Reduction, BJA, 2016-2018 and 2019-2021)
Youth Police Institute (Community Based Crime Reduction, BJA 2014-2016 and 2017-2020)
Bronx District Attorney's Office (Innovative Prosecution Solutions, BJA 2019-2021)
Miami Dade State Attorney's Office (Smart Prosecution, BJA, 2017-2020)
Denver Police Department (Project Safe Neighborhoods, BJA 2016-2020)
San Francisco District Attorney's Office (Smart Prosecution, BJA, 2015-2017)
Los Angeles City Attorney's Office (Smart Prosecution, BJA, 2015-2017)
Los Angeles Police Department (Smart Policing, BJA, 2009-2017)
Cambridge Police Department (Smart Policing, BJA, 2011-2015)
York (ME) Police Department (Smart Policing, BJA 2012-2013)

JSS Staff

The JSS Research Team includes: President Dr. Craig D. Uchida, CEO Dr. Shellie Solomon, Research Statistician Dr. Marc Swatt, Senior Research Associate Christine Connor, Research Associates Allison Land, Kyle Anderson, Viviana Barerra-Mendez, and Samantha Hock, and Research Assistants Heleana Melendez, Sean Kato, and Ariana Solo.

As the founder and President of JSS, Dr. Uchida is a national expert on policing, with over 30+ years as a research and public policy official. He has studied policing, collective efficacy, and a variety of criminal justice-related topics during his 30+ years in the field. Dr. Uchida is the author of numerous journal articles on policing and criminal justice, is the lead author on a book on collective efficacy, has co-edited two books, and co-authored a National Academy of Sciences book on the security of America's dams. He received his doctorate and master's degree from the University at Albany School of Criminal Justice.

Dr. Shellie Solomon, CEO, is an economist with a Doctorate in governance and a Master's in Public

Policy. She has expertise in evaluation research, advanced data analytics including GIS, spatial analysis and geostatistics. Dr. Solomon also has substantive and state-of-the-art knowledge in collective efficacy, mortgage fraud, and community policing.

About JSS

JSS has worked with more than 75 police agencies across the country since its inception in 1997. The larger departments include Austin, Baltimore, Chicago, Colorado Springs, Dallas, Fairfax County (VA), Honolulu, Jersey City, Kansas City (MO), Los Angeles, Long Beach, Nashville, City of Miami, Miami-Dade, Minneapolis, Newark, Oklahoma City, Phoenix, San Francisco, Seattle, and Washington, DC. Medium-size departments include Cambridge (MA), Concord (CA), Fort Lauderdale (FL), Hialeah (FL), Hollywood (CA), Little Rock, Miami Gardens (FL), Redlands (CA), Salt Lake City, and the US Virgin Islands. Small departments include Everett (MA), Hoover (AL), Somerville (MA), Spartanburg (SC), Westwood (MA), and York (ME).

From 2005 to 2009 JSS worked with George Mason University researchers to reform and modernize the Trinidad and Tobago Police Service (TTPS). JSS had responsibility for two major activities: 1) conducting a manpower study of the 7,200 member TTPS that demonstrated that less than half of the officers reported for duty on a daily basis; and 2) a revision of the entire training system for the TTPS, including the creation of a new recruit-training curriculum, the implementation of a field-training program, and the development of in-service training components at all ranks.

Products

Importantly, JSS has provided law enforcement agencies and OJP with numerous documents that describe the findings, methods, and practical applications of the projects that it has completed. These include the following documents and publications.

Recently published journal articles:

- Wooditch, A., Uchida, C.D., Solomon, S.E. *et al.* Perceptions of Body-Worn Cameras: Findings from a Panel Survey of Two LAPD Divisions. *Am J Crim Just* 2020 <https://doi.org/10.1007/s12103-020-09517-5>.
- Mohler, G., Bertozzi, A. L., Carter, J., Short, M. B., Sledge, D., Tita, G.E., Uchida, C.D., & Brantingham, P.J. (2020). Impact of social distancing during COVID-19 pandemic on crime in Los Angeles and Indianapolis. *Journal of Criminal Justice* (accepted on April 27, 2020).
- McCluskey, J. M., Uchida, C. D., Solomon, S. E., Wooditch, A., Connor, C., & Revier, L. (2019). "Assessing the effects of body-worn cameras on procedural justice in the Los Angeles Police Department," *Criminology*, Volume 57, Number 2: 1-29.
- Uchida, C.D., Swatt, M. L., Schnobrich-Davis, J., Connor, C., Shutinya, M. & Wagner, D. (2018). "A Randomized Control Trial of a Targeted High Risk Offender Program in Three Jurisdictions." *Police Quarterly*, 1-25.

Uchida, C. D. and Swatt, M.L. (2013). "Operation LASER and the Effectiveness of Hotspot Patrol: A Panel Analysis," *Police Quarterly*. 16, 287-304.
For the LAPD CGIC:

Uchida, C.D., Anderson, K. & Quigley, A. (2019). "Evaluating the Los Angeles Crime Gun Intelligence Center: Year 1 Results." Justice & Security Strategies, Inc.

Uchida, C.D. & Anderson, K. (2019). "Los Angeles Crime Gun Case Outcomes and Procedures: What are the Characteristics of Success?" Justice & Security Strategies, Inc.

For the Smart Policing Initiative in the Los Angeles Police Department:

Uchida, C. D., Swatt, M.L., Gamero, D., Lopez, J., Salazar, E., King, E., Maxey, R., Ong, N., Wagner, D., and White, M. (2012). "Los Angeles, California Smart Policing Initiative: Reducing Gun-Related Violence Through Operation LASER," A Spotlight Report of Smart Policing, Bureau of Justice Assistance, October.

Uchida, C.D., Malinowski, S., and Kato, D. (2018). "Smart Policing in the Los Angeles Police Department: Los Angeles' Strategic Extraction and Restoration Program (LASER)." Los Angeles Justice & Security Strategies, Inc.

For the Smart Prosecution Initiative in the Los Angeles City Attorney's Office:

Uchida, C.D., Lu, W., and Solomon, S.E. (2017). "The Implementation and Impact of Neighborhood Justice Panels in Los Angeles: Executive Summary." Los Angeles, CA: Justice & Security Strategies, Inc.

Uchida, C.D., Lu, W., and Solomon, S.E. (2017). "Implementing Neighborhood Justice Panels in Los Angeles: A Process Evaluation." Los Angeles, CA: Justice & Security Strategies, Inc.

Solomon, S.E., Uchida, C.D., and Lu, W. (2017). "The Impact of Neighborhood Justice Panels in Los Angeles: A Research Note." Los Angeles, CA: Justice & Security Strategies, Inc.

For the Smart Policing Initiative in the Cambridge Police Department:

Uchida, C.D., Swatt, M. L., Schnobrich-Davis, J., Connor, C., and Shuinyaya, M. (2016). *The RASOR's Edge: Focused Deterrence in Cambridge, Everett, and Somerville*. Silver Spring, MD: Justice & Security Strategies, Inc.

Schnobrich-Davis, J., Mulcahy, J., Wagner, D., and Uchida, C.D. (2017). "Multi-Agency Information Sharing to Reduce Crime Caused by Cross-Jurisdictional Offenders," *Journal of Intelligence & Analysis*, Vol. 23, Number 1, pp. 1-16.

For the Smart Prosecution Initiative in the San Francisco District Attorney's Office:

Uchida, C.D., Revier, L., Connor, C., Wooditch, A., and Swatt, M.L. (2017). *A Guide for Implementing a Crime Strategies Unit: The San Francisco Experience*. Los Angeles, CA: Justice & Security Strategies, Inc.

Wooditch, A., Connor, C., Swatt, M.L., and Uchida, C.D. (2017). "Examining the Concentration of Crime Across Place: Violent Crime and Auto Burglaries in San Francisco." Los Angeles, CA: Justice & Security Strategies, Inc.

Connor, C. and Uchida, C.D. (2017). "Understanding and Describing Crime Problems in San Francisco." Los Angeles, CA: Justice & Security Strategies, Inc.

Swatt, M.L. and Uchida, C.D. (2017). "Temporal Patterns of Crime in San Francisco." Los Angeles, CA: Justice & Security Strategies, Inc.

Section III: Declaration

The City of Jacksonville has declared that the sole source procurement to Justice & Security Strategies, Inc. is in the best interest of the agency. In doing so, the City of Jacksonville is in compliance with the local procurement policies and procurement standards outlined in the DOJ Grants Financial Guide and Uniform Guidance, including the required contract provisions.

The City of Jacksonville has assessed that no conflicts of interest exist with Justice & Security Strategies, Inc. The City of Jacksonville has determined that Justice & Security Strategies has not been debarred or suspended from participation in federal assistance programs by reviewing the Excluded Parties List.



Fact Sheet

www.ojp.gov

Sole Source Justification

What is "sole source" procurement?

Procurement by noncompetitive proposals, referred to as sole source procurement, is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in 2 C.F.R. § 200.320(f) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101. To help determine when a sole source procurement may be used, see OJP's *Sole Source Review Checklist*.

When is sole source approval required by OJP?

All sole source procurements require adequate written justification that meets the criteria listed below and documentary support in the procurement file to be allowable.

A recipient must also request and receive written approval from OJP prior to purchasing equipment, technology, or services; obligating funding for a contract; or entering into a contract with award funds related to sole source procurements in excess of the simplified acquisition threshold, as determined by the Uniform Guidance (currently \$150,000). For the purchase of equipment, technology, or services under an OJP award – to include but not limited to noncompetitive ("sole source") procurements, recipients must use their own documented procurement procedures that reflect applicable state and/or local laws and regulations, as long as those requirements conform to the federal procurement standards set forth in 2 C.F.R. § 200.318. A sole source justification request should only be submitted if a recipient determines that the award of a contract through a competitive process is infeasible.

Sole source procurement should be used only when competitive solicitation procedures like sealed bids or competitive proposals are not applicable to the requirements or are impracticable.

Recipients may conduct noncompetitive (sole source) procurement through solicitation of proposals from only one source when one or more of the following circumstances apply:

- The item/service is available only from one source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- Competition is determined inadequate after solicitation of a number of sources.

What documentation must be submitted to OJP for sole source approval?

An award recipient must initiate a *Sole Source Approval Grant Adjustment Notice (GAN)* in the Office of Justice Programs (OJP) Grants Management System (GMS) to request approval to enter into a noncompetitive contractual relationship with a contractor under a Federal award, where the contracted cost exceeds the Simplified Acquisition Threshold (currently \$150,000).

To assist in OJP's review include a copy of the completed Sole Source Review Checklist with the GAN submission along with the written justification. The outline below may be helpful in preparing your agency's sole source request and ensuring that all of the necessary information is included. The request should include the following information:

Section I. A brief description of the project, the amount to be designated for the sole source procurement, the purpose of the contract and an itemized budget for the contract amount.

Sole Source Justification

Section III. (a) An explanation as to why it is necessary to contract in a noncompetitive manner and **(b)** Which one (or more) of the three circumstances identified below, for which OJP will consider approval of a sole source contract, applies to the procurement transaction (include supporting information as identified below under the applicable section(s)):

1. If the item or service is available only from one source, please include the following:
 - Uniqueness of items or services to be procured from the proposed contractor or vendor (e.g., compatibility or patent issues)
 - How the agency determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system)
 - Explanation of need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)
 - Any additional information that would support the case.
2. If the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, please include the following:
 - Description of the public exigency or emergency
 - Need for the contract and period of performance
 - Impact on project if deadline/dates are not met

Note: Time constraints will not be considered a factor if the award recipient has not sought competitive bids in a timely manner. Examples of public emergencies include natural disasters or other incidents requiring an urgent or immediate

response.

- How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
 - Any additional information that would support the case
3. If competition is determined inadequate after solicitation of a number of sources, please include the following:
 - Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
 - Any additional information that would support the case

Section III. A declaration that this action/choice is in the best interest of the agency.

Failure to provide all of the necessary information will delay the processing of your request. Your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If OJP determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 2 C.F.R. § 200.318(c). In addition, program funds should not be awarded to any party that is debarred or suspended from participation in federal assistance programs.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your Grant Program Specialist or Program Manager.

Contact OJP

For further information on procurement under awards, please see *Chapter 3.8: Procurement Under Awards of Federal Assistance*, in the 2015 Department of Justice (DOJ) Grants Financial Guide.

Sole Source Review Checklist



A *Sole Source Approval Grant Adjustment Notice (GAN)* in the Office of Justice (OJP) Grants Management System (GMS) must be initiated to request approval to enter into a noncompetitive contractual relationship, with a contractor under an award, where the contracted cost exceeds the Simplified Acquisition Threshold of \$150,000. The sole source justification should include adequate information to address the elements below. In addition, a copy of the itemized budget for the contract amount should be attached to the *Sole Source Approval GAN*.

Below is a checklist intended to help evaluate sole source requests. The sole source approval request only needs to meet one of the qualifying situations listed on this checklist. *All the conflict of interest items must be addressed in the justification.*

Item Only Available Through a Single Source

- Does independent research through internet searches or discussions with subject matter experts corroborate that the item is available only from a single source?
- Does the request demonstrate the uniqueness of items or services to be procured from the proposed contractor or vendor (e.g., compatibility or patent issues, etc.)?
- Does the request demonstrate and support how it determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system)?
- Does the request demonstrate a significant need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)?

Public Emergency

- Is there a public emergency such as a natural disaster or catastrophic event?
- Has there been a declared state of emergency in which these goods and services will be needed?
- Is there an immediate health or safety concern?

Inadequate Competition

- Does the request adequately describe the efforts to competitively contract for this item? For example, were requests for proposals or bids conducted and what was the nature of the responses?
- Does the request adequately describe the efforts to ensure the contract pricing is fair and reasonable?
- Does the request provide results of a market survey to determine competition availability or explained why no survey was conducted?

Conflict of Interest/Suitability/Procurement Standards (Justification must address all items)

- Does the request ensure there is no conflict of interest with the proposed vendor?
- Does the request indicate that the Excluded Parties List was checked and that the proposed vendor has not been debarred from receiving federal funds?
- Does the request include evidence that the procurement will be competed in compliance with the organization's procurement policies and the procurement standards outlined in the DOJ Grants Financial Guide and the Uniform Guidance, including the required contract provisions?





**Justice & Security Strategies, Inc.
Professional Services Proposal & Agreement
Jacksonville CBCR Project**

This is a scope of services proposal and agreement between the **City of Jacksonville** located at 117 W. Duval Street, Suite 400, Jacksonville, FL 32202 and **Justice & Security Strategies, Inc. (JSS)** located at 1835 E Hallandale Beach Blvd, #387, Hallandale Beach, FL 33009.

Explanation of the Project: The City of Jacksonville is implementing a **Community Based Crime Reduction** project as funded by the U.S. Department of Justice, Bureau of Justice Assistance.

Under this agreement, Justice & Security Strategies, Inc. will serve as the research partner to Jacksonville -based BCJI project coordinated through the City of Jacksonville, Office of the Mayor. The project involves conducting data analysis of crime, census and other data, coordinating a random community-based survey, systematic social observations and providing a data dashboard. Under the project, JSS will provide two main products - an implementation plan and a final evaluation report, with each report summarizing the important findings of the analysis in a brief 15-25 page reports.

Scope of Work: JSS's responsibilities on this project relate to conduct advanced data analysis, providing ongoing technical assistance, and preparing plan and reports.

Specific tasks are detailed in the attached task/timeline.

Compensation: The City of Jacksonville shall pay Justice & Security Strategies, Inc. **\$75,000** total compensation for one year of professional research services. This amount includes all line items included on the attached project budget.

Agreed to by:

City of Jacksonville:

Justice & Security Strategies, Inc.:

By _____ By _____

Date _____ Date _____

Justice & Security Strategies, Inc.
PO Box 6188
Silver Spring, MD 20916

Tel +1 (301) 438-3132
Fax +1 (877) 788-4235
Email cduchida@jssinc.org
Web www.jssinc.org



MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Saralyn Grass, Chief Administrative Officer,
Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,
Kids Hope Alliance (KHA)

SUBJECT: P-22-21 Communication and Branding Consulting Services

DATE: October 1, 2021

The KHA received one (1) proposal for the **Communication and Branding Consulting Service Project** and found it to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposal was evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firm listed alphabetically was determined to be qualified to perform the required services. The ranking of first designates the order of qualification of the firm to perform the required services and alphabetically is:

- 1) Acuity Design Group, Inc.

Please advise us when this item is placed on your agenda so we may be present and begin negotiations with the firm. After a full committee review, we request that this item is sent to the Mayor for final decision

Attachment(s): Scoring Matrix

Kids Hope Alliance
1095 A. Phillip Randolph Blvd. | Jacksonville, Florida 32206 | T-(904) 255-4400 | F-(904) 255-4500



City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-8200
www.caj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: September 29, 2021

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Chiquita Moore, Director of Operations
Neighborhoods Department

Thomas Daly, Chief
Housing and Community Development

RE: P-24-21 A Neighborhoods Strategic Consultant Services

The Neighborhoods Department received one (1) proposal for the **Neighborhoods Strategic Consultant Services** and found it to be responsive, interested, qualified, and available to provide the services required by the Request for Proposal (RFP).

The proposal was evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following company was determined to be qualified and available to perform the required services and that company is:

- 1) CIVITAS, LLC

Please advise us when this item is placed on your agenda so we may be present. After a full committee review, we request that this item is sent to the Mayor for final decision.

Attachment:
Scoring Matrix

Evaluation Matrix

EVALUATION SCALE

1 ————— 34

QUALIFIED EXTREMELY QUALIFIED

PROJECT TITLE: Neighborhood Strategic Consultant Services

PROJECT NO. P-24-21

AVERAGE

FIRM	COMPTENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Part & Present Demonstrated Commitment to Small Minority Business & Diverse Market Places	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	TIME & BUDGET	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
CMTAS, LLC	20.00	8.50	10.00	2.00	31.00	7.50	1.50	10.00	9.00	1.50	101.00
MAXIMUM POINTS ASSESSED	20	10	10	2	34	10	2	10	10	2	110



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONECITY ONEJACKSONVILLE

September 1, 2021

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

FROM: Tim Rogers, Library Director
Jacksonville Public Library

SUBJECT: P-44-16 Architectural Design Services for Charles Webb & Highlands Libraries
VRL Architects, Inc. Contract 9513-01 Amendment 3

Additional services are needed to provide plan modifications to create a small office in the workroom space. Negotiations with VRL Architects, Inc. have resulted in the Attached scope of Services, Exhibit E and Fee Summary, Exhibit F.

Accordingly, this is to recommend that contract# 9513-01 originally executed May 30, 2018, between City and VRL Architects, Inc. be amended to incorporate the attached Scope of Services, Exhibit E and Fee Summary, Exhibit F to increase the maximum indebtedness by \$2,800.00 to a new maximum of \$188,151.29. All terms and conditions of the contract shall remain unchanged..

Funding for this project is as follows:

ACCOUNTS:	TOTAL
000760	
PLCP Public Libraries Capital Projects-Libraries	
565050	
2	
32112-352010	
\$2,800.00	\$2,800.00

TR/lw

Attachment: Exhibits E & F

cc: Lori West, Engineering and Construction Management
Maria Williams, P.E., Engineering and Construction Management

EXHIBIT E



Architects, Inc.
License #AAC001735

Stephen F. Lazar, AIA, LEED®AP

1449 Palm Avenue
Jacksonville, Florida 32207

Phone 904-723-3895

29 June 2021

Jacksonville Main Public Library
303 North Laura Street
Jacksonville, Florida 32202

Attn: Raymond Albury
Assistant Director for Facilities

Re: RFP Number P-44-16
Children's Area Renovations
Charles Webb Wesconnett Regional and Highlands Regional Libraries
VRL Project # 1705

Subject: Proposal for Additional Services at Charles Webb Wesconnett Regional

Mr. Albury:

This proposal for additional services is prepared in accordance with your request. As indicated in the attached sketch a new partition and door is to be constructed in the Workroom space thus creating a small office. The main efforts will center around conditioning the space and providing a return air solution. An additional issue is installing a hi/low ewc adjacent to the Children's Restroom.

VRL will retain the services of M.V. Cummings Engineers, Inc for required mechanical, electrical and plumbing engineering.

Our lump sum fees for these modifications are as follows:

M.V. Cummings Engineers	\$ 1,750.00
VRL Architects, Inc.	<u>\$ 1,050.00</u>
	\$ 2,800.00

Please process a modification to our contract in order that we may proceed with these additional services.

Sincerely,

VRL Architects, Inc.

A handwritten signature in black ink that reads "Stephen F. Lazar" with a flourish at the end. The signature is written over the printed name "Stephen F. Lazar" and the text "For Stephen F. Lazar".

Stephen F. Lazar, Architect

Attachments:
Exhibit "B" VRL Architects, Inc.
Exhibit "B" M V Cummings

CITY OF JACKSONVILLE
PUBLIC BUILDINGS PROJECT
CITY CONTRACT NUMBER 9513 – VRL ARCHITECTS, INC.
FEE SUMMARY FOR CHARLES WEBB WESCONNETT REGIONAL LIBRARY Ad Service
EXHIBIT “B”

PART I - GENERAL				
1. Project	Charles Webb Wesconnett Regional Library Additional Services		2. Proposal No.	
3. Name of Consultant	VRL Architect, Inc.		4. Date of Proposal	6/29/21
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
VRL Architect, Inc.				
Principal	\$58.00	2	\$116.00	
Project Manager	\$49.00		\$0.00	
Design Engineer/Architect	\$43.00		\$0.00	
Design Technician	\$32.00	7	\$224.00	
Drafter	\$18.00		\$0.00	
Field Inspector	\$49.00		\$0.00	
Clerical	\$20.00	2	\$40.00	
TOTAL DIRECT LABOR				\$380.00
6. Overhead (Combined Fringe Benefit & Administrative)	150% X Total Direct Labor			
Overhead Rate				
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$570.00
8. PROFIT: Labor Related Costs (Item 7)		X	10%	\$95.00
				\$1,045.00
PART III - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$0.00			
10. SUB-CONTRACTS (Lump Sum)				
M.V. Cummings, Inc. (MEP Engineering)	1,750.00			
SUB-CONTRACT SUB-TOTAL	\$1,750.00			
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, 10)	\$2,795.00			
11. REIMBURSABLE COSTS (Limiting Amount)				
a. Reproduction	\$5.00			
b.				
SUB-TOTAL REIMBURSABLES	\$5.00			
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				
(Items 5, 6, 8, 9, 10, and 11)	\$2,800.00			



June 29, 2021

VRL Architects
1449 Palm Avenue
Jacksonville, FL 32207

Attention: Mr. Steve Lazar

Reference: **Fee Proposal - Charles Webb Wesconnett
Additional Services**

Dear Mr. Lazar:

M. V. Cummings Engineers, Inc., is pleased to submit our fee proposal for additional services at *Charles Webb Wesconnett Regional Library*, hereinafter called the 'project'.

The scope of the additional services, as we understand it, is as follows:

1. Provide plumbing design for a Hi/Lo electric water cooler
2. Relocate return air grilles as needed due to deletion of and addition of new walls or partitions to allow air to return to existing AHU.

M.V. Cummings Engineers proposes a lump sum fee of **\$1750**.

If our proposal is acceptable, your signature below will confirm our authorization to proceed. Retain one copy and return one original signature copy to M. V. Cummings Engineers, Inc. This authorization constitutes your commitment to pay the fee and reimbursable expenses (if applicable) and represents that approval has been received by your firm from the Client to proceed.

Sincerely,

M. V. CUMMINGS ENGINEERS, INC.

A handwritten signature in black ink, appearing to read 'Wayne C. Kelly, P.E.', is written over the printed name of the signatory.

Wayne C. Kelly, P.E.
President

Accepted this _____ Day of _____, 2021

VRL ARCHITECTS

By _____

Officer or Authorized Signature

EXHIBIT F

CITY OF JACKSONVILLE
 PUBLIC BUILDINGS PROJECT
 CITY CONTRACT NUMBER 9513 – VRL ARCHITECTS, INC.
 TOTAL FEE SUMMARY FOR CHARLES WEBB WESCONNETT REGIONAL LIBRARY Ad Service
 EXHIBIT “B”

PART I - GENERAL				
1. Project Charles Webb Wesconnett Regional Library				2. Proposal No.
3. Name of Consultant M.V. Cummings Engineers				4. Date of Proposal 6/29/21
PART II - LABOR RELATED COSTS				
5. Direct Labor MVCE	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$58.00	3	\$174.00	
Project Manager	\$49.00		\$0.00	
Design Engineer/Architect	\$43.00	5	\$215.00	
Design Technician	\$32.00		\$0.00	
Drafter	\$18.00	10	\$180.00	
Field Inspector	\$49.00		\$0.00	
Clerical	\$20.00	3.4	\$68.00	
TOTAL DIRECT LABOR				\$637.00
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate				
	150% X Total Direct Labor			\$955.50
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$1,592.50
8. PROFIT: Labor Related Costs (Item 7)			X 10%	\$159.25
				\$1,751.75
PART III - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. SUB-CONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, 10)				\$1,750.00
11. REIMBURSABLE COSTS (Limiting Amount)				
a.				
b.				
SUB-TOTAL REIMBURSABLES				\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$2,950.00



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY. ONE JACKSONVILLE.

October 1, 2021

MEMORANDUM

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: William J. Joyce, P.E.
Director of Operations

Jill Enz, Chief
Natural and Marine Resources

SUBJECT: P-54-18 Architectural and Engineering Services for Miscellaneous Park Improvements
Annual Contract – Southeast Contract 7265-11 Amendment 1, POA-70305-20

Contract #7265-11 with The R-A-M Professional Group, Inc. is set to expire on October 20, 2021. Section 1.2 of the contract allows for two, two year renewals. However, we wish to extend the contract for the one year of the 1st of the two year renewals. There is no rate increase associated with this amendment. The R-A-M Professional Group, Inc. is committed to meeting the 20% JSEB goals established for this contract.

Accordingly, this is to recommend that Contract No. 72565-11, originally executed October 21, 2019, between the City and The R-A-M Professional Group, Inc. for Architectural and Engineering Services for Miscellaneous Park Improvements- Annual Contract, be amended by extending the Period of Service from October 20, 2021 to October 19, 2022 and to increase the maximum indebtedness by \$1,000,000.00, to a new maximum of \$3,000,000.00, with all other terms and conditions of the Agreement remaining unchanged.

RGS/mw

Attachments: Renewal Request

cc: Lori A. West, Engineering & Construction Management
Richard Cooper, Engineering & Construction Management



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY ONE JACKSONVILLE

September 23, 2021

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E. *John P. Pappas*
Director

FROM: William J. Joyce, P.E. *William J. Joyce*
Director of Operations

Noah Ray *Noah Ray*
Emergency Preparedness Supervisor

SUBJECT: P-22-19 Professional Grant Services for Acquisition & Demolition of Flood Prone Structures in the COJ

Contract #10711 with Wheeler Emergency Management Consulting, LLC is set to expire on October 29, 2021. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 1st of the two year renewals. There is no rate increase associated with this amendment. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that Contract No. 10711, originally executed October 30, 2019, between the City and Wheeler Emergency Management Consulting, LLC, for Professional Grant Services for Acquisition & Demolition of Flood Prone Structures, be amended by extending the Period of Service from October 29, 2021 to October 29, 2023 and to increase the maximum indebtedness by \$1,000,000.00, to a new maximum of \$2,000,000.00, with all other terms and conditions of the Agreement remaining unchanged.

JPP/iw

cc: Lori West, Engineering and Construction Management
Richard Cooper, Engineering and Construction Management
Rose Nettles, Public Works Administration Manager- Special Projects

RS



September 20, 2021

Noah Ray
Emergency Preparedness Supervisor
Jacksonville Fire and Rescue Department
515 North Julia Street
Jacksonville, Florida 32202

Subject: Acquisition and Demolition of Flood Prone Structures - Contract 10711 Extension

Dear Mr. Ray,

Our contract for the subject project is set to expire on October 29th, 2021. In accordance with the terms of the contract, we would like to respectfully request to exercise our first of two additional 2-year renewal periods at our current contract rates.

We look forward to continuing our relationship with the City of Jacksonville towards the successful completion of this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Maddox', written in a cursive style.

Ben Maddox
President



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY, ONE JACKSONVILLE.

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P. E. *John P. Pappas*
Director of Public Works

FROM: Bill Joyce, P. E., Operations Director, *Bill Joyce*
Department of Public Works
Robin Smith, P. E., Chief *Robin Smith*
Engineering and Construction Management Division

DATE: September 28, 2021

RE: **REQUEST FOR PROPOSALS – RFP NO. P-25-21**
ENGINEERING TESTING SERVICES – ANNUAL CONTRACT

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The estimated cost for these services is \$400,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

WJJ:dh

Attachment: Request for Proposals
Risk Management and EBO Approvals (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Lori West, Contract Specialist, Engineering Division



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY. ONE JACKSONVILLE.

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P. E. *John P. Pappas*
Director of Public Works

FROM: Robin Smith, P. E., Chief *Robin Smith*
Engineering and Construction Management Division

Danny Wheeler, R.L.S., Topographical Survey Manager
Engineering and Construction Management Division

Danny Wheeler

DATE: September 28, 2021

RE: **REQUEST FOR PROPOSALS – RFP NO. P-15-21**
MISCELLANEOUS SURVEYING SERVICES – ANNUAL CONTRACT

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The estimated cost for these services is \$450,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.
9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Danny Wheeler, PLS., Topographical Survey Manager,

Engineering and Construction Management Division, 255-8756; is assigned to review submittals for this RFP.

10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

WJJ:dh

Attachment: Request for Proposals
Risk Management and EBO Approvals (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Lori West, Contract Specialist, Engineering Division



City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

**ONE CITY. ONE
JACKSONVILLE.**

September 23, 2021

To: Patrick Greive, Director of Finance and Administration, CFO

From: Randall Barnes, Treasurer

RE: Sole Source Renewal of Support and Services contract with SS&C Technologies, Inc. ending 9/30/21

Our contract for Support and Services for the DBC Debt Manager product expires on September 30, 2021. This is an annual renewal of a software license to continue using a program that maintains the City's internal loan amortizations. It is important that the renewal be executed prior to 10/01/21 so that fiscal year end 2021 posting, balancing, and recording of internal loan balances can be completed.

A review of the current debt management software market reveals no competitors offering the same software with an equivalent level of recordkeeping and reporting functionality.

As this service was obtained through a Treasury procurement this action would not typically go through PSEC, however given the recent modifications to that section of code, we will place this action on the PSEC agenda as an informational item.

Approve

Deny

Signature – Patrick J. Greive, CFO