City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **June 30, 2020**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally request services for **Juvenile Justice Diversion**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: ~~Michael Weinstein, CEO, Kids Hope~~ Alliance
~~Dr. Saralyn Grass, CPO,~~ Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance

SUBJECT: **Request for Proposals – Juvenile Justice Diversion Program**

DATE: June 24, 2020

The Kids Hope Alliance on behalf of the City of Jacksonville, respectfully requests to develop a Request for Proposals (RFP) for a Juvenile Justice Diversion Program with funding in the amount of $1,000,000.00. The funding for the programs is in the Juvenile Justice Essential Services category will be effective September 1, 2020- September 30, 2021. KHA will have the option, at its sole discretion, to renew the contract for four (4) additional one-year periods.

Successful applicants under this RFP will provide innovative and effective programming that focus on a comprehensive systemic framework for a diversion system of care that will utilize evidence-based practices for eligible youth diverted from formal prosecution. KHA seeks to fund a diversionary program that:

a. Reduces deep-end involvement in the juvenile justice system by providing prescribed services to divert juvenile offenders from the delinquency system and reduce recidivism.

b. Will incorporate accountability activities, counseling/therapeutic services, family support services, and youth development activities that strengthen protective factors and reduce risk factors that lead to delinquent and maladaptive behavior.

c. Ensure greater access to diversion services county-wide so that eligible youth are served in the timeliest and most appropriate manner in order to reduce barriers the family may have in accessing services.

d. Reduces disproportionate minority representation of youth by ensuring equitable access to effective culturally competent programming.

KIDS HOPE ALLIANCE
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Justification

This program requires competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, in order to make the best decision for the City of Jacksonville, the Kids Hope Alliance requests permission to use the CSPEC evaluation process.

Certification

As required in Section 126.204 (a)(1), Ordinance Code, the KHA certifies the following:

i. For the reasons mentioned above, the GGAC process is impractical since in addition to price, the Contractor must have several other competencies in order to deliver the services.
ii. The objective of the services is to successfully deliver innovative and effective programs to address juvenile diversion efforts.
iii. The proposed cost of the program is $1,000,000.00 for Juvenile Justice Diversion Programs.
iv. The proposed services would be an enhancement and not duplicate existing services. This proposal is designed to give the KHA the authority to seek out the best Contractor(s) to continue to provide these services.

The Accounting Code:

Fund	Center	Account	Project *	Activity	Interfund	Future
10901	181001	582001	000000	00000457	00000	0000000

Funding for this RFP was appropriated in KHA's Annual Budget 2019-2020 for $514,609.00 and remaining funds in the amount of $485,391.00 is subject to appropriation of KHA's 2020-2021 Annual Budget.

A scoring team of subject matter experts will review the Responses to ensure the most qualified contractor is selected.

The attached items were reviewed and approved by the KHA Board on June 17, 2020. They are:

1. Attachment 1: Board Action Item
2. Attachment 2: RFP

If you need additional information, please contact Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
April Hart, Assistant Director, Finance

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

June 24, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Rose Nettles, JSEB Business Administrator RN
Jacksonville Small and Emerging Businesses (JSEB) Office

RE: **Juvenile Justice Diversion**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8832.

cc: Annette Burney

214 North Hogan Street, Suite 800 □ Jacksonville, FL 32202 □ 904-255-8840 □ Fax 904-255-8842 □ www.jseb.coj.net

Leslie-Burney, Annette

From:	Verdejo Magras, Wanda
Sent:	Monday, June 22, 2020 3:55 PM
To:	Leslie-Burney, Annette
Cc:	Wilkins, Katoia
Subject:	RM REVIEWED AND APPROVED INS. REQ. FOR KHA- Juvenile Justice Diversion
Attachments:	RM REVIEWED AND APPROVED INS. REQ. FOR KHA Juvenile Justice Diversion.pdf; KHA Juvenile Justice Diversion.pdf; KHA Juvenile Justice Diversion.docx; RISK MANAGEMENT REQUEST FORM.docx

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

No changes are required to the **Indemnification** & **Insurance Requirements** and this will conclude Risk Management's review of KHA- **Juvenile Justice Diversion** Bid unless further notified.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**
Email : *wverdejo@coj.net*

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From: Leslie-Burney, Annette
Sent: Monday, June 22, 2020 2:20 PM
To: RiskReview
Cc: Wilkins, Katoia
Subject: Juvenile Justice Diversion

Wanda, please find the attached RFP for review of the indemnification and insurance requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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