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: **August 17, 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 Prevention and Intervention Programs for Small Providers**. 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	

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

August 18, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, Business Analyst AC
Jacksonville Small and Emerging Business (JSEB) Office

RE: **Juvenile Delinquency Prevention & Intervention Program**

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) 255-8833.

cc: Annette Burney
Rose Nettles

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children Youth & Families

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Micheal 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 Prevention and Intervention Programming to Small Providers**

DATE: August 14, 2020

The Kids Hope Alliance on behalf of the City of Jacksonville, respectfully requests to develop a Request for Proposals (RFP) for Juvenile Justice Prevention and Intervention Programming to Small Providers with funding in the amount of $525,000.00. The funding for the programs is in the KHA's Trust Fund and will be effective October 1, 2020- July 31, 2021.

Successful applicants under this RFP will provide innovative and effective programming that focuses on prevention and intervention services that will utilize evidence-based practices for improving resiliency in youth. KHA has made approximately $525,000.00 available for small organizations to provide effective programming and organizations may apply for up to $25,000 in funding. Funds for these programs will come from the KHA Trust Fund. As required by this Trust Fund, funds provided by KHA under Contracts awarded under this RFP shall not be used for ongoing program costs or fundraising efforts.

This RFP is part of the Small Provider Academy. The academy shall be provided as an investment into the community of Jacksonville and serve the sole purpose of ***building capacity*** among small providers, serving the at-hope children, youth, and families of Jacksonville.

Justification

Programs will require 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.

Leslie-Burney, Annette

From:	Grass, Saralyn
Sent:	Tuesday, August 4, 2020 9:06 AM
To:	Verdejo Magras, Wanda
Cc:	Wilkins, Katoia; Helm, Dae Lynn; Armstrong, Cory; Davis, Julia; Debbie Verges; Leslie-Burney, Annette; Williams, Sharon
Subject:	RE: RM REVIEW OF KHA Small Provider RFP
Attachments:	RM REVIEW AND CONCLUDED KHA Small Grants RFP_08032020.docx

Thank you Wanda. We have made the requested change and will leave the insurance as is. Attached is the updated, final copy.

Sincerely,

Saralyn Grass, Ed.D.
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4404 | Cell: (904) 651-5959
www.kidshopealliance.org | @KidsHopeJax

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

From: Verdejo Magras, Wanda <WVerdejo@coj.net>
Sent: Monday, August 3, 2020 11:43 AM
To: Grass, Saralyn <SGrass@coj.net>
Cc: Wilkins, Katoia <kWilkins@coj.net>; Helm, Dae Lynn <DHelm@coj.net>
Subject: RE: RM REVIEW OF KHA Small Provider RFP

Greetings,

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

Risk Management has concluded and submited the the following changes to the KHA Small Provider RFP unless further notified.

Summary:

- Page 41 Attachment **F Indemnification** there is a minor wording correction
- Page 42-43 Attachment **G Insurance Requirements** are **prerequisites** to the program's contract. The only coverage that **could be** excluded is the **AD&D** with the condition that the program can confirmation clearly through the scope that they will not have any sport or physical activites involed during the duration of the program.
- It is incumbent that all progams or contract with the City of Jacksonville to have the minimum liability coverages like General Liability, Auto Liability & Workers Compensation. The rest of liability coverages are determined by the scope of each progam orcontract.

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*

Jacksonville
Where Florida Begins.

This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message

and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Grass, Saralyn
Sent: Friday, July 31, 2020 4:46 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Wilkins, Katoia; Helm, Dae Lynn
Subject: KHA Small Provider RFP

Hi Wanda,
Please find KHA's RFP for small providers attached. Under this RFP, small organization can be awarded up to $25,000 to provide direct services to children and youth for juvenile justice prevention and intervention. It is our understanding that due to the award amount (under $65K), insurance may not be required but we are also hesitant about not requiring it as the organizations will be working directly with children.

Nevertheless, since the RFP is only open to small providers that have an overall budget of less than $250K and will not be serving as many children as one of our other larger programs, we would like to see if we can lower the amounts for each type of insurance to save them on costs.

Could you help us by making some recommendations on either removing some items and/or lowering the amounts of some items on the insurance requirements included in Attachment G within?

Thank you so much for your help!

Sincerely,

Saralyn Grass, Ed.D.
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4404 | Cell: (904) 651-5959
www.kidshopealliance.org | @KidsHopeJax

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

Leslie-Burney, Annette

From: Wilkins, Katoia
Sent: Friday, July 31, 2020 1:33 PM
To: Williams, Sharon
Cc: Leslie-Burney, Annette; Watson, Joyce; Grass, Saralyn
Subject: Small Provider RFP
Attachments: KHA Small Grants RFP_07312020.docx

Good afternoon Ms. Williams,

Please see attached a copy of the Small Provider RFP that we will be presenting to KHA's Board for approval on 8/19/2020. Upon approval we will be moving forward for release. I am sending for your review and preparation. A copy was sent to legal for review as well.

Thanks,
Katoia

Katoia Wilkins, MSCJ, M.Ed., FCCM
Director of Juvenile Justice Programs
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth, and Families
1095 A. Philip Randolph Blvd.
Jacksonville, FL 32206
(904) 255-4408 (work)
(904) 708-9033 (mobile)
www.kidshopealliance.org | @KidsHopeJax

Go365™ Platinum Status

CITY OF JACKSONVILLE