ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

July 14, 2020

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

THRU: Thomas J. Daly, II, Esq.
Chief, Housing & Community Development Division

FROM: Robert Ownby, Property Administrator
Housing & Community Development Division

Subject: Certification Letter for P-33-20 – Foreclosure Registry Database RFP

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study: **The general purpose is to develop, implement and manage a secured web-based system to register foreclosed properties, collect property registration fees and track enforcement. All services shall conform to the requirements established under the City of Jacksonville Code of Ordinances, Chapter 179 – Mortgage Foreclosure Registration.**

2. The Objective of the study or services: **The development and maintenance of a web based foreclosure property registration database system.**

3. The estimated period of time needed for the service or study: **5 year contract with up to (3) one year options to renew.**

4. The estimated cost of the service or study: **Indebtedness to the City of Jacksonville would be none. Contractor would recoup fees out of the remittance collected through the Foreclosure Registry.**

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: **This is an existing service.**

6. List of current contracts or prior services or studies which are related to the proposed study or service. **The current contract in which this service is provided is Contract #9544-01 with Property Registration Champions, LLC.**

7. A statement as to why the service/study cannot be done by department or agency staff: **The Housing and Community Development Division does not currently have the staffing or the capacity at this time to develop and implement our own web based registration system that can source public records to track foreclosures, notify mortgagees to register and to collect registration fees.**

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members
Robert Ownby, 255-8283 and Renee Dawson, 255-8197

9. A project funding account number: **NA**

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the distribution.

    Property Registration Champions, Inc. - David Mulberry CEO. dmulberry@prochamps.com

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

Robert Ownby — Housing Property Administrator
Title

Renee Dawson — Neighborhoods Administrative Manager
Title