**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:** **November 28, 2017**

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

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor for **Ryan White Care Act – Part A/ Minority Aids Initiative.** 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 Director or designee |
| General Counsel or designee | Department/Agency Representative |
| Public Works Director or designee | |

# City of Jacksonville, Florida

*Daryl Joseph, Director*

Parks, Recreation and Community Services D
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net


ONE CITY. ONE JACKSONVILLE.

**MEMORANDUM**

11/22/17 14:48:41
Procurement Division

TO: Greg Pease, Chief
Procurement Division

FROM: Johnnetta Moore, Chief
Social Services Division

DATE: November 20, 2017

RE: **REQUEST FOR PROPOSALS (RFP) RYAN WHITE PART A/MAI FY 2018-FY 2021 SCOPE AND CERTIFICATION**

The Social Services Division, as the Administrative Agency for the City of Jacksonville's Ryan White Part A and Minority AIDS Initiative (MAI) grants, wishes to solicit proposals from community-based organizations to provide health and support services to persons living with HIV disease who reside in the Jacksonville Transitional Grant Area (TGA) comprised of Duval, Clay, Nassau and St. Johns Counties. Those services include outpatient medical care, medications, oral health, mental health counseling, substance abuse treatment, medical and non-medical case management, medical nutrition therapy, and transportation services.

The Social Services Division is recommending that these services be bid to ensure that minority-owned and women-owned City certified JSEBs have a full and fair opportunity to compete for subcontract or sub-consultant participation on this program per the recommendation of the City's Equal Business Opportunity office.

The objectives of the services are to provide needed medical and support services to persons infected with HIV/AIDS in an effort to improve health outcomes. The project accomplishes goals of the Mayor's Metropolitan Jacksonville Area HIV Health Services Planning Council as stated in the Council's HIV Health Services Comprehensive Plan. The Comprehensive Plan goals are a result of: an ongoing assessment of the health and support needs of people living with HIV disease; an epidemiological profile of persons with HIV and AIDS in Duval, Clay, Nassau, and St. Johns Counties; demographic profiles by Duval County zip codes; description of the existing continuum of health care; and a list of Ryan White service providers in the four county area. The provision of these health and support services does not duplicate existing services.

The project will be implemented for a 12-month period. The 12-month period for Part A is from March 1, 2018 to February 28, 2019. The City of Jacksonville has received Ryan White CARE Act Title I/Part A and MAI grant dollars from the federal government annually since 1994.

The amount of Part A and MAI funding allocated to provide HIV/AIDS services in FY 2018-2019 is estimated to be $6.3 million.

The proposed services would not duplicate existing services. By federal mandate, Ryan White Part A funds can only be used to pay for services not funded by other programs.

Qualified agencies awarded funding as a result of this solicitation for proposals will become service providers for the Ryan White Part A/MAI continuum of care for the Jacksonville Transitional Grant Area (TGA). As Ryan White CARE Act network providers, the funded agencies will coordinate services with other Ryan White funded providers.

Enclosed is a copy of the Request for Proposals (RFP) with recommendations and certifications from the Risk Management Division. A Time Table for the availability of the RFP, and the mandatory Pre-Bid Conference Agenda.

The following individuals have agreed to take part in this process as the identified reviewers: Melissa Conger (630-2809), Will Evans (630-4740), Larry Finkelstein (255-8239), and Deidre Kelley (225-0013).

Please advise Sandy Arts at 630-3957, of any changes or additions to the RFP and bill account number RCBH1F6GA RCB009-18 for the necessary central service charges.

Thank you for your assistance in this matter.

CC: Sandy Arts, Program Manager
Chelsey Fleming, Purchasing Analyst

## Fleming, Chelsey

**From:** Willis, Ann
**Sent:** Tuesday, November 21, 2017 10:07 AM
**To:** Fleming, Chelsey; Moore, Johnnetta
**Cc:** Arts, Sandy; Joseph, Daryl; RiskReview
**Subject:** RE: Ryan White Care Act RFP
**Attachments:** Ryan White Care Act Draft 11 7 17 RM Redline 11.21.17.docx; Ryan White Care Act Draft 11 7 17 RM Redline 11.21.17.pdf

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
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**From:** Fleming, Chelsey
**Sent:** Tuesday, November 21, 2017 9:35 AM
**To:** Willis, Ann
**Subject:** Ryan White Care Act RFP

Attached is the most recent version, it may change slightly from Greg's review but this is fairly complete.

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

Department of Finance and Administration
Procurement Division

# CITY OF JACKSONVILLE

**November 8, 2017**

**To:** Greg Pease, Division Chief
Procurement Division

**From:** Kevin Conway, JSEB Business Compliance Officer KC
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

**RE:** **Ryan White Care Act - Part A / Minority AIDs Initiative**

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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) 255-8840.

cc: Chelsea Fleming

MR/kc