City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

Procurement Division
Ed Ball Building, 8th Floor
214 N. Hogan St.
Jacksonville, FL 32202
(904) 255-8800
www.coj.net

MEMORANDUM

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

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **June 13, 2024**

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 procure a contractor to provide services for the Emergency Rental Assistance and Eviction Diversion Program. 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 Plan

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	

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Housing and Community Development Division
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

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MEMORANDUM

DATE: 13 JUN 2024

TO: Dustin Freeman, Chief of Procurement
Finance and Administration Department

THRU: Travis Jeffrey, Chief
Housing and Community Development Division

FROM: Joshua Hicks, Affordable Housing Administrator
Housing and Community Development Division

SUBJECT: **CSPEC – ESC-0423-24 – Emergency Rental Assistance Eviction Diversion Program**

The Housing and Community Development Division is requesting permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the procurement of professional services for the creation and management of **Emergency Rental Assistance and Eviction Diversion**.

Funding will be made available for community partners, Community Development Corporations (CDCs), and non-profit organizations focused on providing emergency rental assistance and eviction diversion programs for residents who are facing eviction, while working with community partners to provide landlords and tenants with time, information, and resources to resolve their housing problems outside of the traditional litigation process. The purpose is to enable our residents to stay in their homes and keep them from becoming unsheltered or homeless, while the community plays catch up in developing temporary and long-term affordable housing inventory.

The initial term of the agreement will commence upon execution of the contract and will continue for one (1) year with the option of one (1) one-year renewal of the contract. The proposals will be scored by Joshua Hicks, Kenny Logsdon, and Travis Jeffrey.

The funding for this award will be:

	Fund	Center	Account	Project*	Activity	Interfund	Future
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It is our desire that this be awarded in the form of a contract from the Housing and Community Development Division upon selection of the winning vendor or vendors. Please do not hesitate to contact me at 255-8204 or JRHicks@coj.net if you have any questions.

Thank you for considering this request.

CC: LeeAnn Warchol, Purchasing Analyst – Procurement Division

A NEW DAY.

June 12, 2024

To: Dustin Freeman, Division Chief
Procurement Division

Gregory Grant EBO/JSEB Administrator GG

From: LaRoy Covington, EBO/JSEB Business Compliance Analyst LC
Jacksonville Small and Emerging Businesses

RE: **Emergency Rental Assistance and Eviction Diversion Program Through the City of Jacksonville**

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-A-Side

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

I can be reached at (904) 255-8833.

Cc: LeaAnn Warchol
Gregory Grant

APPROVED
By Kevin at 10:34 am, Jun 11, 2024

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

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RFP SPECIFICATIONS

FOR

EMERGENCY RENTAL ASSISTANCE AND EVICTION DIVERSION PROGRAM THROUGH THE CITY OF JACKSONVILLE

Neighborhoods Department

BID NO:	ESC-0423-24
OPEN DATE:	JULY 19, 2024
TIME:	2:00 P.M.
PLACE:	ED BALL BUILDING, 214 N. HOGAN STREET, SUITE #105 (FIRST FLOOR), JACKSONVILLE, FL 32202

NON-MANDATORY PRE-BID CONFERENCE:
Thursday, June 27, 2024 at 10:00 a.m.
Ed Ball Building, 214 N. Hogan Street, Room 825 (8th Floor), Jacksonville, FL 32202

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division