SUBJECT: RESOLUTION OF HEIR'S PROPERTY ISSUES

BID #: ESC-0348-23 **OPEN DATE:** 5/3/2023

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – TWO (2) YEARS FROM DATE OF CONTRACT EXECUTION

AGENCY: HOUSING & COMMUNITY DEVELOPMENT DIVISION

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (2) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP was awarded on 6/1/23 to Jacksonville Area Legal Aid, Inc. as the highest-ranking firm.

Recommend approval to clarify the not-to-exceed award amount and contract term as indicated below.

Total not-to-exceed award amount will be $400,000.00. Period of service will be two (2) years from the date of the executed contract.

Funding for this award will be encumbered from account 11701.174106.582001.010543.00000000.00000.0000000, executed by formal contract through the Office of General Counsel, and processed via Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Previous Award

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: TRAVIS JEFFREY, INTERIM CHIEF, HOUSING & COMMUNITY DEVELOPMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Neighborhood Property Administration
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

ONE CITY ONE JACKSONVILLE

MEMORANDUM

May 24, 2023

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

FROM: Travis Jeffrey
Interim Chief, Housing & Community Development Division

SUBJECT: **Recommendation for ESC-0348-23 Foreclosure Intervention Program**

In accordance with Section 126.204(a)(1) of the Municipal Code, The Housing & Community Development Division (HCDD) was approved to utilize the Competitive Sealed Proposal Process. This process was used to formally solicit bids to acquire the services of Heirs Property Resolution Service Providers. The Procurement Division received two (2) proposals on May 3, 2023 which were evaluated by the Housing & Community Development Division.

The proposals were evaluated in accordance with the Heirs Property Resolution Request for Proposals (RFP) as documented on the attached scoring sheets. Based on the average score, the results of the evaluation are as follows:

Heirs Property Service Providers	Average Scores
Jacksonville Area Legal Aide	96.67
Local Initiative Support Corp.	85.00

In accordance with Section 2.6 of the RFP, The HCDD seeks to award a single contract. The Award is recommended as follows through funding:

Line Item/Account Titles	Fund	Center	Account	Project*	Activity	Interfund	Future
Florida Housing Finance Corp.	11701	174106	~~334152~~ 582001 DK	010543	00000000	00000	0000000

Jacksonville Area Legal Aide - Recommend approval to award in the amount not to exceed $400,000.00.

Please do not hesitate to contact me at 255-8227 or TJeffrey@coj.net if you have any questions.

CC: David Klages, Purchase Analyst – Procurement Division

SUBJECT: RESOLUTION OF HEIR'S PROPERTY ISSUES

BID #: ESC-0348-23 **OPEN DATE:** 5/3/2023

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – TWO (2) YEARS FROM DATE OF CONTRACT EXECUTION

AGENCY: HOUSING & COMMUNITY DEVELOPMENT DIVISION

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) **NUMBER RECEIVED:** (2) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The Evaluation Committee has completed their review and requests approval of award to the highest-ranked firm, Jacksonville Area Legal Aid, Inc., as indicated below. The firms are listed in alphabetical order. The ranking of first and second designates the order of qualification.

Supplier	Total Points Average	Rank
Jacksonville Area Legal Aid, Inc.	96.67	1
Local Initiatives Support Corporation	85.00	2

Funding for this award will be encumbered from account 11701.174106.582001.010543.00000000.00000.0000000, executed by formal contract through the Office of General Counsel, and processed via Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Evaluation Matrix, Responsiveness Review, Sections 1.3 and 2.6

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: TRAVIS JEFFREY, INTERIM CHIEF, HOUSING & COMMUNITY DEVELOPMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 6/1/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/1/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____
Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02