10

A NEW DAY.

MEMORANDUM

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

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

DATE: **November 7, 2023**

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 services for **HUMAN TRAFFICKING VICTIM ASSISTANCE FUND.** 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	

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

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MEMORANDUM

August 28, 2023

TO: **Dustin L. Freeman, Chief**
Procurement Division

FROM: **Johnnetta Moore, Chief**
Social Services Division

THRU: **Will Evans,**
Human Services Planner III

RE: Request for Proposal (RFP) Human Trafficking Victim Assistance Fund FY 2023 – 24

The Social Services Division, as the Administrative Agency for the City of Jacksonville's Human Trafficking Victim Assistance Fund, wishes to solicit proposals from community-based 501 (c) (3) organizations to provide funding that demonstrates innovative strategies to create, expand, or enhance services to human trafficking victims using a multidisciplinary approach to fight human trafficking. Those services could include housing, specialized services and/or innovative ideas designed to reduce human trafficking or respond to the needs of human trafficking victims.

The Social Services Division is recommending that these services be bid to ensure a fair and competitive process for all organizations who wish to apply for funding. The fund will consider human trafficking projects from all approaches to reduce human trafficking, including prevention, housing, advocacy, and reestablishment programs. The primary focus of the fund is to strengthen the evidence around potentially impactful programs that would help end human trafficking. We encourage applications from minority and/or women's organizations.

The project(s) will be a three-year award with two, one year renewal periods. Terms for future funding will be at the discretion of the City of Jacksonville. The amount of funding allocated to provide human trafficking services is **$250,000**. Qualified agencies awarded funding as a result of this solicitation for proposals will become professional services providers for the City of Jacksonville Social Services Division.

Attached is a copy of the Request for Proposal (RFP) with recommendations, certifications, and evaluation of the bids in OneCloud.

Please advise Will Evans at 255 – 3328 / wevans@coj.net of any changes or additions to the RFP and bill account **00111.164006.531090.000000.00000000.00000.0000000** for the necessary services charges.

CC : Will Evans, Human Services Planner III
Ruben Ola, Purchasing Analyst

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

September 18, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Gregory Grant, EBO/JSEB Administrator
Karem Baez, EBO/JSEB Business Compliance Analyst
Jacksonville Small and Emerging Businesses

RE: **Human Trafficking Victim Assistance Fund**

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: Ruben Ola
Gregory Grant

Ola, Ruben

From: Moore, Johnnetta
Sent: Thursday, October 19, 2023 8:19 AM
To: Collier, Kevin
Cc: Ola, Ruben
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

Good morning,
Thank you,

Johnnetta Moore
Chief
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL. 32207
904-255-3322
Fax-904-255-3355

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From: Collier, Kevin <CKevin@coj.net>
Sent: Thursday, October 19, 2023 8:11 AM
To: Moore, Johnnetta <JMoore@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

If the specified changes are made, I will approve the insurance coverage in its entirety.

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335

Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Moore, Johnnetta <JMoore@coj.net>
Sent: Wednesday, October 18, 2023 5:15 PM
To: Collier, Kevin <CKevin@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

Good afternoon,

The Procurement Division is waiting on a response from the below email.

If a response was provided to Mr. Evans we do not have access to the response.

Please advise.

Thank you,

Johnnetta Moore
Chief
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL. 32207
904-255-3322
Fax-904-255-3355

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From: Evans, Willie <WEvans@coj.net>
Sent: Monday, September 18, 2023 12:01 PM
To: RiskReview <RiskReview@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

Good Afternoon,

Once the below changes are made will this approve the insurance coverage in its entirety?

Thanks,

Will Evans , M.A.
Human Service Planner III
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL. 32207
904-255-3328

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From: Collier, Kevin <CKevin@coj.net> **On Behalf Of** RiskReview
Sent: Monday, September 18, 2023 11:12 AM
To: Evans, Willie <WEvans@coj.net>; RiskReview <RiskReview@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

Good morning,

I believe the following should be added to the RFP Insurance Requirements:

Sexual Molestation	$1,000,000 Per Claim $2,000,000 Aggregate

(Only if program includes direct supervision of children, special needs, and/or senior citizens)

Sexual Molestation Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Contract. If provided on a Claim Made Form, the coverages must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

Please let me know if you have any questions.

Thank you,

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Evans, Willie <WEvans@coj.net>
Sent: Monday, September 18, 2023 9:07 AM
To: RiskReview <RiskReview@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

Good Morning,

Human Trafficking Services:
COJ funding supports effort to develop, expand, and strengthen program for victims of Human Trafficking. The programs funded are designed to enhance the quality and quantity of services available to assist victims of all forms of human trafficking. Recipients of funding under this RFP seek to provide high quality services that address the individual needs of trafficking victims and by enhancing interagency collaboration and the coordinated community response to victims of human trafficking.

Thanks,

Will Evans , M.A.
Human Service Planner III
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL. 32207
904-255-3328

From: Collier, Kevin <CKevin@coj.net> **On Behalf Of** RiskReview
Sent: Friday, September 15, 2023 10:04 AM
To: Evans, Willie <WEvans@coj.net>; RiskReview <RiskReview@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>; Price, Beshara <BPrice@coj.net>
Subject: RE: Risk Management Review: RFP for Human Trafficking Services

Willie,

The Scope of services is a little vague for my purposes. Please explain to me what, exactly, Human Trafficking Services will be doing?

Thank you!

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Evans, Willie <WEvans@coj.net>
Sent: Thursday, September 14, 2023 4:53 PM
To: RiskReview <RiskReview@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>; Price, Beshara <BPrice@coj.net>
Subject: Risk Management Review: RFP for Human Trafficking Services

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for HUMAN TRAFFICKING SERVICES RFP. Should there be question or need for additional information, feel free to contact me at wevans@coj.net or rubeno@coj.net.

Thank you,

Will Evans , M.A.
Human Service Planner III
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL. 32207
904-255-3328

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