City of Jacksonville, Florida

Donna Deegan, 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: **Dustin Freeman, Chief of Procurement**

DATE: **July 19, 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 request services for **Capacity Building: Emerging Provider Academy** for Kids Hope Alliance.

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	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

June 30, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator
Karem Baez, EBO/JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Capacity Building: Emerging Provider Academy**

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) 255-8167.

Cc: Olive Wallace-Cohen
Dinah Mason

Leslie-Burney, Annette

From: Verges, Deborah
Sent: Monday, July 17, 2023 10:00 AM
To: Wallace Cohen, Olive; Grass, Saralyn
Cc: Darity, Kenneth; Watson, Joyce; Leslie-Burney, Annette; Freeman, Dustin
Subject: RE: RFP - CAPACITY BUILDING: EMERGING PROVIDER ACADEMY

Yes, if we can remove must then we can collect later if they did not submit. We will also reinforce this in the bidders conference. Yes, once the dates are firm if we could give more days for Collabornation that would be great.

Thank you.

Debbie

From: Wallace Cohen, Olive <OWCohen@coj.net>
Sent: Monday, July 17, 2023 9:07 AM
To: Verges, Deborah <DJVerges@coj.net>; Grass, Saralyn <SGrass@coj.net>
Cc: Darity, Kenneth <KDarity@coj.net>; Watson, Joyce <JWatson@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>; Freeman, Dustin <DustinF@coj.net>
Subject: RE: RFP - CAPACITY BUILDING: EMERGING PROVIDER ACADEMY

Debbie:

See below.

Best Regards,

Olive Wallace-Cohen
Purchasing Analyst
214 N. Hogan Street (8th Floor)
Jacksonville, FL 32202
Phone: 904-255-8816
E-mail: OWCohen@coj.net

CITY OF JACKSONVILLE

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

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: COJ.net - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

From: Verges, Deborah <DJVerges@coj.net>
Sent: Saturday, July 15, 2023 1:07 PM
To: Wallace Cohen, Olive <OWCohen@coj.net>; Grass, Saralyn <SGrass@coj.net>
Cc: Darity, Kenneth <KDarity@coj.net>; Watson, Joyce <JWatson@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Subject: RE: RFP - CAPACITY BUILDING: EMERGING PROVIDER ACADEMY

Olive, I have added Saralyn to this email a well.

Regarding changes to Section 1.4 and Attachment A&M, Dustin told Saralyn and I if we did not make the IRS certificate a requirement we could avoid the problems that we had with the most recent RFP's. Can we not leave it the way we originally submitted it? – **we will remove the requirement to submit proof of IRS exemption. Question: how else will we know that the vendor/contractor is exempt. It's a minimum requirement, not sure how I will check that off if I don't see anything proof.**

*****Suggestion: Ask for proof but leave out the words 'must submit', so that if same was not received at the time of submission, we can request it later-on.**

All changes in yellow are OK with one suggested change. On page 1 and in section 1.8 the recorded is only available until 8/11. Can we extend that like we did in the previous RFP's to a later date? I would suggest Tuesday, August 22nd. That way if someone learns later that the RFP is out, they can listen to the recorded version and still apply. **Yes, we can do that but remember dates are tentative until we receive full approval of the RFP**

I will be working Monday so I will watch closely for any responses you send regarding this RFP.

Thank you for your assistance.

Debbie
904-463-3093

From: Wallace Cohen, Olive <OWCohen@coj.net>
Sent: Friday, July 14, 2023 12:21 PM
To: Verges, Deborah <DJVerges@coj.net>
Cc: Darity, Kenneth <KDarity@coj.net>; Watson, Joyce <JWatson@coj.net>; Leslie-Burney, Annette <ABurney@coj.net>
Subject: RFP - CAPACITY BUILDING: EMERGING PROVIDER ACADEMY

Good day:

I have made a few changes highlighted in yellow on the attached RFP.

Please confirm if changes made are ok especially those at 1.4, Attachment A & M.

Thanks for your prompt response.

Best Regards,

Olive Wallace-Cohen
Purchasing Analyst
214 N. Hogan Street (8th Floor)
Jacksonville, FL 32202
Phone: 904-255-8816
E-mail: OWCohen@coj.net

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MEMORANDUM

TO: Dustin Freeman, Chief of Procurement
Procurement Division

FROM: Michael Weinstein, Chief Executive Officer, Kids Hope Alliance (KHA)
Saraluri Grass, Division Chief, Grants & Contract Compliance (DGCC)

CC: Kenneth Darity, Chief Programs Officer, KHA
Katoia Wilkins, Director of Contract Management, KHA
Kristen Hodges, Apprenticeship Program Manager, DGCC

SUBJECT: **Request for Proposals – Emerging Providers**

DATE: June 14, 2023

Kids Hope Alliance (**KHA**) in collaboration with the City of Jacksonville's Division of Grants and Contract Compliance (**DGCC**) respectfully requests to advertise a Request for Proposal (RFP) for Emerging Providers with a minimum funding amount of $400,000 ($200,000 from each Division).

Successful applicants under this RFP will gain training and knowledge about the City's RFP process and will provide innovative and effective programming that focuses on at-hope children, youth and families (KHA) or the Most vulnerable Persons (**MVP**) in the community (DGCC). KHA and DGCC has made a minimum of $400,000 available and organizations may apply for $25,000 in funding year one, up to $35,000 in year two, up to $50,000 in year three and up to $65,000 in year four. Funds for these programs will come from the KHA Trust Fund as well as funds from the Division of Grants and Compliance.

Justification

Programs will require competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, to make the best decision for the City of Jacksonville, the Kids Hope Alliance and the Division of Grants and Contract Compliance requests permission to use the CSPEC evaluation process.

Certification

As required in Section 126.204 (a)(1), Ordinance Code, the KHA certifies the following:

i. For the reasons mentioned above, the GGAC process is impractical since in addition to price, the Contractor must have several other competencies to deliver the services.
ii. The objective of the services is to successfully deliver innovative and effective programs through Emerging Providers to at hope-youth and the Most Vulnerable Persons
iii. A minimum of $400,000.00 has been made available for the collaboration of the Emerging Providers through KHA and DGCC.

iv. The proposed services would be an enhancement and not duplicate existing services. This proposal is designed to give the KHA and DGCC the authority to seek out the best Contractor(s) to continue to provide these services.

Upon approval of Award, the contract will be executed by formal contract through the Office of General Counsel.

Amount	Fund	Center	Account	Project	Activity	Interfund	Future
$200,000	10904	181314	582001	000000	00001619	00000	0000000
$200,000	10901	181001	582001	000000	00000455	00000	0000000

The attached items were reviewed and approved by KHA Board on June 8, 2023. They are:

1. Attachment 1: Board Action Item
2. Attachment 2: RFP

If you need additional information, please contact Katoia Wilkins at 255-4408 or Saralyn Grass at 255-4404.

Cc: Olive Wallace-Cohen, Purchasing Analyst
Joyce Watson, Director, Administration, Contracts and Purchasing, (KHA)
Jessica Pitts, Director, Finance, Kids Hope Alliance