SUBJECT: Foreclosure Intervention Program

BID #: ESC-0434-17 **OPEN DATE: 04/26/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One Year from Date of Award with One (1), One (1) Year Renewal Option

AGENCY: Housing and Community Development Division

BASIS OF AWARD: Multiple Contracts Based on Highest Scoring Bidders from the Evaluation Criteria

NUMBER OF BIDS INVITED: (20) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Approval was granted on 6/01/17 to enter into negotiations with Jacksonville Area Legal Aid, Inc. and award to Family Foundations of Northeast Florida, Inc., and Jacksonville Urban League. The negotiations have concluded.

Accordingly, recommend approval of award to Jacksonville Area Legal Aid, Inc., in the amount of $ 34,000.00. The total contract award expenditure not-to-exceed $100,000.00.

Funding to be encumbered from accounts: ERCD1N1FR-08304, to be executed by Formal Contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Revised Jacksonville Area Legal Aid Form 1; Previous Award

BUYER: _____ **RESPECTFULLY SUBMITTED** _____
CHELSEY FLEMING GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Diana Seydlorsky, Chief of Housing and Community Development Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC 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

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
(904) 255-8200
Jacksonville, FL 32202
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: July 12, 2017

TO: Greg Pease
Chief of Procurement

THRU: Julie Adamson
Operations Director, Neighborhoods Department

FROM: Caleena Shirley
Housing Property Administrator

SUBJECT: Recommendation for ESC-0434-17 Foreclosure Intervention Program - $34,000

In accordance with Section 126.204(a)(1) of the Municipal Code, the Neighborhoods Department was approved to utilize the Competitive Sealed Proposal Process. This process was used to formally solicit bids to acquire the services of Housing Counseling Agencies to administer the Foreclosure Intervention Program. The Procurement Division received three (3) proposals on April 26, 2017, which were evaluated by the Neighborhoods Department.

The proposals were evaluated in accordance with the Foreclosure Intervention Program Request for Proposals (RFP) as documented on the attached scoring sheets. Based on the average score, the results of the evaluation are as follows;

Housing Counseling Agencies	Average Score
Jacksonville Area Legal Aid	91
Family Foundations of NE FL, Inc.	89.5
Jacksonville Urban League	82

In accordance with Section 2.6 of the RFP, the Neighborhoods Department seeks to award multiple contracts. Awards are recommended as follows through funding provided by the Foreclosure Registry (ERCD1N1FR):

Jacksonville Area Legal Aid – Recommend approval to award in the amount not to exceed $34,000

(At the June 1, 2017 CSPEC meeting the following awards were approved: Family Foundations of NE FL, Inc. in an amount not to exceed $ 27,000 and Jacksonville Urban League in an amount not to exceed$ 39,000.)

Each contract is recommended for an initial one (1) year period of July 1, 2017 through June 30, 2018. A formal contract will be executed with the Housing Counseling Agencies. Please let me know if you require any additional information. Thank you for your assistance.

FORM 1
PRICE SHEET

NAME OF CONTRACTOR Jacksonville Area Legal Aid, Inc.

SCHEDULE OF PROPOSED ADMINISTRATIVE PRICES/RATES

1. Level I Services – (Minimum Services)
   a. Interpreting loan documents
   b. Reviewing case files
   c. Providing advice on foreclosure rights and options
   d. Negotiation with servicers/lenders
   e. Assisting with nullifying rescue scams
   f. Preparing documents for non-civil litigation purposes
   g. In judicial foreclosures – assistance prior to foreclosure filing
   h. Non-court related mediation procedures
   i. Housing/Financial counseling
   j. Optional - (Additional services determined by respondent)

Level I – (# of clients) x (per client rate) = total service cost **$28,000 (140 x $200)**

2. Level II Services – (Minimum Services)
   a. Level I services
   b. Homeowner assistance to bring mortgage current prior to foreclosure proceedings
   c. Refinancing (modifying) adjustable rate or interest only mortgages to a fixed rate mortgage
   d. Refinancing (modifying) fixed rate mortgage
   e. Optional - (Additional services determined by respondent)

Level II – (# of clients) x (per client rate) = total service cost **$6,000 (40 x $150)**

4. Subcontract Services, if any.
   Jacksonville Area Legal Aid, Inc. does not contemplate any subcontracted services.

5. Rates for services not set forth herein.
   Estimated Mortgage Rescue Funds to Homeowners: **$255,000 (30 x $8,500)**

6. Please detail total cost based on provided formula.

Level I Services – 140 clients x $200/client	= $ 28,000	
Level II Services – 40 clients x $150/client	= $ 6,000	
	$ 34,000	to Contractor
Mortgage Funds – 30 clients x $8,500 (max)	= $255,000	to Clients

SUBJECT: Foreclosure Intervention Program

BID #: ESC-0434-17 **OPEN DATE: 04/26/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One Year from Date of Award with One (1), One (1) Year Renewal Option

AGENCY: Housing and Community Development Division

BASIS OF AWARD: Multiple Contracts Based on Highest Scoring Bidders from the Evaluation Criteria

NUMBER OF BIDS INVITED: (20) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On April 26, 2017 the Procurement Division received three (3) responses for subject bid. The Evaluation Committee has completed their review of the responses with the final scores as listed below:

Vendor	RFP Evaluation Score
Jacksonville Area Legal Aid, Inc.	91
Family Foundations of Northeast Florida, Inc.	89.5
Jacksonville Urban League	82

Recommend approval of award to move forward with negotiations with Jacksonville Area Legal Aid, Inc.

Recommend approval to award to Family Foundations of Northeast Florida, Inc., and Jacksonville Urban League, to provide Foreclosure Intervention Programs. The award expenditure requested for Family Foundations of Northeast Florida, Inc. in the amount of $27,000.00 and for Jacksonville Urban League in the amount of $39,000.00. The total contract expenditure not-to-exceed $66,000.00.

Funding to be encumbered from accounts: ERCD1N1FR-08304, to be executed by Formal Contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Scoring Sheet; Evaluation Criteria; Scope of Services

BUYER: CHELSEY FLEMING **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Diana Seydlorsky, Chief of Housing and Community Development Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 6/01/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/01/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05