

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, August 25, 2022, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202
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Committee Members: Gregory Pease, Chairman
Brennan Merrell, Treasury
James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Kathleen Collins Rebecca Braechel	P-19-22	Fee & Contract Negotiations Aerial Imagery Services Property Appraiser's Office	That the City of Jacksonville on behalf of the Office Of The Property Appraiser enter into a contract with Pictometry, Inc., d/b/a Eagleview for Aerial Imagery Services by incorporating the attached Scope of Services identified as Exhibit 'A' and Fee Summary identified as Exhibit 'B' each project shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto; The maximum indebtedness of the City pursuant to this agreement is a not-to-exceed amount of \$1,076,088; the period of service is from October 1, 2022 through September 30, 2026, based on appropriately allocated funds with two (2) additional 2-year renewal options available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		
Tom Ossi Andre Conyers	P-08-22 (SS-10454-21)	Contract Amendment No. 3 Oracle Cloud Consulting Services Finance and Administration Department/Information Technologies Division	That Contract No. 71055-21 between the City of Jacksonville and Oracle America, Inc., for Oracle Cloud Consulting Services be amended to increase the maximum indebtedness by \$500,000.00 to a new not-to-exceed maximum of \$1,875,600.00. All other terms and conditions, as previously amended shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	02/25/23	
Christel Burgos April Mitchell	P-35-20	Contract Amendment Medical Collections Jacksonville Fire & Rescue Department	That the contract No. 712332-21 between the City of Jacksonville and Applied Business Services, Inc., d/b/a Security Collections Agency to provide Medical Collection Services be amended to exercise the second renewal option extending the period of service from October 1, 2022 through September 30, 2023 with one (1) renewal option remaining; All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	10/01/22	
Saralyn Grass Tyrlica Young	P-6-21	Contract Amendment No. 1 A Community Needs Assessment & GAP Analysis Research Project Kids Hope Alliance	That Contract No. 71207-21 between KHA and NLP Logic, LLC for Community Needs and Gap Analysis Research Project be amended to ratify and confirm the actions of the parties from 7/01/22 to date of this award and exercise the first renewal option extending the period of service thru 06/30/23, with three (3) one-year renewal options remaining; and increase the maximum indebtedness by \$108,000.00 to a new not-to-exceed total maximum of \$310,125.00. All other terms and conditions shall remain the same.	06/30/22	
Tyrlica Young Deborah Sibley-Primous	P-17-22	Fee & Contract Negotiations Security and Privacy Assessment/Security & Privacy Framework Development Kids Hope Alliance	That the City of Jacksonville on behalf of Kids Hope Alliance enter into a contract with Novus Insight, Inc., for Security and Privacy Assessment and Security and Privacy Framework Development to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service will be from execution of the contract thru September 30, 2023, with four (4) one-year renewal options available at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$60,000.00; all other terms and conditions are per the RFP and the City's standard contract language.		

Steven Long Jill Enz	P-21-19	Contract Amendment No. 4 Professional Engineering Services for Emerald Trail Master Plan Improvements Department of Public Works/Engineering & Construction Management Division	That Contract No. 9092-04, originally executed January 6, 2020, between the City and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements be amended to incorporate the attached Scope of Services, identified as Exhibit I and Contract Fee Summary identified as Exhibit J; increase the lump-sum amount for Design Services by \$73,388.64 to a new limit of \$739,144.23 and increase the not-to-exceed limits for: Survey by \$15,000.00 to a new not-to-exceed limit of \$177,420.50, Geotechnical by \$5,558.00 to a new limit of \$47,033.00 and to add a new not-to-exceed limit of \$47,033.00 and to add a new not-to-exceed limit for lighting in the amount of \$6,000.00, thereby increasing the maximum indebtedness to the city by \$99,946.64 to a new maximum indebtedness to the City in the amount of \$974,709.65. All other terms and conditions, as previously amended, shall remain the same.	To project completion
Robin Smith Jill Enz	P-34-22	Introduce & Review Scope Professional Services for Metropolitan Park Design Department of Public Works/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.	
Barbara Holton Tracy Flynn	P-19-18	Contract Amendment No. 4 Workers' Compensation Managed Care Services Division of Insurance and Risk Management	That Contract No. 9926-01 between the City of Jacksonville and USIS, Inc., d/b/a AmeriSys, for Workers' Compensation Managed Care Services, be amended to (i) exercise the fourth & final renewal option extending the period of service from October 1, 2022, through September 30, 2023, with no renewal option remaining; (ii) provide \$374,750.00 for the services thereby; (iii) increasing the maximum indebtedness by \$374,750.00 to a new not-to-exceed total maximum of \$1,784,500.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/22
Will Evans Johnnetta Moore	P-30-22	Approval to Proceed with Evaluation of One Proposal Received Residential Substance Abuse Education, Treatment Case Management & Community Reintegration Aftercare Program for Adult inmates within the Duval County Correctional System The Parks, Recreation and Community Services Department	That the Committee approves proceeding with evaluation of the one (1) proposal received in accordance with Section 126.302 (f) of the Procurement Code.	
Mary DiPerna Carolina Teran-Ocegueda	P-26-22	Fee & Contract Negotiations Flexible Spending Account/Commuter Benefits Administration Services Employee Services Department	That the City of Jacksonville enter into a contract with Ameriflex for Flexible Spending Account/Commuter Benefits Administration Services to incorporate the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; The period of service is from January 1, 2023, through December 31, 2027; the maximum indebtedness is a not-to-exceed amount of \$200,000.00; All other terms and conditions are per the RFP and the City's standard contract language.	
Mary DiPerna Caroline Teran-Ocegueda	P-13-22	Subcommittee Report Pharmacy Benefit Management Services Employee Services Department	It is the consensus of the committee that of the three proposals received in response to the Request for Proposals (RFP), all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third, designates the order of qualification of these firms to perform the required services and alphabetically they are: 2) CVS 1) Florida Blue 3) OPTUM We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Florida Blue, the number one (1) ranked firm.	
Mary DiPerna Carolina Teran-Ocegueda	P-12-22	Subcommittee Report Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being & Chronic Condition Management Services Employee Services Department	It is the consensus of the committee that of the two (2) proposals received in response to the Request for Proposals (RFP) both were found to be responsive, interested, qualified and available to provide the required services. The ranking of first and second designates the order of qualification of these firms to perform the required services and alphabetically they are: 1) Florida Blue 2) Integra We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Florida Blue, the number one (1) ranked firm.	

<p>Robin Adams Paul Barrett</p>	<p>P-24-16</p>	<p>Contract Amendment No. 1 Purchasing Card Services Finance and Administration Department</p>	<p>That Contract No. 8789-03 between, between The City of Jacksonville Finance and Administration Department and Wells Fargo Bank, N.A., originally executed November 1, 2016, be amended to ratify and confirm the actions of the parties from November 1, 2021, thru date of this award and to exercise the first and final renewal option extending the period of service thru October 31, 2024; All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.</p>	<p>10/31/21</p>
<p>Meeting Adjourned: _____</p>				

"The next PSEC meeting is scheduled to be held on Thursday, September 8, 2022."



OFFICE OF THE PROPERTY APPRAISER

JERRY HOLLAND
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
JACKSONVILLE, FL 32202
(904) 255-5900

August 11, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Kathleen Collins, Chief Financial Officer
Property Appraiser's Office

SUBJECT: P-19-22 Aerial Imagery Services Re-bid

The Property Appraiser's Office has negotiated with the vendor selected for Aerial Imagery Services resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached.

Accordingly, this is to recommend that the Duval County Property Appraiser's office enter into a contract with Pictometry, Inc (dba Eagleview) for Aerial Imagery Services. Each project of this contract shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$1,076,088.

The initial term of the contract will run from October 1, 2022 through September 30, 2026 based on appropriately allocated funds. By mutual agreement, the City and the awarded Contractor will have the option of two (2) additional two-year contract renewal periods.

. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Attachments: Exhibits A & B

EXHIBIT "A" SCOPE OF SERVICES

4.1 BASIC REQUIREMENTS

Contractor must be able to self-perform the requirements herein and provide the data in order to guarantee the transparent integration of both ortho and oblique data sets such that mosaicking of data across any extent will produce color-balanced, seamless expanses of imagery.

Contractor must be able to start and finish aerial flights for Duval County in January of scheduled flight years.

- 4.1.1 Orthophotography (ortho) must meet the requirements of the Florida Department of Revenue (DOR) Orthophoto Specifications for one-foot orthophotos as in the standard Florida DOR contract. This can be located at:

http://floridarevenue.com/property/Pages/Cofficial_GIS.aspx

Where these requirements are more stringent than any other requirements contained in this RFP, these will take precedent.

- 4.1.2 As detailed in *Section 4.8 - Deliverables*, COJ requires both ortho and oblique imagery for all of Duval County. The entire county must be included with a one (1) mile buffer beyond the county line (965 square miles total coverage).
- 4.1.3 Delivery must include a mosaic of all ortho imagery.
- 4.1.4 Contractor's solution must be able to incorporate multiple years of past orthogonal imagery in GeoTIFF or MrSID (multiresolution seamless image database) formats, as well as oblique imagery using the City of Jacksonville's past years' oblique imagery, in tiff format, in combination with shapefiles of the oblique image footprints, or ESRI World Files. Contractor must make all provided imagery available in GeoTIFF format.
- 4.1.5 Contractor's desktop software must be fully compatible with Microsoft's Edge web browser or Relevant if Contractor is providing a client viewer application in addition to, or instead of, a Consultant-hosted ("cloud based") viewer.

4.2 FUNCTIONAL REQUIREMENTS

- 4.2.1 The proposed solution must meet the functional specifications of the RFP to the satisfaction of the City. Using *Form 4 - Functional Requirements Questionnaire*, Contractors must select one of the following responses to indicate whether their solution meets the requirement: "Yes", "No", or "Met with Customization". Any "Met with Customization" responses must be accompanied by a price for the customization if it is not included in the base pricing.

4.3 DIGITAL OBLIQUES AND ORTHOPHOTOGRAPHY

- 4.3.1 All work in acquiring orthophotos will be done under the supervision of a Florida Licensed Professional Surveyor and Mapper in accordance with the Minimum Technical Standards defined in Rule 61G17, Florida Administrative Code (link below).

EXHIBIT "A" SCOPE OF SERVICES

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61g17-6>

Where these requirements are more stringent than any other requirements contained in this RFP, these will take precedent.

DOR Imagery Standards (link below):

https://floridarevenue.com/property/Pages/Cofficial_GIS.aspx?View=%7Bc8e84b0d-9a56-4827-bfb7-f606d8b62561%7D&SortField=LinkLocation&SortDir=Asc

Florida County Digital Orthoimagery Program Standards (link below):

https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/geospatial/documentsandpubs/2021floridacountydigitalorthoimageryprogramstandards.pdf?sfvrsn=cb1dcfa4_4

Contractor must abide by DOR's latest rulings throughout the contract period.

- 4.3.2 Images will include four-way oblique images and ortho images at either six inch (6"), four inch (4"), three inch (3"), or two inch (2") resolution of all of Duval County.
- 4.3.3 The Digital Oblique and Ortho Imagery will be horizontally accurate to within one foot (1') and shall be captured at an approximate 40 degree (40°) angle.
- 4.3.4 Existing control points within the entire image set are required to be no more than three (3) meters (3.28 feet per meter) in expressed difference from actual real world geographic coordinates.

The City has a limited number of control points which can be provided, but may be too few to adequately serve the need.

- 4.3.5 The following specific image requirements are to be met by the Contractor:
 - a. Images shall have no gaps in imagery or missing imagery at area peripheries unless specified by COJ.
 - b. There shall be no areas of obliques with image gaps or lack of data.
 - c. No significant compression, stretching, blurring, or other image anomalies are permitted.
 - d. No extraordinary shadows or other anomalies caused by inappropriate sun angles or cloud conditions are permitted. Imagery must also meet Florida DOR clarity and cloud cover requirements in the "Florida Department of Revenue Orthophoto Specifications" referred to above.
 - e. Contractor must abide by DOR's latest rulings throughout the contract period.
- 4.3.6 The format of the images (sector/grid and mosaicked) must be easily recognized, integrate into ESRI software, and be in an ESRI recognized format (i.e. .jpeg, .tif, or .sid file format).
- 4.3.7 Any .sid files must be "generation 4" and integrate into ESRI software in COJ's ESRI environment.
- 4.3.8 Contractor will deliver a grid (i.e., complete set of Image Polygons in shape file format) that contain the geographic footprint of each oblique and ortho image, and associated metadata for each image. This dataset must work with ESRI's ArcSDE Geodatabase and be capable of being directly imported into ArcSDE via the ArcGIS application.

EXHIBIT "A" SCOPE OF SERVICES

- 4.3.9 The tabular (attribute) data of this shape file must contain at least the following information for each individual image/record:
- a. The image name
 - b. Compression ratio (if applicable)
 - c. Capture date
 - d. Capture time
 - e. Post processing date
 - f. Image direction (N, S, E, W)
- 4.3.10 All delivered images must be color rectified.
- 4.3.11 All delivered images (both ortho and oblique) must be geo-rectified with "world" coordinate files.
- 4.3.12 Imagery must be delivered in Florida State Plane coordinate system, Florida East, NAD 83 (U.S. feet).

4.4 METADATA REQUIREMENTS

- 4.4.1 The Contractor should provide metadata describing the oblique photography.
- 4.4.2 The metadata should be provided in XML format compatible with ArcGIS Desktop v.10.x.
- 4.4.3 The following information must be part of the Metadata XML:
- a. General description of the dataset
 - b. Area covered by the oblique imagery
 - c. Imagery supplier
 - d. Ground sample distance
 - e. Color bands of imagery: black/white, 3-band natural color, CIR, etc.
 - f. Spatial reference system
 - g. Datum
 - h. Horizontal accuracy
 - i. Average image dimensions
 - j. Flight date

4.5 FLIGHT SCHEDULE AND FLIGHT CONDITIONS

- 4.5.1 All data shall be collected within the month of January. If imagery is not satisfactory, a re-flight must take place within thirty (30) days.
- 4.5.2 All images shall be obtained under cloud-free conditions and shall be free of obscuring haze, smoke, or other atmospheric conditions.
- 4.5.3 All images must be collected with sun angle no less than thirty degrees (30°) and be free of glare.

EXHIBIT "A"
SCOPE OF SERVICES

- 4.5.4 Imagery shall not contain defects such as: out of focus, dust marks, scratches, or inconsistencies in tone and density.

4.6 SOFTWARE AND LICENSE

- 4.6.1 COJ expects the proposal to include any and all software required for viewing delivered images.
- 4.6.2 Contractor's oblique imagery must be viewable directly in ESRI's ArcGIS Desktop v.10.x software.
- 4.6.3 Proposed software should be in the form of a site license with unlimited access to all COJ employees.
- 4.6.4 Any proposed software licensing should come with at least one (1) year support, maintenance, and upgrades to the software during the license term.
- 4.6.5 Should COJ discontinue maintenance support at any time, there should be no additional charge to continue to use the initial images or software.
- 4.6.6 The Contractor can offer the following software solutions for working with (viewing and analysis) oblique and ortho imagery.
- a. On-Premise (at COJ) application software for browsing and analysis. COJ is open to either a desktop or on-premise web server implementation.
 - b. Remotely hosted ("cloud based") application software for browsing and analysis.
 - c. Mobile application tool.

The functionality desired for each solution is largely the same; however, the requirements are duplicated in order to allow the Contractor to specify whether each function is present for each type of implementation.

- 4.6.7 On-Premise (at COJ) application software for browsing and analysis should include (but not be limited to) the following capabilities:
- a. Basic navigation tool including zoom in and out, pan, select, and search.
 - b. Land and building measurement tools including distance, area, height, elevation, pitch, and bearing displaying exact values.
 - c. Ability to determine location coordinates at any identified point.
 - d. Crosshair for measuring tool.
 - e. Annotation functions including ability to add labels, text, and mark-up with symbols (circles, squares, and points).
 - f. Ability to have custom GIS parcel overlay.
 - g. Ability to move and measure across multiple oblique images.
 - h. Ability to utilize data through an ArcGIS Server service (v.10.x).
 - i. Ability to add GIS shapefiles.
 - j. Ability to search GIS attribute data.
 - k. Retain existing zoom level when executing another search.
 - l. Ability to toggle GIS layers on and off.

EXHIBIT "A" SCOPE OF SERVICES

- m. Ability to export view/imagery as a pdf and/or jpg file.
 - n. Ability to create a selection set of various measurements to clear or remove.
 - o. Ability to save measurements by user and year, as well as export measurements to be used in another program.
 - p. Ability to view dual panes, side by side, one for oblique and one for ortho, with anchor ability so that when one rotates, the other rotates in sync.
 - q. Ability to view dual panes, side by side, two different years, with anchor ability so that when one window rotates, the other rotates in sync.
 - r. Ability to view quad panes in one viewer, one for each direction of oblique images.
 - s. Ability to access multiple year images within the same viewer frame.
 - t. Ability to adjust display brightness.
 - u. Administrator capability to manage users, groups, settings, and GIS data overlays, including features, symbology, labels, and what attribute to search by on GIS data.
 - v. Ability to use arrow keys on keyboard to change corresponding oblique views.
 - w. Application must be a proven stable, reliable, and expeditiously responsive solution.
- 4.6.8** Remotely hosted ("cloud based") application software for browsing and analysis should include (but not be limited to) the following capabilities:
- a. Basic navigation tool including zoom in and out, pan, select, and search.
 - b. Land and building measurement tools including distance, area, height, elevation, pitch, and bearing displaying exact values.
 - c. Ability to determine location coordinates at any identified point.
 - d. Crosshair for measuring tool.
 - e. Annotation functions including ability to add labels, text, and mark up with symbols (circles, squares, and points).
 - f. Ability to have custom GIS parcel overlay.
 - g. Ability to move and measure across multiple oblique images.
 - h. Ability to utilize data through an ArcGIS Server service (v.10.x).
 - i. Ability to add GIS shapefiles.
 - j. Ability to search GIS attribute data.
 - k. Retain existing zoom level when executing another search.
 - l. Ability to toggle GIS layers on and off.
 - m. Ability to export view/imagery as a pdf and/or jpg file.
 - n. Ability to create a selection set of various measurements to clear or remove.
 - o. Ability to save measurements by user and year, as well as export measurements to be used in another program.
 - p. Ability to view dual panes, side by side, one for oblique and one for ortho, with anchor ability so that when one rotates, the other rotates in sync.
 - q. Ability to view dual panes, side by side, two different years, with anchor ability so that when one window rotates, the other rotates in sync.
 - r. Ability to view quad panes in one viewer, one for each direction of oblique images.

EXHIBIT "A" SCOPE OF SERVICES

- s. Ability to access multiple year images within the same viewer frame.
- t. Ability to adjust display brightness.
- u. Administrator capability to manage users, groups, settings, and GIS data overlays, including features, symbology, labels, and what attribute to search by on GIS data.
- v. Ability to use arrow keys on keyboard to change corresponding oblique views.
- w. Application must be a proven stable, reliable, and expeditiously responsive solution.

4.6.9 The Contractor should provide a Mobile Application Viewer with the following requirements:

- a. Basic navigation tool including zoom in and out, pan, select, and search.
- b. Land and building measurement tools including distance, area, height, elevation, pitch, and bearing.
- c. Ability to determine location coordinates at any identified point.
- d. Crosshair for measuring tool.
- e. Ability to have custom GIS parcel overlay.
- f. Ability to search GIS attribute data.
- g. Ability to toggle GIS layers on and off.
- h. Ability to save image.
- i. Application must be optimized for touch devices.
- j. Ability to use on mobile devices of Android, iOS, and Windows. If not compatible with all, please specify compatibility.
- k. Application must be a proven stable, reliable, and expeditiously responsive solution.

4.6.10 The Contractor shall provide COJ with a method allowing an oblique imagery viewer to be integrated into existing COJ web applications.

- a. Solution should allow for an oblique imagery viewer to be served via an API (Application Programming Interface), preferably with an SDK or similar method.
- b. Solution should allow for integration with ArcGIS Server applications.
- c. The above viewer and API should provide the following functionality:
 - Zoom in and zoom out for viewing.
 - Directional select view (North, South, East, and West ortho).
 - Display compass on image.
 - Display location (coordinates) of selected point on map or image.
 - Receive either an address or latitude/longitude and return imagery specific to the property for that location to the viewer window.
 - Allows for COJ data layers to be overlaid through access to COJ hosted ArcGIS Server services.
 - Any API or similar component should be compatible with Windows 10 and Windows Server 2012 and 2019.
 - Provide access to historical (all COJ provided previous year) imagery for that location at no additional cost.
 - Provide an in-viewer address or latitude/longitude coordinate search.

EXHIBIT "A" SCOPE OF SERVICES

- 4.6.11 The following Imagery requirements are expected:
- a. COJ shall have the ability to use the imagery in perpetuity.
 - b. COJ shall have unfettered access to the imagery including the ability to display oblique imagery on the Internet and Intranet via mapping web applications.
 - c. COJ shall have the right to distribute the imagery to Duval County municipalities.
- 4.6.12 The Contractor must convert photos from the previous year if necessary to be viewable within software applications provided by the Contractor. It is considered that 1 (one) year from the delivery of current year imagery is a reasonable timeframe to convert or import existing imagery to new software.
- 4.6.13 COJ is interested in a change detection solution if available (optional). The solution:
- a. Must work with the Contractor's data without further data modifications.
 - b. Should facilitate the comparison of land and property features between existing and new imagery of the same area for the identification of changes.
- 4.6.14 Sketch Check if available (optional).
- 4.6.15 SGM if available (optional). Contractor shall provide SGM (Semi-Global Matching) imagery. This may be provided in .las format. For information on SGM, please see the link below.

<http://geospatialworld.net/Paper/Technology/ArticleView.aspx?aid=2503>

4.7 **PRODUCT DEMONSTRATION**

- 4.7.1 Upon request from the City, the Contractor shall provide a demonstration of the software and oblique imagery to be provided to the City at a COJ location designated by COJ.
- 4.7.2 The product demonstration must be acceptable to the City in order for the Contractor to be awarded a contract. If the demonstration is not acceptable to the City, the City will request a product demonstration from the second-highest ranked Contractor and so on down the line until a recommendation of award is made.
- 4.7.3 The Contractor shall, upon request by the City, provide a minimum of a two-week trial license.
- 4.7.4 If requested by the City, the Contractor must be available for one (1) meeting at COJ within seven (7) calendar days after notification. The meeting would be to discuss and/or clarify the Contractor's proposal and qualifications.
- 4.7.5 Contractors must respond by e-mail within seven (7) calendar days to written or e-mail requests from COJ for additional information regarding their proposal, experience, clients, and related information. Failure to respond in full and within the required timeframe may result in rejection of the Contractor's proposal.

EXHIBIT "A" SCOPE OF SERVICES

4.8 DELIVERABLES

The chosen Contractor will be responsible for the following deliverables.

- 4.8.1 Digital Oblique and Ortho Rectified Imagery for Duval County as described in Section 4.2 Functional Requirements, including:
- a. At least four-way oblique at either six inch (6"), four inch (4"), three inch (3"), or two inch (2") resolution covering all of Duval County.
 - b. At least one (1) ortho image of each point at either six inch (6"), four inch (4"), three inch (3"), or two inch (2") resolution covering all of Duval County.
- 4.8.2 Oblique Imagery Viewing Software and License.
- 4.8.3 USB drive interchangeable media should be used for the initial delivery of imagery, but backups are required as well. Backups should be housed for a minimum of two (2) years.
- 4.8.4 Contractor will be required to deliver oblique tiles within thirty (30) calendar days of the last flight.
- 4.8.5 Contractor will be required to deliver rectified orthos within sixty (60) calendar days of the last flight.
- 4.8.6 Contractor will be required to deliver the ortho mosaic within ninety (90) calendar days of the last flight.

4.9 PAST PERFORMANCE

- 4.9.1 Under *Attachment A - Response Format, Section 3 - Required Forms*, using *Form 3 - Business References*, provide the following:
- At least three (3) favorable client references who will discuss service level, product, delivery, and customer support provided by your company. For each project identify:
 - a. the client
 - b. contact person, including address, phone number, and email address
 - c. description of the work
 - d. total dollar value of the contract
 - e. contract duration
 - f. indicate whether Contractor is/was the prime Contractor or a sub-contractor
 - g. the results of the project (i.e., whether all deliverables described in "Description of the Work" referenced above were provided, and whether it met the timeline originally agreed to)
- 4.9.2 Under *Attachment A - Response Format, Section 5 - Statement of Qualifications*, describe any additional past performance and experiences related to the work or services described in this RFP not logged on *Form 3 - Business References*. Include familiarity with county and local government agencies.

EXHIBIT "A"
SCOPE OF SERVICES

4.10 COMPANY PROFILE

- 4.10.1 Under *Attachment A - Response Format, Item 5 - Statement of Qualifications*, provide the following:
- a. Your company's full legal name, U.S. based corporate office address, and phone number.
 - b. A brief history of your company, including all products and services offered.
 - c. Indicate the number of years your organization has been in business as a provider of ortho and oblique imagery.
 - d. State the current number of employees and the primary markets served.

4.11 PRODUCT INFORMATION

- 4.11.1 Under *Attachment A - Response Format, Item 5 - Statement of Qualifications*, provide the following:
- a. Describe how images are referenced and provide the method for determining the accuracy level.
 - b. Using a USB drive, include a sample of ortho and aerial imagery files of a previously flown area (any size) in order to allow COJ to test the compatibility of the files.

4.12 PRICING (DO NOT SUBMIT PRICING WITH THE RFP RESPONSE)

- 4.12.1 The Total Price shall include all costs (including, but not limited to, travel and other incidental expenses) to provide the services and deliverables identified in this RFP.
- 4.12.2 *Form 1 - Price Sheet* will be used to enter pricing information for the services requested in this RFP. **DO NOT** submit *Form 1 - Price Sheet* prior to being asked to do so by the City.

4.13 CONTRACT TERM

- 4.13.1 Only the highest-ranked firm will be asked to enter into contract negotiations with the City. Upon being granted permission to enter into contract negotiations with a firm, the City will ask the firm for a completed copy of *Form 1 - Price Sheet*. If a mutual agreement cannot be reached with the highest-ranked firm, the second highest-ranked firm will be asked to enter into contract negotiations and so forth down the line until an agreement is reached.
- 4.13.2 The initial term of the contract will run from October 1, 2022 through September 30, 2026 based on appropriately allocated funds. By mutual agreement, the City and the awarded Contractor will have the option of two (2) additional two-year contract renewal periods. Pricing will remain firm for the duration of each contract period. No separate overhead charges will be accepted by the City.

.....
(Remainder of page intentionally left blank)

Exhibit "B"
SCHEDULE OF PROPOSED RATES

Multi-Project Summary

4 Projects over 4 year(s)
 Flight #1 Total: \$301,044.00
 Flight #2 Total: \$237,000.00
 Flight #3 Total: \$237,000.00
 Flight #4 Total: \$301,044.00

Flight #1

Qty	Product	List Price	Discount (%)	Subtotal
942	Reveal Advanced Property	\$500.00	40	\$282,600.00
1	Pictometry Connect - CA - 250	\$6,750.00	100	\$0.00
1	Pictometry Connect View - CA	\$750.00	100	\$0.00
1	Pictometry Connect - EarlyAccess	\$10,000.00	100	\$0.00
1	State License Fee	\$0.00		\$0.00
1	Survey Report - AccuPlus Imagery Project - Tested To Accuracy Statement	\$3,000.00		\$3,000.00
1	Survey-Aerial Imaging Project NSSDA Compliant Independent Ground Control Survey	\$15,444.00		\$15,444.00
1	Oblique Imagery Bundle w/One (1) Year of EFS Maint & Support	\$0.00		\$0.00
1	RapidAccess - Disaster Response Program	\$0.00		\$0.00
Flight #1 TOTAL:				\$301,044.00

Flight #2

Qty	Product	List Price	Discount (%)	Subtotal
942	Reveal Essentials+ Property	\$400.00	50	\$188,400.00
942	Reveal TrueTouch Property	\$50.00	50	\$23,550.00
942	Reveal Certified Ortho Property	\$50.00	50	\$23,550.00
1	Pictometry Connect - CA - 250	\$6,750.00	100	\$0.00
1	Pictometry Connect View - CA	\$750.00	100	\$0.00
1	Pictometry Connect - EarlyAccess	\$10,000.00	100	\$0.00
1	State License Fee	\$0.00		\$0.00
1	Survey Report - Imagery Project - Compiled To Accuracy Statement	\$1,500.00		\$1,500.00
1	Oblique Imagery Bundle w/One (1) Year of EFS Maint & Support	\$0.00		\$0.00
1	RapidAccess - Disaster Response Program	\$0.00		\$0.00
Flight #2 TOTAL:				\$237,000.00

Exhibit "B"
SCHEDULE OF PROPOSED RATES

Flight #3

Qty	Product	List Price	Discount (%)	Subtotal
942	Reveal Essentials+ Property	\$400.00	50	\$188,400.00
942	Reveal TrueTouch Property	\$50.00	50	\$23,550.00
942	Reveal Certified Ortho Property	\$50.00	50	\$23,550.00
1	Pictometry Connect - CA - 250	\$6,750.00	100	\$0.00
1	Pictometry Connect View - CA	\$750.00	100	\$0.00
1	Pictometry Connect - EarlyAccess	\$10,000.00	100	\$0.00
1	State License Fee	\$0.00		\$0.00
1	Survey Report - Imagery Project - Compiled To Accuracy Statement	\$1,500.00		\$1,500.00
1	Oblique Imagery Bundle w/One (1) Year of EFS Maint & Support	\$0.00		\$0.00
1	RapidAccess - Disaster Response Program	\$0.00		\$0.00

Flight #3 TOTAL: \$237,000.00

Flight #4

Qty	Product	List Price	Discount (%)	Subtotal
942	Reveal Advanced Property	\$500.00	40	\$282,600.00
1	Pictometry Connect - CA - 250	\$6,750.00	100	\$0.00
1	Pictometry Connect View - CA	\$750.00	100	\$0.00
1	Pictometry Connect - EarlyAccess	\$10,000.00	100	\$0.00
1	State License Fee	\$0.00		\$0.00
1	Survey Report - AccuPlus Imagery Project - Tested To Accuracy Statement	\$3,000.00		\$3,000.00
1	Survey-Aerial Imaging Project NSSDA Compliant Independent Ground Control Survey	\$15,444.00		\$15,444.00
1	Oblique Imagery Bundle w/One (1) Year of EFS Maint & Support	\$0.00		\$0.00
1	RapidAccess - Disaster Response Program	\$0.00		\$0.00

Flight #4 TOTAL: \$301,044.00

TOTAL: \$1,076,088.00



City of Jacksonville, Florida

Lenny Curry, Mayor

Information Technologies Division
Ed Ball Building
214 N. Hogan Street, Suite 900
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

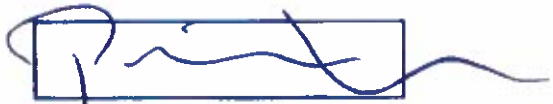
July 15, 2022

TO: Gregory W. Pease
Chief of Procurement

VIA: Patrick "Joey" Greive
Director of Finance and Administration / CFO

FROM: Kenneth E. Lathrop
Chief of Information Technologies/CIO

SUBJECT: Single Source Request – Oracle Consulting Services for 1Cloud


Kenneth E. Lathrop Digitally signed by
Kenneth E. Lathrop
Date: 2022.07.29
11:23:27 -0400

4MO #3 P-08-22 55-10454-21

The Information Technologies Division, (ITD) requests to increase the award SS-10454-21 to Oracle Consulting Services (OCS), division of Oracle America, Inc. to conduct a system health check to determine the current state of the configuration of the City's 1Cloud Enterprise Resource Planning (ERP) System.

The OCS team will provide services to assist the City of Jacksonville to develop and test the Formal Sourcing configurations, Annual Comprehensive Financial Report (ACFR), Projects and Grants revisions, Cash Management reconciliation and Year End Carry Forward process.

This request is for additional assessment and resolution hours to handle the scope of projects listed that require services provided by Oracle Consulting Services. This request is to increase the award by \$500,000.00 The Professional Services Ordering Document effective date will be upon the last party's execution.

Contract Purchase Agreement not-to-exceed amount: \$1,875,600.00

Tracy Geake Digitally signed by Tracy
Geake
Date: 2022.07.29
11:19:39 -0400

Funding Source: 53106.113002.565091.000636.00000000.000000.00000000

Upon award approval, a request for a formal contract will be made through the Office of General Counsel.

Attachments:
Justification of Single Source (JSS) Form Oracle Supplier's Single Source Letter
Oracle Ordering Document & Quote

CC:
Paul Freeman, Enterprise Applications Manager
Elizabeth Brown, IT Operations Manager
Thomas Ossi, Technology Contract and Records Manager
Andre Conyers, IT Contract Administrator



ORDERING DOCUMENT
AMENDMENT THREE

Your Name: City of Jacksonville
Your Address: 214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores, CA 94065

This amendment ("Amendment Three") amends the order identified below and all amendments thereto (the "order") between You and Oracle America, Inc. ("Oracle").

Offer Valid through: 31-AUG-2022

A. AMENDMENT DETAILS

You and Oracle agree to amend the order as follows:

1. US-10982950

You and Oracle hereby agree to amend the ordering document as follows:

a. Services Table – Delete the Services table in its entirety and replace it with the following:

Services	Reference	Fees	Estimated Expenses	Total Fees and Estimated Expenses
Time and Materials Services	Exhibit 1	\$325,600.00	\$0.00	\$325,600.00
Time and Materials Services	ODA 1	\$549,945.00	\$0.00	\$549,945.00
Time and Materials Services	ODA 2	\$500,000.00	\$0.00	\$500,000.00
Time and Materials Services	ODA 3	\$500,000.00	\$0.00	\$500,000.00
Total Fees and Estimated Expenses				\$1,875,545.00

2. Exhibit 1

You and Oracle hereby agree to amend the exhibit as follows:

a. Section 1.E. Description of Services – Delete the sentence in its entirety and replace it with the following:

"Eight hundred fifty-six and a half (856.5) person days will be to assist with assessment and issue resolution agreed to by both You and Oracle and under Your direction."

b. Section 3.B. US Rates – Delete the phrase "twelve (12) months" and replace with "twenty-four (24) months".

3. Exhibit A

a. Section C.1. **Maximum Indebtedness** – Delete the sentence in its entirety and replace it with the following:

"**Maximum Indebtedness.** As required by Section 106.431, Jacksonville Ordinance Code, the maximum indebtedness of the City shall not exceed the fixed sum of One Million Eight Hundred Seventy-Five Thousand Five Hundred Forty-Five and 00/100 DOLLARS (\$1,875,545)."

b. Section C.2. **Term** – Delete the sentence in its entirety and replace it with the following:

"**Term.** This Ordering Document shall be effective as of the Ordering Document Effective Date shown on the signature page and shall continue thereafter for a period of twenty-four (24) months, unless sooner terminated as provided herein."



MEMORANDUM

August 8th, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Christel Burgos, Adm. & Finance Asst Manager
JFRD

April Mitchell, Adm. & Finance Manager

SUBJECT: Contract # P-35-20
Medical Collections

Request is made to amend Contract #P-35-20 between City of Jacksonville and Applied Business Services dba Security Collection Agency to: (i) extend medical collection services until Sept, 31, 2023.

All other terms and conditions shall remain the same. Nothing contained herein shall be amended, modified, or otherwise revised.

Your assistance in concurring with this recommendation is appreciated. If you have questions or need additional information regarding this request, please contact Christel Burgos at 255-3264.

Attachments: Contract # P-35-20
ABS-SCA Letter to Extend
Spend-down Yr 2

cc: Alex Baker, PSEC Specialist

Applied Business Services, Inc.

617 Soundside Road
Edenton, North Carolina 27932
(252) 482-7666

July 27, 2022

City of Jacksonville
Jacksonville Fire & Rescue Department
515 N Julia Street
North Jacksonville, Florida 32202

RE: Requesting Agreement Renewal

Mrs. Burgos,

We refer to Contract No. 71232-21 between The City of Jacksonville and Applied Business Services, Inc. for Medical Collection Services, originally dated October 1, 2021, the term of which is due to expire.

By this matter, Applied Business Services, Inc. expresses our interest in renewing this Agreement for a further term of one (1) year. Kindly confirm to us in writing whether you would also be agreeable to extending the term for such period.

Sincerely,



Pam Grant, Client Services Manager
Applied Business Services, Inc.

**FIRST AMENDMENT TO CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
APPLIED BUSINESS SERVICES, INC. d/b/a
SECURITY COLLECTION AGENCY, INC.
FOR
MEDICAL COLLECTION SERVICES**

71232-21
Amd # 1

THIS FIRST AMENDMENT to Contract for medical collection services is made and entered into this 21 day of September, 2021 (the "Effective Date"), by and between the CITY of JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and APPLIED BUSINESS SERVICES, INC. d/b/a SECURITY COLLECTION AGENCY, INC., a foreign profit corporation authorized to transact business in the State of Florida with principal office at 617 Soundside Road, Edenton, North Carolina 27932 (the "Contractor").

WHEREAS, as of October 1, 2020, City and Contractor made and entered into City of Jacksonville Contract No. 71232-21 (the "Contract"); and;

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by exercising the first of three (3) one-year renewal options so as to extend the period of service from October 1, 2021, through September 30, 2022, with two (2) one-year renewal options remaining, and with all other provisions, terms, and conditions remaining unchanged; now therefore

IN CONSIDERATION of the premises and the mutual covenants contained below and other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 4 of said Contract is amended by exercising the first of three (3) one-year renewal options so as to extend the period of service from October 1, 2021, through September 30, 2022, with two (2) one-year renewal options remaining, and as amended shall read as follows:

"4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall continue in full force and effect for two (2) years until September 30, 2022, unless sooner terminated by either party in accordance with the terms of the RFP. This

Contract may be renewed for up to two (2) additional one (1) year periods by (i) City, in its sole discretion upon written notice to Contractor at least sixty (60) days prior to the end of the then-current term, or (ii) upon mutual agreement of the parties.”

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties have executed this First Amendment the day and year first above written.

ATTEST:

By James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary



CITY OF JACKSONVILLE

By Lenny Curry
Lenny Curry, Mayor

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order N

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2010-02

In compliance with Section 24.103(e), Ordinance Code, I do certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid. NO PO

[Signature]

Director of Finance
City Contract #71232-21

Form Approved:

James R. McCain, Jr.
Office of General Counsel

WITNESS:

APPLIED BUSINESS SERVICES,
INC. D/B/A SECURITY
COLLECTION AGENCY, INC.

By [Signature]
Signature

Sherie N. Black
Type/Print Name

Director of Operations
Title

By [Signature]
Signature

A.W. Cox
Type/Print Name

PRESIDENT
Title



MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Saralyn Grass, Chief Administrative Officer,
Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,
Kids Hope Alliance (KHA)

SUBJECT: Amendment request for P-06-21 - NLP Logix, LLC., Community Needs
and Gap Analysis Research Project: Amendment 1

DATE: August 15, 2022

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (“KHA”) respectfully requests the following:

- 1) Amend contract #71207-21, NLP Logix, LLC., Community Needs and Gap Analysis Research Project to extend contract to 9/30/2022 and exercise the first renewal option with contract terms of 10/1/2022 – 9/30/2023 and increase total expenditure by \$108,000.00. The revised total expenditure amount not to exceed \$310,125.

Upon approval of the request, the contract will be executed by City of Jacksonville Office of General Counsel.

KHA anticipates funding as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181005	531090	000000	00000000	00000	0000000

Total Funding \$108,000

Cc: Alex Baker, Buyer
Jessica Pitts, Director Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research & Grant

Board of Directors

Dr. Marvin Wells
Chair

Tyra Tutor
Vice Chair & Treasurer

Rose Conry
Secretary

Rebekah Davis

Kevin Gay

Marsha Oliver

Jenny Vipperman

Board Liaisons

Duval County Public Schools

Jacksonville City Council

Jacksonville Sheriff's Office

Public Defender's Office

State Attorney's Office

Executive Staff

Mike Weinstein, J.D.
Chief Executive Officer

Saralyn Grass, Ed.D.
Chief Administrative Officer

Kenneth Darity
Chief Programs Officer

Section 4
Description of Services and Deliverables

4.1 Introduction

Recognizing that the needs of children and youth in Duval County, Florida far exceeds the resources and support systems available, KHA is seeking responses to this RFP from qualified consultants to provide services to conduct a community needs assessment, gap analysis, and develop a final report detailing the assessment findings and recommendations.

The City of Jacksonville provides funding for children's programs through KHA. KHA Board consists of seven members appointed by the Mayor and confirmed by the City Council, five liaisons representing the Sheriff, State Attorney, Public Defender, Duval County Public Schools and a member of the City Council attend all KHA Board meetings. These members bring to KHA an understanding of policies and programs affecting children, knowledge of the diverse and multi-cultural needs of the community and a firm commitment to improving the welfare of children and their families.

Our Vision

Every child and youth will reach their academic, career and civic potential.

Our Mission

To build and ensure access to a continuum of comprehensive and integrated programs, services and activities that addresses the critical needs of children and youth.


KHA funds children's services in each of the five Essential Services categories which are currently defined as follows:

1. **Essential Service Category: Out of School Time**
KHA Funded Program Types: After school programs, summer camp programs, nutrition
Additional Program Types: Case Management, One on One tutoring, and Mental Health Counseling, out of school/therapeutic services
2. **Essential Service Category: Special Needs**
KHA Funded Program Types: Grief Counseling, Trauma Response/Training, Full-Service Schools, Youth Empowerment, art/music therapy, Developmental services, homeless teen services, short term residential crisis care
Additional Program Types: Training to help programs incorporate children with disabilities, OST programs for moderate to severe disabilities
3. **Essential Service Category: Juvenile Justice**
KHA Funded Program Types: Diversion, Prevention, Pre-Trial Services
Additional Program Types: Transitional Services, Educational Resources, Career Development Programming, Expungement, Job Placement Services
4. **Essential Service Category: Early Learning**
KHA Funded Program Types: Program Quality/Workforce Development Grant, School readiness scholarships, Childcare Enhancement Funding, Book club, Staff accreditation, I lead Start
Additional Program Types: curriculum package grants, technology/internet access grants, scholarships for the workforce, health kids for classrooms,
5. **Essential Service Category: Teens and Pre-Teens**

EXHIBIT 'A'

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract as of the Effective Date.

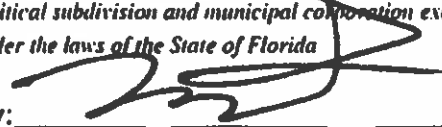
WITNESS:



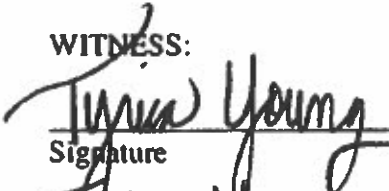
Signature
Cory Armstrong

Print Name

KIDS HOPE ALLIANCE, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida


By: _____
Michael Weinstein, CEO
Date: 8/5/21


WITNESS:



Signature
Tyrica Young

Print Name

NLP LOGIX, LLC, a Florida limited liability company


By: _____
Theodore R. Willich
Title: CEO


Encumbrance and funding information for internal City use:

Account or PO Number:

Amount.....\$202,125.00

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase orders(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the City of Jacksonville *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s).



Director of Finance
City Contract # 71207-21

Form Approve:



Office of General Counsel

KHA Funded Program Types: scholarships, test prep, teen centers, academic support, case management, mentoring, apprenticeships, internships, teen leadership programming, expressive arts, career/college readiness

Additional Program Types: Life skill development, Technical Skill development (teen coding/STEM), soft skills, entrepreneurship

More information about KHA, including its location, services, programs, and affiliations may be found on our website at <http://kidshopealliance.org/>

4.2 Funding Availability

There is not a funding maximum on this solicitation, however KHA reserves the right to negotiate with the chosen applicant based on the proposed cost.

4.3 Deliverables

The following table outlines the minimum requirements for the deliverables listed below (each a "Deliverable").

Deliverable	Associated Research Question
Needs Assessment (includes primary and secondary data analysis)	<ul style="list-style-type: none"> What are the needs of children, youth and families in Duval County, Florida, based on current and historical indicator trends (derived from primary and secondary data sources)? Needs may be categorized as perceived, expressed, absolute, and/or relative; see "What are Community Needs" at https://www.galaxydigital.com/blog/community-needs-assessment/.
Gap Analysis (includes community resource inventory)	<ul style="list-style-type: none"> What gaps exist related to availability and funding for programs and services to support identified needs of Duval County children, youth and their families? How does KHA allocate resources (current and historically) in relationship to the identified needs of children, youth and families in Duval County, Florida? What alternate funding sources (other than KHA and may include sources such as government, corporations, or foundations) exist to support programs and services to meet the needs of Duval County children, youth, and their families? <ul style="list-style-type: none"> What barriers exist that prevent local child and youth-serving organizations from pursuing and/or securing alternate funding sources? How can KHA help build capacity of local child and youth-serving organizations to encourage them to pursue and secure alternate funding sources?
Comprehensive Report Development	<ul style="list-style-type: none"> Based on the data collected, how should KHA be targeting its funding to meet the needs of our community and fill in gaps where other funding sources do not exist? Are there elements of KHA's current funding portfolio that should be changed, if other sources exist to fund them? Are there elements of the essential services plan that should be changed based on the analyzed data?
Recommendations for Results/Report Dissemination	<ul style="list-style-type: none"> How should KHA make the results of this study known to its stakeholders?

Examples of Work to Achieve Deliverables:

EXHIBIT 'A'

Form 1 - Price Sheet

NAME OF CONSULTANT NLP Logix, LLC

Proposal Number P-08-21

SCHEDULE OF PROPOSED PRICES/RATES

1. Total Fee for Services (payable upon completion of project or upon completion of listed deliverables):

\$198,625.00

2. If additional work is requested (beyond deliverables listed below) what are your charges based on hours worked, the hourly direct labor rates (without Fringe Benefits)? (You may or may not have different rates - that is up to you.)

Principal (Partner or Senior Officer): \$ 175 hr.

Project Manager (Responsible Professional): \$ 175 hr.

3. Estimated percentage of total fee to be performed by sub-contractors 22 %

4. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel:

5. Project Costs per Deliverable:
Complete chart on subsequent pages. You may edit or move around information in rows or add rows as needed. Please keep the columns the same.

Exhibit 'B'



KIDS HOPE ALLIANCE

MEMORANDUM

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Tyrica Young, Director Research and Grants
Kids Hope Alliance (KHA)

Deborah Sibley, Primous, Assistant Director Contract Management
Kids Hope Alliance (KHA)

SUBJECT: P-17-22 Security and Privacy Assessment/ Security and Privacy
Framework Development

DATE: August 8, 2022

The Kids Hope Alliance has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide **Security and Privacy Assessment/Security and Privacy Framework Development** resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the KIDS HOPE ALLIANCE enter into a contract with Novus Insight, Inc., to provide Security and Privacy Assessment/Security and Privacy Framework Development that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for one (1) year from date of execution of contract thru September 30, 2023, with four (4) one-year renewals available at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$60,000. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibit A
Exhibit B

Cc: Alex Baker, Buyer
Saralyn Grass, Chief Administrative Officer
Jessica Pitts, Director Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research & Grant

Board of Directors

Dr. Marvin Wells
Chair

Tyra Tutor
Vice Chair & Treasurer

Rose Conry
Secretary

Rebekah Davis

Kevin Gay

Marsha Oliver

Jenny Vipperman

Board Liaisons

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Mike Weinstein, J.D.
Chief Executive Officer

Saralyn Grass, Ed D.
Chief Administrative Officer

Kenneth Darity
Chief Programs Officer

Transformation is a journey that encompasses more than just technology components. It's also about culture, efficiency, capacity building and organizational change, and one of Novus' main areas of focus is helping to guide clients through this process.

- 2. CURRENT WORKLOAD.** *Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. (Maximum 5 points)*

Currently, the Novus Consulting team has approximately 12 ongoing projects of varying size, ranging from just a few hours per month to several hours per week. The workload is divided over three primary Consulting employees, with additional project support provided by up to 10 other Novus employees. Since the Consulting team was formed as its own unit in early 2020, we have always met the delivery expectations of our clients for every project we've done.

- 3. FINANCIAL RESPONSIBILITY.** *Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. (Maximum 5 points)*

Novus began as the IT department of the Connecticut Center for Advanced Technology (CCAT) in 2004. In 2017, Novus was spun-off as a wholly owned subsidiary C corporation of CCAT. In March 2020, Novus became a fully independently owned and operated corporation. Since becoming an independent entity, there has been no change in ownership. In that time, and at present, there have been and there are no pending and/or threatened legal proceedings.

<u>BANK REFERENCE</u>	
Company:	NBT Bank
Address:	52 South Broad Street, Norwich NY
Phone:	860-416-7353
Fax:	
Contact name:	Andreas Kapetanopoulos
Contact email:	AKapetanopoulos@nbt.com

- 4. ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** *Describe your agency/organization's qualifications including experience of key personnel assigned to the project in performing work of a similar nature. Specific past performance related to Security & Privacy Assessment and Framework Development (Maximum 20 points).*

services being sought. Responding to this evaluation criterion necessitates that Contractors include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various “using agencies,” which is defined in the Jacksonville Ordinance Code as “a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Division”; and with any of Buyer’s “Independent Authorities”; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. (Maximum 10 points)

Kids Hope Alliance Juvenile Justice Diversion Program Assessment

Contact -- Dr. Saralyn Grass, (904) 255-4400

In 2020, Novus Insight, as a subcontractor to NLP Logix, conducted a comprehensive data assessment of Jacksonville’s Juvenile Justice Diversion Program. As part of this process, Novus interviewed stakeholders including city agencies, the State Attorney’s Office, and nonprofit agencies participating in the diversion process. The resulting assessment and data map was developed to provide a roadmap for implementing an integrated data system, allowing for relevant data to be shared amongst agencies participating in the diversion program, thereby streamlining the process, and creating a better experience for youth and families. A focal point of the assessment was the data handling practices of the agencies and security protections related to the storage, processing, and transmission of sensitive criminal justice data and mental health information. A series of findings and recommendations related to data security were included within that assessment.

Kids Hope Alliance Juvenile Justice Diversion Program Consulting

Contact -- Dr. Saralyn Grass, (904) 255-4400

In 2021, Novus Insight worked with Kid’s Hope Alliance to assess data handling practices associated with the Juvenile Justice Diversion Program. This comprehensive assessment involved working with nonprofit partner agencies to assess data handling practices and information system risk.

Franklin County Regional Council of Governments Cyber Security Training Program -- Greenfield, Massachusetts

Contact -- Amanda Doster, (413) 774-3167 x120

In 2021, Novus Insight conducted a series of workshops on cybersecurity best practices for municipal government and municipal agencies. These workshops addressed topics that included sensitive data handling, record retention and e-discovery, cyber insurance, third-party vendor management, policies and procedures, privacy regulations including HIPAA, PCI, PHI, PII, FERPA, Massachusetts Data Privacy, and cyber security best practices.

conducted a gap analysis, and then developed a security and privacy roadmap for the district to implement.

Columbia Public Schools Security Assessment and Data Privacy Framework Development -- Columbia, Connecticut

Contact -- Maria Geryk, (860) 228-9493

From 2019- 2022, Novus conducted a data security and privacy assessment with a focus on PII, FERPA, and the Connecticut Student Data Privacy Act. Novus inventoried all systems and processes related to the handling of regulated data, conducted a gap analysis, and developed a security and privacy roadmap for the district to implement.

As part of an ongoing VCISO (Virtual Chief Information Security Officer) program, Novus developed and assisted with the implementation of a data governance structure, provided staff training on data handling procedures and basic cyber security, and developed a 3rd party vendor management program for compliance with the Connecticut Student Data Privacy Act.

Nonprofit Center of Northeast Florida Data Security and Privacy Workshops -- Jacksonville, Florida

Contact -- Rena Coughlin, (904) 425-1182

Since 2016, Novus has developed and delivered multiple data privacy and security capacity building workshops to the Jacksonville nonprofit community on behalf of the Nonprofit Center. Topics have included security and privacy, best practices for nonprofit information system security, and end user security awareness.

Jessie Ball duPont Fund -- Data Security and Privacy Workshops- Jacksonville, Florida

Contact -- Mark Walker, (904) 353-0890

Since 2016, Novus has also developed and delivered data security and privacy workshops to the duPont Fund eligible grantees. These workshops included representatives from the cyber insurance industry, legal field, and technology.

- 6. PROXIMITY TO THE PROJECT.** *Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define, and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local*

Elizabeth Grim Consulting, LLC, a small, emerging, woman-owned business. This partner organization has been an integral contributor on previous engagements with KHA.

- iv. While Novus is committed to minority, women-owned, small and emerging businesses, the utilization of JSEBs is not relevant to the scope and requirements of this project.

8. ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT

REQUIREMENTS. *Please include a detailed timeframe, along with who will be responsible for each step for the proposed project, including each Deliverable identified in Section 4.3 of this RFP. (Maximum 20 points).*

Overview

Purpose of engagement

The purpose of this engagement is to perform a security and privacy assessment on KHA, its systems and processes, and then use that information to assist KHA in developing a data privacy framework that will help to ensure that sensitive personal information of vulnerable and at-risk youth in KHA-managed programs is protected. To that end, Novus proposes the development of a data privacy framework that sets a minimum requirement for secure data handling by all organizations doing business with KHA, and one that also prescribes even higher privacy standards for those organizations handling certain types of “sensitive information,” including, but not limited to personally identifiable information (PII), personal health information (PHI), Criminal Justice Information Services data (CJIS), etc.

Approach

Novus proposes to take a risk-based approach to developing the data privacy framework. The risk-based approach involves conducting a thorough analysis of the risk presented by the current data handling practices, current systems used to store, transmit, and process information, and the governance and implementation of the data security and privacy programs.

This project will be divided into two sections. The first section will be a security and privacy assessment, and the second section will be security and privacy framework development.

SECTION 1 will have three (3) phases:

- I. **Discovery.** This phase will identify confidential data types and catalog and examine the regulations that are related to these data types. Novus will examine data types in use by KHA and by third parties doing business with KHA. The purpose of this phase will be to map data flows and handling practices associated with sensitive data to document how information flows across KHA’s various programs. This discovery will include cataloging and inventorying internal data handling practices and the interface of KHA with various external programs and partner organizations. Part of this phase will also include interviewing key personnel to evaluate individual perceptions about the organization’s current security posture. Novus will also catalog, inventory, and review policies and

- Tier 1 – Any other organizations providing services to or on behalf of KHA that may or may not handle certain data types with certain regulatory requirements. Next, Novus will determine which regulatory frameworks apply to each party (e.g., FERPA, HIPAA, CJIS, etc.).

Deliverable: An inventory of KHA third-party organizations that will be subject to the security and privacy framework.

- II. **Develop security and privacy framework.** Novus will develop a framework that accounts for the secure flow of data between KHA and organizations in each tier described/identified in SECTION 2, Phase I. The framework will take into consideration the requirements of each discovered, applicable regulatory framework. The security and privacy framework that is developed will establish a base-level security and privacy standard that can then be applied to all entities doing business with KHA as a set of requirements to which those entities must adhere. The framework will increase in complexity and requirements based on the tiered system described above.

Deliverable: Draft security and privacy framework.

- III. **Gap analysis.** Novus will work with KHA to choose a representative sample of sixteen (16) organizations based on the four tiers described in SECTION 2, Phase I. After a representative sample is determined, we will perform a gap analysis with each of the sixteen organizations against the security and privacy framework developed in SECTION 2, Phase II. The purpose of this gap analysis will be to assess each organization's current security and privacy practices against those outlined in the framework.

Also, as part of this phase, Novus will survey each of the sixteen organizations to understand the level of effort that will be required for each of them to move from their current state to the new requirements. This data will be used to establish a baseline for a phased implementation of the framework and will also drive a set of minimum immediate requirements vs. long-term requirements.

Deliverable: Gap analysis report outlining potential challenges related to implementing the framework across the tiers of third-party contractors identified in SECTION 2, Phase 1.

- IV. **Framework refinement.** Based on feedback gathered in the previous phase, Novus will refine the requirements tied to the framework writ large and/or to individual levels as necessary. For any refinements that need to be made, Novus will design those changes so that the security and privacy framework is still robust, yet achievable and sustainable for the organizations within the KHA ecosystem.

Deliverable: Final security and privacy framework.

Timeline and Roles/Responsibilities

Phase	Description	Estimated Timeline	Novus Responsible Parties	KHA Responsible Parties
Section I- KHA Security and Privacy Assessment				
1	Kickoff and Discovery	Weeks 1-4	Novus project lead & project manager	KHA executive & department level leadership. KHA technical staff.
2	Gap Analysis	Weeks 5-8	Novus project lead & project manager	No anticipated KHA involvement
3	Plan of Action	Weeks 9-12	Novus project lead & project manager	KHA executive & department level leadership. KHA technical staff.
Section II- Development of Security and Privacy Framework				
1	Inventory and Classification	Weeks 13-14	Novus project lead & project manager	KHA executive & department level leadership. KHA technical staff.
2	Develop Security and Privacy Framework	Weeks 15-17	Novus project lead, project manager, & security/compliance SME	No anticipated KHA involvement
3	Gap Analysis	Weeks 18-21	Novus project lead, Novus project manager, Novus Jacksonville coordinator	KHA executive & department level leadership. External KHA contract organizations
4	Framework Refinement	Weeks 22-24	Novus project lead, Novus project manager	No anticipated KHA involvement
5	Awareness Campaign and Resource Development	Weeks 25-28	Novus project lead, Novus project manager, Novus Jacksonville Coordinator	KHA executive & department level leadership. External KHA contract organizations
6	Rollout and Continuous Improvement	Weeks 29-32	Novus project lead, Novus project manager, Novus Jacksonville Coordinator	KHA executive & department level leadership. External KHA contract organizations

SECTION 2: Required Forms

Required Form 1 – Price Sheet

Form 1 – Price Sheet

NAME OF CONSULTANT Novus Insight, Inc.
P-17-22 Security and Privacy Assessment - Security and Privacy Framework
Proposal Number Development Kids Hope Alliance (KHA)

SCHEDULE OF PROPOSED PRICES/RATES

1. Total Fee for Services (payable upon completion of project or upon completion of listed deliverables):
\$153,121

2. If additional work is requested (beyond deliverables listed below) what are your charges based on hours worked, the hourly direct labor rates (without Fringe Benefits)?
(You may or may not have different rates - that is up to you.)
Principal (Partner or Senior Officer): \$ 205 hr.
Project Manager (Responsible Professional): \$ 175 hr.

3. Estimated percentage of total fee to be performed by sub-contractors NA %

4. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel:
NA

5. Project Costs per Deliverable:
On a separate sheet provide timeline and cost breakdown for each deliverable by Section and Phase.

Required Form 2 – Budget by Deliverables

Section	Phase	Deliverable	Cost
Section 1	1	Data classification summary, asset map of sensitive information, map of key data flows and handling practices, and a summary of regulatory requirements with associated security and privacy requirements.	\$18,860
	2	Data security and privacy framework gap analysis report. Novus will assemble the gaps into a risk register to help inform the plan of action development.	\$18,860
	3	Plan of action and recommendations for remediation.	\$14,145
Section 2	1	An inventory of KHA third-party organizations that will be subject to the security and privacy framework.	\$7,072
	2	Draft security and privacy framework.	\$16,387
	3	Gap analysis report outlining potential challenges related to implementing the framework across the tiers of third-party contractors identified in SECTION 2, Phase 1.	\$28,290
	4	Final security and privacy framework.	\$18,860
	5	Draft communications for informing the network of third-party organizations of the requirements of the framework. Identification of capacity building resources to assist agencies with adopting the framework.	\$11,787
	6	Rollout plan for security and compliance framework. Training materials, quick reference guides, draft communications, and associated resource plans. Requirements for maintaining and supporting the implementation of the framework. Continuous evaluation program requirements.	\$18,860

Required Form 4 – Business References

Jessie Ball duPont Fund
Mark Walker
Knowledge Management & Technology Officer
mwalker@dupontfund.org
(904) 353 0890 x1470
40 East Adams Street
Jacksonville, FL 32202

Capitol Region Council of Governments
Pauline Yoder
Chief Operating Officer, COO
pyoder@crcog.org
(860) 522-2217
241 Main Street
Hartford, CT 06106

Town of Manchester
Steve Stephanou
Deputy General Manager
860-647-3123
sstephanou@manchesterct.gov
41 Center St
Manchester, CT 06040

The Village for Children & Families, Hartford CT
Marty Morrissey
Chief Financial Officer, CFO
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1680 Albany Avenue
Hartford, CT 06105

Oak Hill
Barry Simon
CEO
860-242-2274
barry.simon@oakhillct.org
120 Holcomb Street
Hartford, CT 06112

SECTION 3: Proof of Minimum Requirements

1. Copy of "Active" status with the FL. Dept. of State (www.sunbiz.org)

Novus is in the process of registering their business in Florida with the Florida Department of State. Paperwork and necessary documentation have been submitted for registration and is currently being processed by the state.

2. Copy of previous work that demonstrates product related to training and/ or capacity building projects with nonprofit organizations

See Appendix A.



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

June 2, 2022

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

**Ref: P-17-22 Security and Privacy Assessment/Security and Privacy Framework Development
Kids Hope Alliance**

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, to conclude evaluation of the one (1) firm regarding the above-referenced project.

Recording of the deliberations of the committee meeting are available in the Office of the Chief of the Procurement Division.

It is the consensus of the committee that the one (1) proposal received in response to the Request for Proposal (RFP) was found to be responsive, interested, qualified, and available to perform the required services and that company is:

- 1) Novus Insight, Inc.

If the above meets your approval, please notify the undersigned so that fee and contract negotiations may begin with Novus Insight, Inc., the number one ranked firm.

Respectfully submitted,


Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:



Lenny Curry, Mayor

This 6th day of JUNE, 2022

gil: ah

cc: Council Auditor
James McCann, Jr. OGC
Subcommittee Members

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net



ONE CITY. ONE JACKSONVILLE.

August 17, 2022

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: Steven D. Long, Jr., P.E.
Director of Operations

Jill Enz,
Chief, Natural & Marine Resources

SUBJECT: P-21-19 Professional Engineering Services for Emerald Trail Master Plan Improvements
Pond & Company, Inc. Contract 9092-14/ PO 600665-20-021 Amendment 4

Design phase services are needed to expand the Hogan St. Cycle Track to include the east side of Hogan St. corridor and the Emerald Trail to provide pedestrian improvements. Negotiations with the consultant to provide 100% design for these services has resulted in the attached Scope of Services, Exhibit I and Contract Fee Schedule, Exhibit J. JSEB firms to be utilized to meet the 20% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that Contract 9092-04, originally executed January 6, 2020, between the City and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements be amended to incorporate the attached Scope of Services, Exhibit I and Fee Summary, Exhibit J, to increase the lump sum amount for Design Services by \$73,388.64 to a new limit of \$739,144.23 and to increase the not to exceed limits for: Survey by \$15,000.00 to a new not to exceed limit of \$177,420.50, Geotechnical by \$5,558.00 to a new limit of \$47,033.00 and to add a new not to exceed limit for Lighting in the amount of \$6,000.00, thereby increasing the maximum indebtedness to the city by \$99,946.64 to a new maximum indebtedness to the City in the amount of \$974,709.65. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be as follows:

ACCOUNTS:	TOTAL
00111.153001.531090.000000.00000000.000000.00000000	\$99,946.64

JPP/lw

Attachment: Exhibits I & J
JSEB Participation

cc: Jonathan Page, P.E., Engineering and Construction Management
Lori West, Engineering and Construction Management
Guy Parola, AICP, Operations Manager



1200 Riverplace Blvd., Suite 600
Jacksonville, FL 32207

T: 904.543.0400
www.pondco.com

August 17, 2022

City of Jacksonville
Attn: Robin Smith, Chief of Engineering and Construction Management
214 North Hogan Street
Jacksonville, FL 32202
robinsmith@coj.net

Dear Mr. Smith,

Pond appreciates being considered to provide design phase services to the City of Jacksonville for the East Sidewalk of the Hogan Street Corridor and Emerald Trail. We are proud to be a continued partner and trusted advisor and recognize the value it provides to the city, both residents and visitors alike.

The Scope of Services is described in detail in Exhibit 'I' and work area shown in Exhibit 'J'. It's our understanding that the project consists of the development of the sidewalk between the existing curb and right of way along the Northeast corner of West Bay Street and end at the Southeast corner of West Ashley Street connecting to the Emerald Trail Cycle Track at the Northeast Corner of West Ashley Street.

Pond will provide the services as outlined in the attached Scope of Services which provide further detail and transparency as relates to our means and methods for completing the work.

Fee

We propose a fee of \$99,946.64 to complete the requested services, inclusive of all expenses and direct costs as detailed in Exhibit 'A' and Exhibit 'C'. Pond will invoice the City of Jacksonville monthly on a basis of percent complete.

We appreciate the opportunity to continue working on this exciting project. If you should have any questions, please feel free to contact me at (904) 559-0117.

Sincerely,

A handwritten signature in black ink that reads "David Schmidt". The signature is fluid and cursive, with a horizontal line underneath the name.

David Schmidt, ASLA
Senior Project Manager

Robin Smith,
Chief of Engineering and Construction Management

City Proposal Number: P-21-19
Emerald Trail Design Services
Hogan Street – East Sidewalk Design

Project Purpose and Limits

It is anticipated that the existing sidewalks will continue to provide pedestrian access and will be replaced with new concrete and a brick design that blends contemporary and historic matching the current design efforts on the west side of Hogan Street. The existing curb location will remain, and no drainage structures are anticipated to be moved.

The proposed sidewalk improvements begin on the Northeast corner of West Bay Street and end at the Southeast corner of West Ashley Street connecting to the Emerald Trail Cycle Track at the Northeast Corner of West Ashley Street.

This section will garner much use from bar and restaurant goers so efforts will be made to accommodate these uses with alcoves and dining spaces being provided where available. Additionally, several areas may lend itself to bio-planters providing an additional softness and reprieve from the hardscape vernacular.

The design will be funded by the Downtown Investment Authority (DIA) and shall follow the design standards adopted for the Emerald Trail Master Plan as well as City of Jacksonville (COJ) Standards and Downtown Streetscape Design Guidelines. Florida Department of Transportation (FDOT) standards shall be utilized as applicable. The sidewalk improvements shall conform to American Disability Act (ADA) accessibility and safety requirements for all users.

No right of way acquisition is anticipated within the project limits.

PROJECT ADMINISTRATION

At project execution, the Consultant shall work directly with DIA/COJ staff as the point of contact for all decisions. Groundwork Jacksonville (GWJax) will be included as needed to ensure design intent of the Emerald Trail.

Project Management and Client Communication

The Consultant will submit a Project Management Plan (PMP) and include Consultant Team contact information, Project Budget by Task and associated schedule and milestones for each task.

Project management time and coordination meetings are included in each phase of the project according to the tasks and timeline. We will provide the DIA/COJ Project Managers with the following:

- An updated schedule
- A progress report
- Invoice

Progress Meetings: During the project, the Consultant will facilitate frequent communication with DIA/COJ & GWJax. Monthly meetings (either by phone or in person) will be merged with the current meetings being held on the Phase 2 Emerald Trail project along the west side of Hogan Street. Six monthly meetings remain as of August 1st, 2022 and will be sufficient to receive client feedback to complete this project. The client will be notified if additional meetings are required.

Public Meetings: Public involvement efforts will be combined with Phase 2 Emerald Trail project along the west side of Hogan. Should the Client feel it necessary to hold additional independent public meetings from the west side of Hogan project, additional services will need to be negotiated at that time.

Field Meeting # 1: The Consultant shall arrange for a field visit to walk the corridor with DIA/COJ/GWJax Staff at the beginning of the Preliminary Design phase of the project. Pond will provide a meeting summary and comments to questions after the meeting.

Coordination with Other Agencies: The Consultant shall coordinate project design activities with public agencies; this shall include the Florida Department of Transportation, Downtown Investment Authority, JTA and JEA.

ADDITIONAL PROJECT MANAGEMENT REQUIREMENTS:

1. The Consultant to coordinate design efforts and communicate with City Stormwater Maintenance Division as appropriate throughout the design phase.
2. The Consultant to perform complete QA / QC prior to each submittal.
3. The Consultant shall take notes of all design/review meetings held with the City agencies. These notes shall be transcribed and furnished to the DIA/COJ for concurrence, no later than one week after the date of the meeting.
4. The Consultant shall perform utility coordination as part of the scope of this project.
5. COJ shall be the owner of all final documents.

TASK 1 FIELD SURVEY

Existing topographic survey from the West portion of Hogan to be utilized for the design of the Emerald Trail will be utilized. Should additional survey be needed, one will be coordinated for an additional fee.

SUE Survey:

This Task includes providing selective Subsurface Utilities Engineering (SUE) to locate apparent underground public utilities. The horizontal and vertical location of existing utilities will be designated. Services provided as a limiting amount fee.

Deliverable: AutoCAD files of all survey data, PDF prints of all survey data on title blocks coordinated with the overall project plans package (size to match) and signed and sealed hard copies (2) of the final approved survey.

Upon receipt of the draft survey the Consultant will return to the field and walk the corridor to review the completeness of the survey. Any missing or notably incorrect items will be reported back to the surveyor for inclusion in the final accepted survey.

TASK 2 GEOTECHNICAL INVESTIGATION

This includes the geotechnical investigation of materials and locations to facilitate the installation of structural elements and trail pavement recommendations provided as a limiting amount fee.

Boring Locations - develop a Boring location map

- Up to "4" Borings for trail pavement recommendations.
- Up to "4" borings for special lighting supports, lighting relocation, and signs or structures in plaza area

Soil Classification and Delineate Limits of Unsuitable Material

- Delineate limits of unsuitable material(s) in both horizontal and vertical directions; prepare a plan view of the limits of unsuitable material.

Prepare a Geotechnical report that will provide the designers with soil strength parameters and recommendations for pavement design and any structural elements.

Deliverable

- Final signed and sealed Geotechnical report shall be submitted to Consultant and COJ as a digital PDF file format, and two hard copies.

TASK 3 DESIGN DEVELOPMENT PLANS

- The Consultant will provide the Design Development Plans, 2D rendered and annotated to communicate project intent. The Consultant will present the plan and address questions from the client. Comments will be documented and considered, under advisement.
- One (1) Field Visit to verify plans. DIA/COJ & GWJax project management team are expected to attend to review and confirm design decisions.
- Under the advisement of DIA/COJ/GWJax, the Consultant will incorporate accepted public comment and recommendations and present the preliminary design plan and applicable typical sections to DIA/COJ/GWJax for acceptance prior to advancing to 60% plans and specification development.

The Consultant shall provide Design Development Plans as described below:

- Cover Sheet
- General Notes
- Preliminary Plans at a max 1" =20 ft scale indicating layout of the proposed improvements and diagrammatic location of amenities and/or green spaces/plazas/gathering spaces.
- Preliminary Construction Details (initial details and materials determinations necessary to assess design and budget considerations at this stage – details critical to engineering will be in draft form).
- Typical Sections (existing and preliminary proposed) by city block segments
- Conceptual landscape plans – Tree and hatched shrub and groundcover areas with a conceptual schedule to be refined in next submittal phase.
- Preliminary list of pay items; updated conceptual cost estimate (includes 25% contingency)
- 1 Rendered plan to scale

Deliverable

- The Consultant shall submit Design Development Plans, 2 Sets 24"x36" plus Digital File Scalable to 11"x17" to DIA/COJ for their review and comments.

TASK 5 60% PLANS SUBMITTAL

The Consultant shall advance the Design Development plans based upon client decisions. 60% plans advance the design of the project to a point at which major decisions can be confirmed regarding typical sections and materials to be utilized in the design. Upon completion of 60% drawings, the design is set, details necessary for the advancement of detailed design are in various stages of development, and coordination across disciplines has confirmed constructability of the project. Design changes requested after approval and acceptance of Design Development Plans may impact 60% and 90% design cost and production schedule. Such changes may include addition or deletion of project elements, shifts in alignment that impact ROW/adjacent properties; material changes that require a different approach to engineering or functionality, and other changes that are not in alignment with advancing the approved design direction.

Drainage:

Prepare drainage map and calculate hydrology for stormwater runoff to allow for a spread analysis to be computed for the proposed condition for existing stormwater inlets. A Drainage Design Documentation booklet will be prepared that summarizes all drainage computations. Includes one meeting with COJ staff regarding drainage design elements.

Lighting:

The Consultant shall evaluate pedestrian lighting requirements to determine if / where additional lighting is justified and desirable along the sidewalk improvement area from a safety standpoint. Lighting design will include relocation of existing historic lights (and pull boxes where applicable) toward the curb to provide additional clear sidewalk width as well as installation of additional historic light fixtures where needed to provide adequate pedestrian and cyclist safety. Lighting shall include specialty decorative lights (types and locations to be determined during design)

1. Illuminating the sidewalk in two blocks of the corridor
2. Installed within the median separator in two blocks of the corridor
3. At the plaza locations.

Lighting plans will include locating electrical transformer boxes and electrical panels for the proposed lighting for this project. Lighting for vehicular traffic is outside the scope of the project.

Signalization Design:

Signalization Design Services are not included in this scope as the project will benefit from Emerald Trail design efforts.

TASK 6 90% PLANS SUBMITTAL AND 10 SET PLANS REVIEW SUBMITTAL

Design intent is set and approved by the client team at completion of 60% plans. Development of 90% plans constitutes the advancement of design detailing to the point at which the project is all but complete aside from submitting plans for permit and making final revisions per agency review. Any alignment, materials, and other site-specific design changes requested after approval and acceptance of 60% design will impact the 90% design cost and production schedule. Upon completion of 90% plans all details and interdisciplinary coordination will have been fully completed. A 10 Set Plan review submittal will be included with the 90% Plans.

Plans shall include but not be limited to:

- Cover Sheet
- General Notes sheets(s)
- 90% Plans and profiles at a max 1" = 20-ft scale including dimensions, elevations, final grading, complete utilities coordination, and plan detail finalizing the design intent for amenities and/or green spaces/plazas/gathering spaces.
- 90% Construction details – typical/standard details will be included. Custom details will be completely refined and coordinated with overall design.
- Proposed Typical Sections by segment as needed.
- 90% Drainage Design that includes full design of inlets/piping systems and stormwater management practices (if required), pipe profiles with calculations presented in a pipe chart, gutter spread calculations, and a stormwater management report per jurisdictional requirements and drainage structures details.
- Tree Mitigation Plans including tree impact calculations
- Landscape Plans will include a complete species planting list; will indicate proposed trees, shrubs, and groundcover quantities and spacing.
- Typical and custom Landscape planting details for trees, shrubs, and groundcovers.
- Final Irrigation Plans indicating complete pipe and head layout for all proposed zones, as well as meter locations. Supplemental pump design is excluded.
- Irrigation details coordinated with final irrigation plans.
- Final Lighting Plans indicating the location of all proposed lights and power source.
- Lighting details shall be city standard specification.
- Erosion Control and Pollution Prevention Plan commensurate with local regulations for permissible plans.
- Final update to the quantities
- Final update to the conceptual cost estimate

Deliverable

- The Consultant shall submit 90% plans, 10 Set Review Submittal plus 2 Sets 11"x17" and 10 Sets of 24"x36" and Digital File Scalable to 24"x 36" and 11"x17" to COJ for their review and comments.

TASK 7 100 % CONSTRUCTION DOCUMENTS

The Consultant shall prepare the Final set of Construction Documents, incorporating 90% plan and specification review comments from COJ and other public agencies necessary to permit the plans for construction. The Documents shall be suitable for bidding and construction of the design elements of

the project. The Construction Documents shall include Plans, Bid Item Quantities, Final Design Estimate, Construction Specifications, and a full set of City of Jacksonville Standard Contract Documents. Permit review comments that conflict with previously approved design by the client or previously vetted design with permitting agencies will delay acquiring permit and require additional services for redesign if the request cannot be resolved without changes in design/engineering. Permit review is only to confirm plans follow codes and ordinances.

Deliverable

- The Consultant shall produce a full set of Signed and Sealed Construction Documents which shall be available in electronic as well as hard copy.

TASK 8 PERMITTING

The Consultant shall be responsible for submitting and obtaining regulatory approval for the Construction of this project from all necessary regulatory agencies with jurisdiction over this project. Permitting fees shall be paid by the Owner as an allowance to the designer.

TASK 9 – BID ASSISTANCE

Bid Assistances Services are not included at this time but may be added at the Owner's Request.

TASK 10 – POST DESIGN SERVICES

Post-Design Services are not included at this time but may be added at the Owner's Request.

NOTICE-TO-PROCEED

No work on this project shall be performed until a contract has been executed and a Notice-to-Proceed letter has been issued.

FEE SUMMARY

The Consultant Fee Schedule is included as 'Exhibit C'. All subcontract work to be provided as a limiting amount.

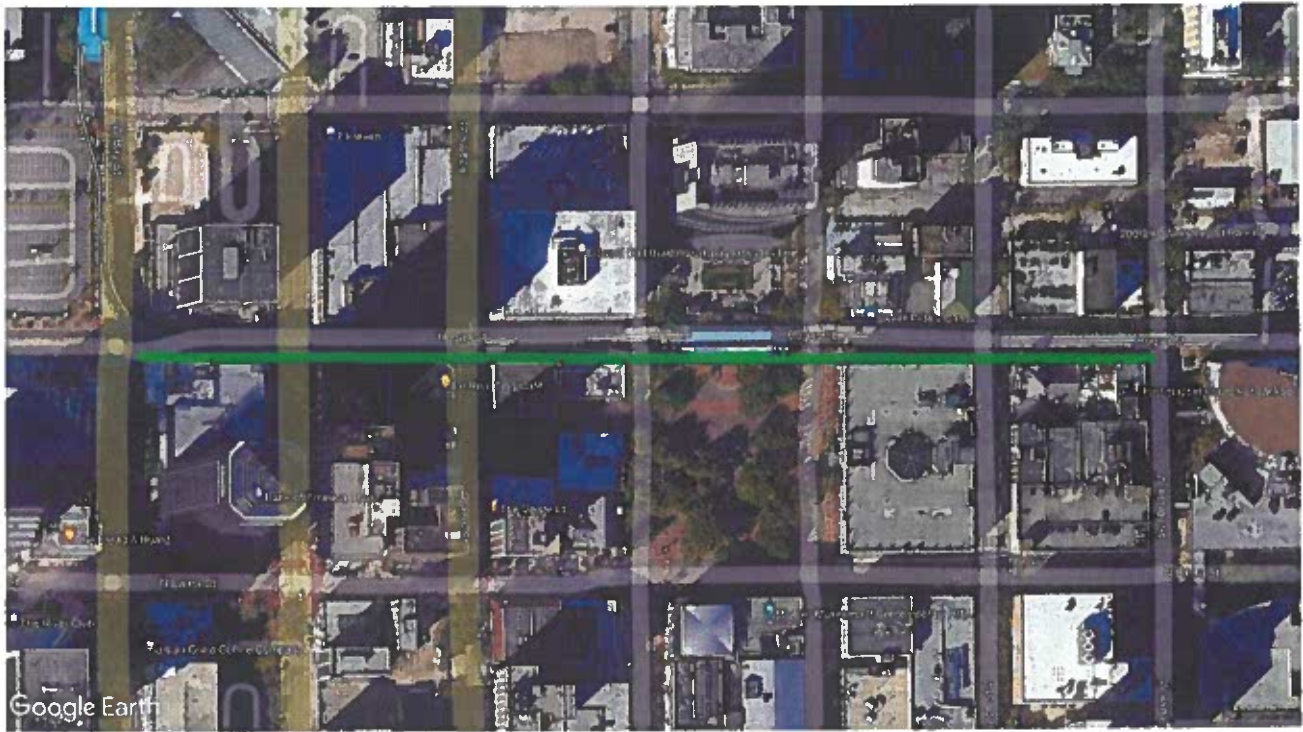
EXCLUSIONS AND ASSUMPTIONS

1. If additional visualizations are required beyond those specifically described in the scope, the Consultant can provide additional enhanced 3D rendering and marketing materials as an additional service if requested.
2. Any Contamination/Environmental Testing for the project will be the responsibility of the City of Jacksonville.
3. Road realignments and operational modifications are excluded from the project.
4. FDOT and COJ standards and specifications will be referenced. For specially detailed and proprietary items, special technical specifications will be provided in the construction documents. No project manual or bid book will be provided.
5. As-Built drawings shall be provided by the Contractor.
6. Environmental certifications including LEED, SITES, and Envision are excluded at this time.

7. While the Consultant will deliver a value-conscious design and seek Client's preference on significant cost-related decisions when options are presented, a detailed value-engineering analysis after plans are complete and a permit is obtained is not included.
8. Services not specifically included in the proposal, or material changes requested after professional services have commenced and/or been approved by the client team, will be considered additional / out of scope services, and will be approved via a contract change order prior to commencement of the additional work.
9. While our team will work to reveal all existing conditions that affect the design and construction of the project, all projects, especially urban projects such as this that cross many properties and distances will reveal unforeseen conditions during construction. Pond cannot be held responsible for unforeseen conditions that were not detected at the time of design.

Exhibit 'B'

General Work Area shown below begin on the Northeast corner of West Bay Street and end at the Southeast corner of West Ashley Street connecting to the Emerald Trail Cycle Track at the Northeast Corner of West Ashley Street.



**CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA**

EXHIBIT J

PART I - GENERAL				
1. Project Emerald Trail Master Plan Improvements		2. Proposal Number P-21-29		
3. Name of Consultant Pond & Company, Inc.		4. Date of Proposal 8/17/2022		
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$98.73	4.00	\$394.92	
Project manager	\$47.00	42.00	\$1,974.00	
Sr. LA	\$54.38	60.00	\$3,262.80	
LA	\$30.28	126.00	\$3,815.28	
Sr. Engineer	\$69.23	71.00	\$4,915.33	
Design Engineer	\$55.00	106.00	\$5,830.00	
Engineering Intern	\$32.06	100.00	\$3,206.00	
Sr. Designer	\$43.46	26.00	\$1,129.96	
Designer	\$25.72	0.00	\$0.00	
Clerical	\$30.84	0.00	\$0.00	
TOTAL DIRECT LABOR		535	Hours	\$24,528.29
6. Overhead (Combined Fringe Benefit & Administrative)			172.00%	\$42,188.66
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$66,716.95
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$6,671.69
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$0.00	
Original Reproducibles			\$0.00	
Reproducibles			\$0.00	
Other			\$0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. SUBCONTRACTS (Reimbursable/Not to Exceed)				
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$73,388.64
11. REIMBURSABLE COSTS (Limiting Amount)				
R.E. Holland/FR Aleman (SUE)			15,000.00	
Meskel & Associates Engineering (Geotechnical)			\$5,558.00	
Haddad Engineering (Lighting)			6,000.00	
SUB-TOTAL REIMBURSABLES				\$26,558.00
PART IV - SUMMARY				
TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$99,946.64
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)				\$874,763.01
AMENDED AMOUNT OF CONTRACT				\$974,709.65

Exhibit 'D'

Jacksonville Small and Emerging Business form shown.

**EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION**

Name of Proposer: Pond and Company
 Project Title: Hogan St. - East Sidewalk Design
 Proposal Number: P-21-19 Total Base Proposal Amount (if applicable): \$99,946.64

*Please list all JSEBs first

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
R.E. Holland	Non-MBE	Survey	\$15,000.00 / 15%
Meskeil & Associates Engineering	Non-MBE	Geotechnical	\$5,558.00 / 5%
Haddad Engineering			

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANTS/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African American Participation Total	\$
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	\$20,558.00 / 20%

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer: David Schmidt Title: Senior Project Manager Date: 8/17/22
 Print Name: David Schmidt





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City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P. E. *John P. Pappas*
Director of Public Works *Robin Smith*

FROM: Robin Smith, P. E., Chief
Engineering and Construction Management Division

Jill Enz, Chief *Jill Enz*
Parks, Natural and Marine Resources

DATE: August 17, 2022

RE: REQUEST FOR PROPOSALS – RFP NO. P-34-22
PROFESSIONAL SERVICES FOR METROPOLITAN PARK DESIGN

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$750,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710, and Jill Enz, Manager, Parks Development and Natural Resources, 255-7941, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time the contract is processed for these services.
12. All firms who have expressed an interest in furnishing Professional Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated April 2022.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division



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City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 630-7521
www.coj.net

MEMORANDUM

August 18, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Tracy Flynn, Chief
Finance and Administration Department/Risk Management Division

Barbara Holton, Workers' Compensation Claims Manager *BH*
Finance and Administration Department/Risk Management Division

Subject: P19-18 Workers' Compensation Managed Care Services, Renewal,
4th Contract Renewal (9926-01)

The current term for the contract 9926-01 with USIS, INC., d/b/a AmeriSys for Workers' Compensation Managed Care Services is from October 1, 2021 to September 30, 2022. Risk Management is exercising the fourth of four one-year renewal options for the period October 1, 2022 to September 30, 2023 with no renewal options remaining. The maximum indebtedness to the City will be a not-to-exceed amount of \$374,750.00 to a new maximum indebtedness of \$1,784,500.00. The FY23 fee for services October 1, 2022 to September 30, 2023, is described in Exhibit "B" in the table "Schedule of Proposed Prices/Rates". All other terms and conditions shall remain the same.

Accordingly, it is requested, that the City Contract No. 9926-01, with USIS, INC., d/b/a AmeriSys for Workers' Compensation Managed Care services (i) be renewed for the term October 1, 2022 to September 30, 2023. The fee for the Services October 1, 2022 to September 30, 2023 as described in Exhibit B, in the table "Schedule of Proposed Prices/Rates". (ii) increase the maximum indebtedness to the City by a not to exceed amount of \$374,750.00 for a new total maximum indebtedness of \$1,784,500.00. All other terms and conditions remain the same.

Thank you for your consideration in this matter.

Attachments:

USIS, INC., d/b/a AmeriSys acknowledgement attached
Exhibit "B" Contract Fee Schedule

PO Box 614002
Orlando, Florida 32861-4002
1-800-752-0886

July 22, 2022

Barbara Holton
Workers' Compensation Claims Manager, CWC, CWL
Risk Management Division
117 W. Duval St., Suite 335
Jacksonville, FL 32202

Re : Agreement for Workers' Compensation Managed Care Services

Dear Ms. Holton:

This is to confirm our agreement to extend the above mentioned contract, in accordance with the extension provisions and amounts outlined Form I Price Sheet in proposal P-19-18 June 27, 2018. Other terms of the agreement remain the same.

This contract extension is for contract period October 1, 2022 through September 30, 2023.

Thank you for allowing us to serve your organization and feel free to contact me should you have any questions.

Respectfully submitted,



John Bledsoe
Executive Vice President
USIS, Inc. dba AmeriSys

Form 1 - Price Sheet

NAME OF CONSULTANT USIS, Inc. dba AmeriSys

Proposal Number P-19-18

Proposed Flat Annual Cost for ALL REQUESTED SERVICES:

Term	Proposed Cost
October 1, 2018 – September 30, 2019	\$339,500.00
October 1, 2019 – September 30, 2020	\$348,000.00
October 1, 2020 – September 30, 2021	\$356,750.00
October 1, 2021 – September 30, 2022	\$365,500.00
October 1, 2022 – September 30, 2023	\$374,750.00

Please outline ALL variable costs which are not included above.
No variable costs.

Please confirm that all services outlined in the Transition Phase are included in above pricing.
All services outlined in the Transition Phase are included in the above pricing.



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City of Jacksonville, Florida


Daryl Joseph, Director


Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-3333
www.coj.net

August 23, 2022

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Will Evans, Human Service Planner III
Social Services Division 

THRU: Johnetta Moore, Chief
Social Services Division 

RE: Review of RFP Submittal(s) for P-30-22 Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adult Inmates within the Duval Correctional System (MATRIX Program).

The Social Services Division received only one (1) proposal for the **MATRIX Program** Request for Proposal (RFP).

Per Section 126.302(f) of the Procurement Code if:

If "PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

The existing contract for the **MATRIX Program** will expire on **September 30, 2022**, and there are no extension provisions in the contract beyond this date.

Considering the foregoing information, the Social Services Division request that the bid received by Procurement be accepted in order to ensure the continued services for the program prior to its expire date of operation.

**Please contact me at 255 - 3328 should you have any questions or need additional information.*



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City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

MEMORANDUM

To: Greg Pease, Chairperson

Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits

Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: P – 26-22 – FSA Administration

Date: August 16, 2022

As a result of fee and contract negotiations with Ameriflex, we recommend that the City enter into a contract with Ameriflex for the City of Jacksonville FSA Administration. Ameriflex has agreed to reduce their rates by 13.5%.

The contract shall begin on January 1, 2023 and end on December 31, 2027.

All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. The maximum indebtedness shall not exceed \$200,000 for the contract period.

Attachment:

Ameriflex update rate form



BAFO
BEST AND FINAL OFFER

PROPOSAL PREPARED FOR
CITY OF JACKSONVILLE, FL

FLEXIBLE SPENDING ACCOUNT / COMMUTER
BENEFITS ADMINISTRATION SERVICES

RFP NO. P-26-22

Due: June 29, 2022, 5:00 PM EST

Form 1 Proposed Price (ONLY)

Submitted To:

Alex Baker
Professional Service Specialist
City of Jacksonville Procurement Div.
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Prepared By:

Michelle Teadt
Vice President, Sales
Ameriflex
MTeadt@myameriflex.com
904-510-5842

BENEFITS MADE EASY.

FORM 1
PROPOSED PRICING AND FEE EXHIBIT

FSA/Commuter Benefits Administration Services

Please illustrate in this section Proposer's fees or charges that you are proposing for the FSA/Commuter Benefits Administration Services RFP. Any additional fees or costs not disclosed in this fee exhibit shall be the responsibility of the proposer.

Failure to disclose full information on rates, fees or additional charges may result in the lowering of Proposer's scoring or disqualification of your proposal.

Please provide two (2) copies of the fee exhibits in the proposal. If Proposer is proposing a multi-year fee guarantee, please show the fee guarantees for 12, 24, 36, 48 or 60 months. (60-month fee guarantee is preferred.)

All proposed fees should be net of commissions.

All proposed fees and charges for the services provided under this RFP must be firm. Contractors must specify any restrictions or limitations on the fees and charges and services quoted. Any limitations or restrictions not disclosed in Contractor's Proposal shall be the responsibility of Contractor.

(Remainder of page intentionally left blank)

FSA/Commuter Benefits Administration Services Fee Exhibit

Please identify fees as annual, monthly, Per Employee Per Month (PEPM), Per Participant Per Month (PMPM), etc.

	# of Participants	Fee	Monthly Total	Annual Total
Health Care Account	1,029	\$2.25	\$2,315.25	\$27,783.00
Dependent Care Account	36	\$0.00	\$0.00	\$0.00
Commuter Benefits Account	17	\$1.00	\$17.00	\$204.00
Initial Plan Setup Fee				
Annual Renewal Fee		WAIVED		
Division Set Up Charge		WAIVED		
Debit Card Fee		\$0.00		
Banking Fee		\$0.00		
Financial Reporting Fee		\$0.00		
Additional Fees:				
- See attached		See attached		
Total Estimated First Year Annual Cost				\$27,987.00
Total Estimated Second Year Annual Cost				\$27,987.00

BAFO Pricing

The above rates are guaranteed for: 6 Years months. (60-month contract preferred.)

I confirm the rates, fees, costs and charges provided on this form have been accurately disclosed, are net of commissions and are guaranteed for the time period stated. I understand that any plan rates, fees, costs or additional charges not disclosed in this Form 1 are not the responsibility of the City of Jacksonville.

Failure to sign this form may result in the lowering of your score or disqualification of your proposal.

Kevin Burgess
Signature of company representative

06/13/2022
Date

NOTE: Ameriflex pricing for FSA and DCA is single participant pricing.

Help us Go Green:

In an effort to help maintain the health of the environment in which we serve our clients, we are waiving printing and processing fees for those that help us reduce our carbon footprint. Please be prepared to make your selection when filling out the New Client Application.

Invoice Receipt Method for Administrative Fees

Sent electronically

No Fees Incurred

Payment Method for Administrative Fees

Payment Received Electronically by ACH Debit

Fee Waived

Payment Received Via Check

Fee Waived

BENEFITS MADE EASY.

 Ameriflex



City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

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MEMORANDUM

To: Greg Pease, Chairperson

Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits

Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: P – 13-22 – Pharmacy Benefit Management Services

Date: August 19, 2022

The subcommittee received four (4) proposals for the Pharmacy Benefit Management Services RFP, one (1) was found to be non-responsive and three (3) were found to be responsive, interested, qualified, and available to provide services required by the Request for Proposal. The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP and the proposals.

Based on the above, the following firms listed alphabetically and ranked, were determined to be the most qualified:

- (2) CVS
- (1) Florida Blue
- (3) Optum

The subcommittee requests to meet with the Professional Services Evaluation Committee at your earliest convenience for the purpose of submitting our recommendation to the Mayor for final selection. Upon his signature, we request permission to immediately conduct fee and contract negotiations.

Attachments: Evaluation Matrix



ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

MEMORANDUM

To: Greg Pease, Chairperson
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: P – 12-22 – Medical ASO Management Services

Date: August 22, 2022

The subcommittee received two (2) proposals for the Medical ASO Management Services RFP and both were found to be responsive, interested, qualified, and available to provide services required by the Request for Proposal. The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP and the proposals.

Based on the above, the following firms listed alphabetically and ranked, were determined to be the most qualified:

- (1) Florida Blue
- (2) Integra

The subcommittee requests to meet with the Professional Services Evaluation Committee at your earliest convenience for the purpose of submitting our recommendation to the Mayor for final selection. Upon his signature, we request permission to immediately conduct fee and contract negotiations.

Attachments: Evaluation Matrix

Evaluation Matrix

PROJECT NO. P-12-22

EVALUATION SCALE

1 _____ 20

QUALIFIED EXTREMELY QUALIFIED PROJECT TITLE: Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being & Chronic Condition Management Services

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	TIME & BUDGET	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
MAXIMUM POINTS	10	10	10	10	5	5	5	15	20	5	95
FLORIDA BLUE	9.50	9.00	9.00	9.50	5.00	5.00	5.00	14.00	18.00	1.00	85.00
INTEGRA	8.00	8.50	8.50	9.00	3.50	2.25	3.75	11.00	17.00	2.50	74.00

FINANCE AND ADMINISTRATION DEPARTMENT

ONE CITY • ONE JACKSONVILLE!

MEMORANDUM

TO: **Greg Pease, Chairman**
Professional Services Evaluation Committee (PSEC)

FROM: **Robin Adams - Manager of Treasury Accounting**
Finance and Administration Department



Paul Barrett, CFA, CIPM, Acting Treasurer
Finance and Administration Department



RE: **P-24-16 Purchasing Card Services, Wells Fargo Bank, N.A. -**
Amendment #1 (1st and Final Contract Extension).

DATE: **August 25, 2022**

The Finance and Administration Dept requests that Contract No. 8789-03, originally executed November 1, 2016, between the City and Wells Fargo Bank for Purchasing Card Services, be amended by (i) exercising the first and final, three-year renewal option with a period of service through October 31, 2024; All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.

cc: Alex Baker, PSEC Specialist

Contract Terms

The City shall award the contract for a period of three (5) years with the option to renew upon mutual agreement of the City and the provider for an additional three (3) years. The City may terminate the contract, in whole or in part, without showing cause upon a (30)-thirty day written notice to the financial institution.

Requirements

In general, the Proposers' P-Card program shall:

- Be widely accepted by vendors commonly used by the City of Jacksonville.
- Not sell, rent, or otherwise distribute cardholder information or spend data without the express written consent of the Program Administrator.
- Describe how each stated task would be accomplished or how each stated capability would be met.
- Not use the name of the City of Jacksonville for promotional material nor reference any endorsement without written consent of the Program Administrator.

Essential characteristics of a successful P-Card program include, but are not limited to, the following:

- The ability to actively manage and control employees' use of P-cards.
- Broad-based vendor acceptance of the P-card program.
- Effective and efficient reconciliation of P-card transactions to the general ledger, whether using the P-card provider's system or a third-party solution.
- Cost-savings as measured in the reduction of resources allocated to processing requisitions, purchase orders, and invoices, as compared to the loss of administering the P-Card program.
- Real time interface into the City of Jacksonville's accounting system (posting and encumbrances).

The card issuer must be able to provide the following reports:

- Monthly activity reports down to the cardholder level, card inventory report, and declined activity report.
- Monthly activity reports by merchant category and individual merchant category.

The program must allow for the following card controls and usage restriction at the department level.

- Cardholder level restrictions
- Department level restrictions
- Corporate level restrictions
- Merchant Category Code/Standard Industry Classification (MCC/SIC) restrictions
- Cash advance and ATM restrictions
- Single transaction dollar limits and monthly limits per period

- Transaction method (over the counter vs. telephone orders)
- Card Tax Exempt Status

The program must allow for the storage of account number information from each cost activity.

The program must provide a customized card with a corporate logo and be designed in such a way so that it will be distinctive and easily recognized as being issued to and used on behalf of the City of Jacksonville and include "Government Tax Exempt".

Without cost to the City, provide a color example of the procurement card for the City as your institution envisions it.

Additional Cards: Requests for additional cards must be fulfilled within ten-business days after receipt of a properly authorized request.

Replacement Card: The provider must be able to fulfill an emergency card replacement request within 48-hours of notification for a lost or stolen card. Neither the City of Jacksonville nor the cardholder will be liable for any charges resulting from unauthorized use after notification of loss, theft, or cancellation.

Maximum Liability for Unauthorized Usage: The maximum liability for any unauthorized use of the card shall be \$0.00. Unauthorized use means a use that did not benefit the City of Jacksonville. The City of Jacksonville nor the cardholder shall be liable for any unauthorized use of the card that occurs after notification of loss, theft or notice of cancellation.

Disputed Items: Disputed items arise as a result of errors in addition, altered amounts, incorrect account number, credit posted as debit, debit posted as credit, incorrect transaction amount, multiple processing, missing signature on over the counter orders, or missing card imprint on over the counter orders. Disputed items will not result in an account being in default.

The Program Administrator for the City of Jacksonville shall determine who receives cards. The successful proposer shall not issue any cards without the approval of the Program Administrator.

Each card will be assigned specific single, monthly, and Department preset purchase spending limits. This limitation may be changed periodically and will become valid after proper notice to the provider. The denial at the point of sale will occur on transactions that exceed any of the stated limits. The City may temporarily lift the spending limit for a particular card(s) with proper notification to the provider.

The provider must have capability for:

- Daily online access to card activity, card maintenance, and card issuance.
- Online and downloadable End of Bill Cycle Reports on transactions.

- 24 Hour service requirements for accepting a verbal request to report a lost or stolen card, or the cancellation of such by the City of Jacksonville. The verbal request will be confirmed in writing.

Misuse and Liability

The cardholder and Program Administrator shall immediately report lost or stolen cards to the successful Proposer. Lost or stolen cards shall be cancelled immediately by the Proposer after notification by the City or by the Program Administrator.

The City shall implement procedures that address misuse of P-cards by employees.

Proposers shall respond to and incorporate the City's liability requirements under the contract formed for procurement card services.

I. Questions

- 1.1 Proposers shall describe the method by which cards are issued and the time frame from the receipt of a card request to the issuance of a new card, and describe the method of receiving card requests and the method of delivering cards. What is the turnaround time for replacing a lost or stolen card?
- 1.2 What is the cost of ordering a card? What is the cost of replacing a lost card? What is the cost of requesting a card outside of normal processing times (emergency orders)?
- 1.3 The program provider must reproduce Lost Charge Slips. What is the charge for reproduction of charge slips? What is the typical turn-around time for providing copies of charge slips?
- 1.4 Can sales tax be blocked from charging to the card within and outside of Florida?
- 1.5 May/should cards include City's tax exempt #? Do cards contain the Bank's customer service 800#?
- 1.6 What is the cost of these design specifications?
- 1.7 Discuss settlement terms:
 - a. How quickly after a transaction has been settled is information available for review?
 - b. What billing cycles are available?
 - c. How will we receive billing statements?
 - d. Procedure for resolution of billing discrepancies?
 - e. What are payment terms from statement date?
 - f. How will we receive electronic information?
 - g. What options are available for making payment (i.e., check, ACH, other)?
- 1.8 Describe the merchant support function. Is a third party alliance established? If so, describe the nature of the alliance.

1.9 Describe the card controls and usage restrictions supported by the issuer's program.

- Company level restrictions
- Cardholder level restrictions
- Department level restrictions
- Merchant Category Code / Standard Industry Classification (MCC/SIC) restrictions
- Dollar limits / transaction limits
- Transaction method (over the counter vs. telephone orders)

1.10 Describe the card management process, average time it takes to perform function and how the function is handled (phone, change form faxed or mailed, email) for the following. Response time as well as the ability to be *decentralized* on certain items listed below will be critical to the evaluation process:

- Applying for a new card
- Modifying a cardholder's profile (must be within minutes)
- Renewal of card
- How to obtain replacement of cards (including emergency situations)
- Minimum and maximum time to process authorization, issuance, and receipt of new card by the City
- Minimum and maximum time to process normal replacement cards
- Minimum and maximum hours to receive emergency replacement cards
- Procedure and conditions for canceling a card
- Removal of invalid cards
- Procedure for reporting lost or stolen cards

1.11 Describe your customer service capabilities for the following:

- Hours of coverage
- Toll-free number access
- Dedicated representative for our account
- Cardholder account management
- Cardholder complaints
- Quality measures for response time

1.12 Detail any and all cost that the City might incur through the use of the cards.

II. CARD MISUSE AND LIABILITY

2.1 Specifically, what is City's liability if an employee unknowingly or knowingly misuses their P-card? What is City's liability for stolen or lost P-cards, and stolen or lost P-cards that are used illegally?

2.2 Is the Program Administrator able to change individual card controls and restrictions on a real-time basis? Are individual cardholders able to access their account and transaction information when authorized by the Program Administrator?

III. CARD ACCEPTANCE

- 3.1 Specifically, Proposers shall describe their P-card's general acceptance in the United States.
- 3.2 Successful Proposer shall have an established program to recruit new businesses when notified by City that a vendor did not accept the P-card. Please describe this program, its methods, and level of success.

IV. DISASTER RECOVERY

- 4.1 Do you have a disaster recovery plan? If so, provide a description of the plan, including the time required to become fully operational after a disaster.

V. FRAUD

- 5.1 Does your program screen transaction activity for fraud patterns? If yes, explain. If no, is this capability planned for future implementation and if yes, when? Provide statistics on fraud associated with your card program. What is your procedure for notifying the City?
- 5.2 What are the liabilities of the company and employees in the event of fraud, abuse or loss of a card? Does the issuer provide fraud insurance? If so, what are the stipulations and fees associated with the insurance?

VI. REPORTS

- 6.1 What reports are available regarding sales and use taxes?
- 6.2 Can your system provide reports regarding minority-owned vendors? How complete is the information in these reports? How often are your reports updated?
- 6.3 For transactions that are reported without separate sales tax, or minority-owned business status detail, how do you suggest we meet our tracking and reporting needs for such information?
- 6.4 What reports are available through reporting packages? Provide samples of available reports.
 - How frequently can reports be generated?
 - Can reports be generated for various levels of our organizational structure? List options for report distribution to managers, functional staff personnel and cardholders.
 - Can reports be generated for various time frames or accounting periods?
 - Is historical information available? If so, how far back is the information available?
 - What are the inquiry reporting capabilities of your reporting package?
 - Can you produce customized reports and statements? If so, are there additional costs for customized report programming?

VII. DISPUTE RESOLUTION

- 7.1 Define the dispute resolution process including time frame and responsibilities the parties involved.
- 7.2 Are disputed items removed from the invoice while under consideration?
- 7.3 Describe the responsibilities of customer service personnel, including the chain of command for problem resolution:
- How are inquiries requiring research handled?
 - Are there established turn-around times for responses? If so, specify. Provide experience on meeting response times.

(End of Section 4 - Remainder of page intentionally left blank)