**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.

**MEMORANDUM**

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

**FROM:** **Gregory Pease, Chief of Procurement**

**DATE:** **November 16, 2020**

**RE:** **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally request services for **Juvenile Justice Prevention and Intervention Programs for Small Providers (Round 2)**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

***CSPEC APPROVAL***

| | |
|---|---|
| Finance Director or designee | Procurement Chief or designee |
| General Counsel or designee | Department/Agency Representative |
| Public Works Director or designee | |

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

**MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement
Procurement Division

**FROM:** Dr. Saralyn Grass, CPO, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance

**SUBJECT:** **Request for Proposals – Juvenile Justice Prevention and Intervention Programming to Small Providers**

**DATE:** November 6, 2020

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The Kids Hope Alliance on behalf of the City of Jacksonville, respectfully requests to advertise Request for Proposals (RFP) for a Juvenile Justice Prevention and Intervention Programs with funding in the amount of $200,000.00. The funding for the programs is in the KHA's Trust Fund will be effective December 1, 2020- July 31, 2021. The RFP was released in August and yielded eighteen responses with thirteen awards with $200,000.00 of funding remaining for the RFP to be advertised again to the remaining eligible providers to apply or reapply.

Successful applicants under this RFP will provide innovative and effective programming that focuses on prevention and intervention services that will utilize evidence-based practices for improving resiliency in youth. KHA has made approximately $200,000.00 available for small organizations to provide effective programming and organizations may apply for up to $25,000 in funding. Funds for these programs will come from the KHA Trust Fund. As required by this Trust Fund, funds provided by KHA under Contracts awarded under this RFP shall not be used for ongoing program costs or fundraising efforts.

This RFP is part of the Small Provider Academy. The academy shall be provided as an investment into the community of Jacksonville and serve the sole purpose of ***building capacity*** among small providers, serving the at-hope children, youth, and families of Jacksonville. This solicitation will only be open to those organizations who completed the academy and did not receive funds in the first round of the RFP solicitation.

Justification

Programs will require competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, in order to make

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

the best decision for the City of Jacksonville, the Kids Hope Alliance requests permission to use the CSPEC evaluation process.

Certification

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

i. For the reasons mentioned above, the GGAC process is impractical since in addition to price, the Contractor must have several other competencies in order to deliver the services.
ii. The objective of the services is to successfully deliver innovative and effective programs to address juvenile justice prevention and intervention programs.
iii. The proposed cost of the program is $200,000.00 for Juvenile Justice Prevention and Intervention Programs.
iv. The proposed services would be an enhancement and not duplicate existing services. This proposal is designed to give the KHA the authority to seek out the best Contractor(s) to continue to provide these services.

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

| Fund | Center | Account | Project | Activity | Interfund | Future |
|---|---|---|---|---|---|---|
| 10904 | 181314 | 549006 | 005643 | 00000000 | 00000 | 0000000 |

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The attached items were reviewed and approved by KHA Board on August 19, 2020. They are:

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

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

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Michael Weinstein, CEO, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
April Hart, Assistant Director, Finance

This will add to juvenile justice prevention programming within the Juvenile Justice Essential Services Category.

**OPTIONS:**

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

**STAFF RECOMMENDATION:**

Staff recommends approval.

## Leslie-Burney, Annette

| | |
|---|---|
| **From:** | Grass, Saralyn |
| **Sent:** | Tuesday, August 4, 2020 9:06 AM |
| **To:** | Verdejo Magras, Wanda |
| **Cc:** | Wilkins, Katoia; Helm, Dae Lynn; Armstrong, Cory; Davis, Julia; Debbie Verges; Leslie-Burney, Annette; Williams, Sharon |
| **Subject:** | RE: RM REVIEW OF KHA Small Provider RFP |
| **Attachments:** | RM REVIEW AND CONCLUDED KHA Small Grants RFP_08032020.docx |

Thank you Wanda. We have made the requested change and will leave the insurance as is. Attached is the updated, final copy.

Sincerely,

**Saralyn Grass, Ed.D.**
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4404 | Cell: (904) 651-5959
www.kidshopealliance.org | @KidsHopeJax

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**From:** Verdejo Magras, Wanda <WVerdejo@coj.net>
**Sent:** Monday, August 3, 2020 11:43 AM
**To:** Grass, Saralyn <SGrass@coj.net>
**Cc:** Wilkins, Katoia <kWilkins@coj.net>; Helm, Dae Lynn <DHelm@coj.net>
**Subject:** RE: RM REVIEW OF KHA Small Provider RFP

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management has concluded and submited the the following changes to the KHA Small Provider RFP unless further notified.

Summary:

- Page 41 Attachment **F Indemnification** there is a minor wording correction

- Page 42-43 Attachment **G Insurance Requirements** are **prerequisites** to the program's contract. The only coverage that **could be** excluded is the **AD&D** with the condition that the program can confirmation clearly through the scope that they will not have any sport or physical activites involed during the duration of the program.

- It is incumbent that all progams or contract with the City of Jacksonville to have the minimum liability coverages like General Liability, Auto Liability & Workers Compensation. The rest of liability coverages are determined by the scope of each progam orcontract.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

*Wanda Verdejo*
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**
Email : *wverdejo@coj.net*

Jacksonville
Where Florida Begins.

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**From:** Grass, Saralyn
**Sent:** Friday, July 31, 2020 4:46 PM
**To:** Verdejo Magras, Wanda; RiskReview
**Cc:** Wilkins, Katoia; Helm, Dae Lynn
**Subject:** KHA Small Provider RFP

Hi Wanda,
Please find KHA's RFP for small providers attached. Under this RFP, small organization can be awarded up to $25,000 to provide direct services to children and youth for juvenile justice prevention and intervention. It is our understanding that due to the award amount (under $65K), insurance may not be required but we are also hesitant about not requiring it as the organizations will be working directly with children.

Nevertheless, since the RFP is only open to small providers that have an overall budget of less than $250K and will not be serving as many children as one of our other larger programs, we would like to see if we can lower the amounts for each type of insurance to save them on costs.

Could you help us by making some recommendations on either removing some items and/or lowering the amounts of some items on the insurance requirements included in Attachment G within?

Thank you so much for your help!

Sincerely,

**Saralyn Grass, Ed.D.**
Chief Programs Officer
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
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