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A NEW DAY

City of Jacksonville, Florida

Donna Deegan, Mayor

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

MEMORANDUM

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

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

DATE: **January 10, 2024**

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

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally request services for **Workforce Development Education and Training Services for Kids Hope Alliance**

As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

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

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

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

CSPEC APPROVAL

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

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

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

Saralyn Grass

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

Rodger Belcher, Chief Strategy Officer,
Kids Hope Alliance (KHA)

SUBJECT: Request for Proposal – Workforce Development Education and Training Services

DATE: December 19, 2023

Kids Hope Alliance, KHA, respectfully requests permission to release a Workforce Development Education and Training Services Request for Proposal, RFP. The Workforce Development Education and Training Services RFP will solicit responses from qualified contractors to provide workforce development education and training services to youth/young adults, and prime-age adults.

The funding of this project will be from the following Accounting Code:

Fund	Center	Account	Project	Activity	Interfund	Future
10906	181001	549006	000000	00000000	00000	00000000

Total Funding **$250,000.00**

Upon approval of this request, the Workforce Development Education and Training Services RFP will adhere to the statues and guidelines as established by the City of Jacksonville Procurement procedures.

If you desire additional information, please contact John Everett at 904-255-4472 or e-mail at jeverett@coj.net

Thank you for your assistance and consideration for this request.

Cc: Olive Wallace-Cohen, Buyer
Jessica Pitts, Director, Finance, Kids Hope Alliance
Joyce Watson, Director, Administration, Contracts, & Purchasing, Kids Hope Alliance
John Everett, Director, Workforce Development, Kids Hope Alliance

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

December 15, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Gregory Grant, EBO/JSEB Administrator SS For Greg GRANT
Karem Baez EBO/JSEB Business Compliance Analyst KB
Jacksonville Small and Emerging Businesses

RE: **Workforce Development Education and Training Services**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: Olive Wallace-Cohen
Gregory Grant

APPROVED
By Kevin at 8:04 am, Dec 11, 2023

Bid #

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

ONE CITY. ONE JACKSONVILLE.

RFP SPECIFICATIONS
FOR
Workforce Development Education and Training Services
KIDS HOPE ALLIANCE

BID NO:
OPEN DATE:
TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST., JACKSONVILLE, FL

MANDATORY PRE-BID CONFERENCE OPTIONS (you only need to attend/complete one):
Register by going to
http://www.kidshopealliance.org/RFP/RFP5.aspx

Virtual:

Recorded:
Available to complete
Recorded version requires successful completion of a quiz.
Please review KHA's website, https://collaboration.net/login/kidshopealliance for recorded information.

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Donna Deegan,
Mayor

Dustin Freeman, Chief
Procurement Division

REQUEST FOR RISK MANAGEMENT SERVICES
SUBMIT ALL REQUESTS TO RISKREVIEW@COJ.NET

TO: The Division of Insurance and Risk Management **Phone: 904-255-5316**
117 W. Duval Street, Suite 335, Jacksonville, FL 32202

CLIENT: Name & Title: KIDS HOPE ALLIANCE

Dept. & Division: KIDS HOPE ALLIANCE
Project Mgr. (if different) TYRICA YOUNG – 904-255-4423

Please give brief description of your request:
Request for Proposal WORKFORCE DEVELOPMENT EDUCATION AND TRAINING SERVICES

A. Please identify the type of request and include the applicable documents:

RFP X **Piggyback** ☐ **Lease/License** ☐ **Contract (Awarded)** ☐ **Special Event** ☐ **Other** ☐
Include a complete and final copy of the document containing the insurance requirements (e.g. RFP or Contract (Piggyback, License, Lease, etc.).

B. Please identify the following, if applicable:
-RFP NAME: WORKFORCE DEVELOPMENT EDUCATION AND TRAINING SERVICES

CONTRACT AWARDEE NAME:
-LEASE PROPERTY ADDRESS:

-OGC ASSIGNED ATTORNEY: Click here to enter text.

-IF APPLICABLE, IDENTIFY ASSOCIATED LEGISLATION BY BILL #: Click here to enter text.

C. Date submitted: 12/08/2023

D. Completion requested by (date):

E. For further discussion, please contact: Risk Management Services 904-255-5316

Please note the following conditions:
*** Reviews must be submitted via inbox at riskreview@coj.net.**
*** Reviews of Certificate of Insurance must be accompanied by the document requiring the insurance.**
*** Reviews of Special Events Permit must include indemnity statement and Certificate of Insurance.**
*** Review time will vary depending on volume and may take up to 15 business days *after* submission of all required documents. Reviews will be completed on a first in/first out basis. *Priority status requires Risk Manager approval.***

(For use by Office of Risk Management – only)

Log Date: Enter Date **Logged By:** ☐ 01 ☐ 02 ☐ 03 **Review Complete Date:** Enter Date. **Reviewed By:** ☐ 01 ☐ 02 ☐ 03
Pending Items/Comments: Click here to enter text.

2014/07 Ed.