PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **November 29, 2016**

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 procure services for **Evening Reporting Center for the Jacksonville Children's Commission.** 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

MEMORANDUM

DATE: **11/9/2016**

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

FROM: **Jon Heymann, Executive Director/CEO**
Jacksonville Children's Commission

Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

Debbie Verges
Program Manager, Jax Journey

Subject: **Certification Letter for the Evening Reporting Center on behalf of the Jax Journey Oversight Committee**

Cc: **Annette L. Burney, Purchasing Analyst, Procurement**
Cynthia Nixon, Director, Finance
Chandra Brown, Contract Manager

The Jacksonville Children's Commission respectfully permission to use the Competitive Sealed Evaluation Committee's process to issue a Request for Proposal (RFP) for the referenced social services.

1. Justification

This RFP must be an evaluation bid due to the complexity of the services provided. The program requires competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement a large scale project, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. Therefore, the selection of providers cannot be made on cost analysis alone.

2. Certification

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

i. For the reasons mentioned above, the GGAC process is impractical due to the fact that in addition to price, the Contractor must have several other competencies in order to deliver the services.

ii. The general purpose of the service is to provide an evening reporting center for referred by the court that 1) score for detention and 2) are not a public safety risk. The center will be located in zip code(s) 32208 or 32209 and will serve youth who reside in zip codes 32202, 32204, 32206, 32208, 32209, 32210, 32211, 32218, 32244, 32254.

iii. The estimated period of time needed for the service or study: This proposal proposes services for one (1) year with an optional two (2) one-year renewals.

iv. The estimated cost of the service or study is $143,242.00. The Commission intends to make one award based on the responses and the evaluation criteria.

v. The proposed services would not duplicate existing services. This is a service that does not currently exist in the community.

3. Proposed RFP

The Commission respectfully submits a proposed RFP with a desired **Scope of Services** (Section 4) and **Minimum Requirements to Bid** (Section 1.4). **The Evaluation Criteria** is contained in Attachment B, and the Commission respectfully reserves the right to interview the top three (3) scorers in order to determine the best value and most qualified Contractor for the City.

For purposes of the preliminary evaluation of this proposal, the JCC CEO will assign Colin Murphy as the CSPEC representative. Rory Diamond, Jax Journey Oversight Committee member and Vicki Waytowich, MS, Criminal Justice, Ed.D, Education Leadership, will score proposals; an additional scorer is to be determined. The Commission will average those scores and make a recommendation to the CSPEC for a final recommendation to the Mayor.

Project Funding Account Number: **JCOD019ERC - $143,242.00**

Request for Proposal
Evening Reporting Center for the Jacksonville Children's Commission

Funding Purpose.

The Jacksonville Children's Commission is issuing a Request for Proposals (RFP) for an Evening Reporting Center on behalf of The Jax Journey Oversight Committee.

The purpose of the Evening Reporting Center (ERC) is to provide youth who: 1) score for Secure detention (or are at-risk of scoring for Secure Detention) and, 2) are not a public safety risk, an option to be supervised in their community while ensuring each youth will attend required court hearings and not commit any new law or technical violations for a period of twenty-one (21) days or until the youth returns to Court. Youth may be on **Intake, Probation, Post-Commitment, Conditional Release** or **Waiting Placement** status.

Term of Agreement.

The initial term of agreement will be January 1, 2017 through December 31, 2017. Buyer will have the option to renew such agreement for up to two (2) additional one (1) year terms upon satisfactory performance by Contractor/Firm. Renewals will be subject to availability of funds and meeting the required program outcomes. The Contract is subject to early termination as set forth elsewhere in this RFP.

Minimum Requirements for Contractors.

Contractor/Firm must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting, a Contractor warrants and represents that it satisfies these requirements. **Failure to meet these requirements and to provide written documentation at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive.**

Contractor must be:

(1) a Florida not-for-profit corporation organized under Chapter 617 of Florida Statutes or a 501 (c) (3) tax-exempt organization registered to do business in the State of Florida; and

(2) have at least two (2) years of delivering intervention services to youth in the juvenile justice system

(3) have a facility located in either the 32208 or 32209 zip codes.

(3) have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the RFP.

November 16, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Evening Reporting Center for JCC**

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

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

If you need additional information I may be reached at (904) 255-8840.

cc: Annette

MR/et

Ezra G. Thomas
Construction Regulation Compliance Officer
Jacksonville Small and Emerging Business
Office: 904-255-8833
EzraT@coj.net

Leslie-Burney, Annette

From: Willis, Ann
Sent: Wednesday, November 16, 2016 3:09 PM
To: Murphy, Colin; Leslie-Burney, Annette; Verges, Deborah; Pease, Gregory; Pearson, Daniel; Bryant Dallas, Sharon; RiskReview; Duckworth, Twane
Subject: Fwd: Evening Reporting Center 10/21/16
Attachments: RFP- Evening Reporting Center.eml; FW RFP- Evening Reporting Center.eml; RISK MANAGEMENT REQUEST FORM - Evening Reporting Center.docx; SECTION 4 - Scope of Services and Deliverables - ERC.DOCX; Procurement MEMORANDUM ERC.DOCX; EXHIBIT F-INDEMNIFICATION AND INSURANCE REQUIREMENTS - FINAL.DOCX; ATTACHMENT E ERC- Submission Checklist.docx; ATTACHMENT B ERC - Evaluation Matrix.docx

All,

Risk Management has reviewed the attached RFP and find that no revisions are needed.

Risk Management has concluded our review unless further assistance is required.

Thank you for your patience!

Ann Willis

Sent from my Verizon 4G LTE smartphone

-------- Original message --------
From: "Verdejo Magras, Wanda" <WVerdejo@coj.net>
Date: 11/16/16 2:47 PM (GMT-05:00)
To: "Willis, Ann" <AnnW@coj.net>
Subject: Evening Reporting Center 10/21/16