PROCUREMENT DIVISION

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 **Aftercare Program Services 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: **11/21/2016**

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 Aftercare Program Services 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 the 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 aftercare services for youth referred by the Department of Juvenile Justice leaving a residential commitment program for aftercare services. The program 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 $41,174.00. The Commission intends to make one award based on the responses and the evaluation criteria.

v. The proposed services would not duplicate existing services. These services would expand services that 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. The CSPEC representative will seek input from subject matter experts and make a recommendation to the committee.

Project Funding Account Number: **JCOD019AC - $41,174.00**

Leslie-Burney, Annette

From: Murphy, Colin
Sent: Friday, October 21, 2016 1:32 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Verges, Deborah; Pease, Gregory; Pearson, Daniel; Bryant Dallas, Sharon
Subject: RFP- Aftercare Program
Attachments: ATTACHMENT B Aftercare - Evaluation Matrix.docx; ATTACHMENT E Aftercare Program-Submission Checklist.docx; EXHIBIT F-INDEMNIFICATION AND INSURANCE REQUIREMENTS - FINAL.docx; Procurement MEMORANDUM Aftercare.docx; SECTION 4 - Scope of Services and Deliverables - Aftercare Programming.docx; RISK MANAGEMENT REQUEST FORM - Aftercare Programming.docx

Annette/Risk

Here is a proposed RFP with the following attached:

1) Scope of Services (Section 4)
2) Attachment B – Evaluation Matrix
3) Attachment E – Submission checklist
4) Exhibit F- Indemnification and Insurance Requirements – NOTE: These requirement have already been approved by risk for all JCC contracts.
5) Sections 1.3 and 1.4.

I have filled out the Risk Review request form and will follow up if I have not received any feedback by 11/4.

1.3 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.

1.4 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.

Colin Murphy
Senior Director of Operations
Jacksonville Children's Commission

1095 A. Philip Randolph Blvd.
Jacksonville, Fl. 32206
cmurphy@coj.net,
P: (904) 630.1305

Jacksonville Children's Commission @ Join our e-mail list!

ONE CITY ★ ONE JACKSONVILLE!

Leslie-Burney, Annette

From: Thomas, Ezra
Sent: Wednesday, November 16, 2016 10:12 AM
To: Leslie-Burney, Annette
Subject: Aftercare Programming for JCC

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: **Aftercare Programming 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 3:07 PM
To: Murphy, Colin; Leslie-Burney, Annette; Verges, Deborah; Pease, Gregory; Pearson, Daniel; Bryant Dallas, Sharon; RiskReview; Duckworth, Twane
Subject: Fwd: Aftercare Program 10/21/16
Attachments: RFP- Aftercare Program.eml; FW RFP- Aftercare Program.eml; RISK MANAGEMENT REQUEST FORM - Aftercare Programming.docx; SECTION 4 - Scope of Services and Deliverables - Aftercare Programming.docx; Procurement MEMORANDUM Aftercare.docx; EXHIBIT F-INDEMNIFICATION AND INSURANCE REQUIREMENTS - FINAL.DOCX; ATTACHMENT E Aftercare Program- Submission Checklist.docx; ATTACHMENT B Aftercare - 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 assis Yancey is required.

Thank you for you patience!

Ann Willis

Sent from my Verizon 4G LTE smartphone

-------- Original message --------
From: "Verdejo Magras, Wanda" <WVerdejo@coj.net>
Date: 11/16/16 2:46 PM (GMT-05:00)
To: "Willis, Ann" <AnnW@coj.net>
Subject: Aftercare Program 10/21/16