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: **January 11, 2021**

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 **Mayor's Youth at Work Partnership (MYAWP) Program.** 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 Division

FROM: Michael Weinstein, Chief Operating Officer
Kids Hope Alliance (KHA)

CC: Saralyn Grass, Chief Programs Officer
Joyce Watson, Director of Administration
John Everett, Director of Pre-Teen|Teen Programs

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee
Mayors Youth at Work Request for Proposals

Index Code: JCOD191ESPTP

DATE: December 3, 2020

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Mayor's Youth at Work Request for Proposals.

Justification

This program requires competence in program implementation, the capacity to be able to deliver the services, the financial ability to implement the project, access to and the ability to recruit the target population, the ability to manage and supervise staff, and an ability to work collaboratively with community partners. As such, in order to make 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 due to the fact that 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 implement a program for youth age 16-21 designed to remove barriers to post-secondary success and provide them with the practical skills and opportunities (internships) necessary to enter the workforce, college and/or technical program(s).
iii. The proposed cost of the program is $1.1M for MYAWP programming (500k) and youth salaries (600k).
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 provide these services.

For purposes of the preliminary evaluation of this proposal, the KHA CEO will assign John Everett as the CSPEC representative.

A scoring team of subject matter experts will review the Responses to ensure the most qualified contractors are selected.

Recommendations for awards will be made at the agency level, based on the totals of the scoring from Evaluation Matrix.

The KHA is in the process of selecting reviewers and respectfully asks to be able to submit a list of reviewers at a later date, but prior to making its recommendation to CSPEC.

Proposed RFP

The KHA 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.

Attachment(s):

Cc: Annette Burney, Purchase Analyst

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

January 7, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Mayor's Youth at Work**

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) 255-8833.

Cc: Annette Burney
Dinah Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

Leslie-Burney, Annette

From: Everett, John
Sent: Monday, January 4, 2021 10:45 AM
To: Leslie-Burney, Annette
Subject: FW: Mayor's Youth at Work Partnership (MYAWP) RFP insurance requirements review request
Attachments: INS. REQ FOR Mayor's Youth at Work Partnership (MYAWP).pdf; CONTRACT FOR Mayor's Youth at Work Partnership (MYAWP).docx; CONTRACT FOR Mayor's Youth at Work Partnership (MYAWP).pdf; 12-9-20 KHA UPDATE TEMPLATE INDEM. INS. REQ & Provisions..docx

Good morning, please see attached and let me know if you need anything else. Do you still have the CPSEC memo I sent previously? The only thing I need is the updated timeline for the release, pre-bid etc. following the January 14th CSPEC.

John Everett
Director, Pre-Teen|Teen Programs
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
1095 A. Philip Randolph Blvd. | Jacksonville, FL 32206
Tel: (904) 255-4472 | Cell: (904) 383-0439
Fax: (904) 255-4500 |
www.kidshopealliance.org | @KidsHopeJax

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From: Verdejo Magras, Wanda <WVerdejo@coj.net> **On Behalf Of** RiskReview
Sent: Thursday, December 10, 2020 1:10 PM
To: Everett, John <JEverett@coj.net>
Subject: RE: Mayor's Youth at Work Partnership (MYAWP) RFP insurance requirements review request

Greetings,

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

Risk Management reviewed and **applied** the Indemnification & Insurance Requirements for MAYOR'S YOUTH AT WORK PARTNERSHIP (MYAWP) PROGRAM

This will conclude Risk Management review.

p.s. I attach the updated template of insurance requirements for KHA contracts but note that AD&D & PROFESSIONAL if applied to the scope of the contract. please share with KHA staff that deals with contracts.

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
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
Cell : 904-234-1578

Email : wverdejo@coj.net & riskreview@coj.net

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From: Everett, John
Sent: Monday, December 07, 2020 12:24 PM
To: Verdejo Magras, Wanda
Subject: Mayor's Youth at Work Partnership (MYAWP) RFP insurance requirements review request

I know right, we've been busy over here ☺

See attached and let me know if you need anything else. Thanks!

John Everett
Director, Pre-Teen|Teen Programs
City of Jacksonville | Kids Hope Alliance
The Jacksonville Partnership for Children, Youth & Families
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From: Verdejo Magras, Wanda <WVerdejo@coj.net>
Sent: Monday, December 7, 2020 12:12 PM
To: Everett, John <JEverett@coj.net>
Subject: RE: RFP insurance requirements

Greetings,

Hi, its been a long time ☺

Send to me with the scope of the contract .

Please label all emails correspondence :Subject-

Any further questions please feel free to contact me.

Cordially,

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
Cell : 904-234-1578

Email : wverdejo@coj.net & riskreview@coj.net

Jacksonville
Where Florida Begins.

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From: Everett, John
Sent: Monday, December 07, 2020 12:01 PM
To: Verdejo Magras, Wanda
Subject: RFP insurance requirements

Good afternoon Wanda,

We have an RFP to be released soon and I was informed the insurance requirements section needed to be reviewed by Risk. Should I send the RFP to you or Itzel?

John Everett
Director, Pre-Teen|Teen Programs
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