NEIGHBORHOODS
HOUSING & COMMUNITY DEVELOPMENT DIVISION

MEMORANDUM

DATE: December 8, 2016

TO: Greg Pease, Chief
Professional Services Evaluation Committee

THRU: Diana Seydlorsky, Chief
Housing & Community Development Division

FROM: Caleena Shirley, Housing Property Administrator
Housing & Community Development Division

SUBJECT: REQUEST FOR PROPOSAL RELATED TO FORECLOSEURE PROPERTY REGISTRY – FORECLOSURE INTERVENTION PROGRAM

P-18-17

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services:

   Implement and manage a foreclosure intervention program for the purpose of assisting homeowners whose mortgage is in a state of pre-foreclosure or foreclosure. The program will utilize a Certified Housing Counseling agency/professional experienced in the areas of mortgage intervention, mediation, modification and refinancing.

3. The estimated period of time needed for the service or study: 1-2 yrs

4. The estimated cost of the service or study: N/A

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

Not a duplication of existing services

6. List of current contracts or prior services or studies which are related to the proposed study or service.

P-38-15

7. A statement as to why the service/study cannot be done by department or agency staff:

Division does not have personnel with the specialized mortgage industry training needed to facilitate program.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

Diana Seydlorsky, Caleena Shirley

9. A project funding account number: ERCD1N1FR, Sub-object - O8304

10. The **names** and **email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

Community Homeownership Center, Inc
1284 W. 20th Street
Jacksonville, FL 32209
904-355-2837 Phone
904-355-2842 Fax
www.chchome.org

Jacksonville Area Legal Aide
126 W Adams St. #101
Jacksonville, FL 3202
904-356-8371 Phone
www.jaxlegalaid.org

Family Foundations
40 E Adams St. #320
Jacksonville, FL 32202
904-396-4846 Phone
www.familyfoundations.org

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013

(See: http://inside.coj.net/op/pr/default.aspx)

Subcommittee Member Signature — TITLE

Subcommittee Member Signature — TITLE

Attachments