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** GP

DATE: **January 22, 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 procure services for **JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID.** 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	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

January 21 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
Gretchen Williams, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: Jacksonville Jazz Festival Website Design, Implementation and Management-REBID GW

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-10%
- ☐ Set-A-Side 100%

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: Ruben Ola
Dinah Coleman Mason

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

City of Jacksonville, Florida

Daryl T. Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

December 15, 2020

TO: Greg Pease, Chief
Procurement Division

FROM: Daryl T. Joseph
Director, Parks, Recreation & Community Services

Subject: Jacksonville Jazz Festival Website Design, Implementation and Management Services Request for Proposal

The Parks, Recreation and Community Service Department; Sports and Entertainment Division respectfully requests the Procurement Division proceed with issuance of a Request for Proposal (RFP) for the **Jacksonville Jazz Festival Website Design, Implementation and Management Services.**

The term of this agreement commences on the date of award through September 30, 2021, with four (4) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

Agency is requesting this bid be open to all businesses due to previous BID posting for JSEB resulting in a single bidder.

The estimated cost for this project is $65,500.

Funding Source: 00113.33101.549040.000000.00001333 and/or 10302.133101.549006.000000.00000000

JM

Attachments: Bid Specification

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Claire Stine, Parks, Recreation and Community Services Department
Jennifer Malice, Sports & Entertainment Division

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, January 14, 2021 9:25 AM
To:	Ola, Ruben
Cc:	Malice, Jennifer; Fine, Brent; Hartwich, April; Freeman, Dustin
Subject:	RE: Risk Management Review: RFP for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID
Attachments:	REVIEWED AND UPDATED THE Jax Jazz Festival Website Design, Implementation & Managment re-bid.pdf; REVIEWED AND UPDATED THE Jax Jazz Festival Website Design, Implementation & Managment re-bid.docx

Greetings,

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

I wish to thank you for submitting the 1st bid using the updated template insurance requirements. My review of this Bid was less time-consuming. THANK YOU:-)

With that said, please note the two small addition that I applied to the Design bid.

- On the Cyber Lia. – I added as one of the bullet point "Multi Media Liability".
- Added Design Professional Liability coverages

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : 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