ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

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

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

DATE: **April 12, 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 **School-Based Afterschool and Summer Programs.** 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: Mike Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

CC: Dr. Saralyn Grass, Chief Administrative Officer
Joyce Watson, Director of Contract Administration
Kenneth Darity, Chief Program Officer

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for **School-based Afterschool and Summer Programs** Request for Proposals

Fund	Center	Account	Project *	Activity	Interfund	Future	Indexcode	Subobject
10901	181001	582001	000000	00000455	00000	0000000	JCOD191ESOS	08201
10901	181001	582001	000000	00000455	00000	0000000	JCOD191SUM	08201

DATE: March 19, 2021

Kids Hope Alliance (KHA) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for School-based Afterschool and Summer Programs Request for Proposals.

Justification

These programs require 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 afterschool and summer programs that offer high-quality services, and activities designed to support children and youth during out-of-school hours.
iii. The initial term of agreement will be for one year with the option to renew for one (1) additional one (1) year term.

iv. There is no funding maximum for this RFP, however, an agency's proposal must match the number of students as indicated on the school list in Attachment J.

v. The proposed services would 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 Kenneth Darity 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 results from the 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 A.

Attachment(s): School-based Afterschool and Summer Programming RFP Sections: 1.4, 4 and Attachment A

Cc: Annette Burney, Purchase Analyst

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

April 6, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
Sandy Simpson, EBO/JSEB Compliance Officer SS
Jacksonville Small and Emerging Businesses

RE: **School Based Afterschool & Summer Programming**

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) 255-8167.

Cc: Annette Burney
Dinah Coleman Mason

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From: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Tuesday, April 06, 2021 7:35 AM
To: Leslie-Burney, Annette
Cc: Darity, Kenneth
Subject: RE: School-Based Afterschool and Summer Programs - RFP

Greetings,

I received your request and it's in line for review. As soon as I get the conclusion of the review it will be forward to you.

MESSAGE: I am having a high volume of incoming emails for review; nevertheless, I will do my best to expedite your request.

Please label all emails correspondence: Subject- School-Based Afterschool and Summer Programs - RFP

NOTE: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

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

Leslie-Burney, Annette

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, April 8, 2021 8:29 AM
To:	Leslie-Burney, Annette
Cc:	Darity, Kenneth
Subject:	CONCLUDED REVIEW FOR School-Based Afterschool and Summer Programs - RFP
Attachments:	Risk reviewed & REDLINED School-Based_AfterSchool__Summer_RFP_Final TF.docx

Greetings,

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for School-Based Afterschool and Summer Programs

Summary: I have the following question on this agreement.....
I agreed to the Indemnification on Attachment F page 59 but ,why is there another Indemnification on page 82 Attachment O?

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
New Cell : 904-489-5495

Jacksonville, FL 32202-3381
Phone : 904-255-5314
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From: Leslie-Burney, Annette
Sent: Monday, April 05, 2021 3:19 PM
To: RiskReview; Verdejo Magras, Wanda
Cc: Darity, Kenneth
Subject: School-Based Afterschool and Summer Programs - RFP

Wanda, please find the attached RFP for review of the insurance and indemnification requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

CITY OF JACKSONVILLE

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