SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to decrease the award with Clara White Mission in the amount of $81,113.00 due to contractor's inability to fully provide the requested services, increase the award with Prisoners of Christ in the amount of $40,000.00 and increase the award to Operation New Hope, Inc. by $71,726.00. Total revised estimated annual expenditure in the amount of $334,131.00, for a not to exceed amount of $1,002,731.00.

Clara White Mission, Inc. – decrease by $81,113.00 to $33,887.00, not to exceed $180,816.00
Prisoners of Christ – increase by $40,000.00 to $355,000.00 not to exceed $498,722.00
Operation New Hope, Inc. – increase by $71,726.00 to $209,927.00 not to exceed $323,193.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo and Previous Awards

ANALYST _____ for ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

CITY OF JACKSONVILLE

Administration & Finance Department
Office of Grant and Contract Compliance

May 15, 2017

MEMORANDUM

TO: Greg Pease, Chief of Procurement Division

THRU: Damian Cook, Grant Administrator
Office of Grants & Contract Compliance

FROM: John Snyder, Human Services Planner III
Office of Grants & Contract Compliance

RE: **CSPEC Ex-Offender RFP-ESC-0345-16 Revised Award**

The Office of Grants and Compliance is requesting to reduce the award to Clara White Mission and increase the awards Prisoners of Christ and Operation New Hope. Clara White has indicated that they will not be able to expend $81,113 of their award for FY 2017 leaving $33,887 in their current contract.

The Office of Grants and Compliance is requesting to decrease the current award to Clara White Mission by $81,113, with a new not to exceed of $88,058.00.

Increase the award to Prisoners of Christ by $40,000 with a new not to exceed of $455,880.00.

Increase the award to Operation New Hope by $41,113 from above Clara White award and increase by an additional $30,613.00 available balance in the program, for a total increase of $71,726.00, with a new not to exceed of $209,927.00

Please find attached e-mails from Clara White Mission, Prisoners of Christ, and Operation New Hope. All funding comes from account RPBH019EP.

Thank you for considering our request. Please contact me at 255-8202 if additional information is required.

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease the award to Clara White Mission, Inc., in the amount of $83,640.00, and Prisoners of Christ in the amount of $42,842.00 for a total decrease amount of $126,482.00. Total revised estimated annual expenditure in the amount of $303,518.00, for a not to exceed expenditure amount of $971,719.00.

Clara White Mission, Inc. – decrease by $83,640.00, from $115,000.00 to $31,360.00, not to exceed $178,289.00
Prisoners of Christ – decrease by $42,842.00, from $315,000.00 to $272,158.00, not to exceed $415,880.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo and Previous Awards

ANALYST ANNETTE BURNEY

RESPECTFULLY SUBMITTED **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 12/22/16

OTHER

ACTION OF AWARDING AUTHORITY DATE 12/22/16

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease the award to The Women's Center of Jacksonville, Inc. in the amount of $55,000.00.
The vendor has decided not to continue with the contract for this service. Total revised estimated annual expenditure in the amount of $430,000.00, for a not to exceed expenditure amount of $1,098,201.00.

Clara White Mission, Inc. - $115,000.00, not to exceed $261,929.00
Prisoners of Christ - $315,000.00, not to exceed $458,722.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo, Renewal Letters and Previous Awards

ANALYST ANNETTE BURNEY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/20/16

OTHER

ACTION OF AWARDING AUTHORITY DATE 10/20/16

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Purchasing Officer
Duty

2015 05

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to include additions to the specifications as outlined in the attached agency memo.

Recommend approval to utilize the first of two (2) renewal options with the agencies listed below, with the exception of Operation New Hope Inc., for the Jacksonville Journey Ex-Offender Employment Program. Period of service is from October 1, 2016 through September 30, 2017. Total revised estimated annual expenditure in the amount of $485,000.00, for a not to exceed expenditure amount of $1,153,201.00.

Clara White Mission, Inc. - $115,000.00, not to exceed $261,929.00
Prisoners of Christ - $315,000.00, not to exceed $456,722.00
Women's Center of Jacksonville, Inc. - $55,000.00, not to exceed $181,083.00
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment #2 through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo, Renewal Letters and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST _____ ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/8/16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 9/08/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mouse
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend contract No.10173 to Prisoners of Christ to increase the funding for the Ex-Offender Employment Program as a result of receiving additional funding by City Council via Ordinance 2016-176-E. Total estimated increase not to exceed $50,000.00 for a total revised expenditure for Prisoners of Christ not to exceed $143,722.00. The total expenditure not to exceed $669,201.00.

Funding Sources: RPBH019EP-08201
To be executed by formal contract amendment #1 through the Office of General Counsel.

Attachments: Recommendation Memo; Budget Transfer; Copy of Contract; Previous Award

ANALYST _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAMIAN COOK, GRANTS ADMINISTRATOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 6-16-16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/18/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____ Sam E. Mousa, Chief Administrative Officer For: Mayor Lenny Curry Under Authority of Executive Order No. 2015-05

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-16

OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 NUMBER OF BIDS RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject DEW Ministries for being non-responsive, specifically for not meeting all the minimum requirements as stated in their rejection letter.

Recommend approval to award to the following agencies for the Jacksonville Journey Ex-Offender Employment Program: Prisoners of Christ, Inc. in the amount of $93,722.00; Women's Center of Jacksonville, Inc. in the amount of $126,083.00; Clara White Mission, Inc. in the amount of $146,929.00; and Operation New Hope, Inc. in the amount of $251,467.00. Period of service from date of award through September 30, 2016 with two (2), one (1) year renewal options. The total estimated expenditure not to exceed $618,201.00.

Funding Sources: RPBH019EP-08201 - $352,633.00
RPBH019TRP-08201 - $265,568.00
To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo; Tabulation Sheet; Section 4; Evaluation Matrix; Rejection Letter

ANALYST _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAMIAN COOK, GRANTS ADMINISTRATOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 12/10/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 12/10/15

APPROVED ✓ DISAPPROVED: _____

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-1

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Approved request to decrease the awarded amounts to Clara White Mission by $83,640.00 and Prisoners of Christ by $42,842.00 was requested in error. These funds were encumbered by the agency to be paid to the contractors.

Recommend approval to correct the annual expenditure amount to Clara White Mission back to $115,000.00 with a not to exceed amount of $261,929.00, and Prisoners of Christ back to $315,000.00, with a not to exceed amount of $458,722.00, for a total not to exceed expenditure amount of $1,098,201.00.

Recommend approval to decrease the award with Clara White Mission in the amount of $81,113.00 due to contractor's inability to fully provide the requested services, and increase the award with Prisoners of Christ in the amount of $40,000.00. Total revised estimated annual expenditure in the amount of $388,887.00, for a not to exceed amount of $1,057,088.00.

Clara White Mission, Inc. – decrease by $81,113.00 to $33,887.00, not to exceed $180,816.00
Prisoners of Christ – increase by $40,000.00 to $355,000.00 not to exceed $498,722.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo and Previous Awards

ANALYST _____ RESPECTFULLY SUBMITTED _____
ANNETTE BURNEY **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS

MEMBERS APPROVING_____ MEMBERS DISAPPR Check w/ _____
John Synder _____
on changes

Discard

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

CITY OF JACKSONVILLE

Administration & Finance Department
Office of Grant and Contract Compliance

May 9, 2017

MEMORANDUM

TO: Greg Pease, Chief of Procurement Division

THRU: Damian Cook, Grant Administrator
Office of Grants & Contract Compliance

FROM: John Snyder, Human Services Planner III
Office of Grants & Contract Compliance

RE: CSPEC Ex-Offender RFP-ESC-0345-16 Revised Award

The Office of Grants and Compliance would like to clarify award dated 12/22/2016. Then reduce the award amount and the maximum indebtedness to Clara White Mission in award ESC-0345-16. On December 22, 2016, Clara White Mission's award was reduced by $83,640. These funds should not have been reduced from their award but encumbered with the awarded amount of $31,360 for a FY 17 contracted amount of $115,000. Additionally, Prisoners of Christ (POC) award was reduced by $42,842. These funds needed to be encumbered with the awarded amount of $272,158 for a FY contracted amount of $315,000.

The Office of Grants and Compliance would like to reduce Clara White's Maximum Indebtedness from $178,289 to $97,179. This office requests approval to award the additional dollars to Prisoners of Christ ($40,000) and Operation New Hope (ONH) from ESC-0266-17 ($41,113). Additionally, the office would like to use the remaining balance in account RPBH019EP-08201 ($30,613) to add to ONH award for a total increase to ONH of $71,726.

RFP #	Agency	Original Award	Awarded Maximum Indebtedness	Amended Award	Revised FY 17 Award	New Awarded Maximum Indebtedness	Accounting Maximum Indebtedness
ESC-0345-16	Clara White Mission	$115,000	$261,929	($81,113)	$33,887	$180,816	$97,176
ESC-0345-16	Prisoners of Christ	$315,000	$458,722	$40,000	$355,000	$498,722	$455,880
ESC-0266-17	Operation New Hope	$138,201	$138,201	$71,726	$209,927	$209,927	$209,927

Please find attached e-mails from Clara White Mission, Prisoners of Christ, and Operation New Hope. All funding comes from account RPBH019EP.

Thank you for considering our request. Please contact me at 255-8202 additional information is required.

Vendors - ESC-0345-16	Award 12/10/15	Increase 6/16/16	1st Renewal	Decrease 10/20/16	Decrease 12/22/16	Decrease pending	Revised 1st Renewal	New Vendor Total
CLARA WHITE MISSION	**$ 146,929.00**		**$ 115,000.00**			**$ (81,113.00)**	**$ 33,887.00**	**$ 180,816.00**
PRISONERS OF CHRIST	**$ 93,722.00**	**$ 50,000.00**	**$ 315,000.00**			**$ 40,000.00**	**$ 355,000.00**	**$ 498,722.00**
THE WOMEN'S CENTER	$ 126,083.00		$ 55,000.00	$ (55,000.00)			$ -	$ 126,083.00
OPERATION NEW HOPE	$ 251,467.00						$ -	$ 251,467.00
			$ 485,000.00	$ (55,000.00)	$ -	$ (41,113.00)	$ 388,887.00	$ 1,057,088.00
NTE	$ 618,201.00	$ 668,201.00	$ 1,153,201.00	$ 1,098,201.00	$ 1,098,201.00	$ 1,057,088.00		