PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **February 14, 2017**

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 **Foreclosure Mitigation Counseling 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 Plan**.

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	

Renfroe, Chelsey

From: Willis, Ann on behalf of RiskReview
Sent: Monday, February 13, 2017 8:27 PM
To: Renfroe, Chelsey; RiskReview
Cc: Brightman-Dawson, Renee; Shirley, Caleena
Subject: RE: Risk Rreview - Foreclosure Mitigation Counseling RFP's
Attachments: Foreclosure Mitigation Counseling RFP RM redline 2.13.17.doc

Attached please find Risk Management's redline of the above Foreclosure Mitigation Counseling RFP.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Renfroe, Chelsey
Sent: Thursday, February 09, 2017 3:24 PM
To: RiskReview; Willis, Ann
Cc: Brightman-Dawson, Renee; Shirley, Caleena
Subject: Risk Rreview - Foreclosure Mitigation Counseling & Foreclosure Intervention Program RFP's

Please see the attached Risk Review request along with the RFP documents for Foreclosure Mitigation Counseling & Foreclosure Intervention Program. If you could please expedite the review, we are trying to get this to CSPEC as soon as possible. If you have any questions, please let me know.

Thank you,
Chelsey Renfroe
Purchasing Analyst
Procurement Division
City of Jacksonville
crenfroe@coj.net
Direct 904.255.8826

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Renfroe, Chelsey

From: Brightman-Dawson, Renee
Sent: Thursday, February 09, 2017 3:04 PM
To: Renfroe, Chelsey
Cc: Shirley, Caleena
Subject: FW: RFPs

Below is EBO's encouragement recommendation.

Renée Dawson, Neighborhoods Administrative Manager
Housing and Community Development
904-255-8197 office
rdawson@coj.net

From: Rubio, Mario
Sent: Tuesday, January 31, 2017 9:51 AM
To: Brightman-Dawson, Renee
Cc: Cruz, Aileen
Subject: RE: RFPs

Renee, I have reviewed the documents. This will be an encouragement project. If I understand the requirements the organizations must be non-profit 501-c3 our JSEB must be for profit companies or they cannot be in the program.

Hope this is what you are looking for if not let me know.

***Mario Rubio**, JSEB Administrator*
Finance and Administration Department
Procurement Division
214 North Hogan Street
Jacksonville, FL 32202
Direct: 904-255-8832
General Information: 904-630-2489 (630-CITY)
Cell: 904-386-4984
Email: Mrubio@coj.net

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

ONE CITY ONE JACKSONVILLE!

From: Brightman-Dawson, Renee
Sent: Tuesday, January 31, 2017 8:40 AM
To: Rubio, Mario
Subject: RE: RFPs

Sorry.

Renée Dawson, Neighborhoods Administrative Manager
Housing and Community Development
904-255-8197 office
rdawson@coj.net

From: Rubio, Mario
Sent: Monday, January 30, 2017 10:03 PM
To: Brightman-Dawson, Renee
Subject: RE: RFPs

Is there suppose to be something attached. If so I did not get it.

Thank you

Mario Rubio, *JSEB Administrator*
Finance and Administration Department
Procurement Division
214 North Hogan Street
Jacksonville, FL 32202
Direct: 904-255-8832
General Information: 904-630-2489 (630-CITY)
Cell: 904-386-4984
Email: Mrubio@coj.net

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From: Brightman-Dawson, Renee
Sent: Monday, January 30, 2017 3:58 PM
To: Rubio, Mario
Cc: Shirley, Caleena
Subject: RFPs

Mario,

The Housing and Community Development Division (Neighborhoods Dept.) is requesting your review of the attached Foreclosure Mitigation and Foreclosure Intervention RFPs. We are trying to get on the CSPEC calendar for next Thursday and would very much appreciate your review at your earliest convenience.

If you have any questions regarding these documents, please contact Caleena Shirley at 2585-8283 or me at 255-8197.

Thank you.

Renée Dawson, Neighborhoods Administrative Manager
Housing and Community Development
904-255-8197 office
rdawson@coj.net