PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **February 13, 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 **Jax Journey Summer Sail Camps.** 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	

Jacksonville Children's Commission

Helping Jacksonville Grow Great Kids

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Jon Heymann, Executive Director/CEO
Jacksonville Children's Commission

Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

Joyce J. Watson, Assistant Director, Management Services
Jacksonville Children's Commission

SUBJECT: **Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Jax Journey's Summer SAIL Camps Request for Proposals**

DATE: **February 13, 2017**

The Commission respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the ~~Afterschool and Summer Request for Proposals~~.
Jax Journey's Summer Sail Camps Request for Proposals.

1. 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 Commission requests permission to use the CSPEC evaluation process.

2. Certification

As required in Section 126.204 (a)(1), Ordinance Code, the JCC 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 and help reach the five goals of the programs: JCC has been providing the funding for these services since 1998. This proposal proposes services for one (1) year with an optional two (2) one-year renewals.
iii. The proposed cost of the program is $638,000 for Jax Journey Summer SAIL Camps
iv. The proposed services would not duplicate existing services. This proposal is designed to give the JCC the authority to seek out the best Contractor(s) to continue providing these services.
v. We have multiple contracts with current providers. A list is attached.

For purposes of the preliminary evaluation of this proposal, the JCC CEO will assign Joyce Watson as the CSPEC representative.

A scoring team of subject matter experts will review the Responses as follows:

1) Part 1: Teams of two (2) subject matter experts will review each of the sections in of Attachment B. (One team reviews Section A, a second team reviews Section B, etc.).

2) Part 2: We are expecting close to two hundred (25) site level responses. Multiple teams of two (2) will review the Site Location proposals. The sites will be randomly assigned to the reviewers, but each site will receive two scores.

Recommendations for awards will be made at the site level, based on the totals of the scoring from Part 1 and Part 2.

The Commission is in the process of selecting reviewers and respectfully asks to be able to submit a list of reviews at a later date, but prior to making its recommendation to CSPEC.

3. Proposed RFP

The Commission 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 B.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
Daniel Pearson, Manager Purchasing Services
Cynthia Nixon, Director, Finance
JCC Staff

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, February 09, 2017 3:42 PM
To: Murphy, Colin; Leslie-Burney, Annette
Cc: RiskReview
Subject: RE: Formatted version - Jax Journey Summer SAIL
Attachments: ESC-XXXX-JJ SAIL RM Redline 2.9.17.docx

Attached please find Risk Management's redline of the Jax Journey Summer Sail 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
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From: Murphy, Colin
Sent: Thursday, February 09, 2017 1:54 PM
To: Leslie-Burney, Annette
Cc: RiskReview; Willis, Ann
Subject: Formatted version - Jax Journey Summer SAIL