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 **Afterschool and Summer Programs for the Jacksonville Children's Commission.** 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 JCC's Afterschool and Summer Request for Proposals**

DATE: **January 26, 2017**

The Commission respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the Afterschool and Summer 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 three (3) one-year renewals.

iii. The proposed cost of the program is $7,751,000 for afterschool programming and $1,661,000 for summer programming.

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 Colin Murphy as the CSPE 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 (200) 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: Nettles, Rose
Sent: Monday, January 30, 2017 1:27 PM
To: Leslie-Burney, Annette
Subject: Afterschool & Summer Camp Programs

To: Greg Pease, Division Chief
Procurement Division

From: Rose Nettles, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Afterschool & Summer Camp Programs**

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

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, February 02, 2017 11:38 AM
To: Murphy, Colin; Leslie-Burney, Annette; Laidler, Marilyn
Cc: Pease, Gregory; Pearson, Daniel; RiskReview; Duckworth, Twane; Heymann, Jon; Verges, Deborah; Hodges, Bill; Nixon, Cynthia; Preston, Ginger
Subject: RE: JCC Afterschool and Summer RFP- Request to use the CSPEC Process
Attachments: SECTION 1 RM Redline 2.1.17.docx

Colin,

Risk Management has reviewed the JCC Afterschool and Summer RFP. Attached please find Section 1 that has been redlined. All other attachments that were provided are acceptable.
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)
This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Murphy, Colin
Sent: Thursday, January 26, 2017 3:44 PM
To: Leslie-Burney, Annette; Laidler, Marilyn
Cc: Pease, Gregory; Pearson, Daniel; RiskReview; Willis, Ann; Duckworth, Twane; Heymann, Jon; Verges, Deborah; Hodges, Bill; Nixon, Cynthia; Preston, Ginger
Subject: JCC Afterschool and Summer RFP- Request to use the CSPEC Process
Importance: High

Annette, et. al:

Here is the memo and the documents for the JCC Afterschool and Summer RFP.

Note the following:

1) Julie Davis has already reviewed
2) I will follow up on 2/10 to make sure that risk has completed their review. I am under the impression that the review should take no more than 10 business days.

3) All Sections, forms, and exhibits are contained in this email with the exception of Form 1. Form 1 is an excel spreadsheet that is still being tested but will be sent over prior to the RFP being released.

Everything has been carefully formatted so if you need any assistance reformatting after procurement's comments and prior to release, please let me know. I'm glad to assist.

Section 1 – Minimum Qualifications to Bid
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/SECTION%201%20(Clean).docx

Section 4 – Scope of Services
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/SECTION%204%20-%20SCOPE%20OF%20SERVICES%20(Clean).docx

Exhibit 1 – Quality Framework
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%201%20-%20JAX%20SHINES%20QUALITY%20FRAMEWORK.docx

Exhibit 2 – Title I Schools
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%202-%20Title%20I%20Schools%20as%20of%2012-2016.pdf

Exhibit 3 – Professional Development Requirements
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%203-%20PROFESSIONAL%20DEVELOPMENT%20REQUIREMENTS.docx

Exhibit 4 – Summer Deliverables
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%204%20-%20SUMMER%20DELIVERABLES.docx

Exhibit 5 – Afterschool Deliverables
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%205%20%20-%20AFTERSCHOOL%20DELIVERABLES.docx

Exhibit 6 – The Big 5
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%206%20-%20THE%20BIG%20FIVE.docx

Form 2 - Afterschool Site Profile
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/FORM%202%20-%20AFTERSCHOOL%20SITE%20PROFILE.docx

Form 3 -- Summer Site Profile
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/FORM%203%20-%20SUMMER%20SITE%20PROFILE.docx

Form 4 -- Principal Support Letter
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/FORM%204-PRINCIPAL%20SUPPORT%20LETTER%201-3-17.docx

Form 5 – Outcomes Framework
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/FORM%205%20-%20OUTCOMES%20FRAMEWORK.docx

Attachment A – Response Format
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/ATTACHMENT%20A%20RESPONSE%20FORMAT.docx

Attachment B -- Evaluation Matrix
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/ATTACHMENT%20B%20-%20EVALUATION%20MATRIX%20(CLEAN).docx

Attachment E – Submission Checklist
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/ATTACHMENT%20E%20SUBMISSION%20CHECKLIST.docx

Current Insurance Requirements
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%20F-INDEMNIFICATION%20AND%20INSURANCE%20REQUIREMENTS%20-%20FINAL.docx

Current Insurance Requirements – Sites located on DCPS property
http://inside.coj.net/jcc/JCC_CA/Executed%20Contracts/EXHIBIT%20F%20-%20INDEMNIFICATION%20AND%20INSURANCE%20REQUIREMENTS-%20TEAM%20UP.docx

Colin Murphy
Senior Director of Operations
Jacksonville Children's Commission
1095 A. Philip Randolph Blvd.
Jacksonville, Fl. 32206
cmurphy@coj.net,
P: (904) 630.1305

Jacksonville Children's Commission @ Join our e-mail list!

ONE CITY ★ ONE JACKSONVILLE!