City of Jacksonville, Florida
Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

DATE: **September 17, 2018**

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 a firm to provide a **Tax Deed Application for the Duval County Clerk of the Circuit and County Courts .** 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	

Clerk of the Circuit & County Courts

DUVAL COUNTY
501 WEST ADAMS STREET
JACKSONVILLE, FLORIDA 32202
TELEPHONE: (904) 255-2084 FAX: (904)255-2160

July 16, 2018 - AMENDED

07/19/18 14:57:02
Procurement Division

To: Gregory Pease
Chief of Procurement
Competitive Sealed Proposal Evaluation Committee

Thru: Allison Luker
Chief Financial and Administrative Officer

From: Angel Brown
Manager to the Clerk

Subject: Tax Deed Application – Clerk of the Circuit and County Courts

---

The Clerk of the Circuit and County Courts is requesting CPSEC take action to issue a Request for Proposal (RFP) for a Tax Deed Application.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of a Tax Deed Application to replace the current internal application. We are asking for an evaluated bid based on the differences among vendor's solutions, designs, experience, and the importance of the applications features to significantly reduce manual processing, allowing for changes based on Florida Statutes, Best Practices, and internal requirements versus the lowest bid, open market method.

The sub-committee responsible for evaluating the bids will be comprised of representatives of the Clerk of the Circuit and County Courts. The objective of the services will establish a Tax Deed Application that no longer requires significant manual processing, and meets the needs of the clerk.

The following list of representatives from the clerk's office are designated to serve on the committee:

Jennifer Spinelli	255-2098
Christopher Douglas	255-1988
Gerald Cates	255-1852
Kiwana Griffin	255-1916
Lisa Betros	255-2420
Jonathan Ard	255-2202

Funding for Tax Deed Application FY 2018: CLCL016 – 06427 Computer Equipment and Software

Attached, please find the Scope of Services, Minimum Requirements for Contractors, and Evaluation Criteria.

Leslie-Burney, Annette

From: Martinez, Maurice
Sent: Thursday, July 05, 2018 12:19 PM
To: Leslie-Burney, Annette
Subject: Tax Deed Application Services
Attachments: Tax Deed Application Services.pdf

To: Greg Pease, Division Chief
Procurement Division

From: Maurice Martinez, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Tax Deed Application Services**

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-Aside %

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

I can be reached at (904) 255-8167.

All the best,

Maurice Martinez
JSEB Compliance Officer
Jacksonville Small & Emerging Business
Office: 904-255-8167
Fax: 904-255-8842
214 N. Hogan Street
8th Floor
Jacksonville, FL 32202
www.jseb.coj.net

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Friday, August 31, 2018 12:46 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Nunziato, Christine; Brown, Angel M
Subject: RE: ESC-0528-18 Tax Deed Application RFP
Attachments: COURT TAX DEED RFP - REVISED RM Redline 8.31.18.docx; COURT TAX DEED RFP - REVISED RM Redline 8.31.18.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
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: Leslie-Burney, Annette
Sent: Friday, August 24, 2018 4:14 PM
To: RiskReview
Cc: Willis, Ann; Nunziato, Christine; Brown, Angel M
Subject: RE: ESC-0528-18 Tax Deed Application RFP

Attachments ☺

From: Leslie-Burney, Annette
Sent: Friday, August 24, 2018 4:13 PM
To: RiskReview
Cc: Willis, Ann; Nunziato, Christine; Brown, Angel M (Angel.Brown@DuvalClerk.com)
Subject: ESC-0528-18 Tax Deed Application RFP

Please find the attached RFP for review.

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

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.