SUBJECT: HUMAN TRAFFICKING VICTIM ASSISTANCE FUND

BID #: ESC-0254-24 **OPEN DATE:** 12/20/2023

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – ONE (1) YEAR FROM DATE OF CONTRACT EXECUTION WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOCIAL SERVICES DIVISION

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (2) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP was opened on 12/20/2023 with two (2) responses received from Rethreaded Inc. & DEMP Inc.

Recommend approval to retroact contract start date from October 1, 2023, to date of executed agreement.

Recommend approval of award to the two (2) responding firms, Rethreaded Inc. & DEMP Inc. for Human Trafficking Services in the amounts reflected below. Period of service will be from the date of contract execution through September 30, 2024 with two (2) one (1) year renewal options.

Rank	Supplier	Average	$ Amount
1	Rethreaded Inc.	89	$125,000.00
2	DEMP Inc.	72.75	$125,000.00

Funding Source: 00111.164006.531090.000000.00000000.00000.0000000 - This award shall be executed by formal contract agreement through the Office of General Counsel

ATTACHMENTS: Recommendation Memo, Evaluation Scoring Matrix, Terms

ANALYST: Renata Barnett (FOR)
BENJAMIN KEMP

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JOHNNETTA MOORE, CHIEF, SOCIAL SERVICES DIVISION

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

February 13, 2024

TO: **Dustin Freeman, Chief**
Procurement Division

FROM: **Johnnetta Moore, Chief**
Social Services Division

SUBJECT: **BID No. ESC-0254-24 Human Trafficking Services**

In reference to Bid No. ESC-0254-24 Human trafficking Services, the Division recommends award to the (2) two responsible bidders based on the established criteria. The services will require a formal contract through the office of the General Counsel. The term of this agreement is for the period of October 1, 2023, through September 30, 2024.

The bid opened on December 20, 2023, and Procurement received two (2) vendor responses. The Procurement Division forwarded the bid responses for our review. The bidders rank as follows:

Vendor	Amount	Score
Rethreaded Inc.	$125,000	89
DEMP Inc.	$125,000	72.75

The Social Services Division has received approval in the amount of $250,000 for the professional services of vendors for "Human Trafficking Servies". The funds will provide Housing, Supported Services and/or Innovative ideas that provide programming and services to victims of human trafficking that reflect community needs and benefit the survivors.

Based on allocation percentages approved by the RFP evaluators, the Social Services Division is requesting approval of the distribution of funds.

Thank you for your assistance in this process. If you need additional information, please contact Johnnetta Moore at 255-3322.

Funding Source: 00111.164006.531090.000000.00000000.00000.0000000

Cc: Ranata Burnett

SCORING MATRIX ESC-0254-24

HUMAN TRAFFICKING VICTIM ASSISTANCE FUND

Total Points	5 Points	20 Points	30 Points	15 Points	15 Points	20 Points	OVERALL	Rank
Criteria	Section I. Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)	Section II. Purpose of Application 5 pts for each item (20 points available)	Section III. Program Overview 5 pts for each item (30 points available)	Section IV. Who will implement the project 5 pts for each item (15 points available)	Section V. Budget Detail Worksheet and Narrative 5 pts for each item (15 points available)	Section VI. Program Impact and Effectiveness 5 pts for each item (20 points available)	Total Points (105)	
RETHREADED INC								
Sandy Arts	5.00	14.00	26.00	13.00	13.00	15.00	86.00	1.00
Sheila Spivey	4 00	16.00	25.00	15.00	15.00	17.00	92.00	1.00
Average	4.50	15.00	25.50	14.00	14.00	16.00	89.00	1.00
DEMP INC								
Sandy Arts	3 00	15.00	20.00	10.00	10.00	15.00	73.00	2.00
Sheila Spivey	2.50	19.00	19.00	10 00	12 00	10.00	72.50	2.00
Average	2.75	17.00	19.50	10.00	11.00	12.50	72.75	2.00

REQUEST FOR PROPOSAL

HUMAN TRAFFICKING VICTIM ASSISTANCE FUND

For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction

The City of Jacksonville ("**Buyer**") intends to hire one or more firms (**Bidders**) to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services and Deliverables
Section 5	Eligibility to Apply
Section 6	General Terms and Conditions
Section 7	Instructions for responding to the RFP
Section 8	Core Medical Service Categories
Section 9	Support Service Categories
Attachment A	Response Format
Attachment B	Evaluation Criteria
Attachment C	Equal Business Opportunity Program (Set-Aside)
Attachment D	Service Contract
Attachment E	Disqualified/Probationary Vendors List
Attachment F	Indemnification
Attachment G	Insurance Requirements
Attachment H	Protest Procedures
Attachment I	Grant Application – HUMAN TRAFFICKING VICTIM ASSISTANCE FUND
Form 1	Proposal Cover Sheet
Form 2	Conflict of Interest Certificate
Form 3	No Bid Form

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services.

The services sought under this RFP are generally described as follows: The City of Jacksonville, Parks, Recreation and Community Services Department, Social Services Division is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for HUMAN TRAFFICKING VICTIM ASSISTANCE FUND as listed in the RFP.

1.3 Term of Agreement.

The term of this agreement will be one (1) year from date of award, with two (2) one (1) year renewal options. Buyer will have the option to renew and negotiate such agreement on satisfactory performance by Contractor and if mutually agreed upon by both parties. The contract is subject to early termination as set forth elsewhere in this RFP.

1.4 **Minimum Vendor Requirements**

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

A. 501(c)(3) exempt state letter (if applicable).
B. Business licensures as proof of eligibility to do business in the State of Florida.
C. Federal Tax Identification Number.
D. Three (3) letters of support i.e., government agency, community partners, elected officials, current or past victim(s) of human trafficking, others.
E. Must submit and complete Attachment I – Grant Application-Human Trafficking Victim Assistance Fund

1.5 **Equal Business Opportunity Program.**

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the Equal Business Opportunity Program Encouragement Plan, which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 **Documents Available for Inspection.**

N/A

1.7 **Federal Funds.**

Federal funds will not be used as part of this solicitation.

1.8 **Non-Mandatory Pre-Proposal Conference.**

N/A

1.9 **Response Due Date.**

The deadline for submitting responses to this RFP is **12/20/23, 2:00pm**. Please see Sections 2.3 and 2.4 for more details.

1.10 **Response Delivery Location.**

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
Attention: Bid Room
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

1.11 **Response Opening.**

Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room #825, 8th Floor, Ed Ball Bldg, 214 N. Hogan Street.

1.12 **Contact Person.**
If any questions arise during the request for proposal period of this Project, contact Ben Kemp, Purchasing Analyst Procurement Division, at BKemp@coj.net.

Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFP.

1.13 **Questions and Requests for Amendments.**
Any questions, requests for information or requests for amendments to this RFP must be submitted in accordance with Section 2.2 of this RFP.

1.14 **Special Instructions:**
The following special instructions shall apply to this RFP and shall supersede any conflicting provisions in Section 2 (General Instructions):
The City of Jacksonville will award to the Bidder receiving the highest score based on the selection criteria provided herein and subsequent formal interviews, if applicable.

1.15 **Special Contract Terms**: The following special contract terms shall apply to this RFP and shall supersede any conflicting provisions in Section 3 (General Terms and Conditions of Agreement):

A. **Performance Standards: N/A**

B. **Proposal Bond: N/A**

C. **Performance Bond: N/A**

D. **Other Provisions:** The City of Jacksonville reserves the right to terminate or renegotiate the contract if there are any industry changes that i) lower the hourly rate or ii) require new hardware

1.16 **Submission of questions deadline on Monday, 12/11/23, 4:00pm.**

3) One (1) digital scanned copy (in pdf format) of entire Response, on a separate CD-ROM or flash drive. Large files may be scanned as several separate PDF files.

All copies are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) Contractor's name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 Evaluation of Responses.

A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors.

B. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

C. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 Award of Contract.

A. The process for contract award is set forth in Jacksonville Ordinance Code Sections 126.204. Generally, Buyer will award the Contract to the responsible and responsive proposer whose Response is determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Section 126.201(d)(4) and 126.201(n), *Ordinance Code*. If an agreement cannot be reached with the highest ranked Contractor, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached.

B. Buyer may make an award within sixty (60) days after the date of the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded or Buyer receives from Contractor written notice that the Response is withdrawn. [Note: Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.]

C. Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract, but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

D. Based on the evaluation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with Buyer a notice of protest in accordance with the Protest provisions of the RFP. Buyer does not intend to provide tabulations or notices of award by telephone.

2.7 **Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract.

If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law.

2.8 **Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Competitive Sealed Proposal Evaluation Committee), shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Contact Person identified in Section 1 at least forty-eight (48) hours prior to the meeting.

2.9 **Ex-Parte Communications.** Communications regarding the RFP by a potential vendor, service provider, bidder, lobbyist or consultant to city employees, staff, or hired consultants are prohibited. This prohibition includes communications with the Buyer's Office of General Counsel unless the Contact Person has authorized those communications in advance. Violations may result in the rejection/disqualification of a Response.

These prohibitions on ex-parte communications do not apply to the following:

- communications regarding the RFP to the Chief of the Procurement Division or the Contact Person, provided the communication is limited strictly to matters of process or procedure already contained in the RFP.
- communications with the city employee responsible for administering the Jacksonville Small Emerging Business Program, provided the communication is limited strictly to matters of programmatic process or procedures.
- communications at any pre-proposal conferences.
- communications with the Office of Inspector General and his/her staff regarding any perceived inefficiency, misconduct or abuse by City employees.
- presentations before publicly noticed committee meetings.
- contract negotiations during any duly noticed public meeting.
- any duly noticed site visits to determine competency of contractors during the period between RFP opening and issuance of the Chief of Procurement Division's written recommendation.
- communications that are necessary for, and solely related to, the ordinary course of business concerning Buyer's existing contract(s) for the materials or services addressed in the RFP.

The period for these prohibitions commences upon the advertisement of the RFP and terminates after the Chief of the Procurement Division issues a written recommendation to the corresponding awarding committee. If the awarding committee refers the Chief's recommendation back for further review, the prohibitions shall be reinstated until such time as the Chief issues a subsequent recommendation.

2.10 **Cost of Developing RFP Response.** All costs related to the preparation of Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process.

2.11 **Response Ownership.** All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use

Section 4
Description of Services and Deliverables

Contents

4.1 Purpose
4.2 Scope of Work
4.3 Services to be Funded
4.4 Definition of Terms

4.1 PURPOSE

Purpose Area 1: The goal of this program is to provide Safe, Stable Housing, and appropriate services to victims of human trafficking.

The program will support –

- Transitional housing, including funding for the operating expenses of a newly developed or existing transitional housing program; and
- Short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses,
- Land acquisition for housing and supportive services for human trafficking victims
- Bridge Housing

Purpose Area 2: Specialized Services for Human Trafficking Victims, the goal being to increase the quality and quantity of specialized service to assist victims of all forms of human trafficking.

The program will support –

- Prevention and Early Intervention of victims who are at risk of, or are victims of, sex trafficking.
- Developing Capacity to serve Human Trafficking victims through Educating the Community, Training victim services organizations and provision of peer-to-peer learning opportunities and raising awareness.
- Outreach to victims i.e., PSA that are Bilingual/ Sign Language
- Applications that address specific challenges that large land mass communities like Duval County face
- Drop in Facility.

Purpose Area 3: Innovative ideas that think outside the box and are specific to victims of Human Trafficking in the Duval County area.

This program will support innovative ideas, for example,

- Purchasing of Life Transitional Kits for Trafficking Survivors
  After escape or rescue, trafficking survivors remain at great risk until they can re-establish their lives. A Human Trafficking Survivors (HTS) kits would provide Uber Gift Cards, Food Card etc.
- Enhance Technology / Internet Services
- Purchase agency vehicle(s) or transportation services for Human Trafficking Victims
- Human Trafficking Research
- Other, related services

4.2 SCOPE OF WORK

The City of Jacksonville (City) is requesting proposals from qualified and experienced Contractor(s) to manage and provide programming and services to victims of human trafficking. Management and services should reflect community needs and benefit the survivors of human trafficking. Programming may include for example, housing and/or housing assistance to victims, specialized supported services and innovative ideas that will help in the physical and psychological care of victims who have been tramadized by being victims of human trafficking.

4.3 SERVICES TO BE FUNDED

a. **Housing**
   i. Transitional Housing Services
   ii. Short-Term Housing Assistance
   iii. Land Acquisition for Housing and/or Supported Services
   iv. Bridge Housing

b. **Support Services**
   i. Non-Medical Case Management (Financial Eligibility)
   ii. Legal Services
   iii. Outreach Services
   iv. Substance Abuse Services
   v. Food Bank
   vi. Trauma Informed Care Services
   vii. Medical Needs
   viii. Emergency Financial Assistance
   ix. Health Education/Risk Reduction

c. **Innovative Ideas**
   i. Life Transitional Kits
   ii. Enhance Technology that benefit victims of human trafficking
   iii. Vehicle for transportation or outreach
   iv. Other.

4.4 DEFINITIONS OF TERMS

Service category definitions are included in this RFP by category in Sections 8 and 9. In addition, the following terms are defined as follows:

a. Administrative Agency or Recipient - The City of Jacksonville, Social Services Division is the Administrative agency (Recipient) for Human Trafficking Victim Assistance funding.

b. Allocation - The total dollar amount that may be expended for a service category.

c. Client/Consumer - An individual who has made application for, and who has been determined eligible for, services utilizing the eligibility criteria set forth in this RFP

d. Contract Manager - An individual designated by the Administrative Agency to be responsible for contract compliance.

e. Subrecipient or Provider - An organization funded to provide direct services to VICTIM OF HUMAN TRAFFICKING

Attachment B

Evaluation Criteria

The evaluations will be based upon the following criteria, and contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each o the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that **105 points** is the maximum total.

Category	Evaluation Criteria/Purpose Areas	Maximum Points
Section I	Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)	5
Section II	Purpose of Application 5 pts for each item (20 points available)	20
Section III	Program Overview 5 pts for each item (30 points available)	30
Section IV	Who will implement the project 5 pts for each item (15 points available)	15
Section V	Budget Detail Worksheet and Narrative 5 pts for each item (15 points available)	15
Section VI	Program Impact and Effectiveness 5 pts for each item (20 points available)	20
	TOTAL	105

1. **Section I – Agency Background & Experience (Bonus Pts: 1 pt. for each item (5 points available)**

   - A description and listing of the agency's Board Members (include demographics and length of service of each member)
   - Organizational Chart
   - Any pertinent licensure(s) and/or certification(s)
   - Mission Statement
   - A copy of good standing certificate from Florida Division of Corporations

2. **Section II – Purpose of Application (20 points available)**

   - Describe the challenge or need faced by the community and how the goal/vision for the project will meet that need.
   - Describe current services, gaps in those services and how victims of "Human Trafficking" are currently being underserved.
   - Describe the barriers survivors experience while attempting to seek self- sufficiency and victim autonomy services.
   - Describe how the funding will alleviate the challenge or need faced by victims of Human Trafficking.

3. **Section III – Program Overview (30 points available)**

   - Describe the approach to addressing the challenge or needs of Human Trafficking Survivors.

- Performance Measurement: Describe how the program will measure its progress in achieving the project's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the agency will use to track those outcomes and report them to the City of Jacksonville.
- Describe the use of Evidence Based Practices to determine how funding and/or services are used to assist victims of human trafficking.
- Describe how the program will move to project sustainability.
- Describe the support services that will be offered, including, but not limited to:
    A. What will be offered?
    B. Who will provide them?
    C. How will clients access them?
- Describe the plan for follow-up services.

4. **Section IV – Who will implement the project (15 points available)**

- Identify the key individuals and organizations, including project partners, involved in the proposed project.
- Describe the expertise and history of key project staff in assisting survivors of Human Trafficking.
- Describe the expertise and history of key project staff in assisting survivors of Human Trafficking.

5. **Section V – Budget Detail Worksheet and Narrative (15 points available)**

- Displays a clear link between the specific project activities and the proposed budget items.
- The narrative is clear and concise and thoroughly explains expenditures.
- The budget is reasonable in cost as it relates to the overall program project.

6. **Section VI – Program Impact and Effectiveness (20 points available)**

- Describe how this project will impact the Most Vulnerable Person and Families who are survivors of Human Trafficking.
- The anticipated number of people who will be served by this program.
- The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed.
- Describe any collaboration(s) with other agencies and how that collaboration benefits survivors of "Human Trafficking".