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City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

Procurement Division
Ed Ball Building, 8th Floor
214 N. Hogan St.
Jacksonville, FL 32202
(904) 255-8800
www.coj.net

MEMORANDUM

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

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **February 20, 2024**

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 contractor to provide services for the Community Health Workers Training 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	

A NEW DAY.

February 20, 2024

To: Dustin Freeman, Division Chief
Procurement Division

From: Gregory Grant EBO/JSEB Administrator GG
LaRoy Covington, EBO/JSEB Business Compliance Analyst LC
Jacksonville Small and Emerging Businesses

RE: **Community Health Workers Training**

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-A-Side

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

I can be reached at (904) 255-8833.

Cc: Annette Leslie-Burney
Gregory Grant

February 20, 2024

To: Dustin Freeman, Chief of Procurement

Thru: Darnell Smith, Chief of Staff

From: Lynn Sherman, Executive Director of Health Programs

Subject: Community Health Worker

The Mayor's Office is requesting CSPEC take action to issue a Request for Proposal (RFP for Community Health Workers.

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 Community Health Worker Training. We are asking for an evaluated bid based on the differences among supplier's solutions, experience, and cost.

The sub-committee responsible for evaluating the bids will be comprised of representatives of Mayor Donna Deegan's Office. The objective of the services will be to certify community members as Community Health Workers.

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

Sunil Joshi, MD
Lynn Sherman
Tracye Polson, PHD
Parvez Ahmed, PhD
Charles Griggs

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

APPROVED
By Kevin at 8:02 am, Feb 20, 2024

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

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RFP SPECIFICATIONS

FOR

COMMUNITY HEALTH WORKER'S TRAINING

BID NO: ESC-0337-24

OPEN DATE: TBA

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110 JACKSONVILLE, FL

PRE-BID CONFERENCE TBA

CITY OF JACKSONVILLE
Procurement Division
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800

Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division