PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **March 4, 2016**

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 Enhanced Summer Camps 2016. 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

DATE: March 3, 2016, 2016

TO: Gregory Pease
Chief of Procurement

CC: Annette Leslie-Burney
Purchasing Analyst

Sharon Bryant-Dallas
Manager, Purchasing Services

Debbie Verges
Jax Journey Project Director

FROM: Colin Murphy
Sr. Director of Operations, Jacksonville Children's Commission
JCC Program Associates

RE: Jax Journey Enhanced Summer Camp 2016 RFP

The Jacksonville Children's Commission requests the review and release of the 2016 Summer Camp RFP.

Per The Commission's policy, and Chapter 126 Procurement Code, the CEO of the Commission will designate Colin Murphy as the representative to the Competitive Sealed Proposal Evaluation Committee (CSPEC). The representative will seek input from three (3) Subject Matter Experts to score various sections of the proposals. The reviewers will be: Chardae Hancock, Dae Lynn Helm, and (Insert Here). The representative will then present a Memorandum with the average scores for each proposal and supporting documentation to the CSPEC, and the CSPE will make a recommendation to the Mayor for approval.

The Scope of Services, Eligible Applicants, and Evaluation Criteria are contained in Section 4.

Leslie-Burney, Annette

From: Davis, Tracie
Sent: Monday, March 07, 2016 2:23 PM
To: Leslie-Burney, Annette
Cc: Davis, Tracie
Subject: Jax Journey Enhanced Summer Camps 2016

March 7, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JBA Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Jacksonville Journey Enhanced Summer Camps 2016**

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 available upon request. Please let us know if you have any questions or concerns.

I may be contacted at (904) 255-8167.

cc: Annette Burney

MR/td

Tracie Davis
Compliance Officer, JSEB Professional Services
Small and Emerging Business Office
214 N. Hogan Street, Ste 800
Jacksonville, FL 32202
E: tracied@coj.net
P: (904) 255-8167
F: (904) 255-8842

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Friday, March 04, 2016 2:39 PM
To: RiskReview; Murphy, Colin; Leslie-Burney, Annette
Cc: Russell, Marlene; Verges, Deborah; Heymann, Jon; Darity, Kenneth; Watson, Joyce; Hodges, Bill; Pease, Gregory; Sharp, Brett L.; Duckworth, Twane
Subject: RE: Jax Jouney Enhanced Summer Camp RFP
Attachments: SUMMER CAMP JAX JOURNEY 2016 CSPEC- DRAFT RM APPROVED 3-4-16.docx

Importance: High

I do apologize...I forgot to include the attachment.

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)
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From: Willis, Ann **On Behalf Of** RiskReview
Sent: Friday, March 04, 2016 8:45 AM
To: Murphy, Colin; RiskReview; Leslie-Burney, Annette
Cc: Russell, Marlene; Verges, Deborah; Heymann, Jon; Darity, Kenneth; Watson, Joyce; Hodges, Bill; Pease, Gregory; Sharp, Brett L.; Duckworth, Twane
Subject: RE: Jax Jouney Enhanced Summer Camp RFP

Your request for emergency review has been processed. Attached please find the RM Approved RFP for Jax Journey Enhanced Summer Camp.

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)
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From: Murphy, Colin
Sent: Thursday, March 03, 2016 11:42 AM
To: RiskReview; Leslie-Burney, Annette
Cc: Willis, Ann; Russell, Marlene; Verges, Deborah; Heymann, Jon; Darity, Kenneth; Watson, Joyce; Hodges, Bill; Pease, Gregory; Sharp, Brett L.; Duckworth, Twane
Subject: Jax Jouney Enhanced Summer Camp RFP
Importance: High

Per the Debbie Verges in the Mayor's office, this needs to be expedited so it can appear on the next GSAC meeting (3/10).

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Annette:

Here is the Jax Journey enhanced summer camp RFP. It is as close to perfect as I can get it....we will submit the name of the final scorer prior to the next GSAC Meeting. The RFP can be viewed by clicking on the link below.

http://inside.coj.net/jcc/Summer%20Camps/SUMMER%20CAMP%20JAX%20JOURNEY%202016%20CSPEC-%20DRAFT.docx

Ann:

This is virtually identical to the TEAM UP RFP you just reviewed.

Thanks so much for your attention to the matter.

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

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