PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

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

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

DATE: **March 7, 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 the **Jacksonville Children's Commission TEAM UP 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: February 5th, 2016

TO: Gregory Pease
Chief of Procurement

CC: Annette Leslie-Burney
Purchasing Analyst

Sharon Bryant-Dallas
Manager, Purchasing Services

Dan Pearson
Manager, Purchasing Services

Ann Willis
Property and Casualty Compliance Administrator

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

FROM: Jon Heymann
CEO, Jacksonville Children's Commission

RE: TEAM UP 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 Subject Matter Experts to score various sections of the proposals. The representative will then present a

Memorandum with a score 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: Murphy, Colin
Sent: Tuesday, March 01, 2016 10:59 AM
To: Leslie-Burney, Annette
Cc: Bryant Dallas, Sharon
Subject: FW: 2016 TEAM UP RFP
Attachments: SUMMER CAMP TEAM UP 2016 CSPEC- DRAFT RM Approved 2-29-16.docx

Here is the sign off from RISK.

From: Willis, Ann
Sent: Monday, February 29, 2016 10:46 AM
To: Murphy, Colin
Cc: Verges, Deborah
Subject: RE: 2016 TEAM UP RFP

Colin,

Attached please find our redlined RFP. Only one small change under the insurance section Sexual Molestation – I removed the wording "Only if the program includes direct supervision of children, special needs, and/or senior citizens"

As this is for children's Summer Camp I do not see the need for the wording.

Thank you for your patience.

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: Murphy, Colin
Sent: Monday, February 29, 2016 10:08 AM
To: Willis, Ann
Cc: Verges, Deborah
Subject: FW: 2016 TEAM UP RFP

Ann-

Can you tell me if you have given the "Thumbs Up" on this? It 's almost identical to ESC-0405-16.

Here's a link to the most Up to Date version:

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

Thanks.

Colin.

From: Murphy, Colin
Sent: Friday, February 05, 2016 5:16 PM
To: Leslie-Burney, Annette; Willis, Ann
Cc: Pearson, Daniel; Bryant Dallas, Sharon; Pease, Gregory; RiskReview; Darity, Kenneth; McEachean, Marty; Pinckney, Sylvester; Rutledge, Charles; Young, Tyrica; Nixon, Cynthia; Hodges, Bill; Heymann, Jon
Subject: 2016 TEAM UP RFP

Annette-

Here is the 2016 TEAM UP Summer Camp RFP for review and comments. The memo is attached. I can send a signed copy over on Monday.

Ann- this RFP is virtually identical to the Community-based RFP reviewed last month. I'm hoping that the review can be quick.

Obviously these groups are preparing for summer now so anything done to move this along will be appreciated.

Sincerely,

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!

Leslie-Burney, Annette

From: Davis, Tracie
Sent: Tuesday, March 01, 2016 2:05 PM
To: Leslie-Burney, Annette
Cc: Davis, Tracie
Subject: Team Up Summer Camp 2016

March 1, 2016

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Team Up Summer Camp 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 can be reached at (904) 255-8840.

cc: Annette Leslie-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

Please note that under Florida's very broad public records law, communications to and from city officials are subject to public disclosure.