

## **Brosche, Anna**

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**From:** Pease, Gregory <GPease@coj.net>  
**Sent:** Thursday, March 15, 2018 11:30 AM  
**To:** Brosche, Anna  
**Cc:** Crescimbeni, John; Evans, Nicole; Sanders, Jeneen; Sidman, Margaret; Becton, Daniel; Dennis, Garrett; Danford, Joyce  
**Subject:** RE: Special Committee Today

For purposes of sunshine law I would ask that any other Committee Council members not reply to this e-mail. Thank you.

Council President Brosche,

Based on our discussion this morning, generally speaking, the options for procuring the independent consultant are as follows:

### Formal Procurement (Greater than \$65K)

- Would require development of an RFP approved by the Professional Services Evaluation Committee (PSEC)
- Advertisement of at least 21 days
- Preliminary scoring and ranking approved by PSEC
- Interviews if desired
- Final scoring and ranking approved by PSEC
- Negotiations with #1 ranked consultant for scope, deliverables, terms etc.
- Approval to enter into contract by PSEC
- Contract development and execution through OGC
- 60-90 days should be allowed for this process.

### Informal Procurement (less than \$65K)

- Development of RFP
- Advertisement of at least 4-7 days
- Interviews if desired
- Award recommendation
- Issue Administrative Award
- Contract development and execution through OGC
- 30-45 days should be allowed for this process

### Single Source

If services are so unique and requirements are met according to Chapter 126, a Single Source may be considered.

- Would require posting of scope for 7 days
- If formal (greater than \$65K), PSEC would need to approve award
- If informal (less than \$65K), Procurement will issue an Administrative Award
- Contract development and execution through OGC
- 15-20 Days should be allowed for this process

### Waiver of Procurement Code through Legislation to Direct Contract

- Legislative process.

All procurement options are subject to procurement related protests and other challenges that may extend timeframes. These are general procedures and I'd be happy to work with someone that the committee may designate to facilitate the process.

Thank you,

Gregory W. Pease  
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Finance and Administration Department  
Procurement Division  
City of Jacksonville  
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## **CITY OF JACKSONVILLE**

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

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**From:** Brosche, Anna  
**Sent:** Thursday, March 15, 2018 8:51 AM  
**To:** Pease, Gregory  
**Cc:** Crescimbeni, John; Evans, Nicole; Sanders, Jeneen; Sidman, Margaret  
**Subject:** Special Committee Today

Good morning, Greg. As follow up to my voicemail, I am hoping your schedule might allow coming to today's special committee on the potential sale of JEA at 3:30 in Council Chambers. We will be discussing how to most expediently engage an independent consultant to advise the special committee, which the Jessie Ball duPont Fund has contingently agreed to fund.

I would love to chat with you in advance to explain where we are so that we can handle this agenda item as thoroughly, but efficiently, as possible.

Please call my cell (904) 537-7202 when you are able.

Best regards,

Anna Lopez Brosche  
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Council Member At-Large Group 1  
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