




**OFFICE OF INSPECTOR GENERAL  
CITY OF JACKSONVILLE**

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**DATE:** November 14, 2019

**TO:** Lynne Rhode, Vice President and Chief Legal Officer  
JEA

**FROM:** Lisa A. Green, Inspector General  
Office of Inspector General 

**SUBJECT:** JEA's ITN - 127-19 Strategic Alternatives – Contract Oversight  
Office of Inspector General Correspondence Number 2020-10-0004

As discussed during an earlier meeting, please provide the following documents electronically so that the OIG may begin its review. Please make the records available by December 4, 2019, via a shared drive, if possible.

The following list, although not all inclusive, represents records the OIG would initially like to review. The OIG reserves the right to review the electronic records against any originals. In the event that any records are non-existent, please document by way of explanation.

1. The identification key for the 16 companies identified on the October 7, 2019 Tabulation Form.
2. Any and all records related to the rejection of a bid as noted in the October 7, 2019 Tabulation Form.
3. Any and all records related to the mandatory minimum responsiveness review. (October 3, 2019 JEA Memorandum)
4. Any and all records related to requests made by evaluation team members for advice from Subject Matter Experts (SME), to include, but not be limited to: (October 7, 2019 JEA Memorandum)
  - a. Requests for assistance from SMEs made by evaluation team members
  - b. The assistance provided by SMEs to the specific evaluation team member
  - c. The identity of both the evaluation team member who submitted the request and the SME who responded to the request

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5. Any and all records related to reference checks conducted by the evaluation team, to include, but not be limited to: (pg. 34, Operational Procedures Supplementing the JEA Procurement Code)
  - a. Reference questions script (draft and final)
  - b. Completed reference questions for all vendors
6. All scoring sheets completed by each evaluation team member and submitted to the JEA Buyer. (pg. 34, Operational Procedures Supplementing the JEA Procurement Code)
7. All notes taken by evaluation team members. (October 3, 2019 JEA Memorandum)
8. Any and all records related to the evaluation team scoring meeting, to include, but not be limited to: (pg. 34, Operational Procedures Supplementing the JEA Procurement Code)
  - a. Any meeting minutes, recordings or other memorandum summarizing any such meeting
  - b. Any changes made to an evaluation team member's scores during or after the meeting
  - c. Any evaluation team member's scores eliminated from inclusion in the final scoring

Thank you in advance for your cooperation and assistance in this matter. Feel free to contact me at 904-630-8038 if you have any questions.

cc: OIG Correspondence File 2020-10-0004