




MEMORANDUM

Date: August 16, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Todd Stoughton
Assistant City Manager

Subject: **John Jones Navigation Center (JJNC) Homeless Shelter Management**

Introduction

Respectfully request the City Commission authorize the City Manager to execute, subject to the review and consent of the City Attorney, an Agreement between the City of Key West (CKW) and Cornerstone Resource Alliance, Inc., for the daily management of the John Jones Navigation Center (JJNC) Homeless Shelter, formally known as KOTS, located on Stock Island, Florida, commencing October 1, 2023.

Background

On August 21, 2020, the city published RFP 008-20, Keys Overnight Temporary Shelter (KOTS) Management, inviting groups to bid on the management and operations for a three-year period. Cornerstone Resource Alliance was determined at the time to be the most responsive bidder and was selected via Resolution 20-186 as the City's Homeless Center Manager. This agreement expires on September 30th, 2023.

On July 18th, 2023, RFP 006-23 was issued for the John Jones Navigation Center (JJNC) Homeless Shelter Management in which the City only received one proposal from the current operator – Cornerstone Resource Alliance. The proposal received was considered responsive and met all objectives and requirements outlined in the Request for Proposals. Due to the City only receiving one RFP response, and at the advice of the City Attorney, an RFP Committee did not meet to score the proposal.

Procurement

The City of Key West has budgeted \$842,285 in the FY 2023-24 Annual Budget under account General Fund/ Homeless Services/ Other Contractual Services, (001- 6901-569.34) for the daily management of the JJNC.

Recommendation

The City Manager's Office recommends approval of entering into an agreement with Cornerstone Resource Alliance, Inc, commencing October 1st, 2023, for five years for the management of John Jones Navigation Center, terminating September 30, 2028.