8

SINGLE SOURCE AWARD **BID #SS-15087-24**

Subject: "Voter Focus" and "EViD" Licenses, Support, and Maintenance – FY24

Department: Supervisor of Elections Office

Description of Purchase:
Recommend approval of a Single Source award to VR Systems, Inc. for the continued use of their "Voter Focus" software licenses along with their website hosting services, software support/maintenance, and support of the electronic voter identification devices ("EViD") for the Duval County Supervisor of Elections.

Recommend approval to retroactively begin the period of service on October 1, 2023. Period of service will be from October 1, 2023 through September 30, 2024. Total not-to-exceed award amount will be $425,549.00.

Funding Source: 00111.640001.546620.000000.00000000.00000.0000000 – To be processed via Purchase Order.

Single Source Award To: VR Systems, Inc.

Price Justification: See attachment

Total Award: $425,549.00 **Requisition #:** SEEL-500271-24

Attachments: Agency Memo, SS Justification Form, Supplier Letter & Quote, Previous Award

Certification as to Single Source: Robert Phillips, Chief Elections Officer, Duval County Supervisor of Elections

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: David Klages

FOR: Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

Jerry Holland
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)255-8683
FX (904)255-3434

December 13, 2023

Re: VR Systems renewal

Dustin Freeman, Chief
Procurement Division
117 West Duval St, Suite 335

Dear Dustin,

This letter is to request the award of a purchase order in the amount of $425,549.00 to VR Systems. VR Systems has been our voter registration system of record since 2003. VR provides voter registration software and support to all 67 counties in the state of Florida. In addition to voter registration, VR also hosts our website and are the proprietary holders of the software to our EVID, Electronic Voter Identification devices that election workers use to check in voters at Early Voting and in precincts on Election Day.

This purchase order is for maintenance software and firmware support as well as upgrades to existing services and equipment that we currently use.

Funding Sources will be 00111.640001.546620.000000.000000000.0000000 & 00111.610001.546620.000000.00000000.0000000.

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Robert Phillips
Chief Elections Officer
Duval County Supervisor of Elections

JUSTIFICATION FOR SINGLE SOURCE (JSS)

Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

1. Requesting Agency:	Supervisor of Elections
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	VR Systems provides all voter Registration software, web hosting services, poll worker training modules, and lection night reporting services for Duval County
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	VR Systems has been the Vendor for Duval County Voter Registration software since 2003 and has proprietary rights to all software content. VR Systems provides all voter registration software, poll worker training modules, and election night reporting services for Duval County. This request is for maintenance of the existing equipment which would be more cost effective and time efficeient that issuing a solicitation to replace all the existing equipment, making changes to our website, and re-training all the staff.
4. Date of Request	11/29/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Mr. Robert Phillips, Assistant to Supervisor of Elecitons has confirmed from VR Systems that they are the sole provider of the quipment currently in use (see supplier's letter).]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

√ Other [Letter from Mr. Robert Phillips]

9/6/2023

Single Source Justification for VR Systems' Software

VR Systems, Inc. is based in Tallahassee, FL. It currently has 52 employees including 9 software developers and an experienced Help Desk team. VR Systems has a combined staff experience of over 150 years in computer programming, computer systems and Florida elections. VR Systems, Inc. has an excellent reputation around Florida for its customer service to elections staff and provides support help lines 24/7 during major elections.

'Voter Focus' is a trademark of VR Systems and is both a software product and a software service. The Voter Focus product is designed and built by VR Systems, Inc. to meet the requirements of Florida Supervisors of Elections for voter registration and election management. The product is kept up to date with changes in federal and state legislation, is reviewed regularly by its users and enhancements are added. It is currently installed and running in 67 out of the 67 counties.

'EViD' (Electronic Voter Identification) is a registered trademark of VR Systems, Inc. The EViD product is designed and built by VR Systems, Inc. of Tallahassee, FL to meet the election management requirements of Florida Supervisors of Elections for voter check-in, voter eligibility verification, verification that the voter has not already voted and voting history recording. The EViD System is currently installed and running in 62 out of the 67 counties.

David Bennett
Treasurer & Chief Financial Officer
VR Systems, Inc.

9/6/2023
Date

Invoice

Invoice Date	Invoice #
9/6/2023	8048

VR Systems, Incorporated

3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Bill To

Duval County Supervisor of Elections
ATTN: Mr. Robert Phillips
105 East Monroe St
Jacksonville FL 32202

Ship To

Quantity	Description	Price Each	Amount
	Voter Focus Voter Registration Software Support and License from October 1, 2023 to September 30, 2024.	98,636.00	98,636.00
	EViD Voter Focus Interface Annual License Renewal to use from October 1, 2023 to September 30, 2024.	6,375.00	6,375.00
776	EViD Station Annual License Fee from October 1, 2023 to September 30, 2024 - Lot 5.	120.00	93,120.00
776	EViD Hardware Repair Program for use from October 1, 2023 to September 30, 2024 - Lot 5.	80.00	62,080.00

Thank you for your business! Have a great day!

Total	
Payments/Credits	
Balance Due	

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

Due Date	10/8/2023

Invoice

Invoice Date	Invoice #
9/6/2023	8048

VR Systems, Incorporated

3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Ship To

Bill To

Duval County Supervisor of Elections
ATTN: Mr. Robert Phillips
105 East Monroe St
Jacksonville FL 32202

Quantity	Description	Price Each	Amount
60	EViD Station Annual License Fee from October 1, 2023 to September 30, 2024. - Lot 6.	120.00	7,200.00
60	EViD Hardware Repair Program for use from October 1, 2023 to September 30, 2024 - Lot 6.	80.00	4,800.00
149	EViD Station Annual License Fee for use from October 1, 2023 to September 30, 2024 - Lot 7.	120.00	17,880.00
149	EViD Hardware Repair Program for use from October 1, 2023 to September 30, 2024 - Lot 7.	80.00	11,920.00
150	EViD Station Annual License Fee for use from October 1, 2023 to September 30, 2024 - Lot 8.	120.00	18,000.00

Thank you for your business! Have a great day!

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

Total

Payments/Credits

Balance Due

Due Date	10/8/2023

Invoice

Invoice Date	Invoice #
9/6/2023	8048

VR Systems, Incorporated

3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Ship To

Bill To
Duval County Supervisor of Elections ATTN: Mr. Robert Phillips 105 East Monroe St Jacksonville FL 32202

Quantity	Description	Price Each	Amount
	Voter Focus GEO Elections GIS Software Interface License Renewal for use from October 1, 2023 to September 30, 2024.	4,930.00	4,930.00
	Renewal of Software Interface between Voter Focus and Pitney Bowes Absentee Ballot handling software October 1, 2023 to September 30, 2024.	6,904.00	6,904.00
	VR Tower (previously Web Focus) & ELM System Renewal Fee October 1, 2023 to September 30, 2024.	93,704.00	93,704.00

Thank you for your business! Have a great day!

Total	$425,549.00
Payments/Credits	$0.00
Balance Due	$425,549.00

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

FEIN NUMBER 59-3135736

Due Date	10/8/2023

SINGLE SOURCE AWARD **BID #SS-13632-23**

Subject: "Voter Focus" and "EViD" Licenses, Support, and Maintenance – FY23

Department: Duval County Supervisor of Elections

Description of Purchase:
Recommend approval of a Single Source award to VR Systems, Inc. for the continued use of their "Voter Focus" software licenses along with their website hosting services, software support/maintenance, and support of the electronic voter identification ("EViD") devices for the Duval County Supervisor of Elections.

Recommend approval to retroactively begin the period of service on October 1, 2022. Period of service will be from October 1, 2022 through September 30, 2023. Total not-to-exceed expenditure amount is $392,871.00.

Funding for this award will be encumbered from account 00111.610001.546620.000000.00000000.00000.0000000 and executed by purchase order(s).

Single Source Award To: VR Systems, Inc.

Price Justification: See attachment

Total Award: $392,871.00 **Requisition #:** N/A

Attachments: Agency Memo, Single Source Justification Form, Supplier Letter & Quote

Certification as to Single Source: Robert Phillips, Chief Elections Officer, Duval County Spvr. of Elections

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: David Klages

Dustin Freeman, Chief
Procurement Division

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APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 1/5/2023

ACTION OF AWARDING AUTHORITY DATE 1/5/2023

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-113, Revised 12/2007