SINGLE SOURCE AWARD **BID # SS-15064-24**

Subject: DATA INPUT SERVICES FOR CHAMELEON SHELTER MANAGEMENT SYSTEM

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to retroact the period of service from October 1, 2023 through date of award.

Recommend approval of single source award to HLP Inc., to provide Image Entry, Vet Import & Web Licensing (including annual service for Vet Import/ Image Entry and Web Licensing/Web Donation Service) Animal Care and Protective Services. Period of Service is from date of award through September 30, 2024. Total not-to-exceed expenditure is $80,980.00.

Funding Source: 000111.172101.534100.000000.00000000.00000.0000000 and processed by Purchase Order

Single Source Award To: HLP, Inc.

Price Justification: See attachment

Total Award: $80,980.00 **Requisition #:** NBAC-500454-24

Attachments: Single Source Memo/Form, Vendor Letter/Quote

Certification as to Single Source: Albert Ferraro, Interim Director, Neighborhoods Department

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

Analyst: Olive Wallace-Cohen

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 _____

City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

Neighborhoods Department
Animal Care & Protective Services Division
2020 Forest Street
Jacksonville, Florida 32204
(904) 630-CITY (2489)
www.coj.net

MEMORANDUM

COJ PROCUREMENT

'23 NOV 20 PM 3:55:17

DATE: **November 15, 2023**

TO: **Dustin Freeman, Chief**
Procurement Division

THROUGH: **Albert Ferraro, Interim Director**
Neighborhoods Department

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Sole Source Request – HLP Inc. Services**

The Neighborhoods Department on behalf of the Animal Care and Protective Services Division (ACPS) respectfully requests approval to use HLP Inc. to provide data input services of the City of Jacksonville animal licenses into the Chameleon Shelter Management System. The period of service will be from October 1, 2023 through September 30, 2024.

Chameleon Shelter Management Software is used to maintain and manage information regarding rabies vaccinations and licenses sold to the public by area clinics and ACPS for the City of Jacksonville. Section 462.502 of the City of Jacksonville Ordinance Code establishes the requirement for vaccinations, registration, and licensing of dogs, cats, and ferrets.

Please contact me at 255-8831 if you have any questions. Thank you for your consideration of this request.

Funding Source: 000111.172101.534100.000000.00000000.00000.0000000 $80,980.00

Attachments: 1) HLP, Inc. Estimate
2) HLP, Inc. Combined Sole Source Document

HLP, INC
Chameleon Software Products
9878 West Belleview Ave. #110
Littleton, CO 80123

PRICE QUOTE

Date	Estimate #
10/24/2023	6508

Name / Address
Sherry D. Wilson CSA III City of Jacksonville Finance Department 117 West Duval Street, Suite 375 Jacksonville, FL 32202

Description	Qty	Rate	Total
Coverage Period 11/1/23 - 10/31/24			
Annual Service Fee for VetImport and ImageEntry	1	1,920.00	1,920.00
ImageEntry Transactions	65,000	0.79	51,350.00
VetImport Transactions	28,000	0.79	22,120.00
Required annual WebLicensing/WebDonation service fee	1	3,840.00	3,840.00
WebLicensing Transactions	5,000	0.35	1,750.00

It's been a pleasure working with you!

Subtotal	$80,980.00
Sales Tax (0.0%)	$0.00
Total	$80,980.00

Phone #	Fax #	E-mail	Web Site
800-459-8376	866-844-3924	Accounting@chameleonbeach.com	www.chameleonbeach.com

HLP, INC.
9888 W Belleview Ave #110
Littleton, CO 80123

phone: 800.459.8376
fax: 866.844.3924
www.ChameleonBeach.com

Combined Sole Source Document
2023

HLP, INC. is the sole developer, owner and marketing source for the "Chameleon/CMS" and "Chameleon Public Access" licensed, copyrighted software programs. Chameleon/CMS includes the wireless field service program and wireless FSU mapping program. Chameleon Public Access includes "ChamCam" imaging program, "ChamGPS" vehicle tracking program, and "PAWWW" kiosk program. It also includes "Knowledge Rocket", "WebChameleon", and "Scrubber" programs for internet functions. These products are not available through distributors or dealerships.

HLP also offers a "Certified Data Connect, (CDC), License" that allows other, outside HLP, software products to connect to the Chameleon proprietary database in a way that will ensure the integrity of the database. As part of this process, the "LockBox" software program is offered to allow this outside program to automatically enter data back into the proprietary Chameleon database. The LockBox program can only be maintained and supported by HLP.

There are no comparable products on the market that can provide this interaction and integration. They are all proprietary products that are licensed and copyrighted by HLP, INC. All services contracted pertaining to the installation, customization, conversion, maintenance, support, and training can only be obtained through HLP, INC.

Keith Brakey
Chief Operating Officer

City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

Neighborhoods Department
Animal Care & Protective Services Division
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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

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:	Animal Care & Protective Services Division
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?***	Chameleon is the Software Management System for the Shelter to help manage the pet licensing program. The Software license renewal fee is $1,920.00 and the annual Web Licensing/Web Donation Service fee is $3,840.00. The image data entry and vet import services are $0.79 per transaction. The web licensing is $0.35 per transaction. ACPS expects 93,000 scans for image data entry/vet import and 5,000 transactions for web licensing. The anticipated costs thru September 30, 2024 are $80,980.00
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:	ACPS uses the Chameleon Shelter Management Software for all records related to the animals cared for by the ACPS staff including citations, care calls, medical records, etc. HLP, Inc is the sole developer, owner, and marketing source for Chameleon Shelter Management Software. Using their data conversion services, allows ACPS to easily and efficiently keep the records for all rabies, licenses and veterinary services provided to the residents of Duval County.
4. Date of Request	12/6/2023

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.]

[Research conducted found that HLP, Inc is the only authorized supplier for Chameleon/CMS and Chameleon Public Access licensed software programs. The supplier submitted a sole source letter to confirm they are the sole source for this purchase.]

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** [Click here to list other documentation.]