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SINGLE SOURCE AWARD **BID # SS-13515-23**

Subject: Maintenance and Technical Support Services for STACWeb 2.0 and BOMSWeb 2.0

Department: Information Technologies Division

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2022 through date of award.

Recommend approval of Single Source Award to Computer Information & Planning, Inc. for the renewal of maintenance and technical support services for STACWeb 2.0 and BOMSWeb 2.0 to continue the telephone support, system updates, and online service calls for the Information Technologies Division in collaboration with the Office of the State Attorney for the Fourth Judicial Circuit. Period of service will be from date of award through September 30, 2023. Total requested expenditure not to exceed $111,123.00.

Funding Source: 53101.113001.546620.000000.00000000.00000.0000000, to be executed by purchase order(s).

Single Source Award To: Computer Information & Planning, Inc.

Price Justification: See Attached

Total Award: $111,123.00 **Requisition Number:** FAIT-500167-23

Attachments: Single Source Form; Agency Memo, Vendor Letter, Vendor Quote

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

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

ANALYST: Ruben Ola

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-114, Revised 12/2007

City of Jacksonville, Florida

Lenny Curry, Mayor

Information Technologies Division
Ed Ball Building
214 N. Hogan Street, Suite 900
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

DATE: November 1, 2022

TO: Dustin L. Freeman, Chief of Procurement Division

VIA: Patrick "Joey" Greive, Director of Finance and Administration / CFO

Patrick Greive — Digitally signed by Patrick Greive Date: 2022.11.15 09:05:28 -05'00'

THRU: Kenneth E. Lathrop, Chief Information Technologies Officer / CIO

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2022.11.03 07:35:40 -04'00'

FROM: Paul Freeman, Enterprise Applications Manager

Paul Freeman — Digitally signed by Paul Freeman Date: 2022.11.01 16:31:21 -04'00'

SUBJECT: Maintenance and Technical Support for STACWeb and BOMSWeb - Single Source Renewal Request

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The Information Technologies Division (ITD), in collaboration with the Office of the State Attorney for the Fourth Judicial Circuit, requests approval to renew the STACWeb 2.0 and BOMSWeb 2.0 Maintenance and Technical Support with Computer Information & Planning, Inc. The renewal of maintenance and technical support services include telephone support, system updates, and online service calls. The period of coverage is October 1, 2022, through September 30, 2023.

Computer Information & Planning, Inc. designed and developed STACWeb and BOMSWeb, and it is the only supplier authorized to provide maintenance and support for the products. The vendor has provided a single source letter, which is attached to this request. The total not-to-exceed amount for this request is $111,123.00.

FUNDING SOURCE: 53101.113001.546620.000000.00000000.00000

Tracy Geake — Digitally signed by Tracy Geake Date: 2022.11.01 16:45:56 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: Single Source Justification
Supplier Quote / Single Source Letter

CC: Elizabeth Brown, IT Operations Manager
Thomas Ossi, Technology Contract and Records Manager
Andre Conyers, IT Contract Administrator
Nike Campbell-Fatoki, Fiscal Director, Office of the State Attorney, Fourth Judicial Circuit

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:	Information Technologies
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?***	The Information Technologies Division (ITD) requests approval for a single source renewal purchase of annual maintenance and technical support services for STACWeb 2.0 and BOMSWeb 2.0. Services include telephone support, system updates, and online service calls. The period of coverage is 10/1/2022 through 9/30/2023. STACWeb 2.0 Maintenance and Support $93,973.00; BOMSWeb 2.0 Maintenance and Support $17,150.00
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:	Computer Information & Planning, Inc. designed and developed STACWeb 2.0 and BOMSWeb 2.0, and it is the only company entitled to provide maintenance and support for these products. The software has been customized to meet the workflow requirements of the Office of State Attorney. Also, BOMSWeb 2.0 is specifically designed to fit the requirements of the State of Florida Comptroller and People First software.
4. Date of Request	10/31/2022

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.]

[Internet research conducted found that Computer Information and Planning, Inc. designed and developed STACWeb 2.0 and BOMSWeb 2.0. They are the only company authorized to provide maintenance and support for these products. The vendor has provided a single source letter, which is attached to this request.]

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

√ Supplier Quote

√ Single Source Memo signed by Director

☐ **Other** [Click here to list other documentation.]

Computer Information & Planning, Inc.
Information Management Consultants

P.O. Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 701-7740
admin@cipi.net

October 10th, 2022

Nike Campbell-Fatoki
Fiscal Director
Office of the State Attorney
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, Florida, 32202

STACWeb 2.0 & BOMSWeb 2.0 Maintenance and Portal License Quote

Period of Service: October 1st, 2022 and continue through September 30th, 2023.

STACWeb 2.0 -	**$93,973.00**
BOMSWeb 2.0 -	**$17,150.00**
CIP's Portal License w/ Address Validation -	**$77,300.00**

Statement of Work: The standard maintenance for STACWeb 2.0, the standard maintenance for BOMSWeb 2.0, and the Portal License, all licensed software from CIP.

Fee: Option 1: Onetime fee of $188,423.00 due on or before October 1st, 2022 (a savings of $37,684.60.) Option 2: $226,107.60. Twelve monthly installments of $18,842.30 due on the last day of each month, beginning on October 31st, 2022.

Invoices and Interest shall be paid in accordance with Florida Law, including sections 215.422, 218.73, 218.74, and 287.0585, Florida Statutes, which govern time periods for payments of invoices and interest.

Computer Information & Planning, Inc.
Information Management Consultants

P O Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 701-7740
admin@cipi.net

August 3rd, 2022

Nike Campbell
Fiscal Director
State Attorney's Office, 4th Circuit
311 W. Monroe St. – Jacksonville, FL 32202
Business Office: (904) 255-2940
Direct Line: (904) 255-2947
Fax: (904) 255-2987

Sole Source Statement

Dear Ms. Campbell,

Computer Information & Planning, Inc. (CIP) designed and developed STACWeb 2.0, a case tracking system for the effective prosecution of crimes, BOMSWeb 2.0, a business office management system, and CIP's Portal, all licensed software, and CIP is the only company entitled to provide maintenance and support for these products. Title of all intellectual property rights, including copyright and the trade secrets of the software shall remain the sole property of Computer Information & Planning, Inc.

Sincerely,

Eliane Sant'Anna
President
Computer Information & Planning, Inc.

SINGLE SOURCE AWARD **BID # SS-11482-22**

Subject: STACWeb 2.0 and BOMSWeb 2.0 Software Maintenance Support

Department: Office of the State Attorney, Fourth Judicial Circuit

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2021 to date of award.

Recommend approval of Single Source Award to Computer Information & Planning, Inc. for the STACWeb 2.0 and BOMSWeb 2.0 Software Maintenance Support/Portal License Fee. Period of service will be from date of award through September 30, 2022. Total requested expenditure not to exceed $77,300.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Single Source Award To: Computer Information & Planning, Inc.

Price Justification: See Attached

Total Award: $77,300.00. **Requisition #** SASA-500066-22

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

Certification as to Single Source: Stephen Siegel, First Assistant State Attorney

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

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 11/04/2021

ACTION OF AWARDING AUTHORITY

DATE: 11-8-21

APPROVED ✓ **DISAPPROVED**

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-02

FORM GB-114, Revised 12/2007