SUBJECT: TAX COLLECTION MANAGEMENT SOLUTION

BID #: ESC-0254-20 **OPEN DATE:** 10/23/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – FROM DATE OF CONTRACT EXECUTION AS NEGOTIATED

AGENCY: DUVAL COUNTY TAX COLLECTOR

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (3) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP was previously shortlisted. Approval was granted for Software Demonstrations/Oral Interviews with the two (2) top-ranked firms, Grant Street Group, Inc. and eGovernment Solutions, LLC on November 21, 2019; demonstrations were held on December 10 and 11, 2019; approval was granted to enter into contact negotiations with the top-ranked firm, Grant Street Group, Inc. on December 19, 2019.

Recommend approval of award to the highest ranking firm, Grant Street Group, Inc., for tax collection management software. Total estimated initial award amount not-to-exceed $4,050,938.28. Initial term includes implementation then five (5) year's annual support with three (3) two (2) year support renewal options. Period of service shall be from date of contract execution through project completion.

Funding for this award shall be encumbered from account #TSCG017-06431 and executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Section 2.6, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

DUVAL COUNTY TAX COLLECTOR
www.coj.net/tc
taxcollector@coj.net

Jim Overton
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 200
JACKSONVILLE, FLORIDA 32202-3356

TO: Gregory Pease, Chief of Procurement
DD **FROM:** Jim Overton, Tax Collector
KR **SUBJECT:** Award for ESC-0254-20 – Grant Street Group
DATE: January 9, 2020

The Tax Collector's Office completed contract negotiations with the Grant Street Group for ESC-0254-20. The following terms were agreed upon by both parties:

- Initial term includes Implementation then Five (5) Years annual support with three (3), two (2) year support renewal options
- Implementation/Data Conversion Fee of $600,000.00
- Annual License and Support Cost of $650,000.00; Fixed 3% Escalator on the Annual Support fee

Maximum Indebtedness of City for the initial term equals $4,050,938.28

Please take appropriate action to award the bid to Grant Street Group, Inc.

The sub-committee responsible for evaluating the proposals and demonstrations was comprised of representatives from the Tax Collector's Office. Grant Street proved through both the response and demo that they are best positioned to meet the needs of the Tax Collector. Their cloud-based solution meets all requirements mapped by the RFP. Grant Street also has a very intuitive online presence allowing the Tax Collector to expand services offered online. In addition, Grant Street provides valuable BI tools that will allow the Tax Collector to make data-driven decisions across all lines of business.

Thank you for considering this request.

2) Five (5) hard copies of the entire Response.

3) One (1) digital scanned copy (in pdf format) of entire Response, on a separate CD-ROM or flash drive. Large files may be scanned as several separate PDF files.

4) One (1) REDACTED scanned copy of the Response (**if necessary** pursuant to Section 2.12). This copy should be marked "Confidential - Trade Secret" or something comparable to alert the reader of Contractor's claim of a public records exemption.

All copies are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) Contractor's name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 Evaluation of Responses.

A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors.

B. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

C. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 Award of Contract.

A. The process for contract award is set forth in Jacksonville Ordinance Code Sections 126.204. Generally, Buyer will award the Contract to the responsible and responsive proposer whose Response is determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Section 126.201(d)(4) and 126.201(n), *Ordinance Code*. If an agreement cannot be reached with the highest ranked Contractor, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached.

B. Buyer may make an award within sixty (60) days after the date the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded or Buyer receives from Contractor written notice that the Response is withdrawn. [Note: Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.]

C. Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract, but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

D. Based on the evaluation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with Buyer a notice of protest in accordance with the Protest provisions of the RFP. Buyer does not intend to provide tabulations or notices of award by telephone.

2.7 **Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract.

If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law.

2.8 **Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Competitive Sealed Proposal Evaluation Committee), shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Contact Person identified in Section 1 at least forty-eight (48) hours prior to the meeting.

2.9 **Ex-Parte Communications.** Communications regarding the RFP by a potential vendor, service provider, bidder, lobbyist or consultant to City employees, staff, or hired consultants are prohibited. This prohibition includes communications with the Buyer's Office of General Counsel unless the Contact Person has authorized those communications in advance. Violations may result in the rejection/disqualification of a Response.

These prohibitions on ex-parte communications do not apply to the following:

- communications regarding the RFP to the Chief of the Procurement Division or the Contact Person, provided the communication is limited strictly to matters of process or procedure already contained in the RFP.
- communications with the City employee responsible for administering the Jacksonville Small Emerging Business Program, provided the communication is limited strictly to matters of programmatic process or procedures.
- communications at any pre-bid conferences.
- communications with the Office of Inspector General and his/her staff regarding any perceived inefficiency, misconduct or abuse by City employees.
- presentations before publicly noticed committee meetings.
- contract negotiations during any duly noticed public meeting.

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BID #: ESC-0254-20 **OPEN DATE:** 10/23/2019

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KIND AND BASIS OF CONTRACT: EVALUATED BID – FROM DATE OF CONTRACT EXECUTION AS NEGOTIATED

AGENCY: DUVAL COUNTY TAX COLLECTOR

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (3) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On October 23, 2019, the City of Jacksonville, Procurement Division received three (3) responses to the subject RFP. On November 21, 2019 approval was granted for Software Demonstrations/Oral Interviews with the two (2) top-ranked firms: Grant Street Group, Inc. (1) and e-Government Solutions, LLC (2).

The evaluation of the responses and software demonstrations/oral interviews has been completed and scored as follows:

Firm	Response Evaluation Score	Demonstration/ Oral Interview Score	Total Combined Score	Final Ranking
Grant Street Group, Inc.	81.20	86.50	167.70	1
eGovernment Solutions, LLC	71.70	83.10	154.80	2

Recommend approval to enter into contract negotiations with the highest ranking firm, Grant Street Group, Inc., for tax collection management software.

ATTACHMENTS: Recommendation Memo, Scoring Matrixes/Score Sheets, Previous Awards

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** For- GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 12-19-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/19/19

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: TAX COLLECTION MANAGEMENT SOLUTION

BID #: ESC-0254-20 **OPEN DATE:** 10/23/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

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NUMBER OF BIDS INVITED: (3) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On October 23, 2019, the City of Jacksonville, Procurement Division received three (3) responses to the subject RFP.

eGovernment Solutions, LLC provided proof of their business license upon request from the City. Thomson Reuters provided *Form 3 – Insurance Agent Acknowledgement* upon request from the City. Procurement requests approval to accept and waive the technicalities as minor irregularities.

The Evaluation Committee has completed their review and recommends approval to move forward with Software Demonstrations/Oral Interviews with the two (2) top-ranked firms, below. The ranking of first and second designates the order of qualification of these firms.

1. Grant Street Group
2. eGovernment Solutions, LLC

ATTACHMENTS: Recommendation Memo, Evaluation Matrix, Cost Tabulation, Addendum 2, Previous Award

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 11-21-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/21/19

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION