ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

**MEMORANDUM**

**TO:** **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

**FROM:** **Gregory Pease, Chief of Procurement**

**DATE:** **May 15, 2020**

**RE:** **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **MANAGED DESKTOP SERVICES.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

***CSPEC APPROVAL***

| | |
|---|---|
| Finance Director or designee | Procurement Director or designee |
| General Counsel or designee | Department/Agency Representative |
| Public Works Director or designee | |

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

**DATE:** April 28, 2020

**TO:** Greg Pease, Chief of Procurement Division

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

**FROM:** Thomas Ossi, Technology Contract and Records Manager, ITD

**SUBJECT:** CSPEC Memorandum - RFP for Managed Desktop Services

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Information Technologies Division (ITD) requests approval to proceed with issuance of a Request for Proposal (RFP) for Managed Desktop Services. The services are for the City's Desktop Support Services. The information is provided pursuant to Chapter 126, Part 2, in accordance with Section 126.204 Competitive Sealed Proposal Evaluation Process.

This request is to ask permission to utilize a Competitive Sealed Proposal Evaluation process due to the complexity of the services, the differences among vendors competency and overall cost. The evaluation description criteria and maximum points for all criteria are provided in the evaluation matrix. The total maximum points a vendor can score is 160. These services will be awarded by purchase order upon selection of the winning vendor. The services will require a formal contract through Office of General Counsel.

The bids will be evaluated by a sub-committee consisting of the following: Paul Freeman, Enterprise Applications Manager, ITD, 255-8062, Gary Steffens, Enterprise Architect Manager, ITD, 255-8107 and Robert Gray, Enterprise Technology Infrastructure Manager, ITD, 255-8065.

The estimated value for this bid 1st year $625,000.00, 2nd year $625,000.00

Funding Source: 53101.113001.534100.000000.00000000.00000

Attachment: RFP - Managed Desktop Services

Your favorable consideration of this request is greatly appreciated.

CC: Elizabeth Brown, IT Operations Manager, ITD
Amy Hills, Desktop Services Manager, ITD

## Klages, David

**From:** Ossi, Thomas
**Sent:** Friday, May 15, 2020 4:31 PM
**To:** Klages, David; Lathrop, Kenneth
**Cc:** Ola, Ruben; Ossi, Thomas
**Subject:** RE: Please Confirm Agency Memo for Managed Desktop Services
**Attachments:** CSPEC Memorandum - RFP for Managed Desktop Services April 2, 2020 Approved by ITD Management.pdf

Hi David,

I can confirm via this email that we both have reviewed and approve the memorandum please continue to process this request.
Please advise if you need additional information.

Thank you for your assistance,

Thomas Ossi
Technology Contract and Records Manager
City of Jacksonville
Finance & Administration
Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202
904.255.8080
www.coj.net

**From:** Klages, David <DKlages@coj.net>
**Sent:** Friday, May 15, 2020 4:10 PM
**To:** Lathrop, Kenneth <LATHROP@coj.net>; Ossi, Thomas <TOssi@coj.net>
**Cc:** Ola, Ruben <RubenO@coj.net>
**Subject:** Please Confirm Agency Memo for Managed Desktop Services

Good afternoon Ken/Tom. Since you may or may not be working in the building, would you please review the attached memo for Managed Desktop Services and either sign it digitally if you're able to or confirm via this email that you are okay with it?

Thank you,

**David R. Klages**
**Purchasing Analyst**
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

Department of Finance and Administration
Procurement Division

# CITY OF JACKSONVILLE

**May 15, 2020**

**To:** Greg Pease, Division Chief
Procurement Division

**From:** Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

**RE:** **Managed Desktop Services**

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The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8833.

cc: Ruben Ola
Rose Nettles

214 North Hogan Street, Suite 800 ☐ Jacksonville, FL 32202 ☐ 904-255-8840 ☐ Fax 904-255-8842 ☐ www.jseb.coj.net

**Klages, David**

| | |
|---|---|
| **From:** | Verdejo Magras, Wanda |
| **Sent:** | Thursday, May 14, 2020 3:21 PM |
| **To:** | Brown, Elizabeth; Ossi, Thomas; Ciprian, Alexander; Ola, Ruben; Duckworth, Twane; Lathrop, Kenneth |
| **Subject:** | RM REVIEWED : Managed Desktop Services |
| **Attachments:** | APPROVED INS. REQ. FOR Managed Desktop Services .pdf; RM APPROVED INS. REQ. FOR Managed Desktop Services .pdf; RM APPROVED INS. REQ. FOR Managed Desktop Services .doc |

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

No changes are required to the **Insurance Requirements** and this will conclude Risk Management's review of **Managed Desktop Services** Bid unless further notified.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

*Wanda Verdejo*
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**
Email : *wverdejo@coj.net*

Jacksonville
Where Florida Begins.