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***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

Fourth Judicial Circuit

Clay - Duval - Nassau

MEMORANDUM

TO: City of Jacksonville, Procurement Division

FROM: Stephen Siegel, First Assistant State Attorney

DATE: October 20, 2021

RE: Sole Source/ CIP Portal

The State Attorney's Office seeks continued funding for an eDiscovery portal provided by Computer Information and Planning (CIP). Currently, the State Attorney's Office case management system is STAC. CIP developed, implemented, and maintains STAC for the office. It has done so for the last twenty years. The eDiscovery portal is a necessary add-on to the STAC case management system. It provides the office with a technological solution to preparing and providing required discovery documents, records, and materials to defense attorneys. Because STAC is our case management system, our most cost-effective and viable eDiscovery portal is the CIP portal.

904-255-2500
311 W. Monroe Street | Jacksonville, FL, 32202

SINGLE SOURCE REQUEST

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

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The Portal is a cloud based infrastructure for the Customer to notify external recipients. Customer notifications via electronic file, a telephone call or text message. Document Sharing to other attorneys professionals assisting on a case, victims, witnesses and defendants. Logged events in STACWeb showing when documents were shared and when they were downloaded. Notification service to inform recipients of upcoming court dates, depositions, and other scheduled events via a telephone call and/or text message.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

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 this product.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Computer Information & Planning, Inc. designed and developed STACWeb and BOMSWeb and is the only company entitled to provide maintenance and support for this product.

Computer Information & Planning, Inc.
Information Management Consultants

P.O. Box 600515
Jacksonville, Florida, 32260
Telephone (904) 685-4035
admin@cipi.net

October 15th, 2021

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

Sole Source Statement

Dear Mr. Ossi,

Computer Information & Planning, Inc. (CIP) designed and developed CIP's Portal, a licensed software, and CIP is the only company entitled to provide maintenance and support for the product. 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.

Invoice

Computer Information & Planning, Inc.
PO Box 600515
Jacksonville, FL 32260
ADMIN@CIPI.NET

DATE	INVOICE #
10/8/2021	5097

BILL TO

State Attorney's Office
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, FL 32202

P.O. NO.

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Portal License Fee	73,700.00	73,700.00
	Portal - Address Validation Period of Service: October 1st, 2021 through September 30th, 2022.	3,600.00	3,600.00
		Total	$77,300.00

Requisition SASA-500066-22

Requisitioning BU	SASA: State Attorney	**Requisition Amount**	77,300 USD
Entered By	Amy Sanderson	**Justification**	
Status	Approved	**Funds Status**	Reserved
Description	Portal License Fee		
Emergency Requisition	No		

Attachments

Title	File Name or URL	Description
CIP - Invoice 5097 - SA04 Port	CIP - Invoice 5097 - SA04 Portal License invoice.pdf	Portal license

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		Portal License Fee	206.87 Servers, Mini/Mainframe Computer (Application, Database, File, Mail, Network, Web, etc.)	1	Each	73,700.00 USD	73,700	Approved	Reserved

Requester	Amy Sanderson	**Supplier**	Computer Information And Planning, Inc.
Urgent	No	**Supplier Site**	Order/Remit
Requested Delivery Date	10/25/21	**Supplier Contact**	Eliane Sant'Anna
Deliver-to Location	State Attorney's Office Charge	**Contact Phone**	(904)8800804
Deliver-to Address	311 West Monroe Street, Jacksonville, FL 32202, Duval, United States	**Charge Account**	15203.900001.531090.000000.00000917.00000.0000000

Note to Buyer

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
2		Portal - Address Validation Period of Service: October 1st, 2021 through September 30th, 2022.	206.87 Servers, Mini/Mainframe Computer (Application, Database, File, Mail, Network, Web, etc.)	1	Each	3,600.00 USD	3,600	Approved	Reserved

Requester	Amy Sanderson	**Supplier**	Computer Information And Planning, Inc.
Urgent	No	**Supplier Site**	Order/Remit
Requested Delivery Date	10/25/21	**Supplier Contact**	Eliane Sant'Anna
Deliver-to Location	State Attorney's Office	**Contact Phone**	(904)8800804

NOT A PURCHASE ORDER

Requisition SASA-500066-22

Deliver-to Address	Charge 311 West Monroe Street, Jacksonville, FL 32202, Duval, United States	**Charge Account**	15203.900001.531090.000000.000009 17.00000.0000000
Note to Buyer			

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.