SINGLE SOURCE AWARD **BID # SS-11216-21**

Subject: Maintenance and Technical Support Services for STACWeb and BOMSWeb

Department: Information Technologies Division

Description of Purchase:
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 October 1, 2021 through September 30, 2022. Total requested expenditure not to exceed $101,549.00.

Funding Source: 53101.113001.546620, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

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

Price Justification: See Attached

Total Award: $101,549.00 **Requisition Number:** FAIT-500990-21

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

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 _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: September 17, 2021

TO: Greg Pease, Chief of Procurement Division

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

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2021.09.21 09:07:01 -04'00'

FROM: Thomas Ossi, Technology Contract and Records, Manager

THOMAS OSSI — Digitally signed by THOMAS OSSI Date: 2021.09.20 14:59:27 -04'00'

RE: **Maintenance and Technical Support for STACWeb and BOMSWeb – Single Source Award Request**

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, 2021, through September 30, 2022.

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 $101,549.00.

FUNDING SOURCE: 53101.113001.546620

Tracy Geake — Digitally signed by Tracy Geake Date: 2021.09.21 08:25:55 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: Single Source Request
Supplier Quote
Supplier Single Source Letter

CC: Paul Freeman, Enterprise Applications Manager, ITD
Elizabeth Brown, IT Operations Manager,ITD
Nike Campbell-Fatoki, Fiscal Director, State Attorney's Office, 4th Circuit

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 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 10/1/2021 through 9/30/2022.
STACWeb 2.0 Maintenance and Support $84,399.00
BOMSWeb 2.0 Maintenance and Support $17,150.00

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 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.

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:

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.

Computer Information & Planning, Inc.
Information Management Consultants

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

September 13th, 2021

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 Quote

Period of Service: October 1st, 2021 and continue through September 30th, 2022.

STACWeb 2.0 -	**$84,399.00**
BOMSWeb 2.0 -	**$17,150.00**

Statement of Work: Standard maintenance and support for STACWeb 2.0 and for BOMSWeb 2.0, licensed software.

Fee: Option 1: Onetime fee of $101,549.00 due on or before October 1st, 2021 (a savings of $20,036.80). Option 2: $121,858.80. Twelve monthly installments of $10,154.90 due on the last day of each month, beginning on October 31st, 2021.

Computer Information & Planning, Inc.
Information Management Consultants

P O Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 685-4335
admin@cipi.net

September 14th, 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 Sir,

Computer Information & Planning, Inc. (CIP) designed and developed STACWeb 2.0, a case tracking system for the effective prosecution of crimes, and BOMSWeb 2.0, a business office management system, both 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.

STACWeb 2.0 and BOMSWeb 2.0 are applications tailored to the requirements of the FDLE, DFS, the State of Florida, and the agencies for which we provide services.

Sincerely,

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

Requisition FAIT-500990-21

Requisitioning BU FAIT: Information Technologies
Entered By Sabrina James
Status Pending approval
Description FY2022 Maintenance/Technical Support for STACWeb and BOMSWeb Single Source Award Request
Period of Service 10/1/2021 - 9/30/2022
Emergency Requisition No

Requisition Amount 0 USD
Justification
Funds Status Reserved

Attachments

Title	File Name or URL	Description
SA04 STACWeb BOMSWeb Sole Sour	SA04 STACWeb BOMSWeb Sole Source Statement.pdf	Sole Source Letter
SA04 STACWeb BOMSWeb Maintenan	SA04 STACWeb BOMSWeb Maintenance Quote 2122.pdf	Quote
Computer Information Planning	Computer Information Planning - STAC-BOMS for SAO - Procurement Memo - 9-17-2021_TO.pdf	Procurement Memo
CIP ITD SINGLE SOURCE FORM - C	CIP ITD SINGLE SOURCE FORM - CIP - STACWeb-BOMWeb 9.20.2021.pdf	Single Source Form

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		FY2022 Maintenance/Technical Support for STACWeb and BOMSWeb Single Source Award Request Period of Service 10/1/2021 - 9/30/2022	208.11 Application Software, Microcomputer	1	Each	0.00 USD	0	Pending approval	Reserved

Requester Richard Reilly
Urgent No
Requested Delivery Date
Deliver-to Location Ed Ball 9th Floor Charge
Deliver-to Address 214 North Hogan Street, 9TH FLOOR, Jacksonville, FL 32202, Duval, United States
Note to Buyer

Supplier Computer Information And Planning, Inc.
Supplier Site Order/Remit
Supplier Contact Eliane Sant'Anna
Contact Phone (904)8800804
Charge Account 53101.113001.546620.000000.000000.00.00000.0000000

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

SINGLE SOURCE AWARD

BID # SS-9084-20

Subject: Maintenance and Technical Support Services for STACWeb and BOMSWeb

Department: Information Technologies Division

Description of Purchase:
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 October 1, 2020 through September 30, 2021. Total requested expenditure not to exceed $94,303.00.

Funding for this award to be encumbered by account 53101.113001.546620, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

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

Price Justification: See Attached

Total Award: $94,303.00 **Requisition Number:** FAIT-500242-20

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

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 9/17/2020

ACTION OF AWARDING AUTHORITY

DATE: 9/18/20

APPROVED ✓ **DISAPPROVED**

OTHER

SIGNATURE OF AUTHENTICATION

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

FORM GB-114, Revised 12/2007