SUBJECT: Parking Citation Management System

BID #: ESC-0411-19 **OPEN DATE: 5/29/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Five (5) years from date of contract execution with three (3) one (1) year renewal options

AGENCY: Public Parking

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to reject three (3) bidders: iNet, Inc. dba iParq, Passport Labs, Inc. and T2 Systems for failure to submit required information as requested in the specifications. Recommend approval of award to the highest scoring bidder, Professional Account Management LLC, a Duncan Solutions. Period of service is five (5) years from date of contract execution with three (3) one (1) year renewal options. Total estimated annual expenditure amount is $140,000.00, with a not to exceed expenditure amount of $700,000.00 for the initial five (5) year term.

Professional Account Management (Duncan Solutions)	95.85
IPS Group, Inc.	83.63
Data Ticket, Inc.	83.15

Funding Source: DIPP412ENF-04662 - $40,000.00; DIPP412AD-04662 - $100,000.00 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Rejection Letters, Tabulation and Scoring Sheets and Evaluation Criteria

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Carle, Public Parking Officer, Office of Public Parking

---

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

July 11, 2019

Memorandum

To: Gregory Pease, Chief, Procurement Division

From: Robert Carle, Public Parking Officer, Office of Public Parking

Subject: Public Parking Citation Management System Vendor Recommendation ESC-0411-19

After careful review and consideration, Public Parking recommends the selection of Professional Account Management, LLC, a Duncan Solutions, Inc. Company to receive the award for the above subject Citation Management System contract. This selection was based on vendor product proposals to provide a comprehensive parking citation issuance solution which will enhance customer service and maximize program collection rates through the use if the latest parking enforcement and customer self-service technology.

All vendor proposals were evaluated based on an established point system. Results for the three (3) qualified vendors competing for this bid are ranked as follows:

1. Duncan Solutions, Professional Account Management received a consensus score of 95.85
2. IPS Group, Inc. received a consensus score of 83.63
3. Data Ticket, Inc. received a consensus score of 83.15

The estimated annual expenditure for each year is $140,000.00 provided via the following funding sources:

DIPP412ENF-04662 - $40,000.00
DIPP412AD -04662 - $100,000.00

Total estimated expenditure not to exceed $700,000.00. This amount is based on the five (5) year contract period identified in the ESC-0411-19 RFP.

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

July 11, 2019

P.O. Box 60309
San Diego, CA 92166

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: iNet, Inc. dba iParq

CONTACT NAME: Todd Fisher

BID NUMBER: ESC-0411-19

NAME OF BID: Parking Citation Management System

DATE OPENED: 5/29/19

REASON FOR REJECTION:
Agency recommends rejecting bidder for failure to meet the requirements of the RFP. Specifically, bidder did not submit or return the following:

- Bid Bond
- References only list one (1) municipality
- Number of annual citations listed as confidential.
- Exclusions to insurance requirements

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Thursday, July 11, 2019 11:53 AM
To: Madison Huemmer (mhuemmer@iparq.com)
Cc: Pease, Gregory
Subject: Rejection Notice: ESC-0411-19 Parking Citation Management System
Attachments: iNET.pdf

Madison, please find the attached notice of rejection for the above RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Thursday, July 11, 2019 11:17 AM
To: Leslie-Burney, Annette
Subject: iNET

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

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

July 11, 2019

8900 Keystone Crossing
Suite 700
Indianapolis, IN 46240

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: T2 Systems

CONTACT NAME: Joe Weiler

BID NUMBER: ESC-0411-19

NAME OF BID: Parking Citation Management System

DATE OPENED: 5/29/19

REASON FOR REJECTION:
Agency recommends rejecting bidder for failure to meet the requirements of the RFP. Specifically, bidder did not submit or return the following:

- Section 1.4, Minimum Requirements - A list of 3 municipalities with at least 50,000 citations annually
- Attachment B, Evaluation Criteria - Response to Technical Requirements
- Addendums 1 & 2

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Thursday, July 11, 2019 12:09 PM
To: Samson David (Samson.David@t2systems.com)
Cc: Pease, Gregory
Subject: Rejection Notice: ESC-0411-19 Parking Citation Management System
Attachments: T2.pdf

David, please find the attached notice of rejection for the above RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Thursday, July 11, 2019 11:17 AM
To: Leslie-Burney, Annette
Subject: T2

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

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

July 11, 2019

128 South Tryon Street
Suite 2200
Charlotte, NC 28202

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Passport Labs, Inc.

CONTACT NAME: Khristian Gutierrez

BID NUMBER: ESC-0411-19

NAME OF BID: Parking Citation Management System

DATE OPENED: 5/29/19

REASON FOR REJECTION:
Agency recommends rejecting bidder for failure to meet the requirements of the RFP. Specifically, bidder did not submit or return the following:

- Insurance Agent Acknowledgement (Form 3)
- Addendums 1 & 2

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Thursday, July 11, 2019 12:19 PM
To: catchall@passport.com
Cc: Pease, Gregory
Subject: FW: Rejection Notice: ESC-0411-19 Parking Citation Management System
Attachments: Passport.pdf

Please find the attached rejection notice attached for the Parking Citation Management System RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: Leslie-Burney, Annette
Sent: Thursday, July 11, 2019 11:57 AM
To: khristian.gutierrez-rfp@passportinc.com
Cc: Pease, Gregory
Subject: Rejection Notice: ESC-0411-19 Parking Citation Management System

Khristian, please find the attached rejection notice for the above RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division

Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Thursday, July 11, 2019 11:17 AM
To: Leslie-Burney, Annette
Subject: Passport

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

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TITLE: Parking Citation Management System BID NO.: ESC-0411-19 OPEN DATE: May 29, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received (6) No Bids: (0) Recorded By: John Hernandez Announcer: Olive Wallace-Cohen		Data Ticket, Inc.	Duncan Solutions Professional Account Management LLC	INet, Inc./iParq	IPS Group, Inc.
Notes:			Per ticket	Reject/No Bid Bond, insurance exclusions, citation #'s confidential, projects and references include colleges	References do not have # of citations or term dates
Total Base Bid:		$ 712,500.00	$1.89/ or $567,000.00	$ 832,265.00	$ 773,000.00
Quality of Contractor Proposal/Competency	15				
Response to Technicaql Proposal Criteria	15				
Functionality	20				
Overall Cost (Total Base Bid)	30				
References (Capability and Experience)	10				
Warranty and Support	10				
TOTAL POINTS	100				
MINIMUM REQUIREMENTS		✓	✓	N	Y
CONFLICT OF INTEREST		✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGEMENT		✓	✓	✓	✓
BID BOND		✓	✓	X	✓
ADDENDUM (2)		✓	✓	✓	✓

TITLE: Parking Citation Management System BID NO.: ESC-0411-19 OPEN DATE: May 29, 2019 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received ( ) No Bids: ( ) Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen		Passport Labs, Inc.	T2 Systems		
NOTES:		Reject - See Form 4, Insurance Agent Ack.(pg.19-20), No addenda	Reject - Did not see response to Technical requirements, only 2 project with citations over 50K, no addenda, exceptions (pg. 45)		
Total Base Bid:		$431,755.00 / $609,836.55 with credit card processing	$ 791,025.76		
Qualifications & Background	25				
Organizational Structure	25				
Pricing Schedule	5				
Legal & Financial	10				
Technology	10				
Collection Process	25				
TOTAL POINTS	100				
MINIMUM REQUIREMENTS		Y	N		
CONFLICT OF INTEREST		✓	✓		
INSURANCE AGENT ACKNOWLEDGEMENT		✓	✓		
BID BOND		✓	✓		
ADDENDUM (2)		X	X		

Notes: **Bill Schaefer Recommends**

Duncan (PAM) has the lowest cost

1.89 X 60,000 = $113,400.00 X 5 = $567,000.00

What I see upon further review about Passport's really low quote:.

Passports price doesn't include Merchant Processing. See bottom FORM 1 Pricing Sheet on Page 6 & 7.

They quote 2.9% +-.30 (only id Passport is the Merchant Processor) Based on the Credit Card

for 10/1/2017 - 9/30/2018 the total number of Credit Card + IVR Transactions is

24,241 with a transaction amount totaling $977,379.02 - this is for 1 year

24241 X $0.30 = $7,272.30 X 5 years = $36,361.50

$977,379.02 X 2.9% = $28,343.99 X 5 years =$141,719.95

$36,361.50 + $141,719.95 = $178,081.45

$171,081.45 + Passport's Quoted $431,755.00 = $609,836.55

Collection Fee/Rate	Data Ticket, Inc.	Duncan Solutions, Inc.	INET, Inc./iParq	IPS Group, Inc.	Passport, Inc.	T2 Systems
Startup Costs	$ 39,500.00	Included	$ 39,900.00	$ 43,000.00	$ 28,060.00	$ 64,503.60
Year 1	$ 134,600.00	$1.89/ticket issued	$ 158,473.00	$ 146,000.00	$ 80,739.00	$ 131,559.00
Year 2	$ 134,600.00	$1.89/ticket issued	$ 158,473.00	$ 146,000.00	$ 80,739.00	$ 138,079.95
Year 3	$ 134,600.00	$1.89/ticket issued	$ 158,473.00	$ 146,000.00	$ 80,739.00	$ 144,926.95
Year 4	$ 134,600.00	$1.89/ticket issued	$ 158,473.00	$ 146,000.00	$ 80,739.00	$ 152,173.30
Year 5	$ 134,600.00	$1.89/ticket issued	$ 158,473.00	$ 146,000.00	$ 80,739.00	$ 159,781.96
Total Base Bid	$ 712,500.00	$1.89/ticket issued	$ 832,265.00	$ 773,000.00	$ 431,755.00	$ 791,024.76
Additional Costs:						
Additional or Replacement Hand Held Units	$1800/S9+ and Zebra Printer	$3,799.00 (plus assoc. wireless fees)	$125/HHU/month	$2,950.00 all-in-one HHU (see price sheet) Add'l Cost: Register Owner Look-ups $.75/look-up (see price sheet)	$2,400.00/unit two tech N5 Scan	$ 1,605.55
Additional Tickets Paid	$.40/paid ticket	Included	$2.95 paid by parker	$2.00 or 3% online fee paid by end-user (Using City's Merchant Acct.)	20.5% of delinquent citations ($2.95/citation pd)	$0
Database Accounts	Included	Included	$0	NA	Covered in cost	$ 2,878.20
Additional Notices on Citations	$.80, inclusive of 1st class postage	$.25 per additional notice sent	$.85/letter	$0.80	$1.00 + postage	$0
Notes	Please Note data plan costs are a straight pass-thru /not quoted			**Start-up Cost** includes installation, training & all-in-one hhu's		Start up cost based on project fees, implementation, interfaces, 12 printer, accessories and travel.

Response to Technical Requirements	Passport Labs, Inc.	IPS	Professional Account Mgt	Data Ticket	
Create Citations					
BF1.1	Y	Y	Y	Y	1
BF1.2	Y	Y	Y	Y	2
BF1.3	Y		Y		3
BF1.4	Y	Y	Y	Y	4
BF1.5	Y	Y	Y	Y	5
BF1.6	Y	Y	Y	Y	6
BF1.7	Y	Y	Y	Y	7
BF1.8	Y	Y	Y	Y	8
BF1.9	Y	Y	Y	Y	9
BF1.10	Y	Y	Y	Y	10
BF1.11	Y		Y	Y	11
Intuitive Application Interface					
BF2.1	Y	Y	Y	Y	12
BF2.2	Y	Y	Y	Y	13
BF2.3	Y	Y	Y	Y	14
BF2.4	Y	Y	Y	Y	15
BF2.5	Y	Y	Y	Y	16
BF2.6	Y	Y	Y	Y	17
Access Hit List (Scofflaw Report)					
BF3.1	Y	Y	Y	Y	18
BF3.2	Y	Y	Y	Y	19
BF3.3	Y	Y	Y	Y	20
Access Citation Database from Handheld					
BF4.1	Y	Y	Y	Y	21
Print Citations					
BF5.1	Y	Y	Y	Y	22
BF5.2	Y	Y	Y	Y	23
BF5.3	Y	Y	Y	Y	24
BF5.4	Y	Y	Y	Y	25
BF5.5	Y	Y	Y	Y	26
Hardware Requirements					
BF6.1	Y	Y	Y	Y	27
BF6.2	Y		Y	Y	28
BF6.3	Y	Y	Y	Y	29
BF6.4	Y	Y	Y	Y	30
BF6.5	Y	Y	Y	Y	31
BF6.6	Y	Y	Y	Y	32
BF6.7	Y	Y	Y	Y	33
BF6.8	Y		Y	Y	34
BF6.9	Y	Y	Y	Y	35
BF6.10	Y	Y	Y	Y	36
BF6.11	Y	Y		Y	37

Citation Application Requirements					
Real-time Parking citations, warnings and picutres					
BF1.1	Y	Y	Y	Y	38
Add citation data					
BF2.1	Y	Y	Y	Y	39
BF2.2	Y	Y	Y	Y	40
BF2.3	Y	Y	Y	Y	41
BF2.4	Y	Y	Y	Y	42
BF2.5	Y		Y	Y	43
BF2.6	Y		Y	Y	44
BF2.7	Y	Y	Y	Y	45
BF2.8	Y	Y	Y	Y	46
BF2.9	Y	Y		Y	47
Receive Batch Files					
BF3.1	Y	Y	Y	Y	48
BF3.2	Y	Y	Y	Y	49
Manage Business Rules and Citation Status					
BF4.1	Y	Y	Y	Y	50
BF4.2	Y	Y	Y	Y	51
BF4.3	Y	Y	Y	Y	52
BF4.4	Y	Y	Y	Y	53
View Citation Data					
BF5.1	Y	Y	Y	Y	54
BF5.2	Y	Y	Y	Y	55
BF5.3	Y	Y	Y	Y	56
BF5.4	Y	Y	Y	Y	57
BF5.5	Y		Y	Y	58
Payment Processing					
BF6.1	Y	Y	Y	Y	59
BF6.2	Y	Y	Y	Y	60
BF6.3	Y	Y	Y	Y	61
BF6.4	Y	Y	Y	Y	62
BF6.5	Y	Y	Y	Y	63
BF6.6	Y	Y	Y	Y	64
BF6.7	Y	Y	Y	Y	65
Void Citations					
BF7.1	Y	Y	Y	Y	66
BF7.2	Y	Y	Y	Y	67
Close/Write Off Old Records					
BF8.1	Y	Y	Y	Y	68
Manage Citation History					
BF9.1	Y	Y	Y	Y	69
BF9.2	Y	Y	Y	Y	70
Create New Citation Types					
BF10.1	Y	Y	Y	Y	71
BF10.2	Y	Y	Y	Y	72

Manage Docket Process					
BF11.1	Y	Y	Y	Y	73
BF11.2	Y	Y	Y	Y	74
BF11.3	Y	Y	Y	Y	75
BF11.4	Y	Y	Y	Y	76
BF11.5	Y	Y	Y	Y	77
Send Notifications					
BF12.1	Y	Y	Y	Y	78
BF12.2	Y	Y	Y	Y	79
BF12.3	Y	Y	Y	Y	80
Create Parking Enforcement Zones					
BF13.1	Y	Y	Y	Y	81
Manage Interface Files					
BF14.1	Y	Y	Y	Y	82
BF14.2	Y	Y	Y	Y	83
BF14.3	Y	Y	Y	Y	84
BF14.4	Y	Y	Y	Y	85
Compliance Files					
BF15.1	Y	Y		Y	86
Accounting Requirements					
BF1	Y	Y	Y	Y	87
BF2	Y	Y	Y	Y	88
BF3	Y	Y	Y	Y	89
BF4	Y	Y	Y	Y	90
BF5	Y		Y		91
Web Browser Requirements					
BF1	Y	Y	Y		92
Performance and Businsess Continuity - Disaster Recovery Plan					
BF1	Y	Y	Y	Y	93
BF2	Y	Y	Y	Y	94
BF3	Y	Y	Y	Y	95
BF4	Y	Y	Y	Y	96
BF5	Y	Y	Y	Y	97
BF6	Y	Y	Y	Y	98
BF7	Y	Y	Y	Y	99
BF8	Y	Y	Y	Y	100
BF9	Y		Y	Y	101
BF10	Y	Y	Y	Y	102
BF11	Y	Y	Y	Y	103
Data Security Requirements					
BF1	Y	Y	Y	Y	104
BF2	Y	Y	Y	Y	105
BF3	Y	Y	Y	Y	106
BF4	Y	Y	Y	Y	107
Exit Strategy					
BF1	Y	Y	Y	Y	108
BF2	Y	Y	Y	Y	109
BF3	Y	Y	Y	Y	110

BF4	Y	Y	Y	Y	111
Reports and Queries					
BF1	Y	Y	Y	Y	112
BF2	Y	Y	Y	Y	113
BF3	Y	Y	Y	Y	114
BF4	Y	Y	Y	Y	115
BF5	Y	Y	Y	Y	116
BF6	Y	Y	Y	Y	117
BF7	Y	Y		Y	118
BF8	Y		Y	Y	119
BF9	Y	Y	Y	Y	120
BF10	Y	Y	Y	Y	121
Security					
BF1	Y	Y	Y	Y	122
BF2	Y	Y	Y		123
BF3	Y	Y	Y	Y	124
BF4	Y	Y	Y	Y	125
BF5	Y	Y	Y	Y	126
BF6	Y	Y	Y	Y	127
Training					
BF1	Y	Y	Y	Y	128
BF2	Y	Y	Y	Y	129
Data Conversion Requirements					
4.3.3	Y	Y	Y		130
4.3.4	Y	Y	Y		131
4.3.5	Y	Y	Y		132
4.3.6	Y	Y	Y		133
4.3.7	Y	Y	Y		134
4.3.8	Y	Y	Y		135
4.3.9	Y	Y	Y		136
4.3.10	Y	Y	Y		137
4.4.1a	Y	Y	Y		138
4.4.1b	Y	Y	Y		139
4.4.1c	Y	Y	Y		140
4.4.1d	Y	Y	Y		141
4.4.1e	Y				142
4.4.1f	Y				143
4.4.2	Y				144
4.4.3	Y				145
	145	131	137	125	
Score	**15**	**13.552**	**14.17241379**	**12.93103448**	

point value for each question 0.103448276

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and bidders are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Bidders are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

Description	Scoring Criteria	Maximum Points Available
Quality of Contractor Proposal / Competency: Executive summary and project approach. Contractor's ability to meet all requirements in scope of work.	High: Proposal directly addresses completion of solutions and scope of work.	15
Response to Technical Proposal Criteria	High: Contractor submits affirmative answers to the criteria outlined in pages 26-48.	15
Functionality	High: Performance and ease of use of handheld units producing immediate real-time citations and pictures; software and interfaces including databases, PC and network hosted applications software and databases, system reports, data upload, system maintenance procedures, and Contractor's ability to customize the software to suit City work processes and preferences.	20
Overall Cost (Total Base Bid)	High: Contractor submitting the lowest cost to the City shall receive the maximum number of points for cost. Each sub-sequentially higher cost shall be divided into the lowest cost received and the product's percentage will be multiplied by the maximum points available to render the points. Ex. Score = (Lowest Bid/The Bid) X 30	30
Reference: Capability and Experience	Provide a list of three (3) references **(Form 5)** for which your firm has provided a citation management system which processes no less than 30,000 citations annually. High: Proposal demonstrates capability and experience with providing and implementing a fully functional automated parking citation system and associated handheld devices that fit for the City's intended purpose.	10
Warranty and Support	High: Proposal offers during post award implementation phase as well as post implementation support.	10
Total Points		100

1.3 **Term of Agreement.**
The initial term of agreement will commence upon execution of the Contract and will continue for a five (5) year period. Buyer will have the option to renew such agreement for up to three (3) additional years upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 **Minimum Requirements for Contractors**
Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. **Failure to meet these requirements and present written documentation at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive:**

1. Contractor must show proof that in the last three (3) years it has installed citation management systems for at least three (3) municipalities which write at least 50,000 citations annually.
2. Contractor must submit three (3) verifiable references on **Form 5** for which it has provided a citation management system for no less than 30,000 citations annually.
3. Contractor must submit Insurance Agent Acknowledgement (Form 4) completed and signed by their insurance agent with their RFP Response.

1.5 **Equal Business Opportunity Program**
It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 **Documents Available for Inspection**
There are no documents available for inspection.

1.7 **Federal Funds.**
Federal funds will not be used as part of this solicitation.

1.8 **Pre-Bid Meeting.**
Not Applicable

1.9 **Response Due Date.**
The deadline for submitting responses to this RFP is **Wednesday, May 29, 2019 at 2:00 p.m.** Please see Sections 2.3 and 2.4 for more details.

1.10 **Response Delivery Location.**
Responses must be delivered to the following location:
City of Jacksonville
Procurement Division
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202