PROPRIETARY AWARD **BID # SP-0275-17**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval of proprietary award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is October 1, 2016 through September 30, 2017 in the total estimated expenditure in the not to exceed amount of $67,733.02.

Funding Source: ERAC15GACVS-03109

Proprietary Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $67,733.02 Requisition # N/A

Attachments: Proprietary Request Form, Vendor Letter & Quote and Previous Awards

Certification as to Proprietary Source: Kimberly Scott, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette L. Burney

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

SP-0275-17

SOLE SOURCE/PROPRIETARY REQUEST

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

REQUESTING AGENCY (DEPT./DIVISION): Neighborhoods / ACPS Division

PROPRIETARY ☒

SOLE SOURCE ☐

FUNDING SOURCE: Veterinary Services & Training Trust - ERAC15GACVS - 03109

BRIEF DESCRIPTION OF GOODS/SERVICES:
HLP, Inc. provides data entry services for the Animal Care & Protective Services Division.

AMOUNT OF PROJECT (attach quote): $67,733.02

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
The image data entry service fee is $0.79 per license @ an estimated 85,738 image entries. The estimated cost associated with licenses to be entered into the Chameleon Database for FY 16-17 is $67,733.02

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
ACPS uses the Chameleon Shelter Management Software for all records relative to animals housed or passing through the facility. This software fully integrates the data from licensing to the database with controls to assure proper field identification of the types of data entered using overlying 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:
ACPS has used another product in the past; however, there was a substantial number of corrupt records forced into the database and deemed the product was deemed unacceptable.

Submitted by: [signature] Div. Mgt. Consultant
(Name) (Title)

Date: 09/07/16

Requesting Agency's Director's Signature: [signature] 09/08/16

Procurement Division CM 9-7-16

September, 2008

CITY OF JACKSONVILLE
NEIGHBORHOODS

September 6, 2016

To: Gregory Pease, Chief, Procurement Division
Finance & Administration Department

From: James Crosby, Division Management Consultant
Animal Care and Protective Services Division

RE: **Request for Proprietary Award – HLP, Inc. (Chameleon Software)**

The Animal Care and Protective Services Division (ACPS) respectfully requests that the proprietary award **SP-0351-16** be renewed in the amount of $67,733.02 for FY 16-17, effective October 1, 2016 through September 30, 2017.

The ACPS Division will utilize funding from index code **ERAC15GACVS, sub-object 03109**. Attached is a quote from the vendor.

The award will cover a one year period, from the date of the award. The Chameleon Software is a data entry product for entry of services, licenses and vaccination records for the animals that are housed or pass through the animal care facility.

Your favorable consideration of this request is appreciated. If you have questions or need additional information, please contact me at 255-7391.

JC/cm

Animal Care and Protective Services Division
2020 Forest Street | Jacksonville, FL 32204 | Phone: 904.255-7387 (PETS) | Fax: 904.588-0050
http://www.coj.net/pets

HLP, INC
Chameleon Software Products
9888 West Belleview Ave. #110
Littleton, CO 80123

PRICE QUOTE

Date	Estimate #
9/6/2016	3702

Name / Address
City of Jacksonville Admin & Finance, Accounts Payable 117 W. Duval St. Jacksonville, FL 32202

Description	Qty	Rate	Total
Image Entry estimated transaction fees (actual transactions will be invoiced monthly)	85,738	0.79	67,733.02

Price set for 90 days.

Subtotal	$67,733.02
Sales Tax (0.0%)	$0.00
Total	$67,733.02

Phone #	Fax #	E-mail	Web Site
800-459-8376	866-844-3924	Accounting@chameleonbeach.com	www.chameleonbeach.com

PROPRIETARY AWARD

BID # SP-0282-14

Subject: **CHAMELEON SHELTER MANAGEMENT SOFTWARE**
Department: **ANIMAL CARE/CON**

Description of Purchase:
RECOMMEND APPROVAL TO RATIFY THE PERIOD OF SERVICE FROM OCTOBER 1, 2013 THROUGH DATE OF AWARD.

RECOMMEND APPROVAL OF PROPRIETARY AWARD FOR CHAMELEON LICENSING SERVICES WITH HLP, INC. FOR DATA ENTRY SERVICES AND ANIMAL VACCINATION RECORDS. PERIOD OF SERVICE IS FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2014, IN THE ESTIMATED EXPENDITURE AMOUNT NOT TO EXCEED $75,000.00.

FUNDING SOURCE: ERAC011-03109

Proprietary Award To: **HLP, INC.**

Price Justification:
SEE ATTACHED

Total Award: $ **75,000.00** Requisition # **N/A**

Attachments:
AGENCY MEMO, PROPRIETARY FORM; HLP LETTER & QUOTE; PREVIOUS AWARDS
Certification as to Proprietary Source:
SCOTT TREBATOSKI, CHIEF, ANIMAL CARE AND PROTECTIVE SERVICES

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Buyer: **ANNETTE BURNEY**

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 10/17/13

ACTION OF AWARDING AUTHORITY DATE: 10/24/13

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-114, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0323-13**

Subject: CHAMELEON SHELTER MANAGEMENT SOFTWARE

Department: Neighborhoods/Animal Care and Protective Services

Description of Purchase:
Recommend approval to ratify period of service from October 1, 2012, through date of award.

Recommend approval of proprietary award to HLP, Inc., for the Chameleon Software Products for Data Entry Services/License and Vaccination Records for Animals Housed or Passing through the Animal Care Facility from the period from October 1, 2012, through September 30, 2013, in the not to exceed expenditure amount of $75,000.00.

Account Code: ERAC011 03109

Proprietary Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $ 75,000.00 Requisition #

Attachments: Sole Proprietary Form, Vendor Letter, Vendor Quote, Previous Award

Certification as to Proprietary Source:
Scott Trebatoski, Chief, Animal Care and Protective Services

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Deidra Baines
Buyer: Deidra Baines

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

10/04/12
DATE

ACTION OF AWARDING AUTHORITY DATE: 10/04/12

APPROVED DISAPPROVED

OTHER

Cleveland Ferguson, III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2012-17

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

CITY OF JACKSONVILLE
ACCOUNTING DIVISION
CONTRACT ENCUMBRANCE DATA SHEET
FISCAL YEAR: FY 16-17

HLP, Inc. — Vendor Name:
Tax ID Number:
Accounting@chameleonbeach.com — Vendor's e-mail address

New Vendors or changes in vendor information (i.e. address) W-9 is required.
W-9 attached? YES ____ NO X

Department / Division: Neighbhorhoods / Animal Care & Protective Services

Department Contact Person for Contract: James Crosby, Division Management Consultant

Department Contact phone #: 255-7391 Contact e-mail: JamesC@coj.net

Contract to be Paid by (method):
☐ Contract Payment ☐ Master PO and/or Purchase Order ☐ Check Request ☐ No Payments (Only Agreements)

Any other special payment instruction or important information should be listed below:

None

Account Code Information: (for multiple accounts - use additional sheet if necessary)

Index Code:	ERAC1H2ACAP		
Subobject:	03410		
Dollar Amount:	$ 67,733.02	$	$
Project / Proj. Detail:	N/A		
Grant / Grant Detail:	N/A		

Unit Price Supply Contract/(PO)? Yes / No Multi-Year Contract? Yes / No (if yes see below)

Grant Funding: Does the funding for the encumbrance cross our fiscal years? YES / NO
If Yes, current F/Y encumbrance $ _____ Encumbrance next F/Y $ _____
NOTE: If grant funds cross fiscal years, no other authorization or signing is needed for the next year's encumbrance.

If Multi-Year Contract, please break down funding below. Any adjustments (i.e. CPI) in future periods? Yes____ No ____

Period	Fiscal Year	Index	Subobject	Project #	Detail	Grant #	Grant Detail	Dollar Amount
Year 1	FY 16-17	ERAC15GACVS	03109					$ 67,733.02
Year 2								
Year 3								
Year 4								
Year 5								
							Total	$ 67,733.02

For Multi-Year Contracts, the Budget Division confirms that funds are anticipated to be budgeted and made available from the appropriate account to encumber the amounts listed above for each fiscal year for the referenced contract.

CM
9-7-16

Print: _____
(Budget Officer or Designee)

Sign: _____ Date: _____
(Budget Officer or Designee)

NOTE: Attach original contract encumbrance data sheet to the legal request and send a copy to the Accounting Division