SOLE SOURCE AWARD **BID # SS-0278-17**

Subject: Computer Assisted Mass Appraisal System

Department: Property /Appraiser
Administration

Description of Purchase:
Recommend approval of Sole Source award to Thomson Reuters Tax & Accounting for the purchase of the Computer Assisted Mass Appraisal System for the Duval County Property Appraisers Office. Period of service is October 1, 2016 through September 30, 2017, with an estimated annual expenditure not to exceed $233,156.00.

Funding for this award will be encumbered by account PAAD015-04662 to be executed by Purchase Order.

Sole Source Award To: Thomson Reuters Tax & Accounting

Price Justification: See Attached

Total Award: $233,156.00 **Requisition # N/A**

Attachments: Sole Source Form; Vendor's Letter

Certification as to Sole Source: Jerry Holland, Duval County Property Appraiser

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

ANALYST: Kathy Nasworthy

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

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): Property Appraiser/ Administration

PROPRIETARY ☒

SOLE SOURCE ☐

FUNDING SOURCE: PAAD015 - 04662 (FY2017)

BRIEF DESCRIPTION OF GOODS/SERVICES:
Computer Assisted Mass Appraisal System (CAMA) - Customized system maintenance, diaster recovery and technical support services for one year term of October 1, 2016 through September 30, 2017.

AMOUNT OF PROJECT (attach quote): $233,156

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Provide maintenance, support and disaster recovery for the custom CAMA system to include all software modifications and operational support necessary to ensure compliance with statutory and reporting requirements, DOR guidelines, including but not limited to real estate and TPP valuations, TRIMs, recapitalization of values, exemptions; all consistent with PAO calculations.

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:
The CAMA system is custom-designed mass appraisal software built in accordance with PAO specifications and installed in 2005. Manatron was aquired by Thomson Reuters so the new contract will be with Thomson Reuters (TR). TR is the only company that can efficiently and effectively service the custom CAMA system because it is their 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:
Again, this software is custom and can only be maintained by Thomson Reuters. There is not another vendor who is able to provide maintenance of this software or upgrades to it. The PAO has researched other CAMA software systems and determined both from a cost and funcitionality perspective not to pursue this option.

Submitted by: Kay Ellas — Chief Administrative Officer
(Name) **(Title)**

Date: September 19, 2016

Requesting Agency's Director's Signature:

OFFICE OF THE PROPERTY APPRAISER

JERRY HOLLAND
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
JACKSONVILLE, FL 32202
(904) 630-2011

September 19, 2016

Gregory Pease, Chief
Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

RE: Proprietary Request - Computer Assisted Mass Appraisal System (CAMA) – System Maintenance, Technical Support and Disaster Recovery (October 1, 2016 – September 30, 2019)

Dear Greg:

The Duval County Property Appraiser would like to enter into a new proprietary award with Thomson Reuters (formerly Manatron, Inc.) from October 1, 2016 through September 30, 2019 between the City of Jacksonville, on behalf of the Duval County Property Appraiser, and Thomson Reuters for the provision of Computer Assisted Mass Appraisal (CAMA) System maintenance, technical support and disaster recovery. We recommend approval of award to ratify period of service from October 1, 2016 through the date of the award. The annual contract cost to the City of Jacksonville is $233,156 in FY17, $243,532 in FY18 (2% increase), and $250,836 in FY 19 (3% increase) for a not-to-exceed total indebtedness of $727,524 for the three-year period.

All terms and conditions of the current contract remain, except the credit granted in the last contract does not continue with the new contract. If you have any additional questions, please feel free to contact me at the telephone number or E-mail listed below.

Sincerely,

Kay Ehas
Chief Administrative Officer
904-630-2464

Cc: Jerry Holland
Kathleen Collins

Enclosures: Sole Source/Proprietary Request
Vendor Quote ("Letter of Authorization")

THOMSON REUTERS

LETTER OF AUTHORIZATION

September 19, 2016

Jerry Holland
Duval County Property Appraiser
231 East Forsyth, 270
Jacksonville, FL 32202

Dear Mr. Holland

This Letter of Authorization ("LOA") is being provided to you because of _Duval County's long-term loyalty and commitment to utilizing Manatron software and services. Manatron, Inc. – a Thomson Reuters Business ("Thomson Reuters Tax & Accounting, Government" or "TRTA Gov") values the partnership that exists between our respective organizations. We would like to honor that partnership by offering the County the following maintenance and support services rates for a non-cancellable term of thirty-six (36) months. You can guarantee the rates below for the four years by executing this LOA. This LOA is amends the County's existing Agreement with TRTA Gov. The terms and conditions in this LOA take precedence over like terms in the existing agreement, but all other terms of the agreement will remain in full force and effect.

MAINTENANCE AND SUPPORT SERVICES

Description	Item Number	Quarterly Price	Term
CustomCAMA Real Estate Basic Support CustomCAMA Personal Property Data Basic Support Managed Support Services-Disaster Recovery	CUSTCAMARDE-S CUSTCAMATDE-S MANAGED SUPPORT SERVICES-S	$58,289.00	10.1.16 – 9.30.17
CustomCAMA Real Estate Basic Support CustomCAMA Personal Property Data Basic Support Managed Support Services-Disaster Recovery	CUSTCAMARDE-S CUSTCAMATDE-S MANAGED SUPPORT SERVICES-S	$60,883.00	10.1.17 – 9.30.18
CustomCAMA Real Estate Basic Support CustomCAMA Personal Property Data Basic Support Managed Support Services-Disaster Recovery	CUSTCAMARDE-S CUSTCAMATDE-S MANAGED SUPPORT SERVICES-S	$62,709.00	10.1.18 – 9.30.19

Upon approval and signing, please return this LOA to TRTA Gov via **one** of the following methods:

1) Email a scanned image of the signed LOA to Matt.Henry@TR.com;
2) Fax a signed copy to the attention of Matt Henry at (269) 567-2930; **or**
3) Return a signed copy to TRTA Gov, Contract Administration, 510 East Milham Avenue, Portage, MI 49002.

TRTA Gov will then make adjustments to billing procedures to ensure the pricing offered. If you have any questions, please feel free to contact Contract Administration at (269) 388-2633.

ACCEPTANCE

Thomson Reuters Tax & Accounting, Government

By: _____

Title: _____

Date: _____

Duval County, FL:

By: _____

Title : _____

Date: _____

Duval County, LOA #: FL8242016DCPA
Expiration Date: October 25, 2016