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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: ESC-0313-19 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Requested Action/Authority:

The Jacksonville Sheriff's Office recommends approval to increase the expenditure amount by $118,911.00 for the period ending September 30, 2024. We are also recommending exercising the second of three (3) two (2) year renewal options with Keefe Commissary Network, LLC, for the period from October 1, 2024, through September 30, 202

Justification/Explanation:

The expenditure amount for the renewal period is $564,510.00. The revenue amount for the two-year renewal period is approximately $2,700,000.00 and the total not to exceed expenditure amount is $683,421.00 from account code 11522.551103.549006.0000000.00001344.00000. The revised not to exceed revenue amount is $5,400,000.00 and the revised not to exceed expenditure amount is $1,183,421.00.

Legal Contract #:	9576	Contract Date:	07/23/2024	Change Order/AMD #:	5	
PO/Release #:	7	Bid Date:	07/23/2024	Awarded Supplier:	Keefe Commissary Network	
Licenses Verified:	N/A	Effective Date:	07/23/2024	Basis of Award:	N/A	
Federally Funded:	No	No. of Bids:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	RFP-NONCON 0313 - 19			Procurement Contract #:	POA - OB01496	
Executed By:	Office of General Counsel					

PoP:Base:	N/A	Options:	Three (3) Two (2) Year Renewal Options	Extension(s):	2
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	11522	Center:	551103	Acct:	549006	Proj:	00000000	Activity:	00001344	$	683,421.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 1,183,421.00	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	SHPS:POLICE_SERVICES			
Concurrence:	Signed by: Clement, William 3F803720B14E49E...	Title:	JSO - CHIEF OF BUDGET AND MANAGEMENT	7/23/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Olivia Wallace Cohen A7A7DE8878BC4DD...	Chief of Procurement:	DocuSigned by: B19F1D517352456...
Name:	Olivia Wallace Cohen	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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JACKSONVILLE SHERIFF'S OFFICE

T.K. Waters, Sheriff

Dedication. Service. Honor. Community.

To: Competitive Sealed Proposal Evaluation Committee (CSPEC)

Thru: Dustin Freeman
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Kevin Goff
Director of Department of Corrections

Subject: ESC-0313-19 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Date: June 25, 2024

The Jacksonville Sheriff's Office recommends approval to increase the expenditure amount by $118,911.00 for the period ending September 30, 2024. We are also recommending exercising the second of three (3) two (2) year renewal options with Keefe Commissary Network, LLC, for the period from October 1, 2024, through September 30, 2026. The expenditure amount for the renewal period is $564,510.00. The revenue amount for the two-year renewal period is approximately $2,700,000.00 and the total not to exceed expenditure amount is $683,421.00 from account code 11522.551103.549006.0000000.00001344.00000. The revised not to exceed revenue amount is $5,400,000.00 and the revised not to exceed expenditure amount is $1,183,421.00. Attached is the e-mail from Keefe Commissary Network, LLC, agreeing to the renewal. The formal contract amendment to be executed by the Office of General Counsel

Please let me know if you require any additional information. Thank you for your assistance.

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PROJECTIONS FOR KEEFE COMMISSARY

Description	Expenses	PO Balance
Beginning Balance of PO 667561-24		85,000.00
Amount added to PO in May		33,000.00
Amount Available for FY24		118,000.00
Projections for FY24:		
Amount spent in 7 months (October 2023 and April 2024)	70,893.13	
Projections for next 5 months (May to September 2024)	50,637.95	
Amount needed for 9 months of indigent care packs	115,379.64	
Total FY24 Projections		236,910.72
Projected Deficit in FY24		118,910.72
Projections for FY25		
Amount needed for admission packs	121,531.08	
Amount needed for indigent care packs	153,839.52	
Total FY25 Projections		275,370.60
Projections for FY26		
Amount needed for admission packs	127,607.63	
Amount needed for indigent care packs	161,531.50	
Total FY26 Projections		289,139.13
Amount needed for rest of FY24 to FY26		**683,420.45**

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Baines, Deidra B.

From: Lane, Andy <alane@keefegroup.com>
Sent: Wednesday, June 26, 2024 4:08 PM
To: Long, Richard W.; Baines, Deidra B.
Subject: RE: Contract renewal
Attachments: GC-#1541322-v1-Keefe_Commissary_Network_#9576-02_AMD#2 _Commissary_Goods__Inmate_Trust_Fund.PDF

******EXTERNAL EMAIL SOURCE******

This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

Good afternoon, Asst. Chief Long,

Yes sir, we would greatly appreciate extending our partnership with you all. Do you need our legal team to provide anything? I've attached what we used last time.

Thank you sir!

Andy Lane
Account Manager – FL
1371 Tradeport Drive, Jax, FL 32218
Cell# 904-608-3385
alane@keefegroup.com

From: Long, Richard W. <Richard.Long@jaxsheriff.org>
Sent: Wednesday, June 26, 2024 3:02 PM
To: Lane, Andy <alane@keefegroup.com>; Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Subject: Contract renewal

This Message Is From an External Sender

This message came from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mr. Lane,
Our current contract will end on September 30, 2024. We would like to know if Keefe Commissary would agree to the 2nd two-year renewal that will cover the period from October 1, 2024, through September 30, 2026. I've included Ms. Baines from our Procurement unit.

Assistant Chief Richard W. Long #7579
Jacksonville Sheriff's Office | Jails Division Support Services
Office: 904.630.5700 | Fax: 904.630.5825
Richard.Long@jaxsheriff.org

Connect with us: jaxsheriff.org or on social media

Docusign Envelope ID: D0A9784A-EBF2-4329-AE9D-86FE0CD9FDEF

SUBJECT: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

BID #: ESC-0313-19 **OPEN DATE: 3/13/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract –Date of contract execution through September 30, 2022 with three (3) two (2) year renewal options

AGENCY: Jacksonville Sheriff's Office

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2022 through date of contract execution.

Recommend approval to utilize the first of three (3) two (2) year renewal options with Keefe Commissary Network, LLC. Period of service will be from date of contract execution through September 30, 2024. The total expenditure for this renewal period is $200,000.00, with revised total expenditure not to exceed $500,000.00. The revenue amount for the two-year renewal period is approximately $2,700,000.00, with revised total estimated revenue amount of $6,750,000.00.

Funding Source: 11522.551103.549006.000000.00001344.00000.0000000, to be executed by formal contract amendment though the Office of General Counsel.

Attachments: Recommendation Memo, Draft Agreement, Previous Award

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
OLIVE WALLACE-COHEN for DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tammy Morris, Director of Department of Corrections

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 10/27/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 10/28/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

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

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SUBJECT: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

BID #: ESC-0313-19 **OPEN DATE: 3/13/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract –Date of contract execution through September 30, 2022 with three (3) two (2) year renewal options

AGENCY: JSO

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to Keefe Commissary Network, LLC to authorize the Office of General Counsel to review and process the Agreement for Secure Release Prepaid Debit Card Release. This will allow the Department of Corrections to issue debit cards to inmates upon their release from incarceration. Period of service remains date of contract execution through September 30, 2022 with three (3) two (2) year renewal options. The total expenditure for the initial period remains $300,000.00. The estimated revenue amount for the initial period remains $4,050,000.00 (commission rate: 46.95%).

This Agreement is to be executed by formal contract amendment though the Office of General Counsel.

Attachments: Recommendation Memo, Sample Agreement, Previous Award

ANALYST: _____ TARYN MANSER **RESPECTFULLY SUBMITTED** _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tammy Morris, Director of Department of Corrections

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 4/16/20

Jeremy L Fisher _____ OTHER: _____
_____
_____
_____
_____

ACTION OF AWARDING AUTHORITY DATE 4/20/20

MB APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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SUBJECT: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

BID #: ESC-0313-19 **OPEN DATE: 3/13/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract –Date of contract execution through September 30, 2022 with three (3) two (2) year renewal options

AGENCY: JSO

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring bidder, Keefe Commissary Network LLC. Period of service is from date of contract execution through September 30, 2022 with three (3) two (2) year renewal options. The total expenditure for the initial period is $300,000.00. The estimated revenue amount for the initial period is $4,050,000.00 (commission rate: 46.95%).

Keefe Commissary Network LLC	97.67	1
Aramark Correctional Services	90.29	2
Oasis Commissary Services	70.70	3

This award is to be funded by account: SHCO64AIW-TRSH09-04904 to be executed by contract through Office of General Counsel.

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

ANALYST: Marla Sadler RESPECTFULLY SUBMITTED
Annette Burney
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Bill Clement, Chief of Budget, Jacksonville Sheriff's Office

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/09/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/9/19

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No 2015-05