ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

November 16, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Richard Reilly, ASST INFO TECH OFFICER - APPLICATIONS DEV PROJECT MANAGER
Finance and Administration Department/Information Technologies Division

Charlene Hill, Executive Director
Human Rights Commission

Subject: **Certification Letter for RFP for P-02-19 Actionstep Software Service Solution Consultant**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services:
   To identify and select a well-qualified consultant in good standing from among Actionstep's Certified Consulting Partners to provide professional and consulting services to analyze, define, and implement the JHRC Actionstep Software as a Service (SaaS) solution.

3. The estimated period of time needed for the service or study:
   Estimated 6 – 9 months.

4. The estimated cost of the service or study:
$90,000.00

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:
This does not duplicate a prior or existing study or service.

6. List of current contracts or prior services or studies which are related to the proposed study or service.
None.

7. A statement as to why the service/study cannot be done by department or agency staff:
Due to the current and future workloads of the ITD and JHRC staff the teams do not have the capacity to take on the work and efforts needed to deliver the system required by JHRC to perform its current and future duties.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

Name	Number
Charlene Hill	904-630-4901
Richard Reilly	904-255-8019

9. A project funding account number:
AFIT53A - 069

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.
No specific consultants are identified but potential bidding consultants must be an Actionstep Certified Consulting Partner in good standing.

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May 2018

_____ _____ **Executive Director - JHRC**_____
TITLE

Richard A. Reilly

Application Development Project Mgr
TITLE