Docusign Envelope ID: 8C70DD9C-1868-4623-87A2-E92DD8504D14

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Improper Purchase - Professional Services for Bid More Platform

Requested Action/Authority:

Request Approval to pay $53,000 for professional services rendered by ICATT Professional Service during the period 5/1/2024 - 8/31/2024 (Improper Purchase).

Justification/Explanation:

ICATT Professional Service performed work for Bid More, which is designed to increase the bidding capabilities and frequency for local small businesses, under contract #71697-22 (RFP No. P-39-21). Contract #71697-22 expired at the end of April 2024. The EBO/JSEB Administrator opted not to renew the contract; however, EBO staff instructed the supplier to continue the work.

Legal Contract #:	N/A	Contract Date:	11/07/2024	Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	11/07/2024	Awarded Supplier:	ICATT Professional Service	
Licenses Verified:	N/A	Effective Date:	11/07/2024	Basis of Award:	N/A	
Federally Funded:	N/A	No. Invited:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	N/A - N/A - N/A			Procurement Contract #:	N/A -	
Executed By:	N/A					

PoP:Base:	N/A	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	116103	Acct:	531090	Proj:	000000	Activity:	00000000	$	53,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 53,000.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	JEJE:OFFICE_OF_ECONOMIC_DEVELOPMENT			
Concurrence:	Signed by: Randolph, Ed 54715D95CE36469:...	Title:	ECONOMIC DEVELOPMENT OFFICER	10/30/2024
Concurrence:	Signed by: Gregory Grant 5290E58F081142C...	Title:	BUSINESS COMPLIANCE ADMINISTRATOR	10/30/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: David Klages 18DCDD77B5BF41D...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 11/4/2024
Name:	David Klages	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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ICATT Professional Services, Inc.
2816 Sans Pareil Street
Jacksonville, FL 32246 US
+19043825471
http://www.icatt.net

Invoice

We Believe in the People We Serve!

BILL TO
City of Jacksonville 117 West Duval Street Suite 375 Jacksonville, FL 32202

INVOICE #	DATE	TOTAL DUE			ENCLOSED
27270	05/31/2024	$13,250.00			

P.O. NUMBER
666182-24

SERVICE DATE(S)
05/01/2024-05/31/2024

ACTIVITY	QTY	RATE	AMOUNT
Agreement: POA-71697-22 Solicitation Number: P-39-21 Contract No: 71697-22			0.00
Development & Delivery Development, Discovery, and Enhancement: 1. Conduct Virtual Proposal Clinics 2. Elevate In-person Coaching Sessions 3. Facilitate Open Coaching Sessions 4. Discovery Survey Insights 5. Monthly In Person Forum 6. JSEB Special Committee Meeting 7. Enhance Newsletter 8. Coordinate Outreach Campaign 9. Facilitate One on One Coaching 10. Enhance Online Resources 11. Extend Networking of Local Small Businesses to ICATT Related Events 12. Revise 7 Questions Guide See full report for details	1	13,250.00	13,250.00

Thank you for your business!

BALANCE DUE **$13,250.00**

Please remit payments to:
ICATT, Inc.
Bank Name: Bank of America
Account Number: 003444768895
Federal ID#: 59-3308261
2816 Sans Pareil Street
Jacksonville, VA 32246

Docusign Envelope ID: 8C70DD9C-1868-4623-87A2-E92DD8504D14

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BILL TO
City of Jacksonville 117 West Duval Street Suite 375 Jacksonville, FL 32202

INVOICE #	DATE	TOTAL DUE			ENCLOSED
27275	06/30/2024	$13,250.00			

P.O. NUMBER
666182-24

SERVICE DATE(S)
06/01/2024-06/30/2024

ACTIVITY	QTY	RATE	AMOUNT
Agreement: POA-71697-22 Solicitation Number: P-39-21 Contract No: 71697-22			0.00
Development & Delivery Development, Discovery, and Enhancement: 1. Attendance 2. Balancing Bid More Program referring JSEBs to Proposal Clinics vs other technical assistance programs of the city. 3. Observations and Insights of the JSEBs from Coaches' Individual Weekly Report Out 4. Outreach to Inactive JSEBs 5. Weekly Analytics 6. New You Tube Content 7. Weekly Event- IP Fundamentals Webinar 8. Unsolicited/Solicited Clinics/In-Person/Open Coaching 9. Outreach from Monthly JSEB Forum 10. Newsletter 11. JSEB Accomplishments 12. Construction Consortium Collaboration with EnviroCat See full report for details	1	13,250.00	13,250.00

Thank you for your business!

BALANCE DUE **$13,250.00**

Please remit payments to:
ICATT, Inc.
Bank Name: Bank of America
Account Number: 003444768895
Federal ID#: 59-3308261
2816 Sans Pareil Street
Jacksonville, VA 32246

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BILL TO
City of Jacksonville 117 West Duval Street Suite 375 Jacksonville, FL 32202

INVOICE #	DATE	TOTAL DUE			ENCLOSED
27278	08/31/2024	$13,250.00			

P.O. NUMBER
666182-24

SERVICE DATE(S)
08/01/2024-08/31/2024

ACTIVITY	QTY	RATE	AMOUNT
Agreement: POA-71697-22 Solicitation Number: P-39-21 Contract No: 71697-22			0.00
Development & Delivery Development, Discovery, and Enhancement: 1. Updated Unsolicited Proposal Template for single-item launch designed to streamline the proposal writing process for JSEBs. aligns with our 7-question coaching framework. 2. Capturing Data on JSEB Successes and Milestones with Bid More. 3. Bid More Web App 4. Growth Mindset See full report for details	1	13,250.00	13,250.00

Thank you for your business!

BALANCE DUE **$13,250.00**

Please remit payments to:
ICATT, Inc.
Bank Name: Bank of America
Account Number: 003444768895
Federal ID#: 59-3308261
2816 Sans Pareil Street
Jacksonville, VA 32246

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City of Jacksonville, Florida

Donna Deegan, Mayor

Office of Economic Development
Equal Business Opportunity Office
City Hall – St. James Building
117 W. Duval St. Suite 250
Jacksonville, Florida 32202

A NEW DAY

MEMORANDUM

Date: October 30, 2024

To: Dustin Freeman, Chief, Procurement Division
Finance & Administration

Thru: Ed Randolph, Executive Director
Office of Economic Development

From: Gregory Grant, EBO/JSEB Administrator

Subject: Improper Purchase of Professional Services

Between May 2024 and August 2024 ICATT Professional Services provided services to the JSEB Office for the Bid More platform, with the goal of increasing bidding frequency of local small businesses. On October 1, 2024, it came to my attention that the vendor provided the aforementioned services without an approved Purchase Order (PO). The vendor was previously contracted under Order 71697-22, which had 3 remaining renewal options. The EBO/JSEB Administrator opted to not renew the contract, which expired at the end of April 2024; however, EBO staff instructed the vendor to continue the services. When the issue was identified, the work was stopped; however, the office would like to compensate the vendor for the work performed.

Corrective measures have been implemented through proper training to ensure that no vendors will perform services without an approved PO in place. As of today, our office is in receipt of invoices totaling $53,000 for the work performed. We respectfully request your consideration and approval to enter a requisition in 1Cloud and subsequently pay the attached invoices. The funding source for the invoices is as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
00111	116103	531090	000000	00000000	00000	0000000

We apologize for this oversight and assure you that it will not happen again.

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BILL TO
City of Jacksonville 117 West Duval Street Suite 375 Jacksonville, FL 32202

INVOICE #	DATE	TOTAL DUE			ENCLOSED
27276	07/31/2024	$13,250.00			

P.O. NUMBER
666182-24

SERVICE DATE(S)
07/01/2024-07/31/2024

ACTIVITY	QTY	RATE	AMOUNT
Agreement: POA-71697-22 Solicitation Number: P-39-21 Contract No: 71697-22			0.00
Development & Delivery Development, Discovery, and Enhancement: 1. Attendance 2. Targeted Outreach and Follow-up 3. Changing Discovery Survey Name Based On Ongoing Data Collection. New name Engagement Forum 4. Building The Prospective JSEB Pipeline and Responses 5. Wednesdays In-Person Ne Topics Presentation 6. Created Daily and Weekly Reporting Protocol to Enhance Accountability toward 7 Success Factors 7. Voices of Star JSEBs as Advocates of the Community 8. Automation 9. JSEB Bootcamp 10. Virtual Unsolicited/Solicited Clinics/Open Coaching/One on One Coaching Services 11. Participation in Monthly JSEB Forum See full report for details	1	13,250.00	13,250.00

Thank you for your business!

BALANCE DUE **$13,250.00**

Please remit payments to:
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Federal ID#: 59-3308261
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Jacksonville, VA 32246