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SINGLE SOURCE AWARD **BID # SS-14201-23**

Subject: PortSys Total Access Control, Enterprise User License

Department: Sheriff's Office

Description of Purchase:
Recommend approval of a single source award to PortSys, Inc. for Total Access Control, Enterprise User License, 1-Year subscription. Period of service is from June 29, 2023 through June 28, 2024. Total not-to-exceed expenditure for the period is $71,600.00.

Funding Source: 00111.552104.546620.000000.00000000.00000.0000000 – to be processed via purchase order.

Single Source Award To: PortSys, Inc.

Price Justification: See attachment

Total Award: $71,600.00 **Requisition #:** PSSS-501138-23

Attachments: Agency Letter, Single Source Form, Vendor Letter and Quote

Certification as to Single Source: Larry Schmitt, Director of Police Services

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

Analyst: Olive Wallace-Cohen

For: Dustin Freeman, 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 _____

SS-14201-23

Jacksonville Sheriff's Office

T.K. WATERS, SHERIFF

Serve • Protect • Community

To: Dustin Freeman
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Larry Schmitt
Director of Police Services

Subject: Single Source Award – Portsys, Inc.

Date: May 3, 2023

The Jacksonville Sheriff's Office is requesting a single source award with Portsys, Inc., for Total Access Control, Enterprise User License, Qty 1000, 1-year subscription. The total not to exceed expenditure amount is $71,600.00. The charge account is 00111.552104.546620.000000. Attached is the Justification for single source, single source document and their proposal. The request will be processed through a purchase order.

Please let me know if you need any additional information.

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
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.	
1. Requesting Agency:	Jacksonville Sheriff's Office (JSO)
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	Subscription renewal and support for Portsys Total Access Control Enterprise User licenses.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Portsys is the sole developer and direct supplier of Total Access Control. They are the only authorized provider of support for Total Access Control.
4. Date of Request	4/25/2023

5. Summary of Market Research

We have researched the maintenance on the units and have not found any other authorized supplier to provide maintenance. It is customary for the sole manufacturer to not allow other suppliers to provide maintenance on their equipment.

6. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Other Sole Source Justification from Supplier

sales@portsys.com
support@portsys.com

+1 (781) 996-4900 (US)
+44 208 196 2420 (UK)

www.portsys.com

25 April 2023

Nancy Fraser
Jacksonville Sheriff's Office
Information Systems Management

Dear Nancy,

This notice serves as confirmation that PortSys is the sole developer and direct supplier of Total Access Control.

If you have questions or require anything more related to the subscription renewal, Total Access Control, or PortSys, please do not hesitate to contact me.

Sincerely,

Suzanne Spellman
Oeprations Manager
PortSys, Inc.
781-996-4923
201 Boston Post Road West, Suite 205
Marlborough, MA 01752-4667

PORTSYS®

Connecting People and Information Securely

Company Address	201 Boston Post Road West Suite 205 Marlborough, MA 01752-4667 US	Created Date	4/25/2023
		Expiration Date	5/15/2023
		Quote Number	00001675

Prepared By	Suzanne Spellman	Contact Name	Nancy Fraser
Phone	(781) 996-4923	Phone	904-630-2363
Email	suzanne.spellman@portsys.com	Email	nancy.fraser@jaxsheriff.org
Fax	(781) 207-0404		

Bill To Name	Office of The Sheriff, City of Jacksonville	Ship To Name	Office of The Sheriff, City of Jacksonville
Bill To	City of Jacksonville Finance and Administration Accounts Payable 117 W Duval Street, Suite 375 Jacksonville, FL 32202 United States	Ship To	Office of the Sheriff Professional Standards 501 Bay Street - Catherine St. Loading Dock Jacksonville, FL 32202 United States

Product	Line Item Description	Sales Price	Quantity	Total Price
SFT-TAC-1YR	Total Access Control Enterprise User License - Annual Subscription / Note: Subscription includes TAC VM (Hyper-V connected to Dell Nutanix) / Note: Subscription includes 24 x 7 x 365 support / Effective: 29 Jun 2023 - 28 Jun 2024	USD 71.60	1,000.00	USD 71,600.00

Terms and Conditions

1) All prices are FOB origin 2) Customer is responsible for all applicable taxes, duties and freight. Customer may request carrier of their choice and should include customer's account number for chosen carrier. 3) Payment terms require prepayment for customers with no credit history with PortSys, 30 day terms otherwise. Prices and payment in US dollars unless otherwise noted. Prices subject to change without notice. 4) All products sold as a service are subject to the terms and conditions contained within the Master Subscription Agreement.

Subtotal	USD 71,600.00
Total Price	USD 71,600.00
Grand Total	USD 71,600.00

OFFICE OF THE SHERIFF
ORDER REQUEST FORM

Request For: ISM (Work Unit) | Support Services (Division) | Services (Dept.)

Requestor: Steve Hall (Name) | 68486 (ID #) | 630-1876 (Phone) | 4/25/2023 (Date)

Deliver To Location: 501 E. Bay St, Room 310, Jacksonville FL, 32202 ATTN David George

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	2023 Renewal of PortSys TAC 1000 Enterprise User Licenses Subscription		1	$ 71,600.00	$ 71,600.00
2	Subscription Period 6/29/2023 - 6/28/2024				
3					
4					
5					
6					
7					
8	Prior PO# 638225-22				
9	Prior WO# 330736				
10					
11					
12	WO# 355096				
13					
14	Deliver to ISM				
15	End User is outside agencies.				
				TOTAL REQUEST	$ 71,600.00

Suggested Vendor: PortSys (Suzanne Spellman) Vendor Phone: (781) 996-4923

Vendor Address / E-mail: 201 Boston Post Road West Suite 205, Marlborough, MA 01752-4667 US / suzanne.spellman@portsys.com

☐ Proprietary
☑ Sole Source

If Proprietary / Sole Source, attach appropriate form and letter from vendor.

Special funding to be used for this purchase?
☐ Loan Pool / Banking Fund
☐ Grant *
☐ Trust Fund *

* Enter name and # of Grant or Trust Fund

Justification / Repetitive Request Authorization / Notes:

2023 Renewal of PortSys TAC Enterprise 1000 User Licenses 1 year. Subscription period 6/29/2023 - 6/28/2024. Primary contact is David George.

Approvals:

1. A/C E. [illegible] — Signature | 64624 (ID #) | 4/25/23 (Date)
2. Chief Allan O'Neal — Signature | 7612 (ID #) | 4-25-23 (Date)
3. DIR [illegible] — Signature | 5174 (ID #) | 04/26/202 (Date)
4. Signature | ID # | Date

Required approval level (per General Order 54):			
$0	to $2,500	-	Assistant Chief or higher
$2,501	to $5,000	-	Chief or higher
$5,001	or more	-	Director or higher

Budget Office Use Only
Index ____ Subobject ____
Analyst ____ Date ____