SINGLE SOURCE AWARD **BID # SS-0284-19**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2018 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2019. Total expenditure amount not to exceed $65,120.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $65,120.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Julie Adamson, Operation Director, Animal Care and Protective Services

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

Analyst: Annette Burney

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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Office of the Director
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202

ONE CITY. ONE JACKSONVILLE.

10/18/18 14:06:52
Procurement Division

MEMORANDUM

TO: Greg Pease, Chief of Procurement

FROM: Julie Adamson, CPA, Operations Director

DATE: October 18, 2018

RE: Sole Source Request for HLP, Inc., for FY18-19 Services

SS-0284-18

Please accept this sole source request to continue to use HLP, Inc., to provide data input services of the City of Jacksonville animal licenses into the Chameleon system. The period of service will be from October 1, 2018 through September 30, 2019. Animal Care and Protective Services uses Chameleon Shelter Management Software for all records pertaining to animals housed at the facility and animal licenses that are sold to the public. Section 462.502 of the City of Jacksonville's Ordinance Code establishes requirements for vaccination, registration and licensing for dogs, cats and ferrets.

Please do not hesitate to contact me if you have any questions.

SINGLE SOURCE 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): Neighborhoods/ACPS

FUNDING SOURCE: ERAC011-03410

BRIEF DESCRIPTION OF GOODS/SERVICES:

HLP, Inc. provides data entry services for Animal Care and Protective Services Division

AMOUNT OF PROJECT (attach quote): $65,120.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The image data entry service fee is $0.79 per license, with an estimated 80,000 image entries for the year. In addition, there is an annual fee of $1,920. The total cost associated with licenses to be entered into the Chameleon Database for FY Oct. 1, 2018 - Sept. 30, 2019 is $65,120.00

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

ACPS uses the Chameleon Shelter Management Software for all records relative to animals housed or passing through the facility. This software fully integrates the data from licensing to the database with controls to assure proper field identification of the types of data entered using overlying sofrtware. HLP, Inc is the provider of Chameleon Software and as such is the most efficient and effective provider of data entry into that software system.

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:

HLP, Inc is the provider of Chameleon Software and as such is the most efficient and effective provider of data entry into that software system.

HLP is the only entity that can directly data enter license information into Chameleon.

Submitted by: Daniel Nasr — Financial Analyst

(Name) **(Title)**

Date: October 18, 2018

Requesting Agency's Director's Signature:

PRICE QUOTE

HLP, INC
Chameleon Software Products
9888 West Belleview Ave. #110
Littleton, CO 80123

Date	Estimate #
9/5/2018	4464

Name / Address
City of Jacksonville Admin & Finance, Accounts Payable 117 W. Duval St. Jacksonville, FL 32202

Description	Qty	Rate	Total
Annual Service Fee for Data Entry Period covered November 1, 2017-October 31st, 2018	1	1,920.00	1,920.00
VetImport/Image Entry trans (estimate only)	80,000	0.79	63,200.00

Please return your license renewal form as soon as possible.

Subtotal	$65,120.00
Sales Tax (0.0%)	$0.00
Total	$65,120.00

Phone #	Fax #	E-mail	Web Site
800-459-8376	866-844-3924	Accounting@chameleonbeach.com	www.chameleonbeach.com

SINGLE SOURCE AWARD **BID # SS-0347-18**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2017 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2018 in the total estimated expenditure in the not to exceed amount of $69,653.02.

Funding Source: ERAC15GACVS-03109 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $69,653.02 **Requisition #:** 222116

Attachments: Recommendation Memo, Single Source Form, Vendor Letter & Quote

Certification as to Single Source: Devron Cody, Chief, Animal Care and Protective Services

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eilhart
CHAIRMAN

11/30/17
DATE

James R. McCain

ACTION OF AWARDING AUTHORITY DATE: 11/30/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-113, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0275-17**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval of proprietary award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is October 1, 2016 through September 30, 2017 in the total estimated expenditure in the not to exceed amount of $67,733.02.

Funding Source: ERAC15GACVS-03109

Proprietary Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $67,733.02 Requisition # N/A

Attachments: Proprietary Request Form, Vendor Letter & Quote and Previous Awards

Certification as to Proprietary Source: Kimberly Scott, Director, Neighborhoods Department

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

Analyst: Annette L. Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eilhauer
CHAIRMAN

9-29-16
DATE

ACTION OF AWARDING AUTHORITY DATE: 9/29/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

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