10

SINGLE SOURCE AWARD **BID # SS-14344-23**

Subject: Software ShowCase Professional Services

Department: Clerk of the Circuit Court

Description of Purchase:
Recommend approval of single source award to Courtview Justice Solutions, Inc. DBA equivant, to add professional services into the Clerk's Case Management System, Showcase. Supplier will provide the following services of CMS: POS Device Integration: Software Development and Quality Assurance Testing, User Acceptance Testing Assistance, Design, Credit Card Integration: Software Development and Quality Assurance Testing, User Acceptance Testing Assistance, and Design. One-time purchase. The requested total expenditure not-to-exceed $69,615.00.

Funding Source: The funding is not available in 1Cloud. The purchase order will be issued through the Clerk's Office with State Funding as Outlined in FS 28.24.

Single Source Award To: Courtview Justice Solutions, Inc. DBA equivant

Price Justification: See attachment

Total Award: $69,615.00 **Requisition #:** CLCL-500302-23

Attachments: Recommendation Memo, Single Source Form, Vendor Quote

Certification as to Sole Source: Jennifer Spinelli, Chief Financial Officer, Clerk of the Circuit Court

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

Analyst: Ruben Ola

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 _____

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

June 14, 2023

To: Dustin Freeman, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Single Source Award – Equivant Showcase Professional Services

---

The Clerk of the Circuit and County Courts is requesting a single source award to Courtview Justice Solutions d/b/a Equivant to add professional services into the Clerk's Case Management System, Showcase. Equivant will provide the following services of CMS:

POS Device Integration:	
Software Development and Quality Assurance Testing	$24,375.00
User Acceptance Testing Assistance	$975.00
Design	$1,950.00
Credit Card Integration:	
Software Development and Quality Assurance Testing	$35,100.00
User Acceptance Testing Assistance	$5,850.00
Design	$1,365.00

Total Expenditure estimated to be no more than $69,615.00. The funding is not available in 1cloud. The purchase order will be issued through the Clerk's Office with State Funding as Outlined in FS 28.24.

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:	Constitutional Offices
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?***	Installation of proprietary software from Equivant installing the integration of Point of Sale with FINVI and with ePay Online Credit Card Processing.
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:	Courtview software is proprietary property of Courtview Justice Solutions Inc. d/b/a Equivant and protected by law. Another party cannot alter, modify, change, manipulate or provide maintenance for this product without infringing upon Equivant's ownership rights.
4. Date of Request	6/14/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Equivant is the sole source for any integration or software installation.]

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

√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [ ]

equivant

QUOTE

Project: Duval County ePay POS Device Processing integration with FINVI 12.09.22

Prepared for:
Sheri Pristupa
Director to Clerk of Courts Administration
Duval County Clerk of Courts
501 W. Adams St.
Jacksonville, Florida, 32202
(904) 255-1849
sheri.pristupa@duvalclerk.com

Quote Number: 19236
Date: March 13, 2023
Valid Through: June 11, 2023
Client ID: DUVALFL

ONE TIME COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price
Licenses:						
Services:						
Professional Services - Software Development and Quality Assurance Testing	Service	1	$24,375.00	$24,375.00		$24,375.00
Professional Services - User Acceptance Testing Assistance	Service	1	$975.00	$975.00		$975.00
Professional Services - Design	Service	1	$1,950.00	$1,950.00		$1,950.00
						Subtotal $27,300.00
Other:						

Estimated Total of One Time Costs, excluding applicable taxes: $27,300.00

RECURRING COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price

Total First Year Recurring Costs, excluding applicable taxes: $0.00

GRAND TOTAL: $27,300.00

Scope of Work

This enhancement request is to integrate Showcase ePay Point of Sales Device Processing with the FINVI API:

This project involves different modules where integration is required.

Point of Sale Card Processing

Showcase will use CitePay's POS Service API to integrate with the card terminals and process payment transactions. Users will be able to chose the Credit Card payment in the cashiering form to process the transaction(s). The Payment Devices lookup will be used to configure all the card terminals that will be used by Duval County.

- equivant will provide up to 10 hours of *Design* services to enhance the Showcase ePay Point of Sales Device
- equivant will provide up to 125 hours of *Software Development and Quality Assurance Testing* services to develop the changes in the Showcase ePay Point of Sales Device Processing integration per the final Design document.
- equivant will provide up to 5 hours of *User Acceptance Testing Assistance.*

Billing Terms

- Payment term is net 30 days from invoice date.

Professional Services:

- Design fees will be invoiced in full at the end of the first month in which Design services are provided.
- Software Development and Quality Assurance fees will be invoiced at 25% at the end of the month in which the Software Development and Quality Assurance services begin, and 50% at the end of the month in which the Software release is deployed to the Customer's non production environment and 25% at the end of the month in which the Customer accepts the enhancement or after 60 days after the Showcase release is available and no defects have been reported by the Customer.
- User Acceptance Testing Assistance fees will be invoiced in full at the end of the first month in which UAT Assistance services are provided.

Additional Terms

1. Quote must be signed and returned with a purchase order for scheduling of the project work.
2. Delivery will be scheduled for the first available date at which equivant and Customer resources are jointly available. Should rescheduling be necessitated for any reason, the next available date at which equivant and Customer resources are both available will be scheduled.
3. Professional Services are quoted at a firm fixed price, but services are limited to the total effort defined in the "Scope of Work" section. Actual effort, costs and expenses may be less than or greater than those estimated. Customer shall have no obligation to pay equivant more than the quoted price. equivant shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted price, even if the services have not been completed or the deliverables delivered, or the results expected by the customer have not been achieved. The parties may by mutual, written agreement, increase the quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
4. equivant has created this quote based upon the functional description provided in the enhancement request. Should the functionality requested expand beyond the scope of the current scope of work a change order will be processed to adjust the level of effort and cost required to include the additional functionality.
5. equivant assumes no more than one Customer review cycle of the Design (Specification). A 'cycle' being the provision of the specification by equivant, the review and comment by the Customer, modification made to the specification by equivant. Should additional review cycles be required, they will be invoiced on a T&M basis in addition to the quoted amount shown.
6. If project is cancelled prior to completion, all costs related to effort expended through the date of cancellation will be due and payable.
7. Customer is responsible for the host environment including all required licenses, hardware, SSL certificates, network and third party software components and configuration as well as providing remote access to the application to equivant staff as required.
8. Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
9. Customer will make available all resources requested by equivant for assistance.
10. Unless otherwise specified in this quotation, all enhancements to equivant's software products are made to the most current software releases under development at the time that work is scheduled by equivant, and not to the software release currently installed in the Customer's environment.
11. All services are to be provided remotely. Should travel be requested or deemed to be required, a separate Change Order for estimated travel costs and travel time will be provided.

equivant
CourtView Justice Solutions Inc. d/b/a equivant

QUOTE ACCEPTANCE

Project: Duval County ePay POS Device Processing integration with FINVI 12.09.22

Quote Accepted By:

Signature: Sheri Pristupa

Name: Sheri Pristupa

Title: IT Director

Date: 3/16/2023

Prepared By:
Gary Egner
Director, Business Development
Phone: (330) 470-0816
4825 Higbee Avenue NW
Canton, Ohio 44718
gary.egner@equivant.com

Customer Contact:
Sheri Pristupa
Director to Clerk of Courts Administration
Phone: (904) 255-1849
sheri.pristupa@duvalclerk.com

The attached terms and conditions are incorporated into this quote by reference.

equivant

CourtView Justice Solutions Inc. d/b/a equivant

QUOTE

Project: Duval County ePay Online Payment Quote 12.09.22

Prepared for:
Sheri Pristupa
Director to Clerk of Courts Administration
Duval County Clerk of Courts
501 W. Adams St.
Jacksonville, Florida, 32202
(904) 255-1849
sheri.pristupa@duvalclerk.com

Quote Number: 19426
Date: March 27, 2023
Valid Through: June 25, 2023
Client ID: DUVALFL

ONE TIME COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price
Licenses:						
Services:						
Professional Services - Design	Service	1	$1,365.00	$1,365.00		$1,365.00
Professional Services - User Acceptance Testing Assistance	Service	1	$5,850.00	$5,850.00		$5,850.00
Professional Services - Software Development and Quality Assurance Testing	Service	1	$35,100.00	$35,100.00		$35,100.00
						Subtotal $42,315.00
Other:						

Estimated Total of One Time Costs, excluding applicable taxes: $42,315.00

RECURRING COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price

Total First Year Recurring Costs, excluding applicable taxes: $0.00

GRAND TOTAL: $42,315.00

equivant
CourtView Justice Solutions Inc. d/b/a equivant

QUOTE ACCEPTANCE

Project: Duval County ePay Online Payment Quote 12.09.22

Quote Accepted By:

Signature: Sheri Pristupa

Name: Sheri Pristupa

Title: IT Director

Date: 3/28/2023

Prepared By:
Gary Egner
Director, Business Development
Phone: (330) 470-0816
4825 Higbee Avenue NW
Canton, Ohio 44718
gary.egner@equivant.com

Customer Contact:
Sheri Pristupa
Director to Clerk of Courts Administration
Phone: (904) 255-1849
sheri.pristupa@duvalclerk.com

The attached terms and conditions are incorporated into this quote by reference.

Scope of Work

This enhancement request is to integrate ShowCase with the FINVI API ePay Online Credit Card Processing:

Duval County will no longer be using the public facing ShowCase E-Pay website. They are switching to Finvi's CitepayUSA. To provide case and payment data that Finvi's CitepayUSA needs, ShowCase will provide a new web API. This API will provide implementation for methods described in the attached document (ThirdPartyAPIGuide_CitePayUSA_v1.5_202200322.pdf) in Sections 3 and 4.
Section 3 describes schema for the request and response objects to retrieve Case Balance information. Finvi will call this API to search for cases and corresponding payment information in ShowCase.
Section 4 describes the schema for receiving Payment Notifications from Finvi. Once a payment is processed, Finvi will call this API to process the payment and create the receipt in Showcase. This project involves different modules where integration is required.

• equivant will provide up to 7 hours of *Design* services to enhance the ShowCase ePay Online Credit Card Processing
• equivant will provide up to 180 hours of *Software Development and Quality Assurance Testing* services to develop the changes in the ShowCase ePay Online Credit Card Processing integration per the final Design document.
• equivant will provide up to 30 hours of *User Acceptance Testing Assistance*.

Billing Terms

• Payment term is net 30 days from invoice date.

Professional Services:

• Design fees will be invoiced in full at the end of the first month in which Design services are provided.

• Software Development and Quality Assurance fees will be invoiced at 25% at the end of the month in which the Software Development and Quality Assurance services begin, and 50% at the end of the month in which the Software release is deployed to the Customer's non production environment and 25% at the end of the month in which the Customer accepts the enhancement or after 60 days after the ShowCase release is available and no defects have been reported by the Customer.

• User Acceptance Testing Assistance fees will be invoiced in full at the end of the first month in which UAT Assistance services are provided.

Additional Terms

1. Quote must be signed and returned with a purchase order for scheduling of the project work.
2. Delivery will be scheduled for the first available date at which equivant and Customer resources are jointly available. Should rescheduling be necessitated for any reason, the next available date at which equivant and Customer resources are both available will be scheduled.
3. Professional Services are quoted at a firm fixed price, but services are limited to the total effort defined in the "Scope of Work" section. Actual effort, costs and expenses may be less than or greater than those estimated. Customer shall have no obligation to pay equivant more than the quoted price. equivant shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted price, even if the services have not been completed or the deliverables delivered, or the results expected by the customer have not been achieved. The parties may by mutual, written agreement, increase the quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
4. equivant has created this quote based upon the functional description provided in the enhancement request. Should the functionality requested expand beyond the scope of the current scope of work a change order will be processed to adjust the level of effort and cost required to include the additional functionality.
5. equivant assumes no more than one Customer review cycle of the Design (Specification). A 'cycle' being the provision of the specification by equivant, the review and comment by the Customer, modification made to the specification by equivant. Should additional review cycles be required, they will be invoiced on a T&M basis in addition to the quoted amount shown.
6. If project is cancelled prior to completion, all costs related to effort expended through the date of cancellation will be due and payable.
7. Customer is responsible for the host environment including all required licenses, hardware, SSL certificates, network and third party software components and configuration as well as providing remote access to the application to equivant staff as required.
8. Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
9. Customer will make available all resources requested by equivant for assistance.
10. Unless otherwise specified in this quotation, all enhancements to equivant's software products are made to the most current software releases under development at the time that work is scheduled by equivant, and not to the software release currently installed in the Customer's environment.
11. All services are to be provided remotely. Should travel be requested or deemed to be required, a separate Change Order for estimated travel costs and travel time will be provided.