11

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **March 5, 2024**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **JACKSONVILLE PUBLIC LIBRARY E-RATE NETWORK REFRESH.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

INFORMATION TECHNOLOGIES DIVISION

A NEW DAY

MEMORANDUM

TO: Dustin L. Freeman, Chief of Procurement Division

THROUGH: Wanyonyi Kendrick, Chief of Information Technologies / CIO

Wanyonyi Kendrick — Digitally signed by Wanyonyi Kendrick Date: 2024.02.21 18:00:16 -05'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

Thomas Ossi — Digitally signed by Thomas Ossi Date: 2024.02.21 15:10:56 -05'00'

SUBJECT: **RFP for Jacksonville Public Library E-Rate Network Refresh - CSPEC**

DATE: February 21, 2024

The Information Technologies Division (ITD) requests approval to proceed with the issuance of an evaluated invitation to bid for the Jacksonville Public Library E-Rate Network Refresh. The RFP is for suppliers to provide E-Rate Category Two Network equipment and licenses. The term of the agreement will begin April 1, 2024, through, September 30, 2025.

ITD requires suppliers to bid on all items listed in the Bid Proposal Form. The bid evaluation will be based on a total of 100 points and awarded to the supplier with the highest evaluated points. The total estimated cost for this purchase is $218,000.00.

As requested by the Procurement Division, the following is a list of potential suppliers: Presidio Networked Solutions LLC, Netsync Network Solutions, Inc., Howard Technologies, Kambrian Corporation, PC Solutions & Integration, and CDW Government, LLC.

The Evaluation Committee members will be Jeremy McDaniel, Eric Altieri, Help Desk & Data Center Operations Manager and Elizabeth Brown.

FUNDING SOURCE: 53104.113401.564270.000000.00000000.00000.0000000
Your favorable consideration of ITD's request is appreciated.

Tracy Geake — Digitally signed by Tracy Geake Date: 2024.02.21 16:04:14 -05'00'

Attachments: Draft RFP

CC: Elizabeth Brown, Technology Infrastructure Manager
Jeremy McDaniel, Network & Telecom Infrastructure Manager
Ruben Ola, Contract Compliance Analyst

FINANCE AND ADMINISTRATION DEPARTMENT
214 N. Hogan St. 9th Floor Jacksonville, FL 32202
Phone: 904-255-8000 Fax: 904-232-6932

Department of Finance and Administration

A NEW DAY.

February 27, 2024

To: Dustin Freeman, Division Chief
Procurement Division

From: Gregory Grant EBO/JSEB Administrator
Karem Baez, EBO/JSEB Business Compliance Analyst
Jacksonville Small and Emerging Businesses

RE: **Jacksonville Public Library E-Rate Network Refresh**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: Corey Sidlo
Gregory Grant

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

APPROVED
By Kevin at 2:22 pm, Mar 04, 2024

ONE CITY. ONE JACKSONVILLE.

RFP SPECIFICATIONS

FOR

JACKSONVILLE PUBLIC LIBRARY E-RATE NETWORK REFRESH

Information Technologies Division

BID NO: ESC-0358-24

OPEN DATE: TBD

TIME: TBD.

PLACE: 8th FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #825, JACKSONVILLE, FL

PRE-PROPOSAL CONFERENCE: N/A DATE: TBD TIME: TBD LOCATION:

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division