SINGLE SOURCE AWARD **BID # SS-0320-18**

Subject: Maintenance Services for Business Office Management System (BOMS) and STAC Case Management System

Department: Information Technologies Division

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

Recommend approval of Single Source award to Computer Information and Planning, Inc., for the maintenance of the custom software for the Business Office Management System (BOMS) and the STAC Case Management System. The period of service will be from date of award through September 30, 2018, with a total expenditure not-to-exceed $79,500.00.

Funding for this award will be encumbered by account AFIT531CSCS-04662 to be executed by Purchase Order.

Single Source Award To: Computer Information and Planning, Inc.

Price Justification: See Attached

Total Award: $79,500.00 **Requisition #** N/A

Attachments: Single Source Form; Vendor's Quote; Vendor's Letter

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division

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

ANALYST: Chelsey Fleming

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 _____

FORM GB-114, Revised 12/2007

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): Information Technologies Division

FUNDING SOURCE: AFIT531CSCS - 04662

BRIEF DESCRIPTION OF GOODS/SERVICES:
Maintenance Services for Business Office Management System (BOMS); STAC (case management tracking system), Period of service October 1, 2017 through September 30, 2018 includes telephone support, updates to system, on-line service calls.

AMOUNT OF PROJECT (attach quote): $79,500.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
STAC Enterprise Edition Maintenance - $62,850.00
BOMS Enterprise Edition Maintenance - $16,650.00

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
Software is customized to how this office operates. Both pieces of software interact with each other. BOMS is also designed to fit specific requirements, from the State of Florida Comptroller and People's First.

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:

Both programs are now used by approximately 35 of the 40 State Attorney and Public Defender offices. Computer Information and Planning, Inc. is the only provider of these written programs and they maintain the exclusive copyright and trade secrets for these products and shall remain the sole property of vendor.

T.O.
JP 10/4/17
KEL 10-26-2017

Submitted by: Paul Freeman (Name) — Enterprise Applications MGR (Title)

Date: 10-4-17

Requesting Agency's Director's Signature:

Computer Information & Planning, Inc.
Information Management Consultants

P O Box 600515
Jacksonville, Florida, 32260
Telephone (904) 880-[illegible]
admin@cipi.net

October 4th, 2017

OFFICE OF THE STATE ATTORNEY
FOURTH JUDICIAL CIRCUIT
311 West Monroe Street
Jacksonville, Florida, 32202

Maintenance quote for the STAC Case Management System Enterprise Edition and the Business Office Management System Enterprise Edition.

STAC Enterprise Edition Maintenance - $62,850.00
BOMS Enterprise Edition Maintenance - $16,650.00

Option 1: Onetime fee of $79,500.00 due on or before October 1st, 2017.
Option 2: $95,400.00. Twelve monthly installments of $7,950.00 due on the last day of each month, beginning on October 31st, 2017.

Computer Information & Planning, Inc.
Information Management Consultants

P O Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 880-0804
admin@cipi.net

October 4, 2017

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FOURTH JUDICIAL CIRCUIT
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Jacksonville, Florida, 32202

To Whom It May Concern:

Computer Information & Planning, Inc. designed and developed the STAC Case Management System Enterprise Edition and the Business Office Management System Enterprise Edition and is the only company entitled to provide maintenance and support for this product. Title of all intellectual property rights, including copyright and the trade secrets of the product shall remain the sole property of Computer Information & Planning, Inc.

Sincerely,

Eliane Sant'Anna
President