City of Jacksonville, Florida
Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **September 4, 2018**

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 a contractor for **Jacksonville Public Library WAN Fiber and Internet Connectivity.** 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

08/24/18 08:58:21
Procurement Division

August 23, 2018

TO: **Greg Pease, Chief of Procurement Division**

THRU: **Kenneth Lathrop, Chief of Information Technologies / CIO** Kenneth E. Lathrop

JTP 8/23/18

FROM: **Thomas Ossi, Technology Contract and Records Manager, ITD** Thomas Ossi

SUBJECT: **CSPEC Memorandum - RFP for Jacksonville Public Library WAN Fiber and Internet Connectivity**

Information Technologies Division requests approval to proceed with issuance of a Request for Proposal (RFP) for the referenced services. ITD is seeking to solicit on behalf of the Jacksonville Public Library for Wide Area Network (WAN) Fiber and Internet Connectivity for library branches within the library system. The information is provided in accordance with Section 126.204 Competitive Sealed Proposal Evaluation Process.

This request is to ask permission to utilize a Competitive Sealed Proposal evaluation process in order to purchase wide area network fiber services which is now required due to the current contract expiration and to meet FCC's Universal Services Administrative Company/E-Rate standards.

The evaluated bid process is required due to the complexity of the E-Rate guidelines, the differences among vendors competency and overall cost. The evaluation description criteria and maximum points for each category are provided in the evaluation matrix. The total maximum points a vendor can score is 100 per category. Vendors must bid all three categories; Internet Access, Fiber and Network Equipment. These services will be awarded by purchase order upon selection of the winning vendor and will require a formal contract through Office of General Counsel.

The bids will be evaluated by ITD sub-committee consisting of the following: Michael Young 904-255-8007, John Shevada 904-255-8494, and Gretchen Mitchell 904-630-1666.

Your favorable consideration of this request is appreciated.

CC: Michael Rooney, Telecom Infrastructure Manager
Robert Gray, AITO, Technology Infrastructure Manager

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

August 31, 2018

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Jacksonville Public Library WAN Fiber & Internet Connectivity**

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-Aside %

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

If you need additional information I may be reached at (904) 255-8828.

cc: Chelsey Fleming / Annette Burney

MR/ac

Fleming, Chelsey

From: Willis, Ann
Sent: Tuesday, September 04, 2018 2:49 PM
To: Fleming, Chelsey
Subject: FW: RFP Review - Jacksonville Public Library Meraki Access Point Renewal Licenses
Attachments: ESC-0217-19 -JPL WAN Fiber and Internet Connectivity 8-30 vCF RM Redline 8.30.18.docx; ESC-0217-19 -JPL WAN Fiber and Internet Connectivity 8-30 vCF RM Redline 8.30.18.pdf

Here is JPL WAN Fiber and Internet Connectivity

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Willis, Ann **On Behalf Of** RiskReview
Sent: Thursday, August 30, 2018 4:48 PM
To: Fleming, Chelsey; RiskReview
Cc: Nunziato, Christine; Rooney, Michael; Ossi, Thomas
Subject: RE: RFP Review - Jacksonville Public Library Meraki Access Point Renewal Licenses

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)