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 Meraki Access Point Renewal Licenses.** 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

08/30/18 11:56:16
Procurement Division

August 30, 2018

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

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

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

JGB 8/30/18

SUBJECT: **CSPEC Memorandum - RFP for Jacksonville Public Library Meraki Access Point Renewal Licenses**

Information Technologies Division requests approval to proceed with issuance of a Request for Proposal (RFP) for the referenced licenses. ITD is seeking to solicit on behalf of the Jacksonville Public Library for renewal licenses for Meraki access point cloud management services support and maintenance. 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 renewal licenses for the Meraki access points widely used throughout the Jacksonville Public Library system. The current cloud management services support and maintenance is due for renewal and will expire July 24, 2019. Also, in order to participate and receive up to 80% federal funding on the total license cost this formal request is required to meet FCC's Universal Services Administrative Company/E-Rate standards. This solicitation must be advertised for twenty eight days.

The evaluated bid process is required due to the complexity of the E-Rate guidelines 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 points. Vendors must bid all three terms; 12, 36 and 60 months.
These services will be procured via purchase order upon selection of the winning bidder. This award 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, Chris Berry 904-255-8402, and JPL - Gretchen Mitchell 904-630-1666.

Your favorable consideration of this request is appreciated.

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

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
Procurement Division

CITY OF JACKSONVILLE

August 23, 2018

To: Greg Pease, Division Chief
Procurement Division

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

RE: **Meraki Access Point Renewal Licenses**

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: Marleen Doran

MR/ac

Fleming, Chelsey

From: Willis, Ann
Sent: Tuesday, September 04, 2018 2:48 PM
To: Fleming, Chelsey
Subject: FW: RFP Review - Jacksonville Public Library Meraki Access Point Renewal Licenses
Attachments: RFP-JPL Meraki Access Point Renewal Licenses - CF 8-28 RM Redline 8.30.18.docx; RFP-JPL Meraki Access Point Renewal Licenses - CF 8-28 RM Redline 8.30.18.pdf

Here is JPL Meraki Access

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 4:32 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
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117 W Duval Street, Suite 335
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