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SINGLE SOURCE AWARD **BID # SS-14821-24**

Subject: FY2024 Maintenance and Technical Support Services for STACWeb 2.0 and BOMSWeb 2.0

Department: Information Technologies Division

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2023 through date of award.

Recommend approval of Single Source Award to Computer Information & Planning, Inc. for the renewal of maintenance and technical support services for STACWeb 2.0 and BOMSWeb 2.0 to continue the telephone support, system updates, and online service calls for the Information Technologies Division in collaboration with the Office of the State Attorney for the Fourth Judicial Circuit. Period of service will be from date of award through September 30, 2024. Total requested expenditure not to exceed $129,084.00.

Funding Source: 53101.113001.546620.000000.00000000.00000.0000000, to be executed by purchase order(s).

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

Price Justification: See Attached

Total Award: $129,084.00 **Requisition Number:** FAIT-500863-24

Attachments: Single Source Form; Agency Memo, Vendor Letter, Vendor Quote

Certification as to Single Source: Wanyonyi Kendrick, Chief of Information Technologies Division/CIO

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

ANALYST: Ruben Ola

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 _____

FORM GB-114, Revised 12/2007

City of Jacksonville, Florida

Donna Deegan, Mayor

Information Technologies Division
Ed Ball Building
214 N. Hogan Street, Suite 900
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

A NEW DAY.

MEMORANDUM

TO: Dustin L. Freeman, Chief of Procurement Division

VIA: Anna Brosche, Interim Director of Finance and Administration/CFO — Anna L Brosche — Digitally signed by Anna Brosche Date: 2023.10.17 12:34:51 -04'00'

THROUGH: Wanyonyi Kendrick, Chief of Information Technologies/CIO — Wanyonyi Kendrick — Digitally signed by Wanyonyi Kendrick Date: 2023.10.17 11:20:24 -04'00'

FROM: Paul Freeman, Enterprise Applications Manager — Paul Freeman — Digitally signed by Paul Freeman Date: 2023.10.16 13:19:43 -04'00'

SUBJECT: **FY2024 Maintenance and Technical Support for STACWeb and BOMSWeb**

DATE: **October 12, 2023**

The Information Technologies Division (ITD), in collaboration with the Office of the State Attorney for the Fourth Judicial Circuit, requests approval to renew the STACWeb 2.0 and BOMSWeb 2.0 Maintenance and Technical Support with Computer Information & Planning, Inc. The renewal of maintenance and technical support services include telephone one support, system updates, and online service calls. The period of coverage is October 1, 2023, through September 30, 2024.

Computer Information & Planning, Inc. designed and developed STACWeb and BOMSWeb, and it is the only supplier authorized to provide maintenance and support for the products. The vendor has provided a single source letter, which is attached to this request. The total not-to-exceed amount for this request is $129,084.00.

Funding Source: 53101.113001.546620.000000.00000000.00000 — Tracy Geake — Digitally signed by Tracy Geake Date: 2023.10.17 11:14:33 -04'00'

Your favorable consideration of ITD's request is appreciated.

CC: Elizabeth Brown, IT Operations Manager
Thomas Ossi, Technology Contract and Records Manager
Andre Conyers, IT Contract Administrator
Melissa Burns, Fiscal Director, State Attorney's Office, 4th Circuit

Attachments: Supplier Single Source Letter
Justification for Single Source

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:	Information Technologies
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?***	The Information Technologies Division (ITD) requests approval for a single source renewal purchase of annual maintenance and technical support services for STACWeb 2.0 and BOMSWeb 2.0. Services include telephone support, system updates, and online service calls. The period of coverage is 10/1/2023 through 9/30/2024. STACWeb 2.0 Maintenance and Support $109,533.00; BOMSWeb 2.0 Maintenance and Support $19,551.00 The total not-to-exceed amount for this request is $129,084.00.
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:	Computer Information & Planning, Inc. designed and developed STACWeb 2.0 and BOMSWeb 2.0, and it is the only company entitled to provide maintenance and support for these products. The software has been customized to meet the workflow requirements of the Office of State Attorney. Also, BOMSWeb 2.0 is specifically designed to fit the requirements of the State of Florida Comptroller and People First software.
4. Date of Request	10/12/2023

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.]

[Internet research conducted found that Computer Information and Planning, Inc. designed and developed STACWeb 2.0 and BOMSWeb 2.0. They are the only company authorized to provide maintenance and support for these products. The vendor has provided a single source letter, which is attached to this request.]

6. ***Conflict of Interest (Must Check)***

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. ***Other Documentation (Check and attach all that apply)***

√ Supplier Quote

√ Single Source Memo signed by Director

Computer Information & Planning, Inc.
Information Management Consultants

P.O. Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 701-7740
admin@cipi.net

October 3rd, 2023

Melissa Burns, MPA
Fiscal Director
Office of the State Attorney
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, Florida, 32202

STACWeb 2.0 & BOMSWeb 2.0 Maintenance Quote

Period of Service: October 1st, 2023 and continue through September 30th, 2024.

STACWeb 2.0 -	**$109,533.00**
BOMSWeb 2.0 -	**$19,551.00**

Statement of Work: The standard maintenance for STACWeb 2.0, the standard maintenance for BOMSWeb 2.0, licensed software from CIP.

Fee: Option 1: Onetime fee of $129,084.00 due on or before October 1st, 2023 (a savings of $25,816.80.) Option 2: $154,900.80. Twelve monthly installments of $12,908.40 due on the last day of each month, beginning on October 31st, 2022.

Invoices and Interest shall be paid in accordance with Florida Law, including sections 215.422, 218.73, 218.74, and 287.0582, Florida Statutes, which govern time periods for payments of invoices and interest.

Computer Information & Planning, Inc.
Information Management Consultants

P O Box 600515
Jacksonville, Florida, 32260
Telephone (904) 701-7740
admin@cipi net

October 3rd, 2023

Melissa Burns, MPA
Fiscal Director
Office of the State Attorney
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, Florida, 32202

Sole Source Statement

Dear Ms. Burns,

Computer Information & Planning, Inc. (CIP) designed and developed STACWeb 2.0, a case tracking system for the effective prosecution of crimes, BOMSWeb 2.0, a business office management system, and CIP's Portal, used in conjunction with STACWeb 2.0 to notify external recipients and as an external recipient document sharing. Notifications through electronic files, telephone call, and/or text message. STACWeb 2.0, BOMSWeb 2.0, and CIP's Portal are all licensed software, and CIP is the only company entitled to provide maintenance and support for these products. Title of all intellectual property rights, including copyright and the trade secrets of the software shall remain the sole property of Computer Information & Planning, Inc.

Sincerely,

Eliane Sant'Anna
President
Computer Information & Planning, Inc.