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SINGLE SOURCE AWARD **BID # SS-14817-24**

Subject: ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

Department: JACKSONVILLE FIRE AND RESCUE

Description of Purchase:

Recommend approval of a single source award to TargetSolutions Learning, LLC. DBA Vector Solutions for Online Training Certification and Continuing Education Management System for the Jacksonville Fire and Rescue Department. Period of service is from November 1, 2023 through October 31, 2024. Total award expenditure amount not-to-exceed $147,700.00.

Funding Source: 00111.124001.555003.000000.00000000.00000.0000000 - To be encumbered by Purchase Order.

Single Source Award To: TargetSolutions Learning, LLC.

Price Justification: See attachment

Total Award: $147,700.00 **Requisition #:** FRFT-500108-24

Attachments: Agency Memo, Single Source Form, Supplier Letter/Quote

Certification as to Single Source: Keith Powers, Director/Fire Chief

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

Analyst: Olive Wallace-Cohen

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 _____

FIRE AND RESCUE DEPARTMENT

September 19, 2023

TO: Dustin Freeman, Chief of Procurement

FROM: Keith Powers, Director/Fire Chief

RE: **Single Source Award for Online Training Certification & Continuing Education Management System**

The Jacksonville Fire and Rescue Department (JFRD) is requesting approval of a Single Source award for Online Training Certification & Continuing Education Management System to Target Solutions Learning, LLC, DBA Vector Solutions in the amount of $147,700.00 for the service period beginning November 1, 2023, through October 31, 2024.

Target Solutions Learning, LLC, DBA Vector Solutions is the only supplier accredited through CAPCE, the Commission on Accreditation for Pre-hospital Continuing Education and has the capability of training NFPA and Occupational Safety and Health Administration, which is required to meet the Insurance Service Office (ISO) requirements for the department.

The maximum indebtedness to the City not-to-exceed $147,700.00 and to be encumbered by account:

Funding Source: 00111.124001.555003.000000.000000.00000.0000000

If you have any questions, please contact Dan Pearson at (904) 255-3265.

KP/dp

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:	Jacksonville Fire & Rescue
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?***	Online Training Cerification & Continuing Education Management System. Target Solutions (TS) offers more than 50 hours of training for fire departments, including 250 hours of accredited EMS continuing education courses. TS also features NFPA 1001 1021, 1410 and 1500, as well as OSHA training required for for the department. TS is also the format being used to track the Insurance Service Office (ISO) training with its activities builder, credentials manager, ISO training tracker, file center and its capability of generating reports for ISO audits.
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:	The Jacsksonville Fire and Rescue Department has maintained all of its training records with Target Solutions for over the past 10 years. It would be cost prohibited to the City of Jacksonville to move to a new vendor. Additionally, no other vendor we have researched is capable of maintaining our unique and varying training records at this time.
4. Date of Request	10/18/2023

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.]

[No other vendor we have researched is capable of maintaining our unique and varying training records at the time.]

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

   ☐ Other [Click here to list other documentation.]

4890 West Kennedy Blvd.

Suite 300

Tampa, Florida 33609

August 14, 2023

To Whom It May Concern,

Per our 2016 bid, TargetSolutions will renew with Jacksonville Fire Rescue at $73.85 per user, based on 2,000 users. The pricing reflected will be during the 2023-2024 renewal period with license terms of 11/01/2023 - 10/31/2024.

Best Regards,

Brandi Howe

Brandi Howe

Sr. Director of Renewal Management

VECTOR SOLUTIONS | TargetSolutions

10805 Rancho Bernardo Rd. Suite 200
San Diego, CA 92127

Sole Source Justification

Training Management | Operations and Asset Management | Workforce Management

This document serves as a sole source justification for TargetSolutions' online training management system, operations and asset management system (TargetSolutions Check It™), and workforce management system (TargetSolutions Scheduling™), which are all developed and provided solely by TargetSolutions.

Service Description

TargetSolutions' industry-leading online training, operations and workforce management system is a comprehensive suite of proprietary web-based solutions for Fire and EMS departments and is the industry's only all-in-one operational hub for the management of training, assets and employee scheduling. The unique, one-of-a-kind software features exclusive fire department software tools, including best-in-class training courses and recordkeeping applications.

Here are TargetSolutions' online training management system's key differentiators that make it stand apart in the industry:

- TargetSolutions features the industry's leading learning management system for scheduling, delivering and tracking online training courses
- TargetSolutions offers more than 500 hours of training for fire departments, including more than 250 hours of accredited EMS continuing education courses
- TargetSolutions is organizationally accredited through CAPCE, the Commission on Accreditation for Pre-Hospital Continuing Education
- In addition to EMS continuing education, TargetSolutions features NFPA 1001, NFPA 1021, NFPA 1410, NFPA 1500, as well as Occupational Safety and Health Administration (OSHA), and much more in its training catalog
- The TargetSolutions platform features unique applications for managing fire department training, recordkeeping, and compliance tasks, including:
    - Activities Builder
    - Credentials Manager
    - ISO Training Tracker
    - Community Resources
    - File Center
    - Test Builder
    - Generate Reports
    - Events Manager
- The TargetSolutions platform can be extended to *TargetSolutions Check It™* operations and asset management system for conducting inspections of equipment, apparatus and inventory

TargetSolutions Check It™ is a comprehensive solution for streamlining routine inspections and maintenance for vehicles, equipment, controlled substances, medical supplies, and other logged inventory.