15

SINGLE SOURCE AWARD **BID # SS-14743-24**

Subject: 2024 ANNUAL FEES FOR PowerDMS PROFESSIONAL LICENSES SDMS-AS

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval of single source award to PowerDMS, Inc., for the 2024 Annual Fees for 4,000 SDMS-AS Professional Licenses for the Jacksonville Sheriff's Office. Period of service is October 28, 2023 through October 27, 2024. Total not-to-exceed expenditure is $76,618.86.

Funding Source: 00111.552104.546620.000000.00000000.00000.0000000 and processed by Purchase Order

Single Source Award To: PowerDMS, Inc.

Price Justification: See attachment

Total Award: $76,618.86 **Requisition #:** PSSS-501914-24

Attachments: Single Source Memo/Form, Vendor Letter and Quote

Certification as to Single Source: Bill Clement, Chief of Budget

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 _____

JACKSONVILLE SHERIFF'S OFFICE

T.K. Waters, Sheriff

Dedication. Service. Honor. Community.

To: Dustin Freeman
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Brian Kee
Director of Personnel & Professional Standards

Subject: Request for Single Source Award - PowerDMS

Date: October 6, 2023

We are requesting approval for a single source award with PowerDMS, Inc., for PowerDMS Professional Licenses SDMS-AS for the period from October 28, 2023 through October 27, 2024. The not to exceed expenditure amount is $76,618.86 from account code 00111.552104.546620.000000.00000000. Attached is the Justification for Single Source form, single source memo and the quote from the supplier.

Please let me know if you need any additional information.

OFFICE OF THE SHERIFF
ORDER REQUEST FORM

Request For: ISM/JSO (Work Unit) | Compliance (Division) | Administration (Dept.)

Requestor: Diana Wendland (Name) | 40134 (ID #) | 630-2254 (Phone) | 9/12/2023 (Date)

Deliver To Location: 501 W. Adams Street, Jacksonville, FL 32202 ATTN Nancy Fraser

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	2024 Annual PowerDMS Licenses SDMS-AS Professional		1	########	$ 76,618.86
2	for the period from October 28, 2023 through October 27, 2024				
3	Quantity of 4000 licenses				
4					
5					
6					
7					
8	Prior PO# 648445-23				
9	Prior WO# 342160				
10					
11					
12	WO# 363290				
13					
14	Deliver to ISM				
15	Userd by Entire Agency - Primary contact is Diana Wendland.				
				TOTAL REQUEST	$ 76,618.86

Suggested Vendor: PowerDMS | Vendor Phone: Bryan Giguere

Vendor Address / E-mail: 1Cloud Supplier # 20747

☐ Proprietary
☑ Sole Source

If Proprietary / Sole Source, attach appropriate form and letter from vendor.

Special funding to be used for this purchase?
☐ Loan Pool / Banking Fund
☐ Grant *
☐ Trust Fund *

* Enter name and # of Grant or Trust Fund

RECEIVED 2023 OCT -9 AM 10:59 OFFICE OF THE SHERIFF BUDGET MANAGEMENT

Justification / Repetitive Request Authorization / Notes:

2024 Annual Single Source Award for 4000 PowerDMS Professional Licenses for the period of October 28, 2023 through October 27, 2024. Diana Wendland is primary contact.

Approvals:

1. A/C [signature] — Signature | 7287 (ID #) | 09/13/23 (Date)
2. A/C [signature] for Chief O'Neal — Signature | 7367 (ID #) | 09/13/23 (Date)
3. [signature] — Signature | 5174 (ID #) | 09/13/23 (Date)
4. Signature | ID # | Date

Required approval level (per General Order 54):			
$0	to $2,500	-	Assistant Chief or higher
$2,501	to $5,000	-	Chief or higher
$5,001	or more	-	Director or higher

Budget Office Use Only			
Index		Subobject	
Analyst		Date	

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 Sheriff's Office (JSO)
*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?***	Annual Fees for 400 Licenses for PowerDMS Suite
*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:***	PowerDMS is the only means of receiving our accrediaion standards electronically for CALEA, CFA and FCAC. PowerDMS is the only supplier woho provides the annual license for their product.
*4. **Date of Request***	10/6/2023

*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.]

[The Accrediation Unit researched the marketplace and were unable to locate another product that provided all the features of PowerDMS that was able to interface with our programs.]

*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.]

PowerDMS by NEOGOV

t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245

NEOGOV

Contract Records		Order Details	
Account Number:	A-2965	**Order #:**	Q-187403
Customer:	Jacksonville Sheriff's Office (FL)	**Valid Until:**	10/28/2023
Employee Count:	3,500		
Sales Rep:	Salesforce Administrator		

Customer Contact			
Billing Contact:	Jacksonville Sheriff's Office (FL) Deidra Baines	**Shipping Contact :**	Jacksonville Sheriff's Office (FL) Deidra Baines
Billing Address:	117 W. Duval St Ste 375 Jacksonville, FL 32202	**Shipping Address:**	501 East Bay Street, Room 211 Jacksonville, FL 32202
Billing Contact Email:	deidra.baines@jaxsheriff.org	**Shipping Contact Email:**	deidra.baines@jaxsheriff.org
Billing Phone:	904-630-5970	**Shipping Phone:**	904-630-5970

Payment Terms			
Payment Term:	Net 60	**Notes:**	4000-4099 user tier
PO Number:			

Subscription Service

October 2023

Item	Type	Start Date	End Date	Qty	Total (USD)
PowerPolicy Professional Subscription	Recurring	10/28/2023	10/27/2024	4,000	$76,618.86
A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting.					
Legacy Training Included	Recurring	10/28/2023	10/27/2024	4,000	$0.00
A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerDMS Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. This is granted to legacy customers.					
				October 2023 TOTAL:	$76,618.86

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

Payment Terms: All invoices issued hereunder are **due upon the invoice due date.** The fees set forth in this Order Form are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to PowerDMS, Inc., a wholly owned subsidiary of Governmentjobs.com, Inc. (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, **"NEOGOV"**) and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: https://www.neogov.com/service-specifications. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Special Condition:

t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245

Accepted and Agreed By Authorized Representative of:
Jacksonville Sheriff's Office (FL)

Signature: _____

Printed Name: _____

Title: _____

Date _____

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL. YOUR SIGNATURE CONSTITUTES ACCEPTANCE OF TERMS HEREIN AND CONTRACTUAL COMMITMENT TO PURCHASE THE ITEMS LISTED ABOVE.