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SUBJECT: STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM

BID #: ESC-0309-23 **OPEN DATE: 2023-05-17**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL COMMENCE UPON EXECUTION OF CONTRACT AND CONTINUE UNTIL ACCEPTED AND COMPLETED, WITH FIVE (5) ONE (1) YEAR WARRANTY AND TURN-KEY SUPPORTS

AGENCY: FOURTH JUDICIAL CIRCUIT OF FLORIDA

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 44 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the bid of Porfirio Sperandio due to not responding to all the bidding requirements, particularly the first component of the bidding requirements-data conversion, implementation, and training.
Recommend approval of award to the highest scoring responsive, responsible bidder, Spartan Technology Solutions, in the amount of $1,317,098.00 for the State Attorney's Office, Fourth Circuit, Case Management System.
Period of service will commence upon execution of contract and will continue until the project has been successfully completed and accepted, with five (5) one (1) year warranty and turn-key supports.
Below are the contractors with the following scoring ranking points.

Spartan Technology Solutions	88.00 points
Karpel Solutions	70.97 points
365Labs, LLC	66.11 points
Matrix Pointe Software, LLC	63.29 points
SGS Technologies	53.63 points

Funding Sources: Various Accounts
Attachments: Recommendation Memo, Bid Tabulation Sheet, Scoring Matrix, Rejection Letter, Terms and Conditions, Previous Award

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Stephen Siegel, First Assistant State Attorney, Fourth Judicial Circuit

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Office of the State Attorney
Fourth Judicial Circuit of Florida
www.sao4th.com

311 West Monroe Street
Jacksonville, Florida 32202-4242
Tel: (904) 255-2500

MELISSA W. NELSON
STATE ATTORNEY

October 16, 2023

Dustin L. Freeman, Chief of Procurement
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

RE: ESC-0309-23

Dear Mr. Freeman:

The State Attorney's Office reviewed the bids submitted in response to RFP ESC-0309-23. Our evaluation recommends the award of the bid to Spartan Technology Solutions ("Spartan") based on the evaluation criteria outlined in the RFP. Spartan is the highest-scoring, responsive, responsible bidder.

Our Information Services Director, IT Director, Data IT Specialist, and I evaluated the bids. The scoring is as follows:

Spartan Technology Solutions	88.00
Karpel Solutions	70.97
365 Labs, LLC	66.11
Matrix Pointe Software, LLC	63.29
S4S Technologies	53.63
Porfirio Sperandio	0.00

Mr. Sperandio did not respond to all the bidding requirements, particularly the first component of the bidding requirements – data conversion, implementation, and training.

The lump sum price of the award is $1,317,098. Data conversion, implementation, and training amounts to $541,198. The total warranty and support for years 1 to 5 is $774,900.

Article V, section 14 of the Florida Constitution requires the City of Jacksonville to provide IT services to the State Attorney's Office. The city partially meets this obligation through revenue received under 28.24 F.S. for recording fees. By municipal ordinance, the State Attorney's Office, Courts, and the Public Defender's Office executed an MOU to divide the proceeds of this fund. We refer to this fund as the "15U." Computer Information and Planning (CIP) charges

approximately $186,000 annually for our case management system, STAC. The charge is entirely funded from city dollars.

Recognizing the 15U would not support purchasing a new case management system, in 2021, I approached then ITD Director Ken Lathrop and Chief Financial Officer Joey Greive for funding guidance. Effective October 2022, the city approved $600,000 for our project in ordinance 2022-513-E. This funding should cover the initial implementation cost. Moreover, Spartan's annual maintenance cost will be less than the city is paying CIP once we phase out STAC.

Thank you again for the opportunity to implement this important project for the State Attorney's Office. It has been over twenty years since we implemented a case management system. I have provided the bid tabulation sheets and a copy of the ordinance supporting funding for your review. Spartan will provide significant efficiencies and savings as we migrate to its case management system.

Sincerely,

Stephen Siegel
First Assistant State Attorney

Encl.

BID TABULATION SHEET

TITLE: STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM BID NO: ESC-0309-23 OPEN DATE: MAY17, 2023 PURCHASING ANALYST: RUBEN OLA NO. INVITED: (44) No. Received: (6) No Bids: (0) RECORDED BY: M. PIERCE, BID ANNOUNCER: B. KEMP			KARPEL SOLUTIONS	365Labs, LLC	SPARTAN TECHNOLOGY SOLUTIONS	MATRIX POINTE SOFTWARE, LLC	SGS TECHNOLOGIE	PORFIRIO SPERANDO
STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM (INCLUDES DATA CONVERSION, IMPLEMETATION AND TRAINING)			$829,850.00	$491,800.00	$542,198.00	$777,000.00	$1,378,000.00	
TOTAL WARRANTY AND SUPPORT FOR YEARS 1 TO 5:			$1,216,250.00	$1,356,784.00	$774,900.00	$2,310,000.00	$600,000.00	
LUMP SUMP PRICE (STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM AND TOTAL WARRANTY AND SUPPORT FOR YEARS 1 TO 5):			$2,046,100.00	$1,848,584.00	$1,317,098.00	$3,087,000.00	$1,978,000.00	
ITEM NO.	DESCRIPTION	POINTS						
1	FORM 1 – PRICE SHEET (TOTAL SOLUTION PRICE (WARRANTY, AND SUPPORT) (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 60 points. Each subsequentially higher cost shall be divided into the lowest cost received and the products score % will be multiplied by the maximum points available to render the points.) Score = (Lowest Bid/The Bid) X 60)	60	38.64	42.78	60.00	25.62	39.96	BID REJECTED
2	SUPPLIERS EXPERIENCE a) Resume of project manager/lead b) References for a minimum of two (2) successful prosecutor oriented case management systems.	20	14.00	15.00	11.33	18.00	7.00	BID REJECTED
3	INSTALLATION AND PROJECT WORK PLAN Plan should include schedule/tasks, milestones, communication plan, quality control plan, and training. Sample installation tracking spreadsheet	20	18.33	8.33	16.67	19.67	6.67	BID REJECTED
Total Points		100	70.97	66.11	88.00	63.29	53.63	
FORM 3 (PROJECT REFERENCES):			✓	✓	✓	✓	✓	✓
FEDERAL FORM 1 & 2:			✓		✓	✓	✓	✓
CONFLICT OF INTEREST:			✓		✓	✓	✓	✓
ADDENDUM (S) (1,2,3):			1,2	1,2,3		1,2,3	1,2,3	1
COMMENTS:								Bid Rejected

SCORING MATRIX ESC-0309-23
STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM

Total Points	60 Points	20 Points	20 Points	OVERALL (TOTAL POINTS (100)	RANKS
Criteria	FORM 1 – PRICE SHEET (TOTAL SOLUTION PRICE (WARRANTY, AND SUPPORT) (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 60 points. Each subsequentially higher cost shall be divided into the lowest cost received and the products score % will be multiplied by the maximum points available to render the points.) Score = (Lowest Bid/The Bid) X 60)	SUPPLIERS EXPERIENCE a) Resume of project manager/lead b) References for a minimum of two (2) successful prosecutor oriented case management systems.	INSTALLATION AND PROJECT WORK PLAN Plan should include schedule/tasks, milestones, communication plan, quality control plan, and training. Sample installation tracking spreadsheet		
KARPEL SOLUTIONS					2.00
Reviewer 1:Baggett/King	38.64	10.00	20.00	68.64	
Reviewer 2:Namilla	38.64	12.00	15.00	65.64	
Reviewer 3: Siegel	38.64	20.00	20.00	78.64	
Average	38.64	14.00	18.33	70.97	
365Labs, LLC					3.00
Reviewer 1:Baggett/King	42.78	15.00	0.00	57.78	
Reviewer 2:Namilla	42.78	10.00	5.00	57.78	
Reviewer 3: Siegel	42.78	20.00	20.00	82.78	
Average	42.78	15.00	8.33	66.11	
SPARTAN TECHNOLOGY SOLUTIONS					1.00
Reviewer 1:Baggett/King	60.00	15.00	20.00	95.00	
Reviewer 2:Namilla	60.00	14.00	20.00	94.00	
Reviewer 3: Siegel	60.00	5.00	10.00	75.00	
Average	60.00	11.33	16.67	88.00	
MATRIX POINTE SOFTWARE, LLC					4.00
Reviewer 1:Baggett/King	25.62	20.00	20.00	65.62	
Reviewer 2:Namilla	25.62	14.00	19.00	58.62	
Reviewer 3: Siegel	25.62	20.00	20.00	65.82	
Average	25.62	18.00	19.67	63.29	
SGS TECHNOLOGIE					5.00
Reviewer 1:Baggett/King	39.96	10.00	10.00	59.96	
Reviewer 2:Namilla	39.96	6.00	5.00	50.96	
Reviewer 3: Siegel	39.96	5.00	5.00	49.96	
Average	39.96	7.00	6.67	53.63	
PORFIRIO SPERANDO					
Reviewer 1:Baggett/King	Bid Rejected				
Reviewer 2:Namilla	Bid Rejected				
Reviewer 3: Siegel	Bid Rejected				
Average	Bid Rejected				

Reviewers
Kim Baggett Information Services Director / Chris King - IT Director
Avi Namilla - Data IT Specialist
Stephen Siegel - First Assistant State Attorney

PROCUREMENT DIVISION

A NEW DAY.

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: October 19, 2023

Via Email: info@procurex.pro

Bidder's Name: PORFIRIO SPERANDIO

Address: 4083 Sunbeam Rd 1311
Jacksonville, FL 32257

Contact Name: Porfirio Sperandio, Consultant

Bid No: ESC-0309-23

Title: STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM

Date Opened: May 17, 2023

REASON FOR RECOMMENDED BID REJECTION: The City intends to reject the bid due to not responding to all bidding requirements, particularly the first component of the bidding requirements-data conversion, implementation, and training.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, October 26, 2023 at 1:00 p.m.

Purchasing Analyst's Signature: *Ruben Ola*
RUBEN OLA, Purchasing Analyst

Ola, Ruben

From:	Ola, Ruben
Sent:	Thursday, October 19, 2023 5:15 PM
To:	info@procurex.pro
Subject:	Notification of Recommended Bid Rejection: ESC-0309-23 STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM
Attachments:	Bid Rejection Letter Form - ESC-0309-23 Porfirio Sperandio.pdf

Good Afternoon,

Attached is notification of recommended bid rejection for the above subject solicitation.
Thank you for participation and appreciate your interest in doing business with the City of Jacksonville.

Sincerely,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

A New Day.

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Please click on the links below for any of the following for Bids and Awards:
For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

REQUEST FOR PROPOSAL

STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYTEM

For

City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 **Introduction**

The City of Jacksonville ("**Buyer**") intends to hire one or more firms (**Bidders**) to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services and Deliverables
Section 5	Program Requirements
Section 6	General Terms and Conditions
Section 7	Instructions for responding to the RFP
Attachment A	Response Format
Attachment B	Evaluation Criteria
Attachment C	Equal Business Opportunity Program (Encouragement Plan)
Attachment D	Service Contract
Attachment E	Disqualified/Probationary Suppliers List
Attachment F	Indemnification
Attachment G	Insurance Requirements
Attachment H	Protest Procedures
Attachment I	Federal Funding Provisions
	Fed Form 1-Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
	Fed Form 2-Certification Regarding Lobbying
Form 1	Price Sheet
Form 2	Conflict of Interest Certificate
Form 3	Project References
Form 4	No Bid Form

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 **Scope of Services.**

The services sought under this RFP are generally described as follows: The State Attorney's Office, Fourth Circuit (SAO), in conjunction with the City of Jacksonville (COJ) is currently accepting bids to obtain a case management system as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for the case management system as listed in the RFP, see Section 4.

1.3 **Term of Agreement.**

The term of the agreement will commence upon execution of the Contract and will continue until the project has been successfully completed and accepted by the Project Manager or designee of The State Attorney's Office, Fourth Circuit (SAO). The contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Vendor Requirements

Contractors must satisfy the following minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

a) The Contractor shall provide all business licenses required by local, state, and federal law as applicable.
b) Contractor shall provide a list (Form 3–Project References) for a minimum of two (2) successful prosecutor-oriented case management system deployments. Include the name of the agency, agency's contact name, phone number, and e-mail address, quantity, and scope of the project.
c) Provide resume of project manager/lead.

1.5 Equal Business Opportunity Program.

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the Equal Business Opportunity Program Encouragement Plan, which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 Documents Available for Inspection.

N/A

1.7 Federal Funds.

Federal funds will be used as part of this solicitation.

1.8 Pre-Proposal Meeting.

N/A

1.9 Response Due Date.

The deadline for submitting responses to this RFP is **May 3, 2023, 2:00pm**. Please see Sections 2.3 and 2.4 for more details.

1.10 Response Delivery Location.

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
Attention: Bid Room
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

1.11 Response Opening.

Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room #110, 1st Floor, Ed Ball Bldg, 214 N. Hogan Street.

1.12 Contact Person.

If any questions arise during the request for proposal period of this Project, contact Ruben Ola, Purchasing Analyst Procurement Division, at RubenO@coj.net.

Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFP.

All copies are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) Contractor's name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 **Evaluation of Responses.**

A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors.

B. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

C. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 **Award of Contract.**

A. The process for contract award is set forth in Jacksonville Ordinance Code Sections 126.204. Generally, Buyer will award the Contract to the responsible and responsive proposer whose Response is determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Section 126.201(d)(4) and 126.201(n), *Ordinance Code*. If an agreement cannot be reached with the highest ranked Contractor, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached.

B. Buyer may make an award within sixty (60) days after the date of the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded or Buyer receives from Contractor written notice that the Response is withdrawn. [Note: Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.]

C. Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract, but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

D. Based on the evaluation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with Buyer a notice of protest in accordance with the Protest provisions of the RFP. Buyer does not intend to provide tabulations or notices of award by telephone.

2.7 **Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in

Section 4
Description of Services and Deliverables

I. SCOPE OF WORK:

The services sought under this RFP are generally described as follows: The State Attorney's Office, Fourth Circuit (SAO), in conjunction with the City of Jacksonville (COJ) is currently accepting bids to obtain a case management system as outlined in the bid documents. The purpose of this bid invitation is to obtain information about your firm and its ability to provide a case management system and to obtain pricing commitments for the case management system as listed in the RFP.

II. BACKGROUND:

The State Attorney's Office, Fourth Circuit, is the main prosecuting authority for the State of Florida in the Fourth Judicial Circuit. The Fourth Judicial Circuit consists of Nassau, Clay, and Duval counties in Florida. The SAO employs approximately 330 employees, which includes 120 Assistant State Attorneys. The case management system is intended to aid in the prosecution of case referrals. Each participant in process, from clerical staff who input defendant demographics to Assistant State Attorneys who file criminal charges through our system, will be trained and utilize the system daily. Each year, the SAO receives between 60,000 and 70,000 case referrals. The SAO uses a case management system. There are approximately 4 million records in our current case management system.

III. REQUIRED EQUIPMENT:

Goals of our project are to: (1) continue to progress toward a paperless and fileless environment, (2) enhance efficiency through automated workflows, and (3) build a quality user experience.

For each of the items 1 – 18 including all sub items, please note the following for each to state the level of compliancy within your proposed solution.

- C - Proposed system complies with requirement.
- NC - Proposed system does not comply with requirement and cannot/will not be modified.
- ALT - Proposer recommends an alternative no-cost way to meet requirement. Proposer must provide an explanation in the "Comments" column.
- MOD - Proposed system requires software modification or third-party software to comply with requirement. Please provide an explanation in the Comments column and list additional costs, cross-referencing the requirement in the Cost Proposal.

New system should include, but is not limited to:

1. **Technical Environment and Support**
    a. Solution meets all Criminal Justice Information Services requirements for data encryption and encrypted connections for data transport with multiple levels of security to access system and authentication.
    b. Solution provides back-up of data which is kept in different locations.
    c. Data is owned by the SAO.
    d. Data is stored on servers located in the United States, subject to US laws.
    e. Data will be furnished to the SAO upon request in the event the SAO and vendor terminate their business in accordance with the service agreement.
    f. Solution is SQL based.

2. **Data Conversion**
    a. Implementation includes conversion of and import of legacy data from current case management system.
    b. Legacy data to be readable and useable within solution.
3. **Integration and Interfaces**
    a. Ability to interface with e-filing system used by the State of Florida
    b. Ability to interface with Microsoft Office products including integration with Microsoft Outlook calendar where appropriate.
    c. Compatibility with Adobe Acrobat Pro.
    d. Potential for interface with Clerk of Court and local police departments.
    e. Potential to interface with current SAO data dashboard – SAO4thdatadashboard.com
4. **Customization**
    a. Ability to customize solution to meet specific needs of the SAO.
    b. Ability to customize solution for units, divisions, and user groups.
    c. Ability to add fields and tables as needed.
    d. Ability of system administrators to create and modify noneditable custom case titles and headers.
    e. Ability of system administrators to modify screens to customize labels and data shown.
5. **Workflows and automation**
    a. Ability to create complex automated workflows processes.
    b. Ability to automate complex processes that govern how routine business activities are performed.
    c. Ability to create automatic customized email notifications and pop-ups through workflow processes.
6. **System Management**
    a. Ability to access and view the case management system.
    b. Ability to access and utilize the case management system remotely on mobile or other wireless device at any location.
    c. Ability to support multiple sessions within the same browser.
    d. Ability for drop down lists on fields where applicable.
    e. Ability to create multiple views with partitioning of data and fields available.
    f. Ability to create mandatory fields on data entry screens, which are customizable by divisions and functional area.
    g. Define various types of users with varying levels of security and access.
    h. Ability to exclude (lock out) users at a specific case or name level.
    i. Ability to validate data and prompt user to complete any required fields not completed at the save point while retaining data entered prior.
    j. Ability to lock sensitive fields based on user permissions.
7. **Records Management**
    a. Ability to archive and retrieve closed files, and associated data and documents, in an easy and efficient manner.
    b. Ability to automate retention policies.
8. **Maintenance, support, and training**
    a. Initial training with administrators and users.

b. Continued support for system issues, including modifications.
c. Provide regular updates to software.
d. Provide formal process for product upgrade/issue requests.
e. Provide business hours technical support as well as on-call support for critical incidents.
f. Provide custom report and document writing services.

9. Search, query and development

a. Ability to search by any party on a case, file date, disposition date range, assigned attorney, hearing type, filter open/closed/all cases, document type filed, or another search field.
b. Customer ability to query data.
c. Customer ability to develop custom reports, forms, and documents.

10. Case Management

a. Ability to manage all case data in a paperless file management system.
b. Ability to store data pertaining to the arrest though the final disposition and sentencing saved according to data retention schedules.
c. Module for managing victims and witnesses.
d. Ability to track diversion and specialty court requirements.
e. Ability for system to automatically number all files, with a user-defined numbering system.
f. Ability to maintain general and private notes on each case/matter.
g. Ability to limit and preferably eliminate redundant data entry.
h. Ability to manage Public Records Requests per Chapter 119, F.S.

11. Discovery management

a. Specific segment dedicated to discovery.
b. Ability to record receipt and processing of discovery requests electronically.
c. Ability to add Bates's stamping, redacting, and indexing features to expedite process.
d. Ability to record and produce e-discovery with receipt, tracking, and download confirmation ability.

12. Victim/Witness Management

a. Specific segment dedicated to managing victims and witnesses including contacts, restitution, etc.
b. Ability to streamline data collection for reporting data for victim grants.

13. Name Management

a. Provides a unique identifying number for each individual allowing for alias attached to that unique number.
b. Ability to provide a means of alerting user of duplicate names, address, businesses etc., at data entry and have the ability to merge duplicate records as needed.

14. Calendaring/Assignment Management

a. Ability to manage contacts, documents, notes, tasks, emails, and calendar events.
b. Ability to calendar for multiple people and cross-access for all department members.
c. Ability to calendar for simultaneous calendaring for multiple cases, schedule entries, and upcoming court appearances.
d. Ability to enter filing deadlines with calculation of deadline.

e. Provide customized views for calendars and interactive ability to enter entry of docket notes in cases on docket.
f. Ability to provide a segment specific to court only events.

15. **Task Management**

a. Ability to schedule current and upcoming tasks, prioritize, receive alerts, assign tasks, and ability to track progress of projects/files.
b. Ability to auto add tasks based on entry of events, calendar events, etc.

16. **Document / Forms Management**

a. Ability to manage documents in a manner compatible to a paperless file management system.
b. Allow for the implementation or creation of digitized documents.
c. Ability to categorize, search, and preview all documents (PDF, Word, Excel, JPEG, digital, and any format of document).
d. Ability to redact, maintain document versions, and save originals.
e. Ability to convert documents to PDF format.
f. Ability to OCR all document formats saved in the file system.
g. Ability to add bates numbers to all formats of documents.
h. Ability to add custom stamps to documents.
i. Ability to generate batch letters, forms and other documents and populate forms while applying logic to pull appropriate data from any field within the file management system.

17. **Report Management**

a. Ability to run various reports for criminal, civil, claims, and general legal matters.
b. Ability to run various reports from different points of system including case reports, section reports, name reports, calendar reports, statistical, performance measurement, and system reports
c. Provides general system reports with solution.
d. Ability to track data collection for specific grant reporting.
e. Ability to track pending cases.
f. Ability to create customized reports.
g. Ability to create interactive reports.
h. Ability to generate financial reports (claims, restitution, DPA revenues).

18. **Email / Communications Management**

a. Ability to link emails to the file, sync calendars and tasks, pull and update court dates and integrate with Outlook. Ability to send email through solution auto saved to case file.
b. Ability to send and receive text messages through case file to all relationships associated with the case.

IV. INSTALLATION SERVICES AND QUALITY ASSURANCE

Supplier shall provide installation and implementation services for the described.

V. PROJECT MANAGEMENT

Provide evidence of the ability to install and implement a case management system consistent within the principles of the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) security parameters. If the supplier has installation certified/trained documentation, provide that material.

Supplier shall provide a project manager for implementation, installation, and integration of the case management system.

Supplier project manager shall:

1. Be the single point of contact for the project.
2. Be available to answer questions and provide consultation, including installation inspection, if required, to verify that the installation of the systems being installed in accordance with manufacturer design and specification.
3. Perform updates to the schedule/installation work plan. (As noted in requirements section)
4. Conduct regular reoccurring meetings including kick off, updates etc. installation, schedule, update, and other meetings with stakeholders.

A. Documentation

The Installations shall be documented on the required "Installation Tracking Spreadsheet" (ITS) and shall have a minimum of the following information.

B. Installation and Work Plan

Supplier shall submit detailed installation work plan and schedule.

Describe how your firm shall manage the installation, quality test, document (include a sample installation tracking sheet) and deliver each apparatus with the Cradlepoint solution.

1. Include a schedule/task (work breakdown structure aka WBS), milestones, communication plan, quality control plan, and training
2. Please include additional project implementation and coordination information that is applicable. i.e., previous deployments etc.
    a. This item required in the evaluation criteria.

VI. WARRANTY AND SUPPORT SERVICES

Vendor agrees to abide by standard warranties applicable to the industry. Vendor will provide consistent support services as part of the implementation and use of the case management system.

Attachment A – Response Format

To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the five sections would be helpful.

1) **Title Page:** Include RFP Title, RFP Number, Contractor's full name, address, phone number.

2) **Cover Letter:** Include the following:

   - Date of Letter.
   - RFP Title and Number.
   - Contractor's full name, address, and phone number.
   - Names of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers.
   - Contractor's Federal Employer ID Number.
   - Acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending, or withdrawing the Response prior to the Response Due Date based on those subsequent amendments.
   - Signature of Authorized Representative.

3) **Required Forms.** Attach all forms identified in Section 1 or in Attachments C or F, each signed by an authorized representative. Examples of the forms that may be required include:

   - Price Sheet. (Form 1)
   - Conflict of Interest Certificate. (Form 2)
   - Project References. (Form 3)
   - Equal Business Opportunity Program Forms (if required, in Attachment C).

4) **Proof of Minimum Requirements.** Responses will ONLY be accepted from companies meeting the minimum requirements in Section 1.4 of the RFP. Contractor must provide clear documentation on Company letterhead with a maximum of 2 pages of how the minimum requirements will be met.

5) **Statement of Qualifications.** This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Attachment B – Evaluation Criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into subsections that correspond to each of the listed criteria.

Attachment B

Evaluation Criteria

Evaluation shall determine qualifications, interest, and availability by reviewing all written responses received that express an interest in performing these services, and when deemed necessary, by conducting formal interviews of selected respondents that are determined to be best qualified based upon the evaluation of written responses. The determinations shall be based upon the following criteria, and respondents are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criterion will be evaluated relative to the other responses received and awarded a score of 1 through 10 points. Respondents are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that **100 points** is the maximum total.

Evaluation Criteria	Max. Points
1. FORM 1 - PRICE SHEET (TOTAL SOLUTION PRICE (WARRANTY, AND SUPPORT) (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 60 points. Each subsequentially higher cost shall be divided into the lowest cost received and the products score % will be multiplied by the maximum points available to render the points.) Score = (Lowest Bid/The Bid) X 60)	60
2. SUPPLIERS EXPERIENCE • Resume of project manager/lead • References for a minimum of two (2) successful prosecutor oriented case management systems.	20
3. INSTALLATION AND PROJECT WORK PLAN Plan should include schedule/tasks, milestones, communication plan, quality control plan, and training. Sample installation tracking spreadsheet	20
TOTAL POINTS	100

1. **FORM 1 - PRICE SHEET. TOTAL SOLUTION PRICE (EQUIPMENT, WARRANTY, AND SUPPORT) (60 Maximum Points)**

   Description: Supplier shall provide pricing as described on the "Form 1 Price Sheet". The prices shall include all profit, taxes, benefits, travel, and all other overhead items.

2. **SUPPLIERS EXPERIENCE (20 Maximum Points)**

   Description: Provide a list/information:
   Resume of project manager/lead.

   Supplier to provide information of a minimum of two (2) successful prosecutor-oriented case management systems (Form 3). Include the name of the Agency, Agency's contact name, phone number, e-mail address, quantity, and scope.

   a. At Minimum include the following information:
      i. Reference Agency Name
      ii. Reference Agency Contact Person Name

iii. Reference Agency Contact Person Name Phone and Email Address
iv. Quantity of devices installed
v. Scope of project

The COJ or its designee will be contacting the agency to receive feedback on Supplier's performance. Procurement will also review all documentation submitted for each Contract. Describe general ability to bring about a successful outcome under the firm's direction.

3. **INSTALLATION AND PROJECT WORK PLAN (20 Maximum Points)**

Description: An installation and project work plan.

The submittal should describe your firms project plan for implementing the case management system.

Include a schedule/task milestones, communication plan, quality control plan, and training.

Include a sample installation tracking spreadsheet

Please include additional project implementation and coordination information that is applicable. i.e., previous deployments etc.

SUBJECT: STATE ATTORNEY'S OFFICE, FOURTH CIRCUIT, CASE MANAGEMENT SYSTEM

BID #: ESC-0309-23 **OPEN DATE: 2023-05-17**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL COMMENCE UPON EXECUTION OF CONTRACT AND CONTINUE UNTIL ACCEPTED AND COMPLETED, WITH FIVE (5) ONE (1) YEAR WARANTY AND TURN-KEY SUPPORTS

AGENCY: FOURTH JUDICIAL CIRCUIT OF FLORIDA

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 44 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to move forward to conduct demonstrations/interviews for evaluation of responses with the three (3) highest scoring responsive, responsible contractors, Spartan Technology Solutions, Karpel Solutions and 365Labs, LLC. Below are the contractors with the following scoring ranking points.

Spartan Technology Solutions	88.00 points
Karpel Solutions	70.97 points
365Labs, LLC	66.11 points

Attachments: Recommendation Memo, Bid Tabulation Sheet, Scoring Matrix, Terms and Conditions, Description of Services

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Stephen Siegel, First Assistant State Attorney, Fourth Judicial Circuit

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 7/27/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 7/28/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02