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**SINGLE SOURCE AWARD** **BID # SS-11134-21**

**Subject:** Risk Management Information System

**Department:** Risk Management

**Description of Purchase:** Recommend approval to increase award to Origami Risk, LLC to provide the Risk Management Information System for $11,250.00 to cover 50 additional hours through September 30, 2022. Total estimated expenditure amount not to exceed $306,500.00.

Funding Source: 56301.112001.531090.000000.00000000.00000.000000 – To be executed by formal contract amendment through the Office of General Counsel.

**Single Source Award To:** Origami Risk, LLC

**Price Justification:** See attachment

**Total Award:** $306,500.00 **Requisition #:** FARM-500390-21

**Attachments:** Recommendation Memo, Single Source Request Form and Vendor Quote, Previous Award

**Certification as to Single Source:** Tracy Flynn, Chief, Risk Management Division

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

Analyst: Jaclyn Stamos

Gregory Pease, 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 _____

# City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

*Lenny Curry, Mayor*
Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 255-5310
www.coj.net

**MEMORANDUM**

**Date:** July 13, 2022

**To:** Gregory Pease, Chairman Chief of Procurement Division

Professional Services Evaluation Committee GGAC

**From:** Tracy Flynn, Risk Manager

Michelle Montford, Risk Management Claims Systems & Compliance Manager

**Subject:** Origami Risk, LLC Request to Single Source Award SS-11134-21

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Risk Management Systems Department is requesting approval to increase single source award Origami Risk for additional fifty service hours in the amount of $11,250.00. The service is through September 30, 2022. Total not to exceed the new maximum indebtedness of $306,500.00.

Thank you for your consideration in this matter.

Attachments:
Origami Risk, LLC Hours Project Reports and Statement of Work #20220708

Funding Source: 56301.112001.531090.000000.00000000.00000.000000

**STATEMENT OF WORK #20220708**

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for City of Jacksonville, FL ("Client"). This SOW is subject to all the terms and conditions of the Agreement for the Provision of a Risk Management Information System between Client and Origami dated July 11, 2018 including the Statement of Work #20211001 (collectively, the "Agreement").

# TERM

The term of this SOW shall begin on the date executed by both parties hereto and shall be coterminous with the term of the Agreement.

# PROJECT SCOPE

This SOW adds additional ongoing support hours.

# ONGOING SUPPORT

## Professional Services

This SOW includes up to an additional 50 hours of Professional Services in the current contract year. Professional services include any work performed by Origami professionals on behalf of Client. Examples include:

- Helpdesk support for users
- User training
- General assistance utilizing the Service
- Configuration of features for Client's use
- Maintenance of screens and system configurations as workflows evolve
- Configuration of customized reports
- Attendance in meetings
- Project management tasks and administration

# PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is ***$11,250*** for the current contract year.

Such payments will be due as follows:

Upon signature from both parties - $11,250

Exhibit A to this SOW provides a detailed breakdown of the components of the price.

If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax where applicable. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

## STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____

Name: Earnest Bentley
(Print Name)

Title: President, Risk solutions

Date: 7/8/22

**CITY OF JACKSONVILLE, FL**

By: _____

Name: _____
(Print Name)

Title: _____

Date: _____

# EXHIBIT A
## PRICING DETAIL

| Quote Year ↑ | | Opportunity Name | Product: Product Family | Product Name | Quantity Description | Quantity | Net Total |
|---|---|---|---|---|---|---|---|
| 2022 | | City of Jacksonville - 2022 Hours | ONGOING SUPPORT | Ongoing Support & Maintenance One Time | HOURS | 50 | USD 11,250.00 |
| Subtotal | Sum | | | | | | USD 11,250.00 |

## Ongoing Support Hours - Current Year

| PROJECT | DELIVERABLE |
|---|---|
| City of Jacksonville, FL - On-Goi... | All |

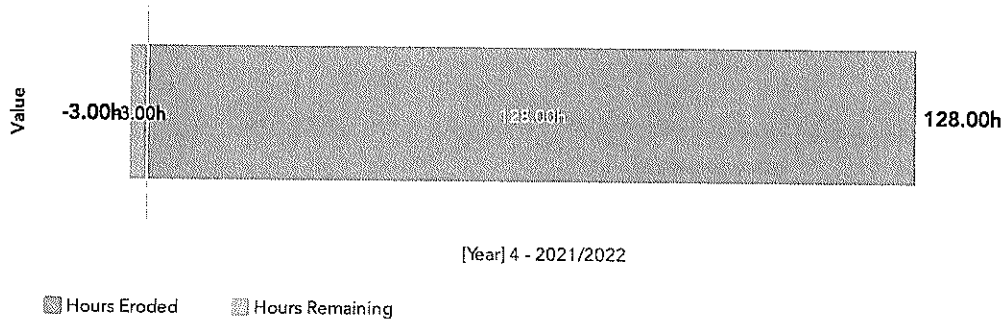
| Project | Contract Year | Start Date | End Date |
|---|---|---|---|
| **City of Jacksonville, FL - On-Going Support** | **[Year] 4 - 2021/2022** | **10/01/2021** | **09/30/2022** |

**128.00**
Hours Eroded

**125.00**
Contracted Total Hours

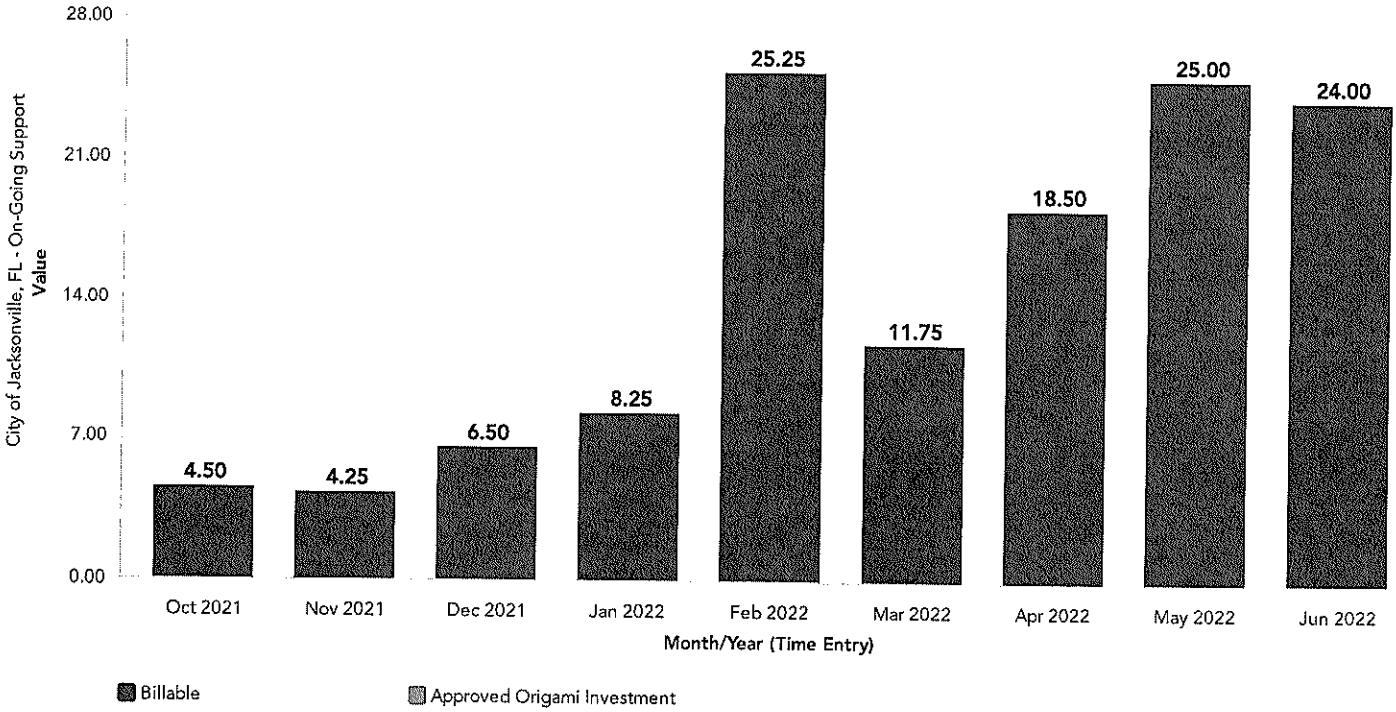
**-3.00**
Hours Remaining

**24.00**
Billable Hours Last Month




| Project | Contract Year | Start Date | End Date | Contracted Hours | % Eroded | % through Contract Y | Hours Eroded | Hours Remaining |
|---|---|---|---|---|---|---|---|---|
| **City of Jacksonville,** | **[Year] 4 - 2021/2022** | **10/01/2021** | **09/30/2022** | 125.00 | 102% | 75.00% | 128.00 | -3.00 |
| | **Rollup** | | | **125.00** | **102%** | | **128.00** | |

## Month Over Month Hours Eroded



| | | | | |
|---|---|---|---|---|
| Zachary Jackson | 06/29/2022 | status call/ report building | Hours – | 2.00 h |
| Sharon Simmers | 06/29/2022 | Internal DocuSign Meeting | Hours – | 0.50 h |
| | | Check in meeting | Hours – | 1.00 h |
| | | Batch Process Error Troubleshooting | Hours – | 0.50 h |
| Zachary Jackson | 06/30/2022 | NCM report | Hours – | 0.75 h |
| Sum | | | Hours – | **24.00 h** |

**SINGLE SOURCE AWARD** **BID # SS-11134-21**

**Subject:** Risk Management Information System

**Department:** Risk Management

**Description of Purchase:** Recommend approval of award to Origami Risk, LLC to provide the Risk Management Information System for the period of one (1) year. Risk Management's current contract with Origami expires September 30, 2021. This will allow time to prepare the RFP specifications and award a new contract. Period of service is from October 1, 2021 through September 30, 2022. Total estimated expenditure amount is $295,250.00.

Funding Source: 56301.112001.531090.000000.00000000.00000.000000 – To be executed by formal contract amendment through the Office of General Counsel.

**Single Source Award To:** Origami Risk, LLC

**Price Justification:** See attachment

**Total Award:** $295,250.00 **Requisition #:** FARM-500390-21

**Attachments:** Recommendation Memo, Single Source Request Form and Vendor Quote, Previous Award

**Certification as to Single Source:** Tracy Flynn, Chief, Risk Management Division

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

***APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE***

**"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"**

Teresa R. Eichner
***CHAIRMAN***

9/23/21
***DATE***

Michael Reed

Dr. Pizzi

ACTION OF AWARDING AUTHORITY DATE: 9-24-21

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: PIGGYBACK CHARLOTTE COUNTY RFQ #2017000070 FOR RISK MANAGEMENT INFORMATION SYSTEM

BID #: PSC-0506-18

OPEN DATE: 06/14/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: THREE (3) YEARS FROM CONTRACT EXECUTION

AGENCY: RISK MANAGEMENT DIVISION

BASIS OF AWARD: PIGGYBACK CHARLOTTE COUNTY RFQ #2017000070

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Origami Risk, LLC by $383,110.00 for the third and final year of the contract. Period of service is from October 1, 2020 through September 30, 2021. Total revised estimated expenditure amount not-to-exceed $1,285,380.00.

Funding Source: 56301.112001.531090.000000.00000000.00000.0000000 - To be executed by formal contract amendment through Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST: Arinette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Twane Duckworth, Chief of Risk Management

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/10/20

Teresa R. Eighmey

OTHER

ACTION OF AWARDING AUTHORITY DATE 9/11/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-09