SINGLE SOURCE AWARD **BID # SS-0285-20**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2019 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2020. Total expenditure amount not to exceed $68,000.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $68,000.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

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"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Neighborhoods/Animal Care and Protective Services

FUNDING SOURCE: ERAC011-03410

BRIEF DESCRIPTION OF GOODS/SERVICES:

HLP, Inc provides data imaging and data management services for Animal Care Protective Services Division

AMOUNT OF PROJECT (attach quote): 68,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The software license renewal fee is $1,920.00. The image data entry service is $0.79 per scan. ACPS expects to scan 83,640 images during the FY20 fiscal year. The anticipated cost for scanning services from October 1, 2019 through September 30, 2020 is $66080. The total cost to renew the software license and scan vaccination documents is $68,000.00

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

ACPS uses the Chameleon Shelter Management Software for all records related to the animals cared for by the ACPS staff including citations, care calls, medical records, etc. HLP Inc. is the provider for Chameleon Shelter Management Software. Using their data conversion services, ACPS easily and efficiently keeps the records for all rabies, licenses, and veterinary services provided to the residents of Duval County.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Using this suite of services permits ACPS to have all information regarding animal issues easily accessible and centrally located.

Submitted by: Daniel Nasr — Finance Manager, Neighborhoods

(Name) **(Title)**

Date: September 10, 2019

Requesting Agency's Director's Signature:

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **September 23, 2019**

TO: **Gregory Pease, Chief**
Procurement Division

THROUGH: **Bryan Mosier, Director**
Neighborhoods Department

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Sole Source Request – HLP Inc. Services**

The Neighborhoods Department on behalf of the Animal Care and Protective Services Division (ACPS) respectfully requests approval to use HLP Inc. to provide data input services of the City of Jacksonville animal licenses into the Chameleon Shelter Management System. The period of service will be from October 1, 2019 through September 30, 2020.

Chameleon Shelter Management Software is used to maintain and manage information regarding rabies vaccinations and licenses sold to the public by area clinics and ACPS for the City of Jacksonville. Section 462.502 of the City of Jacksonville Ordinance Code establishes the requirement for vaccinations, registration, and licensing of dogs, cats, and ferrets.

Please contact me at 255-8831 if you have any questions. Thank you for your consideration of this request.

3INGLE SOURCE AWARD **BID # SS-0284-19**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase:
Recommend approval to increase the single source award to HLP, Inc. by $23,250.00 through the period ending September 30, 2019. Total revised expenditure amount not to exceed $88,370.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $88,370.00 **Requisition #:**

Attachments: Recommendation Memo and Previous Awards

Certification as to Single Source: Daniel Nasr, Finance Manager, Neighborhoods Department

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 Eichan
CHAIRMAN

8/15/19
DATE

ACTION OF AWARDING AUTHORITY DATE: 8/16/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0284-19**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2018 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2019. Total expenditure amount not to exceed $65,120.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $65,120.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Julie Adamson, Operation Director, Animal Care and Protective Services

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"

CHAIRMAN

DATE 11/01/18

ACTION OF AWARDING AUTHORITY DATE: 11/01/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-110, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0347-18**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2017 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2018 in the total estimated expenditure in the not to exceed amount of $69,653.02.

Funding Source: ERAC15GACVS-03109 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $69,653.02 **Requisition #:** 222116

Attachments: Recommendation Memo, Single Source Form, Vendor Letter & Quote

Certification as to Single Source: Devron Cody, Chief, Animal Care and Protective Services

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 Eilbeck
CHAIRMAN

DATE 11/30/17

ACTION OF AWARDING AUTHORITY

DATE: 11/30/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Animal Relive Officer
For Mayor L[illegible]ny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0275-17**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval of proprietary award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is October 1, 2016 through September 30, 2017 in the total estimated expenditure in the not to exceed amount of $67,733.02.

Funding Source: ERAC15GACVS-03109

Proprietary Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $67,733.02 **Requisition #** N/A

Attachments: Proprietary Request Form, Vendor Letter & Quote and Previous Awards

Certification as to Proprietary Source: Kimberly Scott, Director, Neighborhoods Department

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

Analyst: Annette L. Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eilhauer
CHAIRMAN

9-29-16
DATE

ACTION OF AWARDING AUTHORITY DATE: 9/29/16

MR APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

FORM G8-114, Revised 12/2007

Tom E. Moose
Chief Administrative Officer
for Maurice L. Cary, Chief
Under Authority of
Executive Order No. 2015-05