SUBJECT: ENTERPRISE PERMITTING AND LAND USE SOFTWARE AS A SERVICE (SaaS) SOLUTION

BID #: ESC-0503-18 **OPEN DATE: 2018-10-17**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACTS

AGENCY: INFORMATION TECHNOLOGIES DIVISION/ VARIOUS DEPARTMENTS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 19 **NUMBER RECEIVED:** 6 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On October 17, 2018, the City of Jacksonville, Procurement Division received six (6) responses for subject bid.

Recommend approval to reject South Central Planning & Development Commission for not meeting the minimum requirements. Recommend approval to reject BasicGov, Inc, for not meeting the minimum requirements and not submitting the requested forms.

Tyler Technologies, Inc. failed to acknowledge addendum seven for subject bid, Procurement has received the acknowledged addendum and requests approval to accept and waive the technicality as a minor irregularity.

The Evaluation Committee has completed their review and recommends approval to move forward with Software Demonstrations/ Oral Interviews with the top three (3) scoring vendors, which are as follows. The ranking of first, second and third designates the order of qualification of these firms.

1. Tyler Technologies, Inc,
2. Computronix (U.S.A.), Inc.
3. Accela, Inc.

ATTACHMENTS: Recommendation Memo, Scoring Sheets, Minimum Requirements, Tabulation, Evaluation Matrix, Addenda, Rejection Letters

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies / CIO

(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 _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

TO: Greg Pease, Competitive Sealed Proposal Evaluation Committee

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO Kenneth E. Lathrop

FROM: Cheryl Bradley, Applications Development Project Manager Cheryl Bradley

DATE: December 5, 2018

RE: Enterprise Permitting and Land Use Solution

On October 17th, 2018 the City of Jacksonville's Procurement Division received six (6) bid responses for an Enterprise Permitting and Land Use solution (EPLU) RFP.

As outlined in the RFP, the City of Jacksonville will short list no less than two, but no more than four responses for the Software Demonstrations/Oral Interviews. The Evaluation Committee has completed their review and requests approval to move forward with Software Demonstrations/Oral Interviews with the top three (3) scoring vendors, as ranked below:

Ranking	Vendor
1	Tyler Technologies, Inc.
2	Computronix (U.S.A.), Inc.
3	Accela, Inc.

The following vendors were rejected with the stated reasons:

1. South Central Planning & Development Commission did not meet the minimum requirements.
2. BasicGov, Inc. did not meet the minimum requirements and did not submit any forms.

Your favorable consideration of this request is appreciated.

Cc: Tom Goldsbury, Chief of Building Inspection
Bryan Mosier, Chief of Municipal Code Compliance
Richard Reilly, Applications Development Project Manager
William Killingsworth, Director of Planning & Development
Stephanie Burch, Director of Neighborhoods

FINANCE AND ADMINISTRATION DEPARTMENT
214 N. Hogan St. 9th Floor | Jacksonville, FL 32202 | Phone: 904.255.8000 | Fax: 904.232.6932

TITLE: ENTERPRISE PERMITTING & LAND USE SaaS SOLUTION
BID NO: ESC-0503-18
OPEN DATE: SEPTEMBER 12, 2018 @ 2:00 PM
ANALYST: Chelsey Fleming
No. Invited: (19) No. Received: (6) No Bids: (2)
Recorded By: Renata Barnett

CRITERIA	DESCRIPTION	POINTS	COMPUTRONIX (U.S.A), INC.	ACCELA, INC.	GCOM SOFTWARE, LLC.	TYLER TECHNOLOGIES, INC.	SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION	BASICGOV, INC.
COST	The Contractor submitting the lowest cost to the City on Form 1 – Price Sheet for the Grand Total of the SaaS Solution and Recurring Costs, shall receive the maximum number of points for cost. Each sub-sequentially higher cost shall be divided into the lowest cost received and the products percentage will be multiplied by the maximum points available to render the points.	20	13.5	10	5.5	20		
SaaS SOLUTION REQUIREMENTS RESPONSE	All requirements noted in Section 4.1 and in Section 1.9 (Documents Available for Inspection) will be evaluated and scored based on the Response and how the product is able to meet the requirements.	40	35.55	37.87	36.13	37.07		
SaaS SOLUTION HOSTING REQUIREMENTS & SERVICES RESPONSE	All requirements noted in Section 4.2 will be evaluated and scored based on the Response and how the Contractor is able to meet the requirements.	20	15.46	15.62	16.16	17.83		
IMPLEMENTATION SERVICES & DELIVERABLES RESPONSE	All requirements noted in Section 4.3 will be evaluated and scored based on the Response and how the Contractor is able to meet the requirements.	20	15.33	14.50	18.25	15.96		
QUALIFICATIONS & EXPERIENCE OF IMPLEMENTATION SERVICES CONTRACTOR & PROPOSED PERSONNEL	Contractor shall list a summary of a minimum of three (3) projects, similar in scope, that are either implemented or in the process of being implemented that will assist the City in evaluating the qualifications of the Contractor.	5	4.67	4.00	4.00	4.67		
	Contractor shall provide the number and size of current projects, along with the stage of completion and potential impact of Contractors ability to staff City projects.	5	3.57	4.50	4.33	3.40		
	Contractor shall list how much, if any, of the proposed solution is sourced through third party Contractor(s) and describe the Contractor's experience with the proposed third party Contractor(s).	5	5.00	3.92	2.92	4.67		
	Contractor shall provide a Personnel Summary Table listing all personnel assigned to the project, to include the proposed role(s), team member name, total years of relevant experience, years of experience in the proposed role, list of public sector clients in the proposed role, and relevant certifications.	5	3.52	3.40	4.29	3.16		
	Total Points	120	96.59	93.81	91.57	106.74		
	NOTES:						REJECTED FOR NOT MEETING THE MINIMUM REQUIREMENTS	REJECTED FOR NOT MEETING THE MINIMUM REQUIREMENTS & NOT SUBMITTING ANY FORMS

Scoring Matrix

ESC-0503-18

Enterprise Permitting & Land Use SaaS Solution

Total Points	20 Points	40 Points	20 Points	20 Points	20 Points	OVERALL
Criteria	Cost	SaaS Solution Requirements Response	SaaS Solution Hosting Requirements & Services Response	Implementation Services & Deliverables Response	Qualifications & Experience of Implementation Services Contractor & Proposed Personnel	Total Points (120 max)
COMPUTRONIX (U.S.A), INC.						
Bryan Mosier	13.50	35.00	11.00	9.00	12.75	81.25
Tom Goldsbury	13.50	35.00	17.00	17.00	19.00	101.50
Richard Reilly	13.50	36.64	18.39	20.00	18.50	107.03
Average	13.50	35.55	15.46	15.33	16.75	96.59
ACCELA, INC.						
Bryan Mosier	10.00	37.00	12.00	7.00	14.95	80.95
Tom Goldsbury	10.00	38.00	16.00	17.00	16.00	97.00
Richard Reilly	10.00	38.60	18.87	19.50	16.50	103.47
Average	10.00	37.87	15.62	14.50	15.82	93.81
GCOM SOFTWARE, LLC.						
Bryan Mosier	5.50	33.00	10.00	18.00	12.11	78.61
Tom Goldsbury	5.50	37.00	19.00	17.00	15.00	93.50
Richard Reilly	5.50	38.38	19.48	19.75	19.50	102.61
Average	5.50	36.13	16.16	18.25	15.54	91.57
TYLER TECHNOLOGIES, INC.						
Bryan Mosier	20.00	38.00	18.00	8.00	14.18	98.18
Tom Goldsbury	20.00	38.00	18.00	20.00	18.00	114.00
Richard Reilly	20.00	35.20	17.48	19.87	15.50	108.05
Average	20.00	37.07	17.83	15.96	15.89	106.74

MINIMUM REQUIREMENTS

TITLE:	ENTERPRISE PERMITTING AND LAND USE SAAS SOLUTION	SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION	BASICGOV, INC.	COMPUTRONIX (U.S.A), INC.	ACCELA, INC.	GCOM SOFTWARE, LLC.	TYLER TECHNOLOGIES, INC.
BID NO.:	ESC-0503-18						
OPEN DATE:	OCTOBER 18, 2018 @ 2:00 P.M.						
BUYER:	CHELSEY FLEMING, ANALYST						
No. Invited: (19)	No. Received (6) No Bids: (2)						
Recorded By:	Renata Barnett						

SaaS Solution Contractor:

The SaaS Solution Contractor must provide historical and reference information that confirms a minimum of five (5) consecutive years of experience providing Enterprise Permitting and Land Use (EPLU) solutions to public sector entities:	NOT PROVIDED	NOT PROVIDED	YES	YES	YES	YES
The SaaS Solution Contractor must provide current proof of all business licenses required by local, state, and federal law:	NOT PROVIDED	NOT PROVIDED	YES	YES	YES	YES
The SaaS Solution proposed to the City must provide all of the following core Enterprise Permitting and Land Use components. a. Permitting b. Inspections c. Citation Management d. Electronic Plan Review e. Business Licenses	NOT PROVIDED	NOT PROVIDED	YES	YES	YES	YES
The SaaS Solution Contractor must provide examples of public sector entities where each of these core components have been in production for two years or longer, and identify which components were implemented.	NOT PROVIDED	NOT PROVIDED	YES	YES	YES	YES

Implementation Services Contractor:

The Implementation Services Contractor must be certified to implement each component of software that is proposed as part of the SaaS Solution.	NOT STATED	NOT STATED	YES	YES	YES	YES
The Implementation Services Contractor must provide historical and reference information that confirms that the Contractor successfully implemented as the primary implementor: a. A minimum of three (3) implementations, each of which consisted of the Permitting, Inspections, and Citation Management components of the SaaS Solution. At least one (1) of these implementations must have been for a public entity with a population of at least 800,000. b. At least one (1) implementation of the Electronic Plan Review component. c. At least one (1) implementation of the Business Licenses component.	NOT PROVIDED	NOT PROVIDED	YES	YES	YES	YES
The Implementation Services Contractor must provide current proof of all business licenses required by local, state, and federal law.	NOT PROVIDED	NOT PROVIDED	YES	YES	YES	YES
FORM 1 - PRICE SHEET:	YES	NOT PROVIDED	YES	YES	YES	YES
FORM 2 - CONFLICT OF INTEREST:	YES	NOT PROVIDED	YES	YES	YES	YES
FORM 3 - INSURANCE AGENT ACKNOWLEDGEMENT:	COI PROVIDED INSTEAD	NOT PROVIDED	YES	YES	YES	YES
FORM 4 - BUSINESS CORPORATE REFERENCES:	YES	NOT PROVIDED	YES	YES	YES	YES
ADDENDUMS (1-7):	YES	1-6 ONLY	YES	YES	YES	1-6 ONLY
NOTES:	REJECTED FOR NOT MEETING THE MINIMUM REQUIREMENTS	REJECTED FOR NOT MEETING THE MINIMUM REQUIREMENTS & NOT SUBMITTING ANY FORMS				

Title: ENTERPRISE PERMITTING & LAND USE SOFTWARE AS A SERVICE SOLUTION
Bid # ESC-0503-18
Bid Date: 10/17/18
Buyer: CHELSEY FLEMING
No. Invited: 19 No. Received: 6 No Bids: 2
Recorded By: RENATA BARNETT

DESCRIPTION	SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION	BASICGOV, INC.	COMPUTRONIX (U.S.A), INC.	ACCELA, INC.	GCOM SOFTWARE, LLC.	TYLER TECHNOLOGIES, INC.
SaaS Services & Subscription Licenses			$482,716.00	$783,779.00	$967,256.00	$637,330.00
Professional Services & Implementation / System Replacement			$3,612,300.00	$4,000,000.00	$2,348,100.00	$1,736,430.00
BID System and Interfaces			$357,600.00	$500,000.00	$3,578,240.00	$5,000.00
DSD Civil Plan & Plat and Interfaces			$32,000.00	$150,000.00	$1,677,300.00	$5,000.00
JFRD Fire Inspections System and Interfaces			$16,000.00	$80,000.00	$1,118,200.00	$5,000.00
PICS and Interfaces			$16,000.00	$80,000.00	$447,280.00	$5,000.00
Concurrency Management System and Interfaces			$42,700.00	$80,000.00	$111,820.00	$5,000.00
Zoning Management System and Interfaces			$0.00	$50,000.00	$1,341,840.00	$5,000.00
Street & Property Master and Interfaces			$0.00	$50,000.00	$1,118,200.00	$5,000.00
LUZAP and Interfaces			$0.00	$0.00	$111,820.00	$5,000.00
WIMS and Interfaces			$0.00	$0.00	$279,550.00	$5,000.00
Erosion and Interfaces			$0.00	$0.00	$223,640.00	$5,000.00
CTQB and Interfaces			$16,000.00	$20,000.00	$335,460.00	$5,000.00
Special Events Permitting and Interfaces			$0.00	$20,000.00	$391,370.00	$5,000.00
Additional (New) Interfaces			$160,000.00	$0.00	$447,280.00	$5,000.00
Data conversion costs			$276,800.00	$125,000.00	$1,603,800.00	$79,500.00
Any associated hardware costs			$0.00	$0.00	$0.00	$0.00
Any associated training costs			$131,800.00	$90,000.00	$316,800.00	$98,000.00
Any associated travel costs			$543,900.00	$500,000.00	$578,295.00	$136,000.00
Other Required Cost Components			$0.00	$387,200.00	$100,000.00	$0.00
Optional Cost Components			$87,600.00	$0.00	$0.00	$0.00
SaaS Solution Total:			$5,775,416.00	$6,915,979.00	$17,096,251.00	$2,752,260.00
SaaS Recurring Costs						
Year 1			$482,716.00	$783,779.00	$645,290.00	$0.00
Year 2			$497,197.00	$822,967.50	$664,453.00	$669,197.00
Year 3			$512,113.00	$864,115.87	$684,190.00	$702,656.00
Year 4			$527,476.00	$907,321.67	$731,558.00	$737,789.00
Year 5			$543,301.00	$952,687.75	$760,020.00	$774,679.00
Total Years 1-5			$2,562,803.00	$4,330,871.79	$3,485,511.00	$2,884,321.00
GRAND TOTAL - SaaS SOLUTION & RECURRING COSTS:			$8,338,219.00	$11,246,850.79	$20,581,762.00	$5,636,581.00

ATTACHMENT B
EVALUATION CRITERIA

The evaluations will be based upon the following criteria, and Contractors 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 will be awarded a score based on the criteria listed. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that 120 points is the maximum total for all categories combined.

Criteria	Description of Criteria	Maximum Points Available
Cost	**The Contractor submitting the lowest cost to the City on Form 1 – Price Sheet for the Grand Total of the SaaS Solution and Recurring Costs, shall receive the maximum number of points for cost. Each sub-sequentially higher cost shall be divided into the lowest cost received and the products percentage will be multiplied by the maximum points available to render the points.** *Score = ((Lowest Bid)/Submitted Bid) X 20*	20
SaaS Solution Requirements Response	**All requirements noted in Section 4.1 and in Section 1.9 (Documents Available for Inspection) will be evaluated and scored based on the Response and how the product is able to meet the requirements.** *Maximum of forty (40) points*	40
SaaS Solution Hosting Requirements & Services Response	**All requirements noted in Section 4.2 will be evaluated and scored based on the Response and how the Contractor is able to meet the requirements.** *Maximum of twenty (20) points*	20
Implementation Services & Deliverables Response	**All requirements noted in Section 4.3 will be evaluated and scored based on the Response and how the Contractor is able to meet the requirements.** *Maximum of twenty (20) points*	20
Qualifications and Experience of Implementation Services Contractor and Proposed Personnel	• **Contractor shall list a summary of a minimum of three (3) projects, similar in scope, that are either implemented or in the process of being implemented that will assist the City in evaluating the qualifications of the Contractor.** *(Maximum of 5 points)* • **Contractor shall provide the number and size of current projects, along with the stage of completion and potential impact of Contractors ability to staff City projects.**	20

	(Maximum of 5 points) • **Contractor shall list how much, if any, of the proposed solution is sourced through third party Contractor(s) and describe the Contractor's experience with the proposed third party Contractor(s).** *(Maximum of 5 points)* • **Contractor shall provide a Personnel Summary Table listing all personnel assigned to the project, to include the proposed role(s), team member name, total years of relevant experience, years of experience in the proposed role, list of public sector clients in the proposed role, and relevant certifications.** *(Maximum of 5 points)* *Maximum of twenty (20) points*	
	Maximum Available Score	**120**

CITY OF JACKSONVILLE
PROCUREMENT DIVISION
Ed Ball Building, 8th Floor
214 N. Hogan Street
Jacksonville, Florida 32202

ADDENDUM NO	**SEVEN (7)**
BID NUMBER	**ESC-0503-18**
TITLE OF BID	**ENTERPRISE PERMITTING AND LAND USE SOFTWARE AS A SERVICE (SaaS) SOLUTION**
OPENING TIME AND DATE	**OCTOBER 10, 2018 @ 2:00 P.M.**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

PURPOSE OF THIS ADDENDUM IS TO:

1. EXTEND THE BID OPENING DATE BY ONE WEEK TO WEDNESDAY, OCTOBER 17, 2018 AT 2:00 P.M.

2. ADDRESS QUESTION RECEIVED VIA EMAIL:

1. **QUESTION:**
With the impending storm due to hit Florida shortly, we were wondering if the due date for the Enterprise Permitting And Land Use Software As A Service (Saas) Solution RFP could be extended to this Friday Oct 12th?

ANSWER:
Given the circumstances, the City has agreed to a one week extension as specified above.

*****PLEASE SIGN THIS ADDENDUM AND SUBMIT WITH BID******

NOTE: **FAILURE TO SUBMIT SIGNED ADDENDUM(s) WITH BID MAY POSSIBLY RESULT IN REJECTION OF BID.**

DATE October 8, 2018 **BUYER** Chelsey Fleming CF

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

President, LGD
Title

Tyler Technologies, Inc.
Company

12/6/18
Date

Fleming, Chelsey

From: Magness, Garth <Garth.Magness@tylertech.com>
Sent: Thursday, December 6, 2018 8:43 AM
To: Fleming, Chelsey
Subject: Re: ESC-0503-18 Enterprise Permitting and Land Use SaaS Solution - Addendum Acknowledgement
Attachments: attachment 2.pdf; ATT00001.htm

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Chelsey,

Please see attached signed addendum. This was released after we had already shipped our bid. Thanks for reaching out.

Can you confirm that you receive this email and attachment?

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

December 6, 2018

500-609 W. Hastings St.
Vancouver, BC V6B 4W4

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: BasicGov Systems, Inc.

CONTACT NAME: Roger Bassam

BID NUMBER: ESC-0503-18

NAME OF BID: Enterprise Permitting and Land Use Software as a Service (SaaS) Solution

DATE OPENED: October 17, 2018

REASON FOR REJECTION:

Contractor is being rejected for not submitting evidence of meeting any of the minimum requirements as listed in Section 1.7 and not submitting the following forms: Form 1 – Price Sheet, Form 2 – Conflict of Interest, Form 3 – Insurance Agent Acknowledgement, and Form 4 – Business/Corporate References.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____
CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Thursday, December 6, 2018 10:44 AM
To: 'roger.bassam@basicgov.com'
Subject: ESC-0503-18 Enterprise Permitting and Land Use Software as a Service (SaaS) Solution
Attachments: BasicGov Notification.pdf

Please see the attached rejection notification for subject RFP.

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net

CITY OF JACKSONVILLE

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

December 6, 2018

5058 W. Main St.
Houma, LA 70360

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: South Central Planning & Development Commission

CONTACT NAME: Ryan Hutchinson

BID NUMBER: ESC-0503-18

NAME OF BID: Enterprise Permitting and Land Use Software as a Service (SaaS) Solution

DATE OPENED: October 17, 2018

REASON FOR REJECTION:

Contractor is being rejected for not submitting evidence of meeting any of the minimum requirements as listed in Section 1.7.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____
CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Thursday, December 6, 2018 10:43 AM
To: 'ryan@scpdc.org'
Subject: ESC-0503-18 Enterprise Permitting and Land Use Software as a Service (SaaS) Solution
Attachments: SCPDC Notification.pdf

Please see the attached rejection notification for subject RFP.

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net

CITY OF JACKSONVILLE