City of Jacksonville, Florida
Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **December 10, 2018**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally provide **Commissary Goods & Inmate Trust Fund Accounting Software and Equipment.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

Date: October 24, 2018

To: Competitive Sealed Proposals Evaluation Committee (CSPEC)

Thru: Gregory Pease, Chief of Procurement

Thru: Bill Clement, CPA, Chief of Budget

From: Tammy Morris, Director of Corrections

Subject: Commissary Goods and Inmate Trust Fund Accounting Software and Equipment for the Department of Corrections

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In accordance with Section 126.204 of the Municipal Code, the Jacksonville Sheriff's Office requests approval to utilize the Competitive Sealed Proposal process to formally establish a vendor to provide the Commissary Goods and Inmate Trust Fund Accounting Software and Equipment for the Department of Corrections.

The evaluated bid process is the most effective way for the Jacksonville Sheriff's Office to acquire this service. The evaluated process will allow us to review and score the submission in order to ensure that our requirements are met as described in section 4, Description of Services and Deliverables.

The initial contract term will be from January 1, 2019, through September 30, 2022, with the option to renew for up to three (3) two (2) year renewals. This award is commission based. Funding for any expenditures are allocated in the annual operating budget for the Jacksonville Sheriff's Office in SHCO64AIW-04904-TRSH-09. The anticipated annual cost is approximately $150,000.00. This request does not duplicate any existing service. This contract will replace the existing contract with Keefe Group, bid ESC-0368-10 and SS-0383-18.

The sub-committee responsible for evaluation of submitted bids will be comprised of representatives from the Jacksonville Sheriff's Office, Department of Corrections.

The RFP has been reviewed and approved by Risk Management (See attached stamped document from Risk). All required items have been incorporated into the RFP.

Attached please find the scope of work, minimum specifications and intended evaluation criteria.

It is our desire to process a formal contract upon selection and approval of awarded vendor.

Thank you for your consideration of this request. If you have any questions or need additional information regarding this request, please contact Deidra Baines at 630-5970.

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

December 4, 2018

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) Compliance Office

RE: **Commissary Goods Inmate Trust Accounting Software**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8828.

cc: Annette Burney

APPROVED
By Ann Willis at 4:04 pm, Oct 24, 2018

SUBMIT AN ORIGINAL AND FIVE (5) COPIES

Competitive Sealed Proposal Evaluation Committee

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BID SPECIFICATIONS

FOR

Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the Department of Corrections Office at the Jacksonville Sheriff's Office

Jacksonville Sheriff's Office Department of Corrections

BID NO: TBD

OPEN DATE: TBD

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110 JACKSONVILLE, FL

PRE-BID CONFERENCE: (ENTER IF APPLICABLE)

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division