Docusign Envelope ID: 206B6B22-EA60-4E0D-B530-9466B329363A

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Voter Focus Registration Software Support & License - Single Source - 16098-25

Requested Action/Authority:

Recommend approval to ratify the period of service from October 1, 2024 through date of award. The Supervisor of Elections request approval of Single Source award to VR Systems, Inc for Voter Focus Registration Software Support & License. The Period of Service will be from date of award through September 30, 2025. Total not to exceed expenditure amount will be $441,103.76.

Justification/Explanation:

VR Systems has been the vendor for Duval County voter registration software since 2003 and has proprietary rights to all software contents. VR Systems provides all voter registration software, poll worker training modules, and election night reporting services for Duval County. This request is for maintenance of existing equipment which would be more cost effective and time efficient.

Legal Contract #:	NA	Contract Date:		Change Order/AMD #:	NA	
PO/Release #:	NA	Bid Date:	10/24/2024	Awarded Supplier:	VR Systems	
Licenses Verified:	N/A	Effective Date:	11/14/2024	Basis of Award:	N/A	
Federally Funded:	No	No. Invited:	NA	Responses Received:	N/A	Attachments:
Solicitation:	SS - 16098 - 25			Procurement Contract #:	N/A - NA	
Executed By:	Procurement					

PoP:Base:	1 year	Options:	NA	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	640001	Acct:	546620	Proj:	000000	Activity:	00000000	$	441,103.76
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 441,103.76	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 441,103.76

Using Agency/BU:	SERE:REGISTRATION			
Concurrence:	Signed by: Gicalone, Justin 60EA2A714D65436...	Title:	CHIEF ELECTIONS ASSISTANT	11/8/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata 7771B2C9F56442C...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 11/12/2024
Name:	Barnett, Renata	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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9/11/2024

Single Source Justification for VR Systems' Software

VR Systems, Inc. is based in Tallahassee, FL. It currently has 55 employees including 9 software developers and an experienced Help Desk team. VR Systems has a combined staff experience of over 150 years in computer programming, computer systems and Florida elections. VR Systems, Inc. has an excellent reputation around Florida for its customer service to elections staff and provides support help lines 24/7 during major elections.

'Voter Focus' is a trademark of VR Systems and is both a software product and a software service. The Voter Focus product is designed and built by VR Systems, Inc. to meet the requirements of Florida Supervisors of Elections for voter registration and election management. The product is kept up to date with changes in federal and state legislation, is reviewed regularly by its users and enhancements are added. It is currently installed and running in 67 out of the 67 counties.

'EViD' (Electronic Voter Identification) is a registered trademark of VR Systems, Inc. The EViD product is designed and built by VR Systems, Inc. of Tallahassee, FL to meet the election management requirements of Florida Supervisors of Elections for voter check-in, voter eligibility verification, verification that the voter has not already voted and voting history recording. The EViD System is currently installed and running in 61 out of the 67 counties.

David Bennett
Treasurer & Chief Financial Officer
VR Systems, Inc.

9/11/2024
Date

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OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND
SUPERVISOR OF ELECTIONS
OFFICE (904) 255-8683
CELL (904) 318-6877

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 255-3434
E-MAIL JHOLLAND@COJ.NET

October 8, 2024

Re: VR Systems renewal

Dustin Freeman, Chief
Procurement Division
117 West Duval St, Suite 335

Dear Dustin,

This letter is to request the award of a purchase order in the amount of $441,103.76 to VR Systems. VR Systems has been our voter registration system of record since 2003. VR provides voter registration software and support to all 67 counties in the state of Florida. In addition to voter registration, VR also hosts our website and are the proprietary holders of the software to our EViD, Electronic Voter Identification devices that election workers use to check in voters at Early Voting and in precincts on Election Day.

This purchase order is for maintenance software and firmware support as well as upgrades to existing services and equipment that we currently use.

Funding Sources will be 00111.640001.546620.000000.00000000.00000.0000000 not to exceed $219,311.00 & 00111.610001.544620.000000.00000000.00000.0000000 not to exceed $221,792

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Yolanda Negron-Carson

Yolanda Negron-Carson

Cc: Jerry Holand, SOE
Justin Gicalone, Deputy SOE

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Invoice

Invoice Date	Invoice #
9/10/2024	8518

VR Systems, Incorporated

3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Ship To

Bill To
Duval County Supervisor of Elections ATTN: Mr. Jerry Holland 105 East Monroe St Jacksonville FL 32202

Quantity	Description	Price Each	Amount
	Voter Focus Voter Registration Software Support and License from October 1, 2024 to September 30, 2025.	106,526.00	106,526.00
	EViD Voter Focus Interface Annual License Renewal to use from October 1, 2024 to September 30, 2025.	6,885.00	6,885.00
776	EViD Station Annual License Fee from October 1, 2024 to September 30, 2025 - Lot 5.	120.00	93,120.00
776	EViD Hardware Repair Program for use from October 1, 2024 to September 30, 2025 - Lot 5.	85.00	65,960.00

Thank you for your business. Have a great week!

Total	
Payments/Credits	
Balance Due	

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

Due Date	10/10/2024

Docusign Envelope ID: 206B6B22-EA60-4E0D-B530-9466B329363A

Invoice

Invoice Date	Invoice #
9/10/2024	8518

VR Systems, Incorporated

3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Ship To

Bill To
Duval County Supervisor of Elections ATTN: Mr. Jerry Holland 105 East Monroe St Jacksonville FL 32202

Quantity	Description	Price Each	Amount
60	EViD Station Annual License Fee from October 1, 2024 to September 30, 2025. - Lot 6.	120.00	7,200.00
60	EViD Hardware Repair Program for use from October 1, 2024 to September 30, 2025 - Lot 6.	85.00	5,100.00
149	EViD Station Annual License Fee for use from October 1, 2024 to September 30, 2025 - Lot 7.	120.00	17,880.00
149	EViD Hardware Repair Program for use from October 1, 2024 to September 30, 2025 - Lot 7.	85.00	12,665.00
150	EViD Station Annual License Fee for use from October 1, 2024 to September 30, 2025 - Lot 8.	120.00	18,000.00

Thank you for your business. Have a great week!

Total	
Payments/Credits	
Balance Due	

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

Due Date	10/10/2024

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VR Systems, Incorporated
3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Ship To

Bill To
Duval County Supervisor of Elections ATTN: Mr. Jerry Holland 105 East Monroe St Jacksonville FL 32202

Quantity	Description	Price Each	Amount
150	EViD Hardware Repair Program for use from October 1, 2024 to September 30, 2025 - Lot 8.	85.00	12,750.00
	Voter Focus GEO Elections GIS Software Interface License Renewal for use from October 1, 2024 to September 30, 2025.	5,324.00	5,324.00
	Renewal of Software Interface between Voter Focus and Pitney Bowes Absentee Ballot handling software October 1, 2024 to September 30, 2025.	7,456.00	7,456.00
	VR Tower (previously Web Focus) and Web Builder Software Annual Fee for use from October 1, 2024 to September 30, 2025.	68,906.00	68,906.00

Thank you for your business. Have a great week!

Total	
Payments/Credits	
Balance Due	

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

Due Date	10/10/2024

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VR Systems, Incorporated

3773 Commonwealth Blvd
Tallahassee, FL 32303
(850)668-2838

P.O. Number

Ship To

Bill To
Duval County Supervisor of Elections ATTN: Mr. Jerry Holland 105 East Monroe St Jacksonville FL 32202

Quantity	Description	Price Each	Amount
	VR DirectPrint Interface Renewal for use from May 6, 2025 to September 30, 2025 - PRORATED TO LINE UP DATES.	13,331.76	13,331.76

Thank you for your business. Have a great week!

Total	$441,103.76
Payments/Credits	$0.00
Balance Due	$441,103.76

Phone #	Fax #	E-mail
850-668-2838	850-668-3193	ppittman@vrsystems.com

FEIN NUMBER 59-3135736

Due Date	10/10/2024

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
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.	
1. Requesting Agency:	Supervisor of Elections
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	VR Systems provides all voter registration software, web hosting services, poll worker training modules, and election night reporting services for Duval County.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	VR Systems has been the vendor for Duval County voter registration software since 2003 and has proprietary rights to all software contents. VR Systems provides all voter registration software,, poll worker training modules, and election night reporting services for Duval County. This request is for maintenance of existing equipment which would be more cost effective and time efficient than issuing a solicitation to replace all the existing equipment, making changes to our website, and re-training all the staff.
4. Date of Request	10/8/2024

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Yes, we have confirmed from VR Systems that they are the sole provider of the equipment currently in use..]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

√ Other [single source letter from Vendor]