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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC POM Sec 7 (A10) Unauthorized/Improper Purchases

Goods and/or Services: Animal Transfer Contract

Requested Action and Justification:

Requesting approval for payment of outstanding Invoice# 410968 to Jacksonville Humane Society in the amount of $100,000.00. The expense incurred due to the single source requisition for these services was not submitted until November 6, 2025, to procurement, and was not approved by JPAC until January 29, 2026. As a result, there was no executed contract in place during the first quarter of the intended service period, preventing issuance of the initial quarterly payment.

To mitigate the risk of future improper purchases, the Accounting Manager has been provided with the current Procurement Manual for review and reference. Additionally, contract renewals and key procurement deadlines will be tracked through a centralized calendar to ensure requisitions are submitted and approved in advance of service delivery. The current year contract period is from October 1, 2025, to September 30, 2026.

Supplier:	Jacksonville Humane Society	**Basis of Award:**	N/A	**BID Opening Date:**	

POA #:	72565-26	**PO #:**	NA	**Change Order #:**	NA
Solicitation #:	SS 17448 26	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	N/A	**Options:**	NA	**Options Used:**	NA

Federally Funded:	No	**JSEB Rec:**	N/A
Licenses Verified:	N/A	**JSEB %:**	N/A
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	11501	**Center:**	172104	**Acct:**	534100	**Proj:**	000000	**Activity:**	00000901	$ 100,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 100,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	ASAC:ANIMAL CARE AND PROTECTIVE SERVICES DIVISION		
Concurrence:	Signed by: Richard, Richard 3196CA8D7311495...	**Title:**	OFFICE OF ADMINISTRATIVE SERVICES MANAGER 4/20/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Simpson, Sandy 309A036BE9B74A5...	**Chief of Procurement:**	Signed by: 4/28/2026 B10F1D517352456...
Name:	Simpson, Sandy	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

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

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

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

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

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

New NTE/GMP: Enter the new total not to exceed 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 Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field 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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A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Animal Care & Protective Services Division
2020 Forest Street
Jacksonville, Florida 32204
(904) 630-CITY (2489)
www.coj.net

M E M O R A N D U M

DATE: **April 20, 2026**

TO: **Dustin Freeman, Chief**
Procurement Division

THROUGH: **Richard Reichard**
Office of Administrative Services Manager

FROM: **Rebecca Rawls**
Accounting Manager, Animal Care & Protective Services

SUBJECT: **Improper Purchase – Jacksonville Humane Society FY26**

We respectfully request your office authorize payment of invoice #410968 in the amount of $100,000.00 to Jacksonville Humane Society (JHS).

Animal Care & Protective Services (ACPS) maintains an ongoing contractual relationship with JHS for the intake of dogs and cats either transferred from the ACPS facility or accepted directly at the JHS facility. The contract period is from October 1, 2025, to September 30, 2026. However, the single source requisition for these services was not submitted until November 6, 2025, to procurement, and was not approved by JPAC until January 29, 2026. As a result, there was no executed contract in place during the first quarter of the intended service period, preventing issuance of the initial quarterly payment.

While JHS asserts a basis for compensation for services rendered, vendors are responsible for ensuring that an approved contract is in place prior to performing work. Notwithstanding this, the Division Chief has indicated support for payment, given that the services were performed, and animals were accepted during this period.

To mitigate the risk of future improper purchases, the Accounting Manager has been provided with the current Procurement Manual for review and reference. Additionally, contract renewals and key procurement deadlines will be tracked through a centralized calendar to ensure requisitions are submitted and approved in advance of service delivery.

If there are any questions regarding this matter, please contact Rebecca Rawls at 904-255-7392.

Attachments: JHS Invoice#410968

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Jacksonville Humane Society, Inc.
8464 Beach Blvd.
Jacksonville, FL 32216 US
(904) 493-4577
finance@jaxhumane.org

JACKSONVILLE HUMANE SOCIETY
Generosity breeds joy.

INVOICE

BILL TO
Animal Care & Protective Services
Attn: Michael Bricker
City of Jacksonville
2020 Forest Street
Jacksonville, FL 32204

SHIP TO
ACPS
Animal Care & Protective Services
Attn: Michael Bricker
City of Jacksonville
2020 Forest Street
Jacksonville, FL 32204

INVOICE # 410968
DATE 12/31/2025
DUE DATE 01/30/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	AC&PS Animal Transport Program Q1 2026	1	100,000.00	100,000.00
	Strays: 1973			0.00
	Transfers: 0			0.00

SUBTOTAL	100,000.00
TAX	0.00
TOTAL	100,000.00
BALANCE DUE	**$100,000.00**