Docusign Envelope ID: 7DBE2ED2-D183-4724-8C66-E3F4419C7198

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Kentico Xperience Subscription Licenses Renewal

Requested Action and Justification:

Recommend approval of a Single Source award to Kentico Software, LLC for the annual renewal of the Kentico Xperience subscription license. The period of service will be from September 21, 2026 through September 20, 2029. Per the City's purchasing policy, the Technology Solutions Department (TSD) will ask the Procurement Division to post this Single Source solicitation for fourteen (14) days prior to each new one-year term.

The total not-to-exceed award amount will be $238,723.00 as shown below.

Year 1: $77,234.00
Year 2: $79,551.00
Year 3: $81,938.00

This award will be executed by Purchase Order(s).

Supplier:	Kentico Software, LLC	**Basis of Award:**	N/A	**BID Opening Date:**	

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	SS 18129 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	0	**Options Used:**	N/A

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

Fund:	53101	**Center:**	113001	**Acct:**	549079	**Proj:**	000000	**Activity:**	00000000	$ 50,000.02
Fund:	53101	**Center:**	113002	**Acct:**	531180	**Proj:**	000000	**Activity:**	00000000	$ 27,233.98
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 238,723.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	TSOD:OFFICE OF THE DIRECTOR			
Concurrence:	Signed by: McGuire, Sherry 70277304F9644C0...	**Title:**	ASST INFO TECH OFFICER - ASST CHIEF OF CREATIVE SOLUTIONS	8/19/2026
Concurrence:	Signed by: Riley Hammett E0DD485FB2344D5...	**Title:**	INFO TECH ANALYST - SENIOR FINANCE AND BILLING ADMINISTRATOR	8/19/2026
Concurrence:	F3E522F095434F5...	**Title:**	DIRECTOR OF TECHNOLOGY SOLUTIONS	8/20/2026
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata E5139E2DE91E477...	**Chief of Procurement:**	Signed by: B10F1D517352456...	9/1/2026
Name:	Barnett, Renata	**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
Technology Solutions Department
Ed Ball Building
214 N. Hogan Street, Suite 900
Jacksonville, Florida 32202
(904) 630-CITY
www.jacksonville.gov

M E M O R A N D U M

TO: Dustin L. Freeman, Chief of Procurement Division

THROUGH: Wanyonyi Kendrick, Director of Technology Solutions Signed by: Wanyonyi Kendrick F3E522F095434F5...

FROM: Sherry McGuire, Assistant Chief of Creative Services Signed by: Sherry McGuire 70277304F9644C0...

SUBJECT: Kentico Xperience Subscription Licenses Renewal

DATE: July 16, 2026

The Technology Solutions Department (TSD) requests approval of a Single Source award to Kentico Software, LLC for the annual renewal of the Kentico Xperience subscription license. Kentico Xperience is the Content Management System (CMS) used to serve content to the public on many of the City's external websites such as Jacksonville.gov, JaxReady.com, JaxSheriff.org, and TaxCollector.Jacksonville.gov. Kentico Xperience will allow TSD to run an unlimited number of domains on an unlimited number of web servers.

The period of service will be from September 21, 2026, through September 20, 2029. Per the City's purchasing policy, TSD will ask the Procurement Division to post this Single Source solicitation for fourteen (14) days prior to each new one-year term. The advantage of utilizing a three-year Single Source award is cost savings from discounted annual increases (3%) vs. an annual increase of 10% - 12% without a three-year commitment.

The total not-to-exceed award amount will be $238,723.00 as shown below.

- Year 1: $77,234.00
- Year 2: $79,551.00
- Year 3: $81,938.00

This award will be executed by Purchase Order(s).

FUNDING SOURCE: 53101.113001.549079.000000.00000000.00000.0000000: $50,000.02
53101.113002.531180.000000.00000000.00000.0000000: $27,233.98 Signed by: Kelley, Mical E2017D8B4B0C4D5...

Your favorable consideration of TSD's request is appreciated.

CC: Thomas Ossi, Technology Contract and Records Manager
Ruben Ola, IT Contract Compliance Analyst
David Klages, IT Contract Administrator

Attachments: Single Source Justification Form
Supplier's Single Source Letter
Supplier's Proposal/Quote

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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:	Information Technologies
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?***	The Technology Solutions Department (TSD) requests approval of a Single Source award to Kentico Software, LLC for the annual renewal of Kentico Xperience license subscription. Kentico Xperience is the Content Management System (CMS) used to serve content to the public on many of the City's external websites, such as Jacksonville.gov, JaxReady.com, JaxSheriff.org, and TaxCollector.Jacksonville.gov. The period of service will be from September 21, 2026, through September 20, 2029. The total not-to-exceed amounf for this request is $238,723.00. The justification for the three-year period of service and a cost breakdown are detailed in the attached TSD memo.
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:	Kentico Xperience is exclusively sold by Kentico Software, LLC. No other organization is authorized to resell or distribute Kentico Xperience. Not utilizing Kentico Xpereince will result in added cost and effort to re-create and/or maintain the City's vital websites.
4. Date of Request	7/16/2026

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.]

[David Klages, IT Contract Administrator, conducted internet searches for Kentico Xperience from sources other than Kentico Software, LLC with no results. In addition, Kentico Software, LLC provided a letter confirming that no other company can distribute the Kentico Xperience platform.]

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

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√ Other [TSD agency memo]

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Xperience.

Kentico Multi-Year Proposal

City of Jacksonville

We appreciate your long-term commitment to Kentico and value our partnership together. Below you can find a quote for your next subscription term.

Business Contact

Sean Young

Customer Growth Manager

SeanY@kentico.com

Kentico Software, LLC

15 Constitution Dr., Suite 2C

Bedford, NH 03110

United States

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Kentico License Quote

Prices in USD, excluding taxes

Software edition	**Enterprise - 1 Website Subscription**	
Product description		**License fee**
Subscription Total		$77,234
Option 1: Prepaid 3 years (Best Value)		**$231,702**
Option 2: 3-year contract (billed annually)		
	Year 1 (2026 – 2027)	$77,234
	Year 2 (2027 – 2028)	$79,551
	Year 3 (2028 – 2029)	$81,938
	Total	**$238,723**
Option 3: 1-year renewal		**$77,234**
Savings with 3-year prepayment vs. contract		**$7,021**

Validity

This quote is valid until **September 20, 2026**. A new quote will be issued after that date.

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Kentico

7/14/2026

City of Jacksonville

214 N. Hogan Street, 9th Floor

Jacksonville, Florida 32202

To: City of Jacksonville,

This letter serves to notify you that Kentico Software is the sole provider of the Kentico Xperience platform. No other organization is authorized as a reseller or distributor of this technology.

Warmest Regards ,

Michal Foldyna

Michal Foldyna
Fulfillment Manager
Kentico Software LLC

15 Constitution Dr, Suite 2C
Bedford, NH 03110