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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: PortSys Renewal

Requested Action and Justification:

Request approval of a Single Source award to PortSys, Inc. for the Total Access Control License (TAC) Renewal. Period of service is from date of award through June 28, 2027. Total award is $156,500.00 to be processed by Purchase Order.

Supplier:	PortSys	**Basis of Award:**	N/A	**BID Opening Date:**	05/28/2026

POA #:	NA	**PO #:**	NA	**Change Order #:**	NA
Solicitation #:	SS 17886 26	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	One Time Project	**Options:**	NA	**Options Used:**	NA

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

Fund:	00111	**Center:**	552104	**Acct:**	546620	**Proj:**	000000	**Activity:**	00000000	$ 156,500.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 156,500.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	SHPS:POLICE SERVICES		
Concurrence:	Signed by: Business, Deidra FA7E37B8AC334C2...	**Title:**	JSO - MANAGER OF PROCUREMENT 5/28/2026
Concurrence:	Clement, Bill 3F803720B14E49E...	**Title:**	JSO - CHIEF OF BUDGET AND MANAGEMENT 5/28/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 4547B2180A6148...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 5/28/2026 4812CA1D431247A...
Name:	Wallace Cohen, Olive	**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.*

Company Address	163 Main Street Suite 1 Medway, MA 02053 US	Created Date	4/21/2026
		Expiration Date	5/1/2026
		Quote Number	00001750
Prepared By	Suzanne Spellman	Contact Name	David George
Phone	(781) 996-4923	Phone	(904) 832-0418
Email	suzanne.spellman@portsys.com	Email	david.george@jaxsheriff.org
Bill To Name	Office of The Sheriff, City of Jacksonville	Ship To Name	Office of The Sheriff, City of Jacksonville
Bill To	City of Jacksonville Finance and Administration Accounts Payable 117 W Duval Street, Suite 375 Jacksonville, FL 32202 United States	Ship To	Office of the Sheriff Professional Standards 501 Bay Street - Catherine St. Loading Dock Jacksonville, FL 32202 United States

Product	Line Item Description	Sales Price	Quantity	Total Price
SFT-TAC-1YR	Budgetary Quote (Price may vary) - Total Access Control, Enterprise User License - Annual Subscription / Includes 24 x 7 x 365 support / Effective: 29 Jun 2026 - 28 Jun 2027	USD 78.25	2,000.00	USD 156,500.00
SFT-TAC-VM	Total Access Control VM (Hyper-V converted to Dell Nutanix)	USD 0.00	1.00	USD 0.00

Terms and Conditions	1) All prices are FOB origin 2) Customer is responsible for all applicable taxes, duties and freight. Customer may request carrier of their choice and should include customer's account number for chosen carrier. 3) Payment terms require prepayment for customers with no credit history with PortSys, 30 day terms otherwise. Prices and payment in US dollars unless otherwise noted. Prices subject to change without notice. 4) All products sold as a service are subject to the terms and conditions contained within the Master Subscription Agreement.	Subtotal	USD 156,500.00
		Total Price	USD 156,500.00
		Grand Total	USD 156,500.00

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

SINGLE SOURCE JUSTIFICATION FORM (SSJF)	
Pursuant to the City of Jacksonville Procurement Code 126.306(a) (8) & The Procurement Operating Manual, when requesting to purchase from a Supplier subject to the referenced sections, this form is to be completed and must be submitted to the Procurement Division with applicable attachments via 1Cloud Smart Form Requisition.	
1. Requesting Agency:	Jacksonville Sheriff's Office (JSO)
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?***	2026 subscription renewal and support for Portsys Total Access Control Enterprise Users licenses.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source Supplier:	Portsys is the sole developer and direct supplier of Total Access Control. They are the only authorized provider of support for Total Access Control.
4. Date of Request	4/29/2026

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.]

[Nancy Fraser has researched the subscription/maintenance and have not found any other authorized supplier to provide subscription/maintenance. It is customary for the sole manufacturer to not allow other suppliers to provide subscription/maintenance for their product.]

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 [Memo from the supplier]

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Jacksonville Sheriff's Office

T.K. WATERS, SHERIFF

Serve • Protect • Community

April 30, 2025

TO: Dustin Freeman, Chief of Procurement

Thru: William Clement, CPA, Chief of Budget

FROM: Alan Parker, Director of Police Services

SUBJECT: Single Source Award Request – PortSys Renewal (90138)

We are requesting a single source award with PortSys for the TAC (Total Access Control License) Renewal. The renewal is not to exceed the expenditure amount of $156,500.00. The funding source is 00111.552104.546620.000000. A purchase order will be issued for this request.

Please let me know if you require any additional information. Thank you for your assistance.

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sales@portsys.com
support@portsys.com

+1 (781) 996-4900 (US)
+44 208 196 2420 (UK)

www.portsys.com

29 April 2026

Attention: Nancy Fraser
Jacksonville Sheriff's Office
Administrative Technology Section

Dear Nancy,

This notice serves as confirmation that PortSys, Inc. is the sole developer and direct supplier of Total Access Control (TAC).

If you have any questions or require further information, please do not hesitate to contact me.

Kind regards,

Suzanne Spellman
Operations Manager
PortSys, Inc.
163 Main Street, Suite 1
Medway, MA 02053