SINGLE SOURCE AWARD **BID NO # SS-0396-19**

Subject: PURCHASE OF COMPUTER ASSISTED MASS APPRAISAL SYSTEM (CAMA)

Department: Property Appraiser

Description of Purchase: Recommend approval to amend award dated March 11, 2019 to Manatron, Inc., a Thomson Reuters Business ("Thomson Reuters, Government" or "TR Gov") per request from Office of General Counsel.

Recommend approval to restate the start of service from "date of award" to "date of execution". Period of service shall be from date of execution through September 30, 2022. Compensation terms shall not be changed. To be processed by formal contract through the Office of General Counsel.

Single Source Award To: Manatron, Inc., a Thomson Reuters Business

Price Justification: See attachment

Total Award: $783,008.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Email from OGC, Previous Award

Certification as to Single Source: Kathleen Collins, Chief Financial Officer, Property Appraiser – Admin.

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: David Klages

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

OFFICE OF THE PROPERTY APPRAISER

JERRY HOLLAND
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
JACKSONVILLE, FL 32202
(904) 630-2011

September 10, 2019

Gregory Pease, Chief Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

RE: Amend award SS-0396-19

Dear Greg:

We would like to request to amend award SS-0396-19 to the date upon execution of the contract and not the date stated in the award.

If you have any additional questions, please feel free to contract me at the email and telephone number listed below.

Sincerely,

Kathleen Collins
Chief Financial Officer
(904) 630-2403

Cc: Jerry Holland
Enclosures: Award SS-0396-19

Klages, David

From: Collins, Kathleen
Sent: Monday, September 09, 2019 11:39 AM
To: Klages, David
Subject: FW: Agreement with Manatron for CAMA

Hi David,

Could you please help me with a revised award.

Thank you!

Kathleen Collins, MPA
Chief Financial Officer
Office of the Property Appraiser – Duval County
231 East Forsyth Street, Suite 270
Phone: (904) 630-2403
Email: KathleenC@coj.net

From: McCain, James
Sent: Monday, September 09, 2019 11:36 AM
To: Collins, Kathleen
Cc: Dwyer-Frazee, Ivy
Subject: RE: Agreement with Manatron for CAMA

Kathleen,

Good morning. I am going to draft a single source contract for this. Rather than referring to earlier agreements, we need a new Scope of Services from Manatron and a revised award from Procurement with a commencement of date of execution, not date of award. We won't need ratification language as this will be a new contract.

Thanks,

Jim

From: Collins, Kathleen
Sent: Monday, April 01, 2019 1:01 PM
To: McCain, James
Cc: Dwyer-Frazee, Ivy
Subject: RE: Agreement with Manatron for CAMA

Good morning Jim,

The current contract was treated as a 3-year contract and no amendments have been executed to extend it. However we have been paying Manatron and they have been providing service as the contract was ending September 30, 2019.

The parties have continued to perform during the period between September 30, 2018, and March 11, 2019. Procurement awarded with that date to cover ourselves for not having the contract renewed on September 30, 2017.

I agree with having a new contract rather that citing the earlier agreements. I cannot find a copy of the executed 2004 contract, but have attached what I did find along with the other contracts/amendments.

Thanks,

Kathleen

From: McCain, James
Sent: Monday, April 01, 2019 11:20 AM
To: Collins, Kathleen
Cc: Dwyer-Frazee, Ivy
Subject: Agreement with Manatron for CAMA

Kathleen,

Good morning. The 2016 Manatron agreement adopted the terms of the original 2004 Agreement. The 2016 Agreement had a term running from October 1, 2016, through September 30, 2017, with two one-year renewals to be exercised by an amendment to the 2016 Agreement. This means that with the proper amendments, the 2016 Agreement could be extended to September 30, 2019. Were any amendments executed?

The Single Source award state that the period of service is three years from the date of award (March 11, 2019) to September 30, 2022. Did the parties continue to perform during the period between September 30, 2018, and March 11, 2019?

As I understand it, we are entering into a new three year contract. Are we still going to use a form of contract which cites to the 2004 and 2016 agreements? Have there been any amendments? Shouldn't we have a new contract setting forth the terms of the new contract rather than citing to earlier agreements? Can you please send me a copy of the original 2004 Agreement? Thanks so much.

Jim

James R. McCain, Jr.
Assistant General Counsel
Office of General Counsel
117 W. Duval Street, Suite 480
Jacksonville, FL 32202
(904) 255-5064
JMcCain@coj.net

SINGLE SOURCE AWARD **BID # SS-0396-19**

Subject: Purchase of Computer Assisted Mass Appraisal System (CAMA)

Department: Property Appraiser - Administration

Description of Purchase: Recommend approval of Single Source award to Manatron, Inc., a Thomson Reuters Business ("Thomson Reuters, Government" or "TR Gov") for the purchase of a Computer Assisted Mass Appraisal System (CAMA) – customized system maintenance, disaster recovery and technical support services for the Duval County Property Appraiser's Office. Period of service is three (3) years from date of award through September 30, 2022. Total estimated expenditure amount not to exceed $783,008.00.

Funding Source: PAAD015 – 04662 – To be encumbered by purchase order.

Single Source Award To: Manatron, Inc. – a Thomson Reuters Business

Price Justification: See attachment

Total Award: $783,008.00 **Requisition #:** N/A

Attachments: Single Source Form and Vendor Letter of Authorization/Quote

Certification as to Single Source: Kathleen Collins, Chief Financial Officer, Property Appraiser – Admin.

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: David Klages

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 3/11/19

James R. McCain Jr.

ACTION OF AWARDING AUTHORITY DATE: 3/11/19

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007