SUBJECT: Project & Portfolio Management Solution (CSPEC)

BID #: ESC-0516-16 **OPEN DATE: 07/27/2016**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: One Year from Date of Award, with Two (2), One (1) Year Renewal Options

AGENCY: Information Technologies Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On The Evaluation Criteria

NUMBER OF BIDS INVITED: (12) NUMBER RECEIVED: (4) OTHER: (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award from April 6, 2018 through date of contract amendment.

Recommend approval to utilize the first (1) of two (2) one year renewal options with Change Point dba Daptiv Solutions, LLC., for subscription services. The period of service will be from contract amendment through April 5, 2019, with one (1), one (1) year renewal option remaining. The total requested expenditure not-to-exceed $54,904.00, with a revised contract expenditure not-to-exceed $168,858.00.

Funding to be encumbered from account AFIT531CSCS-03118, to be executed by formal contract amendment (#10293) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Contract Amendment; Previous Awards

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Kenneth Lathrop, Chief Information Officer, Information Technologies Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Information Technologies Division

CITY OF JACKSONVILLE

04/06/18 10:45:50
Procurement Division

April 3, 2018

TO: Greg Pease, Chief of Procurement
Procurement Division

FROM: Michael Turner, PMO Manager
Information Technologies Division

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO
Information Technologies Division

JP 4/5/18

SUBJECT: **ESC-0506-16 (CSPEC) Project and Portfolio Management Solution – Award Increase**

The Information Technologies Division (ITD) requests the approval for Amendment #2 to ESC-0506-16 Project and Portfolio Management Solution to Daptiv Solutions, LLC. Amendment #2 will cover the 1st renewal for subscription services on City Contract #10293.

PO	PO Date	Description	Dollars	Comments	Subscription Dates
PO610883	9/30/2016	Based on award for ESC-0506-16	$ 113,954.00	City Contract #10293 Executed 4/6/2017 with 3 year term	04/06/2017-04/05/2020
Pending	Pending	1st Year Subscription Renewal	$ 54,904.00	City Contract #10293 Request for Amendment #2	04/06/2018 - 04/05/2019
Total not-to-exceed			**$ 168,858.00**		

Funding Source for the 1st Year Subscription Services: **AFIT531CSCS - 03118**

Your favorable consideration of this request is appreciated.

CC: Bob Hutchens, Senior Project Manager
Tom Ossi, Technology Contract and Records Manager

10293
Amd 1

AMENDMENT NO. 1 TO
SERVICES CONTRACT
WITH DAPTIV SOLUTIONS, LLC
FOR
PROJECT PORTFOLIO MANAGEMENT SOLUTION

THIS AMENDMENT NO. 1 is effective as of October 19, 2017 (the "Effective Date"), by and between the City of Jacksonville, a municipal corporation existing under the laws of the State of Florida ("City"), and Daptiv Solutions, LLC, a Delaware limited liability company authorized to transact business in the State of Florida ("Company").

WHEREAS, City and Company are parties to a Services Contract dated April 6, 2017 (City of Jacksonville Contract #10293) (the "Agreement"); and

WHEREAS, the parties now desire to increase the maximum indebtedness under the Agreement;

WHEREAS, the City's Competitive Sealed Proposal Evaluation Committee and Mayor approved such increase on October 19, 2017;

NOW THEREFORE, in consideration of the mutual covenants herein, and for other good and valuable consideration, the parties agree as follows:

1. The above recitals are true and are incorporated herein.

2. Section 2 of the Agreement shall be deleted in its entirety and replaced with the following provision:

> 2. Compensation. CITY will pay CONTRACTOR the fixed sum of $54,679.20 for the implementation, training and integration services described in the SOW on a time and materials basis as provided in the SOW. Payment terms shall be governed by the RFP. CITY will pay CONTRACTOR the fixed sum of $54,904.00 for the hosting services described in the Subscription Agreement as per the terms of the Subscription Agreement. CITY will pay CONTRACTOR the fixed sum of $4,214.00 for travel expenses for workshops for the CITY's Information Technologies Division. All travel and travel-related expenses shall be subject to and governed by the provisions and limitations of Chapter 106, Part 7, Jacksonville Ordinance Code.

3. Section 3 of the Agreement shall be deleted in its entirety and replaced with the following provision:

> 3. Maximum Indebtedness. As required by Section 106.431, Ordinance Code, the CITY's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **ONE HUNDRED THIRTEEN THOUSAND NINE HUNDRED FIFTY-FOUR AND NO/100 DOLLARS ($113,954.00).**

4. All other terms and conditions of the Agreement not specifically modified in this Amendment shall remain in full force and effect.

5. This Amendment is the entire agreement of the parties regarding the modifications to the Agreement provided herein and supersedes all prior agreements and understandings regarding such

subject matter, and may be modified only by a writing executed by the party against whom the modification is sought to be enforced, and shall bind and benefit the parties and their respective successor, legal representatives and assigns.

6. This Amendment may be executed in a number of identical counterparts, and may be executed by way of facsimile or electronic signature, each of which for all purposes is deemed an original, and all of which constitute collectively one (1) agreement.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Effective Date.

ATTEST:

By: _____
James R. McCain
Corporation Secretary

City of Jacksonville

By: _____
Lenny Curry
Mayor

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

Form Approved:

By: _____
Office of General Counsel

WITNESS:

_____
Print Name: _____

DAPTIV SOLUTIONS, LLC

By: _____
Print Name: SCOTT MAHAN
Title: CEO

GC-#1169345-v2 Amendment No_1 to contract with Daptiv.docx

Encumbrance and funding information for internal City use:

Account.....AFIT531CSCS - 6431

Amount.....$113,954.00

This above stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one (1) or more subsequently issued purchase(s) that must reference the foregoing contract. All financial examinations and funds control checking will be made at the time such check request(s) are issued.

In accordance with Section 24.103(e), of the *Ordinance Code* of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; *provided however*, this certification is not nor shall it be interpreted as an encumbrance of funding under this contract. Actual encumbrance(s) shall be made by subsequent check request(s), as specified in said contract.

Director of Finance
City Contract # 10293
Amd 1

Contract Encumbrance Data Sheet follows immediately.

Fleming, Chelsey

From: Ossi, Thomas
Sent: Tuesday, April 10, 2018 9:13 AM
To: Davis, Julia; Fleming, Chelsey
Cc: Turner, Michael; Nunziato, Christine; McCain, James; Brown, Elizabeth; Rhoden, Stasia
Subject: RE: Contract #10293 Amend #1 Daptiv

Hi Chelsey,

After further review please proceed forward as the amount indicated on the maximum indebtedness is correct.

We can revisit the compensation section at a later date as well as to the Second Amendment.

Much appreciated,

Tom Ossi

From: Davis, Julia
Sent: Monday, April 9, 2018 2:20 PM
To: Fleming, Chelsey
Cc: Ossi, Thomas; Turner, Michael; Nunziato, Christine; McCain, James; Brown, Elizabeth; Rhoden, Stasia
Subject: RE: Contract #10293 Amend #1 Daptiv

Hi Chelsey –
From a legal perspective, as long as the total of the amounts in the compensation section do not exceed the maximum indebtedness, I do not see any reason to make this change. Without reviewing the file in detail, I assume that the compensation section was taken from more specific information contained in Daptiv's bid. I also note that the first two amounts in the compensation section are the same as those in the original contract.

I defer to Tom Ossi to confirm from a business perspective whether these amounts are correct and whether any change should be made in the maximum indebtedness or the compensation section. If so, this could be cleaned up in the new award or the Second Amendment.

Let me know if you have any questions.
Julie

Julia B. Davis
Assistant General Counsel
Office of General Counsel
117 W. Duval Street, Suite 480
Jacksonville, FL 32202
Telephone: (904) 630-1710
Fax: (904) 630-1731
Email: JBDavis@coj.net

From: Fleming, Chelsey
Sent: Monday, April 09, 2018 11:56 AM
To: McCain, James; Davis, Julia
Cc: Ossi, Thomas; Turner, Michael; Nunziato, Christine
Subject: Contract #10293 Amend #1
Importance: High

Good morning,

We are in the process of doing an award to issue amendment #2 on contract #10293 with Daptiv Solutions and we came across an issue with amendment #1. If you add up the amounts listed under Compensation (highlighted in attachment), the total comes to $113,797.20. However, the maximum indebtedness as listed correctly underneath is $113,954.00. How should this be corrected? Do we need to address this as part of the amendment #2 award request?

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

CITY OF JACKSONVILLE

SUBJECT: Project & Portfolio Management Solution (CSPEC)

BID #: ESC-0516-16 **OPEN DATE:** 07/27/2016

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: One Year from Date of Award, with Two (2), One (1) Year Renewal Options

AGENCY: Information Technologies Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On The Evaluation Criteria

NUMBER OF BIDS INVITED: (12) **NUMBER RECEIVED:** (4) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend award dated 10/14/2016 to Change Point dba Daptiv Solutions, LLC., to amend the period of service to align with the executed contract. The revised period of service will be one year from 04/06/2017, with two (2), one (1) year renewal options. The total expenditure to remain unchanged at $113,954.00.

ATTACHMENTS: Recommendation Memo; Contract; Section 4; Previous Awards

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 11/09/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/10/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Project & Portfolio Management Solution (CSPEC)

BID #: ESC-0516-16 **OPEN DATE:** 07/27/2016

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: One Time Purchase

AGENCY: Information Technologies Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On The Evaluation Criteria

NUMBER OF BIDS INVITED: (12) **NUMBER RECEIVED:** (4) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Change Point dba Daptiv Solutions, LLC., in the amount of $4,214.00 to cover travel expenses for workshops for the Information Technologies Division. The total revised expenditure not-to-exceed $113,954.00.

Funding to be encumbered from account AFIT531CSCS-06431 to be issued by purchase order.

ATTACHMENTS: Recommendation Memo; Vendor Invoices; Previous Awards

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/19/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/19/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Project & Portfolio Management Solution (CSPEC)

BID #: ESC-0516-16 **OPEN DATE:** 07/27/2016

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: One Time Purchase

AGENCY: Information Technologies Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On The Evaluation Criteria

NUMBER OF BIDS INVITED: (12) **NUMBER RECEIVED:** (4) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Approval was granted on 8/14/2016 for interviews/demonstrations of the two top scoring vendors: Change Point, dba Daptiv Solutions, LLC., and Rego Consulting Corporation. The sub-committee has completed the evaluation of the demonstrations and the averaged scoring of the bid response evaluation and the evaluation of the interview/demo for both vendors is listed below:

- Change Point dba Daptiv Solutions, LLC. 89.33
- Rego Consulting Corporation 79.06

Accordingly, recommend approval of award to the highest scoring vendor, Change Point dba Daptiv Solutions, LLC.. The total expenditure not-to-exceed $109,740.00.

Funding to be encumbered from account AFIT531CSCS-06431 to be issued by purchase order.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Previous Award

ANALYST: CHELSEY RENFROE **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10-13-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/13/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sean E. Morsa
Chief Administrative Officer
for Mayor Jimmy Carry
Under Authority of
Executive Order No. 2015-05

SUBJECT: Project & Portfolio Management Solution (CSPEC)

BID #: ESC-0516-16

OPEN DATE: 07/27/2016

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: One Time Purchase

AGENCY: Information Technologies Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On The Evaluation Criteria

NUMBER OF BIDS INVITED: (12) NUMBER RECEIVED: (4) OTHER: (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On July 27, 2016, the City of Jacksonville, Procurement Division received four (4) valid bid responses for subject bid and the Evaluation Committee has completed the review and ranked as follows:

- Change Point 95.35
- Rego Consulting Corporation 84.32
- Workfront 80.90
- UMT360 60.10

Recommend approval to move forward with the interview/demo of the top two (2) highest scoring bidders based on the evaluation criteria.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet

BUYER: KATHY NASWORTHY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING — DATE 8/11/2016

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/12/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Kenneth E. Lathrop
Chief Information Officer
For Administrative Support
Chief Authority of
Information Technologies

QWS3270X 4/9/2018 7:52 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 04/09/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 7:52 AM

FISCAL MO/YEAR : 07 2018 CURRENCY CODE :
INDEX CODE : AFIT531CSCS INFORMATION TECHNOLOGIES
SUBOBJECT : 03118 SOFTWARE HOSTING SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	APR 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,394,559.54	1,394,559.54
EXPENDITURES	.00	191,211.61	191,211.61
ENCUMBRANCES	.00	177,006.44	177,006.44
PRE-ENCUMBRANCES	17,940.00	17,940.00	17,940.00
REMAINING BALANCE	-17,940.00	1,008,401.49	1,008,401.49

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND