City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **January 30, 2023**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **JACKSONVILLE PUBLIC LIBRARY E-RATE NETWORK REFRESH.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

CITY OF JACKSONVILLE

DATE: January 19, 2023

TO: Dustin. L. Freeman, Chief of Procurement Division

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

FROM: Thomas Ossi, Technology Contract and Records Manager

SUBJECT: **RFP for Jacksonville Public Library E-Rate Network Refresh - CSPEC**

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2023.01.20 14:59:12 -05'00'

Thomas Ossi — Digitally signed by Thomas Ossi Date: 2023.01.19 15:11:06 -05'00'

The Information Technologies Division (ITD), requests approval to proceed with the issuance of an evaluated invitation to bid for the Jacksonville Public Library E-Rate Network Refresh to update end of life equipment for the City of Jacksonville's network.

The RFP is for suppliers to provide E-Rate Category Two Network equipment and licenses. The term of the agreement will begin upon contract execution, beginning April 1, 2023, through September 30, 2025, with one (1) renewal option.

ITD requires suppliers to bid on all the items listed in the Bid Proposal Form. The bid evaluation will be based on a total of 100 points and awarded to the supplier with the highest evaluated points.

The estimated cost for this purchase is $339,500.00.

As requested by the Procurement Division, the following is a list of potential suppliers: Presidio Networked Solutions LLC, Netsync Network Solutions, Inc., Howard Technologies, Kambrian Corporation, and CDW Government, LLC.

The bid evaluation committee will consist of:

Evaluation Committee	Agency	Title
Michael Carone Jardin	ITD	Senior Security Engineer
Michael Young	ITD	Enterprise Architect Senior
Bobby Thomas Muttootharayil	ITD	Help Desk & Data Center Operations Manager

Your favorable consideration of ITD's request is appreciated.

Funding Source: 11415.194094.564270.010349.00000000.00000

Tracy Geake — Digitally signed by Tracy Geake Date: 2023.01.20 14:24:10 -05'00'

Attachment: Draft RFP

CC: Bill Costa, Technology Infrastructure Manager
Jeremy McDaniel, Network & Telecom Infrastructure Manager
Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator

Ola, Ruben

From:	Ossi, Thomas
Sent:	Monday, January 30, 2023 10:12 AM
To:	Brown, Elizabeth; Ola, Ruben; Conyers, Andre
Cc:	McDaniel, Jeremy; Ossi, Thomas; Costa, William
Subject:	RE: Request for Risk Review- RFP - _ESC-XXXX-XX Jacksonville Public Library E-Rate Network Refresh
Attachments:	RFP - ESC-XXXX-XX JPL E-Rate Network Refresh_v-3_FINALJM_ 1-20-2023_ with RM Edits01272023_Edits Accepted_FINALTO_v-4_ .docx
Importance:	High

Good Morning Ruben,
Per your request:
Monday 1/30/2023 see if she can complete this review before 11am. ***DONE***

Please find attached RFP version 4 approved by Risk Management.

Also, term of the agreement paragraph 1.3 was revised as the prior language was not clear.

Thank you,
Tom

Thomas Ossi
Technology Contract and Records Manager
City of Jacksonville
Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202
904.255.8080
www.coj.net
TOssi@coj.net

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

I consulted the details of the agreement and the following recommendations were made.

Summary:

We have reviewed the Risk Review for the Library E-Rate services. With a few minor exceptions, the RFP document included the City's standard Indemnification and Insurance Requirement provisions.

We have made a few minor edits to the Indemnification provision to make the provision consistent with the City's standard. These edits are included in the attached document.

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject:

Any further questions, please feel free to contact me.

Cordially,

Itzel Ehrman
Property and Casualty Compliance Analyst
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone: 904-255-5315

From: Brown, Elizabeth <ElizabethB@coj.net>
Sent: Friday, January 27, 2023 5:21 PM
To: Ola, Ruben <RubenO@coj.net>; Ossi, Thomas <TOssi@coj.net>; Conyers, Andre <AConyers@coj.net>
Subject: RE: Request for Risk Review- RFP - _ESC-XXXX-XX Jacksonville Public Library E-Rate Network Refresh
Importance: High

Ruben,

Thank you for letting us know what you need.

We will make the requested changes and follow up with Risk Review on Monday morning.

Andre,

Please call Wanda first thing on Monday and see if she can complete this review before 11am.

Thank you,

Elizabeth Brown
IT Operations Manager
Office: 904.255.8199
Cell: 904.652.9186

From: Ola, Ruben <RubenO@coj.net>
Sent: Friday, January 27, 2023 5:16 PM

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

January 23, 2023

To: Dustin L. Freeman, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator
LaRoy Covington, EBO/JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Jacksonville Public Library E-Rate Network Refresh**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Ruben Ola
Dinah Mason