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: **Gregory Pease, Chief of Procurement**

DATE: **December 12, 2017**

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 a contractor for a **Grant Management Software as a Service (SaaS) Solution.** 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

October 18, 2017

TO: **Greg Pease, Chief of Procurement**
Procurement Division

FROM: **Michael Turner, PMO Manager** Michael Turner
Information Technologies Division

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

SUBJECT: **Grant Management Software as a Service (SaaS) Solution**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

The purpose of this is to request permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process to purchase a Grant Management Software as a Service (SaaS) Solution for the Office of Grant and Contract Compliance.

The evaluated bid process is required due to the complexity of the service, the differences among vendor's solution and the importance of the qualifications of the providers versus a low bidder, open market method. Due to numerous differences and multiple ways to achieve our minimum specifications, the evaluated process would be the fairest way to select the vendor. The sub-committee will be responsible for evaluating the submitted bids and will be comprised of representatives from the Grant and Contract Compliance Office, Information Technologies Division, Jacksonville Children's Commission and Office of the Mayor.

The name and telephone number of the representative from the using agency designated to serve on the committee is Damian Cook 904.255.8742.

The proposed RFP is for a 3 year term with an estimated annual cost of $88,985.

Funding sources: AFIT531CSCS 03118

Attached, please find the scope of work, minimum specifications and evaluation criteria for the RFP.

It is our desire that this job be awarded in the form of a contract upon selection of the winning vendor.

Your favorable consideration of this request is appreciated.

CC: **Michele Harrell, ITD Senior Project Manager**
Tom Ossi, Technology Contract and Records Manager

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

November 6, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Grant Management Software as a Solution**

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-Aside %

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

If you need additional information I may be reached at (904) 255-8840.

cc: Annette Leslie-Burney

MR/kc

Leslie-Burney, Annette

From: Duckworth, Twane
Sent: Wednesday, November 15, 2017 3:58 PM
To: Brown, Elizabeth
Cc: Turner, Michael; RiskReview
Subject: RE: Grants Management Software as a Solution (SaaS) System RFP
Attachments: GRANT MANAGEMENT RFP-v1.8 (risk edits).doc

Hi Liz,

Sorry we got backed up over here.

Please see the attached.

NOTE: Attachment H was missing from the draft we received. Our indemnity and insurance are attachments I & J respectively, assuming an "H" will be inserted. If there is no actual "H" Attachment, please note that are attachments need to be relettered in the Table of Contents and on the actual attachments themselves.

Thanks,

Twane

From: Brown, Elizabeth
Sent: Wednesday, November 15, 2017 8:54 AM
To: Duckworth, Twane
Cc: Turner, Michael
Subject: FW: Grants Management Software as a Solution (SaaS) System RFP

Twane,

Can you please assist with an update on this? We need to give the Administration an update on this Grants project today, as it is one of our **action items**.

Is it correct to say that it is currently in the Risk Review queue, however the insurance expert is on leave this week so we expect to have recommendations back the week of November 27th?

Thank you!

Elizabeth Brown
Office: 904.255.8199
Cell: 904.652.9186

From: Turner, Michael
Sent: Thursday, November 09, 2017 2:02 PM
To: RiskReview
Cc: Leslie-Burney, Annette; Pease, Gregory; Cook, Damian; Snyder, John; Ossi, Thomas; Harrell, Michele; Brown, Elizabeth; Lathrop, Kenneth
Subject: RE: Grants Management Software as a Solution (SaaS) System RFP

Hi,

Is it possible to get a projected date when the risk review may be completed? We are trying to update our timeline to seek CSPEC approval and solicit the RFP on the streets.

Thank you for your assistance,

Michael S. Turner
PMO Manager
Phone: (904) 255-8413
Cell: (904) 487-7399
www.coj.net

From: Turner, Michael
Sent: Tuesday, October 17, 2017 3:54 PM
To: RiskReview
Cc: Leslie-Burney, Annette; Pease, Gregory; Cook, Damian; Snyder, John; Ossi, Thomas; Harrell, Michele; Brown, Elizabeth; Lathrop, Kenneth
Subject: Grants Management Software as a Solution (SaaS) System RFP

Please see the attached RFP document for Risk Review for the Grants Management Software as a Solution (SaaS) System.

Let me know if there are any questions or concerns.

Thanks,

Michael S. Turner
PMO Manager
Phone: (904) 255-8413
Cell: (904) 487-7399
www.coj.net