11

SINGLE SOURCE AWARD **BID # SS-14075-23**

Subject: GovQA FOIA Public Records Management Platform

Department: Sheriff's Office

Description of Purchase: Recommend approval of single source award to Granicus LLC for GovQA FOIA Public Records Management Platform for the Jacksonville Sheriff's Office. Period of service is June 6, 2023 through June 5, 2024. Total not-to-exceed expenditure amount is $85,498.36.

Funding Source: 00111.552104.546620.000000.0000000.00000.0000000 – To be encumbered by Purchase Order

Single Source Award To: Granicus LLC

Price Justification: See attachment

Total Award: $85,498.36 **Requisition #:** PSSS-500980-23

Attachments: Agency Letter, Single Source Form, Vendor Letter and Quote

Certification as to Single Source: Larry Schmitt, Director of Police Services

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

Analyst: Olive Wallace-Cohen

Dustin Freeman, 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

SC- 16075-23

Jacksonville Sheriff's Office

T.K. Waters, Sheriff

Serve • Protect • Community

March 28, 2023

To: Dustin Freeman, Chief of Procurement

Thru: William Clement, CPA, Chief of Budget

From: Larry Schmitt, Director of Police Services

Subject: Single Source Award Request – GovQA FOIA Renewal (66853)

We are requesting a single source award with Granicus. Granicus is the vendor for the GovQA FOIA service. The renewal is not to exceed the expenditure amount of $85,498.36. The funding Source is 00111.552104.546620.000000. Attached are the single source request, vendor quote and the single source document from Granicus. A purchase order will be issued for this request.

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

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
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?***	2023 renewal of GovQA Public records management platform to allow the public to request Open Records request via a branded web portal with workflows, document and email templates, reporting and custom dashboard capabilities, fee and time tracking, multiple request types, support, customer service, redaction capabilities, on-line payment training and hosting.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Granicus does not allow other companies to maintenance services for GovQA .
4. Date of Request	3/24/2023

5. Summary of Market Research

We have researched the maintenance of GovQA and have not found any other authorized supplier to provide maintenance. It is customary for the sole manufacturer to not allow other suppliers to provide maintenance on their equipment.

6. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Other Sole Source Justification from Supplier

OFFICE OF THE SHERIFF
ORDER REQUEST FORM

Request For: ISM (Work Unit) | Support Services (Division) | Services (Dept.)

Requestor: Freda B. Byrd (Name) | 60667 (ID #) | 630-7185 (Phone) | 3/24/2023 (Date)

Deliver To Location: 501 E. Bay St, Room 310, Jacksonville FL, 32202 ATTN Nancy Fraser

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	GovQA FOIA Service		1	$ 70,724.33	$ 70,724.33
2	Hosted Data Storage		5	539.28	2,696.40
3	Invoicing Module		1	3,999.66	3,999.66
4	GovQA Payment Module		1	8,077.97	8,077.97
5	Period 6/6/2023 - 6/5/2024				
6					
7	Prior PO#: 640719-22				
8	Prior WO# 333683				
9					
10	WO# 352880				
11					
12					
13					
14	Deliver to ISM				
15	Primary Contact is Freda Byrd				
				TOTAL REQUEST	$ 85,498.36

Suggested Vendor: Granicus | Vendor Phone: 800-314-0147

Vendor Address / E-mail: 1Cloud Supplier # 20779

☐ Proprietary
☑ Sole Source

If Proprietary / Sole Source, attach appropriate form and letter from vendor.

Special funding to be used for this purchase?
☐ Loan Pool / Banking Fund
☐ Grant *
☐ Trust Fund *

* Enter name and # of Grant or Trust Fund

Justification / Repetitive Request Authorization / Notes:

2023 Renewal of GovQA. Period 6/6/2023 - 6/5/2024. Freda Byrd is the primary contact.

Approvals:

1. A/C C. Rights — Signature — 64024 (ID #) — 3/27/23 (Date)
2. Chief Lelorin O'Neal — Signature — 7612 (ID #) — 3-27-23 (Date)
3. [illegible] — Signature — 5174 (ID #) — 03/27/2023 (Date)
4. Signature — ID # — Date

Required approval level (per General Order 54):			
$0 to $2,500	-	Assistant Chief or higher
$2,501 to $5,000	-	Chief or higher
$5,001 or more	-	Director or higher

Budget Office Use Only
Index _____ Subobject _____
Analyst _____ Date _____

GRANICUS
408 St. Peter St. Suite 600
St. Paul, MN 55102

THIS IS NOT AN INVOICE

Order Form
Prepared for
Jacksonville FL Sheriff's Office

Granicus Proposal for Jacksonville FL Sheriff's Office

ORDER DETAILS

Prepared By:	Korgbae Freeman
Phone:	
Email:	korgbae.freeman@granicus.com
Order #:	Q-266554
Prepared On:	10 Mar 2023
Expires On:	05 Jun 2023

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date:	05 Jun 2023
Initial Order Term End Date:	05 Jun 2026
Period of Performance:	06/06/2023 - 06/05/2024

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

- *Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of $1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Jacksonville FL Sheriff's Office is able to contact Granicus for a report on how much storage has been used.*

Renewing Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
FOIA Module Non Enterprise	Annual	1 Each	$70,724.33
Hosted Data Storage (TB)	Annual	5 Each	$2,696.40
Invoicing Module	Annual	1 Each	$3,999.66
Payments Module	Annual	1 Each	$8,077.97
		SUBTOTAL:	**$85,498.36**

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	06 Jun 2024 - 05 Jun 2025	06 Jun 2025 - 05 Jun 2026
FOIA Module Non Enterprise	$75,675.03	$80,972.29
Hosted Data Storage (TB)	$2,885.15	$3,087.11
Invoicing Module	$4,279.64	$4,579.21
Payments Module	$8,643.43	$9,248.47
SUBTOTAL:	**$91,483.25**	**$97,887.08**

PRODUCT DESCRIPTIONS

Solution	Description
FOIA Module Non Enterprise	FOIA Module Non Enterprise
Hosted Data Storage (TB)	Hosted Data Storage (TB)
Invoicing Module	Invoicing Module
Payments Module	Payments Module

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- The terms and conditions set forth in the Agreement effective are incorporated herein by reference.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Jacksonville FL Sheriff's Office to provide applicable exemption certificate(s).
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-266554 dated 10 Mar 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:

Billing Address:

Billing Email:

Purchase Order Required? [ ] - No [ ] - Yes

PO Number:
If PO required

Billing Phone:

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-266554 dated 10 Mar 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Jacksonville FL Sheriff's Office

Signature:

Name:

Title:

Date:

DocuSign Envelope ID: 9E3BD9D3-D181-4004-8E78-8E279BAE13A9

GRANICUS

granicus.com

3/24/2023

ATTN: Jacksonville FL Sheriff's Office

SOLE SUPPLIER CERTIFICATION

This is to certify that the computer software program(s) identified below (the "Software"), are the sole and exclusive property of **Granicus, LLC. and/or its affiliates and subsidiaries, ("Supplier")**. Supplier is the owner, developer, and manufacturer of the source code to the Software and has exclusive rights to distribute the source code for the Software or authorize affiliates and resellers to distribute the Software on Supplier's behalf. No other vendor has end user distribution rights to the source code.

Supplier is the only vendor that has the ability and expertise to support the source code for the Software for the purposes of maintenance services, including Software updates, enhancements, bug fixes, and standard technical support issues. Any third-party technology or data included in or with the Software is the property of such third party, is provided under separate agreement between the third party and Supplier and is not subject to this certification.

Signed on behalf of Supplier as of the date set forth above:

Signature: Bernadette Foley

Name: Bernadette Foley

Title: Manager, Renewals

Software:

FOIA Module Non Enterprise
Hosted Data Storage (TB)
Invoicing Module
Payments Module

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800.314.0147

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