10

SINGLE SOURCE AWARD **BID # SS-15279-24**

Subject: Subscription Renewal for GovQA Public Records Management Platform

Department: Sheriff's Office

Description of Purchase:
Recommend approval of single source award to Granicus, LLC for Annual Subscription Renewal for GovQA Public Records Management Platform for the Jacksonville Sheriff's Office. Period of service is from June 6, 2024 through June 5, 2025. Total expenditure amount not-to-exceed $91,483.25.

Funding Source: 00111.552104.546620.000000.00000000.00000.0000000 - To be encumbered by Purchase Order.

Single Source Award To: Granicus, LLC

Price Justification: See Attached

Total Award: $91,483.25 **Requisition #:** PSSS-502509-24

Attachments: Agency Memo, Single Source Form, Vendor 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

AW

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 _____

Jacksonville Sheriff's Office

T.K. WATERS, SHERIFF

Serve • Protect • Community

February 12, 2024

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 (74276)

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 $91,483.25. The funding source is 00111.552104.546620.000000. Attached are the single source request, vendor quote and the single source documents 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?***	2024 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***	2/8/2024

5. ***Summary of Market Research***
[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[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 software]

6. ***Conflict of Interest (Must Check)***
   √ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes.*

7. ***Other Documentation (Check and attach all that apply)***
   √ Supplier Quote

   ☐ Single Source Memo signed by Director

√ Other [Sole Source Justification from Supplier]

DocuSign Envelope ID: 841039A7-0EE5-464A-879A-808B4E056E8F

GRANICUS

granicus.com

5/10/2023

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: Brendan Stierman

Name: Brendan Stierman

Title: Manager, Contracts

Software:

- Additional Essentials Admin Seats
- Additional FOIA Request Type
- ADFS/Single Sign-on Module
- Advanced Email Tracking
- Attachment Search w/OCR
- Boards and Commissions
- Citizen Participation Suite
- Claims Module
- Client Controlled Indexing Software
- Code Enforcement Module
- Complaints Module
- Contract Tracking Module
- Correspondence Module
- CRM Module
- Dev/Test Environment
- Discovery Module
- eComment
- Essentials Package 1
- Essentials Package 2
- Essentials Package 3
- Essentials Package 4
- Essentials Package 5
- FOIA Module Non Enterprise
- GIS Interface
- GoLocal Service
- Government Transparency Suite
- GovMeetings Live Cast
- Granicus Encoding Appliance Software (GT)
- Granicus Live Cast Encoding Software
- Hosted Data Storage
- iLegislate
- Inter-Agency Communications Module
- Invoicing Module
- Legistar
- Meeting Efficiency Suite
- Municipal Community Development Service
- NERS Service
- Open Data Portal Connector
- Open Platform Suite
- Payments Module
- Peak Agenda Management
- Performance Accelerator Suite
- PST Email Extractor
- Redaction License (per named user)
- Send Agenda
- SpeakUp
- Subpoena Appearances Module
- Subpoena Duces Tecum Module
- Upgrade to SDI 720p Streaming
- Video Redaction Connector I
- Video Redaction Connector II
- Virtual Performance Accelerator
- VoteCast
- WA State JLARC Reporting

Washington D.C.
1152 15th Street NW, Suite 800
Washington, DC 20005
202.407.7500

Denver
1999 Broadway, Suite 3600
Denver, CO 80202
800.314.0147

Saint Paul
408 St. Peter St, Suite 600
Saint Paul, MN 55102
651.726.7309

United Kingdom
15 Worship Street
EC2A 2DT, London
+44 (0) 1293 804622

GRANICUS

THIS IS NOT AN INVOICE

Order Form
Prepared for
Jacksonville FL Sheriff's Office

Granicus Budgetary Proposal for Jacksonville FL Sheriff's Office

ORDER DETAILS

Prepared By:	Zuleika Oquendo
Phone:	
Email:	zuleika.oquendo@granicus.com
Order #:	Q-313390
Prepared On:	03 Nov 2023
Expires On:	05 Jun 2024

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	06 Jun 2024 - 05 Jun 2025

Director

Decision
Approved

Date of Decision
02/08/2024 09:34 AM

Name
SCHMITT, LAWRENCE V. 5174

Position
JSO - DIRECTOR POLICE SERVICES

Email
LAWRENCE.SCHMITT@JAXSHERIFF.ORG

Comments

Budget Division

Decision
Approved

Date of Decision
02/08/2024 11:30 AM

Comments

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	$75,675.03
Hosted Data Storage (TB)	Annual	5 Each	$2,885.15
Invoicing Module	Annual	1 Each	$4,279.64
Payments Module	Annual	1 Each	$8,643.43
		SUBTOTAL:	**$91,483.25**

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.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-313390 dated 03 Nov 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- 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).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- The terms and conditions set forth in the Agreement effective 06 Jun 2023 are incorporated herein by reference.

Assistant Chief (or higher if Assistant Chief is not applicable)

Decision
Approved

Date of Decision
02/08/2024 09:02 AM

Name
RANDOLPH, JONATHAN L. 7387

Position
ASSISTANT CHIEF

Email
JONATHAN.RANDOLPH@JAXSHERIFF.ORG

Comments

Chief

Decision
Approved

Date of Decision
02/08/2024 09:29 AM

Name
O'NEAL, DELORIS L. 7612

Position
JSO - CHIEF OF SUPPORT SERVICES

Email
DELORIS.O'NEAL@JAXSHERIFF.ORG

Comments

Request Information

Suggested Vendor
Granicus

Vendor Email
zuleika.oquendo@granicus.com

Vendor Phone Number
202-407-7500

Vendor Address
1152015th Street NW, Suite 800, Washington, DC 20005

If Single Source, then please attach the appropriate form and letter from the suggested vendor.

☑ Single Source

Will special funding be used for this purchase?

☐ Loan Pool/Banking Fund ☐ Grant ☐ Trust Fund

Will the request require additional approvers?

☐ Supply (i.e. Requests for Uniforms)

☐ ISM (i.e. Requests for Computers, Software, or Other Computer Supplies)

Justification/Repetitive Request Authorization/Notes
2024 Renewal of GovQA for the period of 6/6/24 - 6/5/25. Primary contact is Freda Byrd.

WO# 372728

Items Requested

JSO Stock Number (Supply Use Only)	Description	Quantity	Unit Cost	Item Total
	GovQA FIOA Module Non Enterprise	1	$75,675.03	$75,675.03
	GovQA Hosted Data Storage (TB) qty 5	1	$2,885.15	$2,885.15
	GovQA Invoicing Module	1	$4,279.64	$4,279.64
	GovQA Payments Module	1	$8,643.43	$8,643.43

Grand Total: $91,483.25

Purchase Request

Request ID
183

Supply Reference Number

Fiscal Year
Fiscal Year 2024 (Oct. 1, 2023 - Sept. 30, 2024)

Requestor's Information

Full Name
BYRD, FREDA B. 60667

Email
FREDA.BYRD@JAXSHERIFF.ORG

Date
02/08/2024 08:59 AM

For Department
POLICE SERVICES

For Division
SUPPORT SERVICES

For Section
ISM

For Unit
N/A

Phone Number
630-2209

Deliver To Location
Police Memorial Building, 501 East Bay Street, Jacksonville, FL 32202