City of Jacksonville, Florida

DONNA DEEGAN, Mayor

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

A NEW DAY.

MEMORANDUM

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

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

DATE: **February 29, 2024**

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 supplier for **Creating Training Content and Providing a SaaS Learning Management System**. 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 the Encouragement Plan.

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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Jerry Holland
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)255-3444
FX (904)255-3433

MEMORANDUM

TO: Dustin Feeman, Chief
Procurement Division

FROM: Justin Gicalone, Deputy SOE
Supervisor of Elections Office

SUBJECT: Request for RFP for Creating Training Content and Providing a SAAS Learning Management System

DATE: February 13, 2024

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

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Creating Training Content and Providing a SAAS Learning Management System for the Supervisor of Elections.

The estimated length of the contract will be one (1) year and two (2) one (1) year renewal options.

The sub-committee responsible for the submitted proposals will be comprised of representatives from the Supervisor of Elections office.

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

A NEW DAY

February 15, 2024

To: Dustin Freeman, Division Chief
Procurement Division

Gregory Grant EBO/JSEB Administrator CC

From: Karem Baez, EBO/JSEB Business Compliance Analyst KB
Jacksonville Small and Emerging Businesses

RE: **Creating Training Content and Providing SAAS Learning Management System**

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: David Klages
Gregory Grant

A New Day.
Jacksonville.gov

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

From: Collier, Kevin <CKevin@coj.net> **On Behalf Of** RiskReview
Sent: Tuesday, February 13, 2024 7:43 AM
To: Klages, David <DKlages@coj.net>; RiskReview <RiskReview@coj.net>
Cc: Gicalone, Justin <JGicalone@coj.net>; Negron-Carson, Yolanda <YolandaNC@coj.net>
Subject: RE: Review of RFP Document: Creating Training Content and Providing a SaaS Learning Management System

David,

I would suggest adding the coverages attached to the RFP.

Thanks,

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

Cyber Liability & Data Storage $1,000,000 per Claim and Aggregate

Such insurance shall be on a form acceptable to the City and shall cover, at a minimum, the following:

- Data Loss and System Damage Liability (when applicable)
- Security Liability
- Privacy Liability
- Privacy/Security Breach Response Coverage, including Notification Expenses

Such Cyber Liability coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Contract and such claims-made coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

The Cyber Liability coverage may be included as part of the Professional Liability coverage required above.

Professional Liability $1,000,000 per Claim & Aggregate

The Professional Liability insurance shall include coverage for Technology Errors and Omissions Liability and must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Agreement and such Claims-made coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.