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SINGLE SOURCE AWARD **BID # SS-14857-24**

Subject: STACWeb 2.0 and BOMSWeb 2.0 Software Maintenance Support/PORTAL LICENSE FEE

Department: Office of the State Attorney, Fourth Judicial Circuit

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2023 through date of award.

Recommend approval of Single Source Award to Computer Information & Planning, Inc. for the STACWeb 2.0 and BOMSWeb 2.0 Software Maintenance Support/Portal License Fee. Period of service will be from date of award through September 30, 2024. Total requested expenditure not to exceed $77,300.00.

Funding Source: 15203.900001.531090.000000.00000917.00000.0000000, to be executed by purchase order(s).

Single Source Award To: Computer Information & Planning, Inc.

Price Justification: See Attached

Total Award: $77,300.00. **Requisition #** SASA- 500072-24

Attachments: Agency Memo, Single Source Form, Vendor Sole Source Letter, Vendor Quote

Certification as to Single Source: Melissa Burns, Fiscal Director, Office of the State Attorney, Fourth Judicial Circuit

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

ANALYST: Ruben Ola

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-114, Revised 12/2007

Office of the State Attorney
Fourth Judicial Circuit of Florida
www.sao4th.com

311 West Monroe Street
Jacksonville, Florida 32202-4242
Tel: (904) 255-2500

MELISSA W. NELSON
STATE ATTORNEY

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Melissa Burns, Fiscal Director MB

DATE: October 26, 2023

RE: Single Source Request – Computer Information Planning

The State Attorney's Office requests a single source award to Computer Information Planning (CIP) for annual maintenance costs associated with STACWeb 2.0 and BOMSWeb 2.0. BOMSWeb is our current personnel management system and STACWeb is our current case management system. As a necessary companion component to STACWeb, CIP provides an eDiscovery portal with address validation. The case management, eDiscovery portal and personnel management system were developed by CIP over twenty years ago and are the sole provider for these systems. The maintenance/license fee is for the current fiscal year.

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:	State Attorney's Office
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?***	STACWEB and BOMS provides the State Attorney's Office with the platform for case management. The annual software subscription service provides an exchange platform. This software is essential to the performance of our Chapter 119 duties and responsibilities as a government agency in Florida.
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:	These services can only be provided by this vendor due to the specific products listed above.
4. Date of Request	8/2/2023

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.]

[When the office implemented its platform in 2018, the office reviewed various vendors and settled on what was then known as GovQA. At the time, other agencies within the City of Jacksonville engaged GovQA for similar services, such as our law enforcement partner, the Jacksonville Sheriff's Office.]

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** [Click here to list other documentation.]

Computer Information & Planning, Inc.
Information Management Consultants

P O Box 600515
Jacksonville, Florida, 32260
Telephone (904) 701-7740
admin@cipi net

October 3rd, 2023

Melissa Burns, MPA
Fiscal Director
Office of the State Attorney
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, Florida, 32202

Sole Source Statement

Dear Ms. Burns,

Computer Information & Planning, Inc. (CIP) designed and developed STACWeb 2.0, a case tracking system for the effective prosecution of crimes, BOMSWeb 2.0, a business office management system, and CIP's Portal, used in conjunction with STACWeb 2.0 to notify external recipients and as an external recipient document sharing. Notifications through electronic files, telephone call, and/or text message. STACWeb 2.0, BOMSWeb 2.0, and CIP's Portal are all licensed software, and CIP is the only company entitled to provide maintenance and support for these products. Title of all intellectual property rights, including copyright and the trade secrets of the software shall remain the sole property of Computer Information & Planning, Inc.

Sincerely,

Eliane Sant'Anna
President
Computer Information & Planning, Inc.

Computer Information & Planning, Inc.
Information Management Consultants

P.O. Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 701-7740
admin@cipi.net

October 3rd, 2023

Melissa Burns, MPA
Fiscal Director
Office of the State Attorney
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, Florida, 32202

STACWeb 2.0 & BOMSWeb 2.0 Maintenance and Portal License Quote

Period of Service: October 1st, 2023 and continue through September 30th, 2024.

STACWeb 2.0 -	**$109,533.00**
BOMSWeb 2.0 -	**$19,551.00**
CIP's Portal License w/ Address Validation -	**$77,300.00**

Statement of Work: The standard maintenance for STACWeb 2.0, the standard maintenance for BOMSWeb 2.0, and the Portal License, all licensed software from CIP.

Fee: Option 1: Onetime fee of $206,384.00 due on or before October 1st, 2023 (a savings of $41,276.80.) Option 2: $247,660.80. Twelve monthly installments of $20,638.40 due on the last day of each month, beginning on October 31st, 2022.

Invoices and Interest shall be paid in accordance with Florida Law, including sections 215.422, 218.73, 218.74, and 287.0582, Florida Statutes, which govern time periods for payments of invoices and interest.