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: May 21, 2021

RE: Request for Approval to Utilize Competitive Sealed Proposal Process

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor or contractors to provide **Pay-By-Phone Application Services for Parking Payment**. 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 ITD regarding cyber security.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: 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	

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Procurement Division

214 North Hogan Street – Suite 800, Jacksonville, Florida 32202
(904) 255-8800-Ph; (904) 255-8837-Fax; www.coj.net

SPECIFICATION REVIEW
(ROUTING FORM)

Project Title: Pay-By-Phone Application Services for Parking Payment **Date Rcvd:** 4/28/21

Preliminary Comments: _____ **Replaces Bid #:** N/A

POC: John Crescimbeni - DIA **Project Est: $** No Cost to the City

( ) In-Formal Solicitation (✓) Formal Solicitation ( ) Federal Funding

Name	Date Received	Date Forwarded	Comments	Initials
Buyer/Analyst: Dave Klages	4/28/21	5/20/21	☑ To EBO: Dinah Coleman Mason ☐ CIP ☐ Sply/Svc ☐ RFP ☐ Anl Rqrmts: Pre-Qual: Y/N ☐ Perf./Pay. Bond ☐ Bid Security	DK
IT: (required for IT related purchases)			☐ Sent to ITD on 5/19/21	DK
Dinah Coleman Mason x8832 JBA Administrator	5/20/21	5/20/21	Sent to Sandy	DCM
EBO Specialist x8867 Sandy	5/24/21	5/24/21	☒ Open Bid: ☐ JSEB Set-Aside: ☐ Participation Percentage:	LS
Section 3 Specialist (required if Federal Funding)			Include Section 3 Requirements: ☐ Yes ☐ No	
~~**Marilyn Laidler** x8804 Asst. Purchasing Mgr.~~				
Dustin L. Freeman x 8811 Procurement Manager	5/24	5/24		
Gregory Pease-x8801 Chief of Procurement				
Buyer:			Bid #: Bid Open Date: Bid Advertising Date: Pre-Bid:	

Copy Center Acct: _____ File Color: _____ Commodity Code: _____

REQUIRED DRAFT REVISIONS:

ITEM	DESCRIPTION	Complete?

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

May 20, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator DCM
Sandy Simpson, EBO/JSEB Compliance Officer SS
Jacksonville Small and Emerging Businesses

RE: **Pay-by-Phone Application Services For parking Payment**

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) 255-8167.

Cc: Dave Klages
Dinah Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

Klages, David

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, May 20, 2021 10:50 AM
To:	Klages, David
Cc:	Crescimbeni, John
Subject:	CONCLUDED Review of Bid Document: Pay-By-Phone Application Services for Parking Payment
Attachments:	RM REVIEWED AND APROVED THE INS. REQ. FOR Pay-By-Phone Application Services for Parking - Draft 01.pdf

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

No changes are required to the Indemnification & Insurance Requirements and this will conclude Risk Management's review of Pay-By-Phone Application Services for Parking Payment unless further notified.

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

Klages, David

From: Galley, Craig
Sent: Monday, May 24, 2021 9:28 AM
To: Crescimbeni, John
Cc: Klages, David; Lathrop, Kenneth; Freeman, Paul; Reilly, Richard
Subject: RE: Parking Pay by Phone App RFP

Good Morning John,

Happy to assist. Yes, my understanding is that ITD is okay with the RFP to proceed.

+ Ken, Paul, and Richard.

Craig Galley
Information Security Officer
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St.
Jacksonville, FL 32202
Office: 904.255.8061
Cell: 904.510.4298
www.coj.net

From: Crescimbeni, John <JCrescimbeni@coj.net>
Sent: Monday, May 24, 2021 9:23 AM
To: Galley, Craig <CGalley@coj.net>
Cc: Klages, David <DKlages@coj.net>
Subject: RE: Parking Pay by Phone App RFP

Thanks again Craig!

Procurement will make your attached changes to the PCI-DSS language. With that said, and based on our call Friday, it is my understanding that ITD is otherwise okay with the RFP to proceed, correct?

John R. Crescimbeni
Contract and Regulatory Compliance Manager
Downtown Investment Authority
City of Jacksonville
117 West Duval Street, Suite 310
Jacksonville, Florida 32202
(904) 255-5306

From: Galley, Craig <CGalley@coj.net>
Sent: Friday, May 21, 2021 4:26 PM
To: Klages, David <DKlages@coj.net>
Cc: Crescimbeni, John <JCrescimbeni@coj.net>; Freeman, Dustin <DustinF@coj.net>; Reilly, Richard <RReilly@coj.net>; Freeman, Paul <PFreeman@coj.net>; Carle, Robert <RCARLE@coj.net>
Subject: RE: Parking Pay by Phone App RFP

David,