SINGLE SOURCE AWARD **BID # SS-13631-23**

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, 2022 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, 2023. 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- 500013-23

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

Certification as to Single Source: Stephen Siegel, First Assistant State Attorney

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

FourthJudicial Circuit

Clay- Duval - Nassau

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

FROM: Stephen Siegel, First Assistant SWS

DATE: December 14, 2022

RE: Single Source Request - Computer Information Planning

The State Attorney's Office requests a single source award to Computer Information Planning or CIP for annual maintenance costs associated with STACWeb 2.0 and BOMSWeb 2.0. BOMSWeb is our current personnel management system. STACWeb is our current case management system. CIP provides an eDiscovery portal, a necessary add-on to the case management system. The period of maintenance is for the current FY. CIP created our case management, STAC, almost twenty years ago. Migrating to a different vendor would be cost-prohibitive and significantly disruptive to our business operations.

904-255-2500
311 W. Monroe Street [Jacksonville, FL, 32202

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	8/15/2022

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. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

Computer Information & Planning, Inc.
Information Management Consultants

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

August 3rd, 2022

Nike Campbell
Fiscal Director
State Attorney's Office, 4th Circuit
311 W. Monroe St. – Jacksonville, FL 32202
Business Office: (904) 255-2940
Direct Line: (904) 255-2947
Fax: (904) 255-2987

Sole Source Statement

Dear Ms. Campbell,

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, 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 10th, 2022

Nike Campbell-Fatoki
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, 2022 and continue through September 30th, 2023.

STACWeb 2.0 -	**$93,973.00**
BOMSWeb 2.0 -	**$17,150.00**
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 $188,423.00 due on or before October 1st, 2022 (a savings of $37,684.60.) Option 2: $226,107.60. Twelve monthly installments of $18,842.30 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 287.0585, Florida Statutes, which govern time periods for payments of invoices and interest.

SINGLE SOURCE AWARD **BID # SS-11482-22**

Subject: STACWeb 2.0 and BOMSWeb 2.0 Software Maintenance Support

Department: Office of the State Attorney, Fourth Judicial Circuit

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2021 to 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, 2022. Total requested expenditure not to exceed $77,300.00.

Funding for this award to be encumbered by various accounts, 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-500066-22

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

Certification as to Single Source: Stephen Siegel, First Assistant State Attorney

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

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 11/04/2021

ACTION OF AWARDING AUTHORITY

DATE: 11-8-21

APPROVED ✓ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-02

FORM GB-114, Revised 12/2007