SINGLE SOURCE AWARD **BID # SS-13209-22**

Subject: Chameleon Shelter Management System

Department: Neighborhoods Department

Description of Purchase:
Recommend approval of single source award to HLP, Inc. to provide data input services to the City of Jacksonville to record animal licenses into the Chameleon Shelter Management System, in the annual estimated expenditure amount of $80,980.00. Period of service will be from date of award through September 30, 2023.

Funding Source: 00111.172101.534100.000000.00000000.00000.0000000

Single Source Award To: HLP, Inc.: $80,980.00

Price Justification: See attachment

Total Award: $80,980.00 **Requisition #:** NBAC-500809-22

Attachments: Agency Memo, Single Source Request Form, Supplier Letters

Certification as to Single Source: Dustin Freeman, Chief, Procurement Division

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

Analyst: Corey Sidlo

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-113, Revised 12/2007

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

ONE CITY ONE JACKSONVILLE

MEMORANDUM

DATE: **August 4, 2022**

TO: **Gregory Pease, Chief**
Procurement Division

THROUGH: CHIQUITA MOORE, OPERATIONS DIRECTOR
Bryan Mosier, Director
Neighborhoods Department Chiquita Moore

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Sole Source Request – HLP Inc. Services**

The Neighborhoods Department on behalf of the Animal Care and Protective Services Division (ACPS) respectfully requests approval to use HLP Inc. to provide data input services of the City of Jacksonville animal licenses into the Chameleon Shelter Management System. The period of service will be from October 1, 2022 through September 30, 2023.

Chameleon Shelter Management Software is used to maintain and manage information regarding rabies vaccinations and licenses sold to the public by area clinics and ACPS for the City of Jacksonville. Section 462.502 of the City of Jacksonville Ordinance Code establishes the requirement for vaccinations, registration, and licensing of dogs, cats, and ferrets.

Please contact me at 255-8831 if you have any questions. Thank you for your consideration of this request.

Attachments: 1) HLP, Inc. Estimate
2) HLP, Inc. Combined Sole Source Document
3) Single Source Request

HLP, INC
Chameleon Software Products
9878 West Belleview Ave. #110
Littleton, CO 80123

PRICE QUOTE

Date	Estimate #
8/1/2022	6074

Name / Address
Sherry D. Wilson CSA III City of Jacksonville|Finance Department 117 West Duval Street, Suite 375 Jacksonville, FL 32202

Description	Qty	Rate	Total
Coverage Period 11/1/22 - 10/31/23			
Annual Service Fee for VetImport and ImageEntry	1	1,920.00	1,920.00
ImageEntry Transactions	65,000	0.79	51,350.00
VetImport Transactions	28,000	0.79	22,120.00
Required annual WebLicensing/WebDonation service fee.	1	3,840.00	3,840.00
WebLicensing Transactions	5,000	0.35	1,750.00

It's been a pleasure working with you!

Subtotal	$80,980.00
Sales Tax (0.0%)	$0.00
Total	$80,980.00

Phone #	Fax #	E-mail	Web Site
800-459-8376	866-844-3924	Accounting@chameleonbeach.com	www.chameleonbeach.com

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:	Animal Care & Protective Services Division
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?***	The software license renewal fee is $1,920 and the annual WebLicensing/WebDonation Service fee is $3,840.00. The image data entry and vet import services are $0.79 per transaction. The web licensing is $0.35 per transaction. ACPS expects 93,000 scans for image data entry/vet import and 5,000 transactions for web licensing. The anticipated costs thru September 30,2023 are $80,980.00
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:	ACPS uses the Chameleon Shelter Management Software for all records related to the animals cared for by the ACPS staff including citations, care calls, medical records, etc. HLP, Inc is the sole developer, owner, and marketing source for Chameleon Shelter Management Software. Using their data conversion services, allows ACPS to easily and efficiently keep the records for all rabies, licenses and veterinary services provided to the residents of Duval county.
4. Date of Request	8/30/2022

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.]

[Research conducted found that HLP, Inc. is the only authorized supplier for Chameleon/CMS and Chameleon Public Access licensed software programs. The supplier submitted a sole source letter to confirm they are the sole source for this purchase.

6. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

HLP, INC.
9888 W Belleview Ave #110
Littleton, CO 80123

phone: 800.459.8376
fax: 866.844.3924
www.ChameleonBeach.com

Combined Sole Source Document
2022

HLP, INC. is the sole developer, owner and marketing source for the "Chameleon/CMS" and "Chameleon Public Access" licensed, copyrighted software programs. Chameleon/CMS includes the wireless field service program and wireless FSU mapping program. Chameleon Public Access includes "ChamCam" imaging program, "ChamGPS" vehicle tracking program, and "PAWWW" kiosk program. It also includes "Knowledge Rocket", "WebChameleon", and "Scrubber" programs for internet functions. These products are not available through distributors or dealerships.

HLP also offers a "Certified Data Connect, (CDC), License" that allows other, outside HLP, software products to connect to the Chameleon proprietary database in a way that will ensure the integrity of the database. As part of this process, the "LockBox" software program is offered to allow this outside program to automatically enter data back into the proprietary Chameleon database. The LockBox program can only be maintained and supported by HLP.

There are no comparable products on the market that can provide this interaction and integration. They are all proprietary products that are licensed and copyrighted by HLP, INC. All services contracted pertaining to the installation, customization, conversion, maintenance, support, and training can only be obtained through HLP, INC.

Keith Brakey
Chief Operating Officer

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The software license renewal fee is $1,920 and the annual WebLicensing/WebDonation Service fee is $3,840.00. The image data entry and vet import services are $0.79 per transaction. The web licensing is $0.35 per transaction. ACPS expects 93,000 scans for image data entry/vet import and 5,000 transactions for web licensing. The anticipated costs thru September 30,2021 is $80,980.00

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

ACPS uses the Chameleon Shelter Management Software for all records related to the animals cared for by the ACPS staff including citations, care calls, medical records, etc.. HLP, Inc is the sole developer, owner, and marketing source for Chameleon Shelter Management Software. Using their data conversion services, allows ACPS to easily and efficiently keep the records for all rabies, licenses and veterinary services provided to the residents of Duval county.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Research conducted found that HLP, Inc. is the only authorized supplier for Chameleon/CMS and Chameleon Public Access licensed software programs. The supplier submitted a sole source letter to confirm they are the sole source for this purchase.

HLP, INC
Chameleon Software Products
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City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY ONE JACKSONVILLE

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Bryan Mosier, Director
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