SINGLE SOURCE AWARD **BID # SS-10095-21**

Subject: Voter Registration Software, Website Hosting, and EViD Software, Maintenance and Support – FY21

Department: Duval County Supervisor of Elections

Description of Purchase:
Improper Purchase Memo approved on March 4, 2021 to pay Invoice #6534 for FY21 in the amount of $367,252.44.

Recommend approval of a Single Source award to VR Systems, Inc. for the continued use of their "Voter Focus" software along with their website hosting services and their software, maintenance, and support of the electronic voter identification (EViD) devices for the Duval County Supervisor of Elections.

Recommend approval to retroactively begin the period of service on October 1, 2020 through September 30, 2021. Total not-to-exceed expenditure amount is $367,252.44.

Funding for this award will be encumbered from account 00111.640001.546620.000000.00000000.00000.0000000 and executed by purchase order(s).

Single Source Award To: VR Systems, Inc.

Price Justification: See attachment

Total Award: $367,252.44 **Requisition #:** N/A

Attachments: Agency Memo, SS Request Form, Improper Purchase Memo, Supplier Letter & Invoice

Certification as to Single Source: Robert Phillips, Chief Elections Officer, Duval County Sprvr. of Elections

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

Analyst: David Klages

Gregory Pease, 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 _____

Mike Hogan
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)630-1414
FX (904)630-2920

February 24, 2021

Re: VR Systems, Inc. – Single Source Award for FY21

Gregory Pease, Chief
Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Dear Greg:

VR Systems, Inc. provides voter registration software and support to 66 of 67 counties in the state of Florida. In addition to voter registration, VR Systems also hosts our website and are the proprietary holders of the software to our Electronic Voter Identification (EViD) devices that are used to check in voters at Early Voting sites and in precincts on Election Day.

A new Single Source award with VR Systems was not completed prior to October 1, 2020 causing an improper purchase of services. A memo has already been issued to request approval to pay Invoice #6534 in the amount of $367,252.44 for FY21.

This memo serves as a request to continue services with VR Systems, Inc. as a Single Source provider of the services described above for the period of October 1, 2020 through September 30, 2021.

Please do not hesitate to contact me if I can provide any further information or assistance.

Sincerely,

Robert Phillips
Chief Elections Officer
Duval County Supervisor of Elections

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):

VR Systems provides all voter registration software, poll worker training modules, and election night reporting services for Duval County.

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

VR Systems has been the vendor for Duval County voter registration software since 2003 and has proprietary rights to all software content.

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:

Yes, we have confirmed from VR Systems that they are the sole provider of the software currently in use

Additionally, this is a continuation of previous Single Source awards to a supplier we have utilized since 2003 and using any other supplier would require changes to our website and replacing the electronic voter identification (EViD) devices.

Procurement Division_____

March, 2020

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

February 26, 2021
Honorable Lenny Curry
Mayor, City of Jacksonville
Jacksonville, Florida, 32202

RE: IMPROPER/UNAUTHORIZED PURCHASES

Dear Mayor Curry:

Under the provisions of Section 126.109, Ordinance Code, which provides for the disposition of unauthorized and/or improper purchases, the following is furnished for your consideration and action relative to an improper purchase made by the Supervisor of Election's Office. These are the facts bearing on this matter:

Specific Violation:

Contrary to provisions of City Ordinance Code Ch. 126, the "Procurement Code", the agency continued services from the vendor without obtaining a purchase order, contract or award.

Circumstances Relative to Purchase:

A new Single Source award for voter registration software and support was not issued to VR Systems, Inc. prior to September 30, 2020, causing an improper purchase of services.

Action to Prevent Recurrence:

The Department inadvertently let the FY20 Single Source contract expire without requesting a new one to replace it. The Department is aware of the importance of contract renewals and will strive to renew and/or implement new contracts prior to their expiration dates.

Recommendation:

Based upon these facts, it is my recommendation that you authorize payment of Invoice #6534 in the amount of $367,252.44 so that the Procurement Division can proceed with a new Single Source award to VR Systems, Inc. for FY21.

Respectfully,

Gregory Pease, Chief
Procurement Division

Attachments

cc Robert Phillips, Chief Elections Officer, Supervisor of Elections Office
Dustin Freeman, Manager of Purchasing Services
Council Auditor

APPROVED

LENNY CURRY, MAYOR

3-4-2021

DATE

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

VR★

2/25/2021

Single Source Justification for VR Systems' software

VR Systems, Inc. is based in Tallahassee, FL. It currently has 42 employees including 8 software developers and an experienced Help Desk team. VR Systems has a combined staff experience of over 150 years in computer programming, computer systems and Florida elections. VR Systems, Inc. has an excellent reputation around Florida for its customer service to elections staff and provides support help lines 24/7 during major elections.

'Voter Focus' is a trademark of VR Systems and is both a software product and a software service. The Voter Focus product is designed and built by VR Systems, Inc. to meet the requirements of Florida Supervisors of Elections for voter registration and election management. The product is kept up to date with changes in federal and state legislation, is reviewed regularly by its users and enhancements are added. It is currently installed and running in 66 out of the 67 counties. The remaining county is contracted with VR Systems and will be implemented by Spring of 2021.

'EViD' (Electronic Voter Identification) is a registered trademark of VR Systems, Inc. The EViD product is designed and built by VR Systems, Inc. of Tallahassee, FL to meet the election management requirements of Florida Supervisors of Elections for voter check-in, voter eligibility verification, verification that the voter has not already voted and voting history recording. The EViD System is currently installed and running in 61 out of the 67 counties.

David Bennett
Treasurer & Chief Financial Officer
VR Systems, Inc.

Date 2/25/2021

VRSYSTEMS.COM ★ 3773 COMMONWEALTH BOULEVARD ★ TALLAHASSEE, FLORIDA 32303 ★ 850.668.2838 ★ (F) 850.668.3193