SINGLE SOURCE AWARD **BID # SS-9084-20**

Subject: Maintenance and Technical Support Services for STACWeb and BOMSWeb

Department: Information Technologies Division

Description of Purchase:
Recommend approval of Single Source Award to Computer Information & Planning, Inc. for the renewal of maintenance and technical support services for STACWeb 2.0 and BOMSWeb 2.0 to continue the telephone support, system updates, and online service calls for the Information Technologies Division in collaboration with the Office of the State Attorney for the Fourth Judicial Circuit. Period of service will be from October 1, 2020 through September 30, 2021. Total requested expenditure not to exceed $94,303.00.

Funding for this award to be encumbered by account 53101.113001.546620, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

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

Price Justification: See Attached

Total Award: $94,303.00 **Requisition Number:** FAIT-500242-20

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

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

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***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: August 24, 2020

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2020.08.25 08:50:14 -04'00'

FROM: Elizabeth Brown, IT Operations Manager

Elizabeth Brown — Digitally signed by Elizabeth Brown Date: 2020.08.24 16:06:32 -04'00'

RE: **Maintenance and Technical Support for STACWeb and BOMSWeb – Single Source Award Request**

The Information Technologies Division (ITD), in collaboration with the Office of the State Attorney for the Fourth Judicial Circuit, requests approval to renew the STACWeb 2.0 and BOMSWeb 2.0 Maintenance and Technical Support with Computer Information & Planning, Inc. Renewal of maintenance and technical support services include telephone support, system updates, and online service calls. The period of coverage is October 1, 2020, through September 30, 2021.

Computer Information & Planning, Inc. designed and developed STACWeb and BOMSWeb, and it is the only supplier authorized to provide maintenance and support for the products. The vendor has provided a single source letter, which is attached to this request.

The total not-to-exceed amount for this request is $94,303.00.

FUNDING SOURCE: 53101.113001.546620

Tracy Geake — Digitally signed by Tracy Geake Date: 2020.08.24 16:33:16 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: Single Source Request Form
Supplier Quote
Supplier Single Source Letter

CC: Paul Freeman, Enterprise Applications Manager, ITD
Thomas Ossi, Technology Contract and Records Manager
Alexander Ciprian, IT Contract Administrator, ITD
Nike Campbell-Fatoki, Fiscal Director, SAO

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 Information Technologies Division (ITD) requests approval for a single source renewal purchase of annual maintenance and technical support services for STACWeb 2.0 and BOMSWeb 2.0. Services include telephone support, system updates, and online service calls. The period of coverage is 10/1/2020 through 9/30/2021.
STACWeb 2.0 Maintenance and Support $77,653.00
BOMSWeb 2.0 Maintenance and Support $16,650.00

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

Computer Information & Planning, Inc. designed and developed STACWeb 2.0 and BOMSWeb 2.0, and it is the only company entitled to provide maintenance and support for these products. The software has been customized to meet the workflow requirements of the Office of State Attorney. Also, BOMSWeb 2.0 is specifically designed to fit the requirements of the State of Florida Comptroller and People First software.

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:

Internet research conducted found that Computer Information and Planning, Inc. designed and developed STACWeb 2.0 and BOMSWeb 2.0. They are the only company authorized to provide maintenance and support for these products. The vendor has provided a single source letter, which is attached to this request.

Computer Information & Planning, Inc.
Information Management Consultants

P.O. Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 880-0804
admin@cipi.net

August 19th, 2020

Office of the State Attorney
Fourth Judicial Circuit
311 West Monroe Street
Jacksonville, Florida, 32202

Dear Sir/Madam,

Computer Information & Planning, Inc. (CIP) designed and developed STACWeb 2.0, BOMSWeb 2.0, 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) 880-0804
admin@cipi.net

August 18th, 2020

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 Fee Quote

Period of Service: October 1st, 2020 and continue through September 30th, 2021.

STACWeb 2.0 -	**$77,653.00**
BOMSWeb 2.0 -	**$16,650.00**
CIP's Portal License -	**$73,700.00**

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

Fee: Option 1: Onetime fee of $168,003.00 due on or before October 1st, 2020 (a savings of $33,600.60). Option 2: $201,603.60. Twelve monthly installments of $16,800.30 due on the last day of each month, beginning on October 31st, 2020.