SINGLE SOURCE AWARD **BID # SS-9384-21**

Subject: ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

Department: JACKSONVILLE FIRE AND RESCUE

Description of Purchase:

Recommend approval of a Single Source award to TargetSolutions Learning, LLC. For Online Training Certification and Continuing Education Management System for the Jacksonville Fire and Rescue Department. Period of service is from November 3, 2020 through November 2, 2021. Total award expenditure amount not-to-exceed $107,424.00.

Funding Source: 00111.124001.555003.000000.00000000.00000.0000000 - To be encumbered by Purchase Order.

Single Source Award To: TargetSolutions Learning, LLC.

Price Justification: See attachment

Total Award: $107,424.00 **Requisition #:** FRFO-500792-21

Attachments: Agency Memo, Single Source Form, Supplier Letter/Quote

Certification as to Single Source: Gail McCormick, JFRD Chief of Training

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

Wallace-Cohen

Analyst: Olive Wallace-Cohen

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 _____

OFFICE OF THE DIRECTOR

October 20, 2020

MEMORANDUM

TO: Greg W. Pease, Chief of Procurement Division

FROM: Gail McCormick, JFRD Chief of Training *Chief Gail McCormick*

RE: **Justification for Online Training Certification & Continuing Education Management System**

Jacksonville Fire & Rescue Department (JFRD) has been using Target Solutions to track online training and certification requirements. The current contract bid SC # 0260-17 is scheduled to expire on November 2, 2020. JFRD is requesting to continue to use Target Solutions as a single source vendor for fiscal year 2021. Previous attempts to formally bid these system requirements have resulted in companies responding who cannot meet the required specifications nor had the capability to handle even most of our needs.

We have several events this year which we depend on their accuracy and record management of training records. Target Solutions meets the Insurance Service Office (ISO) requirements which, JFRD will be audited during the next 3 months. On December 1, 2020, all JFRD EMT/Paramedic licenses will expire, and Target Solutions is the current format used to track CEU credits in the approved reporting format.

Target Solutions is organizationally accredited through CAPCE, the Commission on Accreditation for Pre-Hospital Continuing Education and features the capability of training subjects such as NFPA and Occupational Safety and Health Administration, which is required to meet the Insurance Service Office (ISO) requirements for the department and will be used for the upcoming ISO audit.

An attempt to move to a new system prior to the completion of these two events will cause undue hardship for the department.

If you have any questions or need additional information regarding this request, please contact Gail McCormick at 997-4947.

2700 Firefighter Memorial Dr. | Jacksonville, FL 32246 | Phone: 904.997.4947 | Fax: 904.996.0351 | GailM@coj.net

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): JFRD Training Academy/TA

FUNDING SOURCE: JFRD Training Academy/TA

BRIEF DESCRIPTION OF GOODS/SERVICES:

Renew contract with Target Solutions

AMOUNT OF PROJECT (attach quote): $110,781.00

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

Target Solutions offers more than 50 hours of training for fire departments, including 250 hours of accredited EMS continuing education courses, TS also features NFPA 1001, NFPA 1021, NFPA 1410, NFPA 1500, as well as OSHA training required for the training the department. TS is also the format being used to tract the Insurance Service Office (ISO) training with its activities builders, credentials manager, ISO Training tracker, file center and its capability of generating reports that will be required for the upcoming ISO audit.

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

At this time, there is not another company that has all the capabilities for training that TS has and all of our records are housed inside TS currently. December 1, 2020 is also the renewal for EMT/Paramedic licenses and all of our continuing education courses has been assigned and completed in Target Solutions and we would lose access to all of those courses should we go with another vendor.

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:

In 2015, we attempted to put TS out to bid, however, all the other bidders could not provide the same services that TS had to offer. TS has the capability of uploading certificates, offer training that is already built in and approved through the State of Florida. We would lose all the data that has been uploaded into TS. It is critical that we maintain our relationship with TS at this time due to the risk of losing our training that has been tracked since the ISO re-rate could cost Jacksonville tax payers 40 million dollars with we lose our ISO rating of 1.

Submitted by: Gail McCormick — Division Chief of Training JFRD

(Name) **(Title)**

Date: October 19, 2020

Requesting Agency's Director's Signature:

DocuSign Envelope ID: 5C0CF161-8EBE-4EF9-8591-AAFEB7C189E4

VECTOR SOLUTIONS **TargetSolutions**

10805 Rancho Bernardo Road
Suite 200
San Diego, CA 92127

August 11, 2020

To Whom It May Concern,

Per our 2016 bid, TargetSolutions will continue to honor the price of $67.14 per user, based on 1,600 users. The pricing will be honored during the 2020 – 2021 renewal period with license terms of 11/01/2020 – 10/31/2021.

Best Regards,

DocuSigned by:
Brandi Howe
CDDC00899B62472...

Brandi Howe
Director of Account Management, Public Sector

VECTOR™ SOLUTIONS

Quote ID
Q-70052

Contact Name
Brittany Adams

Schedule A – Renewal

Date: Tuesday, August 11, 2020

Client Information

Client Name: Jacksonville Fire Rescue Department (FL)	
Address: Administration & Finance, ATTN: Accounts Payable, 117 W Duval Street Jacksonville, FL 32202	
Primary Contact Name:	**Primary Contact Phone:**

Agreement Term

Effective Date: 11/01/2020	**Initial Term:** 12 months

Invoicing Contact Information (Please fill in missing information)

Billing Contact Name: Erika N McManus			
Billing Address: Administration & Finance, ATTN: Accounts Payable, 117 W Duval Street Jacksonville, Florida 32202	**Billing Phone:** (904) 997-4920		
Billing Email: erikag@coj.net	**PO#**:	**Billing Frequency:** Annual	**Payment Terms:** Net 30

Fees

Product	Description	Qty	Price	Sub Total
TargetSolutions Premier Membership Platform	Online training management platform for public entities and professionals	1,600	$67.14	$107,424.00
			Grand Total:	**$107,424.00**

Please note that this is not an invoice.

The Parties have executed this Agreement by their authorized representatives as of the last date set forth below.

TargetSolutions Learning, LLC
4890 W. Kennedy Blvd., Suite 300
Tampa, FL 33609

By: _____

Printed Name: Brandi Howe

Title: Director of Account Management

Date: _____

Jacksonville Fire Rescue Department (FL)
Administration & Finance, ATTN: Accounts Payable, 117 W Duval Street
Jacksonville, FL 32202

By: _____

Printed Name:

Title:

Date: _____

Previous Award

SUBJECT: ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

BID #: SC-0260-17 **OPEN DATE:** 2016-09-28

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: JACKSONVILLE FIRE AND RESCUE DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third and final renewal option with TargetSolutions, to continue providing Online Training Certification and Continuing Education Management System for the Jacksonville Fire and Rescue Department. Period of service is from November 3, 2019 through November 2, 2020. Total annual expenditure not-to-exceed $107,424.00, with a revised award expenditure not-to-exceed $419,625.00.

Funding for this award to be encumbered by account FRFT011-05406 to be executed by purchase orders.

Attachments: Recommendation Memo, Vendor Letter and Quote, Previous Awards

ANALYST: TARYN MANSER **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Keith Powers, Interim Director/ Fire Chief, Jacksonville Fire and Rescue Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10-31-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/4/19

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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