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.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **April 29, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **Parking Citation Management System.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

April 15, 2019

MEMORANDUM

TO: Greg Pease, Chief, Procurement Division
Competitive Sealed Proposal Evaluation Committee

FROM: for Nancy A. Albertson
Robert A. Carle, Public Parking Officer

RE: **Parking Citation Management System RFP**

Please take appropriate action to issue a Request for Proposal (RFP for the following referenced services in accordance with Section 126.204 of the Municipal Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of a unified database to track parking citations from issuance to collection. The project will replace the existing AutoProcess database and is critically needed to ensure data integrity, increase collection rates and allow staff to query and understand data trends. The evaluated bid process is required due to the complexity of the required services, vendor solutions offered and the importance of the qualifications of the vendors versus open market low bidder. In order to ensure that our minimum requirements are met, the evaluation process would be the fairest method to select the vendor. While cost and budget concerns will bear weight, the way in which the vendors accomplish the solution will have a direct impact on revenue. The sub-committee will be comprised of employees within the Office of Public Parking. The contact information for the sub-committee members are listed as follows:

Robert A. Carle	630-4990
Nancy Albertson	630-1647
Marilyn Prophet	630-6252
Bill Schaefer	630-2714
Mark Schofield	630-1620

Attached, please find the scope of work, minimum specifications and intended evaluation criteria.

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

February 13, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri
Jacksonville Small and Emerging Businesses (JSEB) Compliance Office

RE: **Parking Citation Management System**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8833.

cc: Annette Leslie-Burney

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, April 04, 2019 12:10 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Albertson, Nancy; Freeman, Dustin
Subject: RE: RFP Review for Parking Citation Management System
Attachments: PARKING CITATION MGMT REVISED 3.28.19 RM Redline 4.4.19.docx; PARKING CITATION MGMT REVISED 3.28.19 RM Redline 4.4.19.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 255-5314 (o)
(904)255-5347 (f)
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From: Leslie-Burney, Annette
Sent: Friday, March 29, 2019 3:02 PM
To: RiskReview
Cc: Albertson, Nancy; Freeman, Dustin
Subject: RFP Review for Parking Citation Management System

Please review the attached RFP for approval of the indemnification and insurance requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800

Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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