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: **June 28, 2018**

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 for **Enterprise Permitting and Land Use Software as a Service (SaaS) Solution.** 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 Program

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	

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

06/28/18 14:19:44
Procurement Division

TO: Greg Pease, Chief of Procurement

THRU: William Killingsworth, Director of Planning & Development
Stephanie Burch, Director of Neighborhoods

FROM: Kenneth Lathrop, Chief of Information Technologies / CIO

DATE: June 28, 2018

RE: CSPEC: Enterprise Permitting and Land Use Solution

The Information Technologies Division requests approval to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process with the issuance of a Request for Proposal (RFP) to select an Enterprise Permitting and Land Use Software as a Service (SaaS) solution.

The solution selected would replace multiple systems including in-house developed applications and manual processes. The CSPEC process is required due to the complexity of the new solution, differences among the vendor solutions, and the importance of the qualifications of the providers versus a low bidder open market method. While cost will bare weight, the vendor methodologies required to meet the requirements will vary and have an impact on reoccurring cost and maintenance. The sub-committee responsible for evaluating the submitted bids will be comprised of representatives from a subset of impacted areas within the City of Jacksonville.

The objective of the services requested will establish a Software as a Service (SaaS) solution for the City's permitting and land use services and will replace up to twelve (12) separate systems currently used to perform these processes.

The proposal will provide qualification information that will allow evaluators and Procurement to properly bid enterprise permitting and land use services to qualified vendors according to the specified pre-qualification categories.

The subcommittee responsible for evaluating the bids will be comprised of:

Tom Goldsbury (Building Inspections Division), 255-8799
Bryan Mosier (Municipal Code Compliance Division), 255-7005
Richard Reilly (Information Technologies Division), 255-8019

Thank you for considering our request.

Cc: Tom Goldsbury, Chief of Building Inspection
Cc: Bryan Mosier, Chief of Municipal Code Compliance

Fleming, Chelsey

From: Willis, Ann on behalf of RiskReview
Sent: Wednesday, June 27, 2018 4:41 PM
To: Fleming, Chelsey; RiskReview; Duckworth, Twane
Cc: Bradley, Cheryl; Bradley, Joy Walker; Lathrop, Kenneth; Pease, Gregory
Subject: RE: RFP Risk Review - Enterprise Permitting & Land Use SaaS Solution
Attachments: Enterprise Permitting and Land Use (EPLU) - RFP CF 6-6 RM complete 6.27.18.docx; Enterprise Permitting and Land Use (EPLU) - RFP CF 6-6 RM complete 6.27.18.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management Approved 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) 630-7891 (o)
(904)630-2100 (f)
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From: Fleming, Chelsey
Sent: Wednesday, June 06, 2018 8:09 AM
To: RiskReview; Willis, Ann
Cc: Bradley, Cheryl; Bradley, Joy Walker; Lathrop, Kenneth; Pease, Gregory
Subject: RFP Risk Review - Enterprise Permitting & Land Use SaaS Solution
Importance: High

Please see the attached Risk Review Request form along with subject RFP document. If you could please expedite this request, we are in need of this review as soon as possible.

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

APPROVED
By Ann Willis at 4:37 pm, Jun 27, 2018
Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

ONE CITY. ONE JACKSONVILLE.

RFP SPECIFICATIONS

FOR

ENTERPRISE PERMITTING AND LAND USE SOFTWARE AS A SERVICE (SaaS) SOLUTION

DEPARTMENT OF PLANNING AND DEVELOPMENT, DEPARTMENT OF NEIGHBORHOODS, DEPARTMENT OF PUBLIC WORKS & JACKSONVILLE FIRE RESCUE DEPARTMENT

BID NO: ESC-0503-18

OPEN DATE: TBD

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110 JACKSONVILLE, FL

NON-MANDATORY PRE-BID CONFERENCE:
DATE: TBD
TIME: TBD
LOCATION: TBD

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

June 28, 2018

To: Greg Pease, Division Chief
Procurement Division

From: Maurice Martinez, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Enterprise Permitting & Land Use Saas Solution**

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.

I can be reached at (904) 255-8167.

cc: Chelsey Fleming

MR/mm