SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend Single Source award dated 1/18/2018 with Keefe Commissary Network, LLC, to include the continuation of services as previously contracted under ESC-0368-10 for Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period of January 1, 2018 to June 30, 2018. The total expenditure amount is $75,000.00.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $75,000.00

Attachments: Single Source Form, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

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

Marleen Doran

Analyst: Marleen Doran

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 _____

SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval of Single Source award to Keefe Commissary Network, LLC to provide Telmate Secure Inmate Tablet Program to allow inmates to have access to academic training, various opportunities for video visitation and secure e-mail. Total amount of expenditure not to exceed $75,000.00. The period of service will be six (6) months from date of award.

Funding Source: SHCO64AIW-04904-TRSH-09-To be executed by Purchase Order.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached

Total Award: $75,000.00

Attachments: Single Source Form, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

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

Marleen Doran

Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

01/18/2018
DATE

ACTION OF AWARDING AUTHORITY DATE: 1/18/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

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): Jacksonville Sheriff's Office

FUNDING SOURCE: SHCO64AIW-04904-TRSH-09

BRIEF DESCRIPTION OF GOODS/SERVICES:

Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with KEEFE Commissary Network, LLC

AMOUNT OF PROJECT (attach quote): $75,000.00

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

Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with KEEFE Commissary Network, LLC

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

KEEFE Commissary Network is the current vendor providing Commissary Goods and Inmate Trust Fund Accounting Software and Equipment and no other vendor can provide these services at the present time.

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:

We have researched the availability of the requested goods/services from other sources and we are currently unable to locate a vendor who can provide all of the services we currently received from KEEFE Commissary Network, LLC

Submitted by: Deidra Baines — Procurement Manager

(Name) (Title)

Date:

Requesting Agency's Director's Signature: [signature]

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget & Administration

From: Tammy Morris
Director of Department of Corrections

Subject: Single Source Request for Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with Keefe Commissary Network, LLC

Date: December 14, 2017

We are requesting a single source award with Keefe Commissary Network, LLC, for Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period from January 1, 2018 to June 30, 2018. The total expenditure amount for the period is $ 75,000.00 from account code SHCO64AIW – 04904 TRSH 09. Attached is the single source form.

Please let me know if you require any additional information. Thank you for your assistance.

January 4, 2018

RE: Contract #9576: JSO Commissary Goods and Inmate Trust Fund Accounting Software/Equipment

Chief Joel Carter
Jacksonville Sheriff's Office
Pre-Trial Detention Facility
500 E. Adams St.
Jacksonville, FL 32202

Chief Carter,

Pursuant to our discussions, Keefe Commissary Network is providing this written agreement to extend Contract #9576 for a six month period under the following parameters:

- Extension Parameters
  - 5% commission on Tablet/Video Visitation usage
  - All other predetermined financial and contractual arrangements remain the same
  - Commission would start three months after tablet start date
    - By way of example, if the start date is 1/1/2018, commissions would start to accrue 4/1/2018
  - Projected commission is an additional $50,000/year for this extension, representing an overall increase in revenue generated by this contract by 4% totaling $1.3M annually

Please let me know if there are any questions regarding the described offer. As always, thank you for the opportunity to extend our successful partnership with the Jacksonville Sheriff's Office and the City of Jacksonville.

Sincerely,

Shayne Bean
Account Manager
Keefe Group
904-741-6776

SUBJECT: **COMMISSARY GOODS & INMATE TRUST FUND ACCOUNTING SOFTWARE AND EQUIPMENT - (CSPEC)**

BID # ESC-0368-10 OPEN DATE: **02/10/2010**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF THE CONTRACT WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS.

FOR: **JACKSONVILLE SHERIFF'S OFFICE**

BASIS OF AWARD: **AWARD TO THE BIDDER RECEIVING THE HIGHEST SCORE BASED ON STATED CRITERIA**

NUMBER OF BIDS INVITED: 13 NUMBER RECEIVED: 2 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the contract to Keefe Commissary Network, LLC, to provide Telmate Secure Inmate Tablet Program at no charge. This amendment is being requested to allow inmates to have access to academic training, various opportunities for video visitation and secure e-mail.

Account Code: SHCO64AIW-04904-TRSH-09

To be executed by amendment four (4) to the formal contract #9576 through the Office of General Counsel.

Attachments: Recommendation Memo; Vendor Agreement; Previous Awards

BUYER STEVEN BURAKOWSKI RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: MICHAEL BRUNO, DIRECTOR, DEPARTMENT OF CORRECTIONS

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/25/17

OTHER

ACTION OF AWARDING AUTHORITY DATE 5/25/17

APPROVED DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05