SUBJECT: PIGGYBACK NATIONAL COOPERATIVE PURCHASING ALLIANCE (NCPA) RFP #36-22 – CONTRACT #01-158

BID #: PSC-0324-24 **OPEN DATE:**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT- FROM DATE OF EXECUTED CONTRACT THROUGH SEPTEMBER 30, 2026

AGENCY: JACKSONVILLE CITY COUNCIL

BASIS OF AWARD: PER PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the terms of the piggyback award to National Cooperative Purchasing Alliance (NCPA) contract #01-158 with Compulink Management Center, Inc. dba Laserfiche (POA-71037-24 – AMD #2) to date of award through September 30, 2026 and to allow payment to be made in fiscal year 2023-2024. Total expenditure remains not to exceed $138,551.90.

Funding Source: 00111.221001.531090.000000.00000000.00000.0000000 – To be executed by formal contract amendment through the Office of General Counsel

Attachments: Agency Memo, Vendor Letter, Previous Award

BUYER: _____ **RESPECTFULLY SUBMITTED** _____
OLIVE WALLACE-COHEN DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Margret M. Sidman, Director/Council Secretary

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

MARGARET M. "PEGGY" SIDMAN
Director/Council Secretary
Office (904) 255-5133
Fax (904) 255-5230
E-Mail: SIDMANP@COJ.NET

117 West Duval Street
City Hall, Suite 425
Jacksonville, FL 32202

April 24, 2024

MEMORANDUM

TO: Dustin Freeman
Procurement Division

FR: Margaret M. Sidman, Director / Council Secretary
Jacksonville City Council

RE: **Laserfiche, Single Source SOW Amendment Request FY 2024-2026**

Award PSC-0324-24, approved March 7, 2024, had a term end date of November 30, 2025, which is the end date of the piggyback contract. The term end date for the Jacksonville City Council 3-year contract should be September 30, 2026. This amendment will provide the length of service as intended for the 3-year contract.

Furthermore, City Council is requesting an additional amendment to allow payment for Laserfiche implementation to occur within the 2023-2024 FY as the implementation is scheduled to be completed and go live July 1, 2024. The contract amendment should so reflect and authorize.

Upon amendment approval, a request for an amendment to the current executed contract will be made through the Office of General Counsel. A request for amendment to POA 71037-24 will also be made to the Procurement Division upon approval.

Funding Source: 00111.221001.531090.000000.00000000.00000.0000000

Your favorable consideration of our request is greatly appreciated.

Tucker, Crystal

From: Will Talbot <will.talbot@laserfiche.com>
Sent: Tuesday, April 23, 2024 6:55 PM
To: Tucker, Crystal
Cc: Mitchell, Yvonne
Subject: RE: Laserfiche Contract

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Crystal,

Apologies for the delay as I am away at two conferences this week. We're happy to amend to September 2026. Just let me know what we need to do on our end.

Thank you!

Will Talbot | Manager Enterprise Sales

office: 1.562.988.1688 x 148
office cell: 1.562.253.1499
e-mail: will.talbot@laserfiche.com
website: www.laserfiche.com

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From: Tucker, Crystal <CTucker@coj.net>
Sent: Monday, April 22, 2024 11:32 AM
To: Will Talbot <will.talbot@laserfiche.com>
Cc: Mitchell, Yvonne <YMITCH@coj.net>
Subject: RE: Laserfiche Contract

Good morning, Will,
So…in speaking with our procurement department, as well as our legal team, we have decided to make a small amendment to our award and contract for clarification purposes. In our current award and contract, the end date of our contract is in line with the terms of the NCPA contract, which is set to expire in 2025; however, in our proposal/agreement with Laserfiche, our terms continue until September 2026. We believe, for the sake of clarity, that amending our contract and award terms to align with our proposal terms

SUBJECT: PIGGYBACK NATIONAL COOPERATIVE PURCHASING ALLIANCE (NCPA) RFP #36-22 – CONTRACT #01-158

BID #: PSC-0324-24 **OPEN DATE:**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT- FROM DATE OF EXECUTED CONTRACT THROUGH NOVEMBER 30, 2025

AGENCY: JACKSONVILLE CITY COUNCIL

BASIS OF AWARD: PER PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend piggyback award to National Cooperative Purchasing Alliance (NCPA) contract #01-158 with Compulink Management Center, Inc. dba Laserfiche to include optional phase (Migration of OnBase) into the existing contract/agreement at no additional cost to the City. Period of service is from date of executed contract amendment through November 30, 2025. Total expenditure remains not to exceed $138,551.90.

Funding Source: 00111.221001.531090.000000.00000000.00000.0000000 - To be executed by formal contract amendment through the Office of General Counsel and processed via purchase order(s).

Attachments: Agency Memo, Vendor Letter, Previous Award

BUYER: OLIVE WALLACE-COHEN **RESPECTFULLY SUBMITTED** FOR: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Margret M. Sidman, Director/Council Secretary

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 3/7/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/8/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: PIGGYBACK NATIONAL COOPERATIVE PURCHASING ALLIANCE (NCPA) RFP #36-22 – CONTRACT #01-158

BID #: PSC-0324-24 **OPEN DATE:**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT- FROM DATE OF EXECUTED CONTRACT THROUGH NOVEMBER 30, 2025

AGENCY: JACKSONVILLE CITY COUNCIL

BASIS OF AWARD: PER PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to piggyback National Cooperative Purchasing Alliance (NCPA) contract #01-158 with Compulink Management Center, Inc. dba Laserfiche for the purchase of Laserfiche Software Solutions for Document and Records Management for the Jacksonville City Council. Period of service is from date of executed contract through November 30, 2025. Total expenditure not to exceed $138,551.90 with cost allocated as follows:

- Year 1 – Software licenses Fee $24,453.75 in FY 24
- Year 2 – One-Time implementation cost plus license fee - $89,644.40 in FY25
- Year 3 – Software license fee - $24,453.75 in FY26

Funding Source: 00111.221001.531090.000000.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel.

Attachments: Agency Memo, Contract #01-158, Vendor Quote, Certificate of Insurance

BUYER: O. Wallace-Cohen **RESPECTFULLY SUBMITTED**
OLIVE WALLACE-COHEN
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Margret M. Sidman, Director/Council Secretary

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 1/18/2024

OTHER

ACTION OF AWARDING AUTHORITY DATE 1/22/2024

APPROVED ✓ DISAPPROVED

OTHER

Karen Bowling
Chief Administrative Officer
~~For: Mayor Donna Deegan~~
Under Authority Of:
Executive Order No: 2023-02

SIGNATURE OF AUTHENTICATION Karen Bowling