

AWARDS COMMITTEE

MINUTES

Awards Committee met on **August 29, 2019**, in the Conference Room, 8th Floor, JEA Tower, 21 West Church Street, Jacksonville, Florida. The meeting was called to order at 10:00 a.m.

Members in attendance were Jenny McCollum as Chairperson, Sara Goodwin as Budget Representative, Miriam Hill as General Counsel Representative; with Deryle Calhoun, Shawn Eads, Ted Hobson, and Gabor Acs as voting Committee Members;

Lynn Rix, Maurice Scarboro, Dan Kruck, Jason Behr, David King, Rachelle Weir, Diane Quartermann, Mickhael Sulayman, Heather Beard, Vivie Stamper, Elizabeth DiMeo, Kenny Pearson, Joe Perez, Nathan Woyak

Awards:

1. Approval of the minutes from the last meeting (08/22/2019). **APPROVED**
2. Request approval to award a five (5) year contract to Carahsoft Technology Corp., for ServiceNow licenses, support, and analytics for continued ServiceNow help desk services ticketing system and Implementation of the ServiceNow Discovery Module in the amount of \$1,631,005.14, subject to the availability of lawfully appropriated funds. **APPROVED W/DISCUSSION**
3. Request approval to award a change order to Jacksonville Transportation Authority, for various utility improvement projects associated with the JTA Mobility Works Program in the amount of \$4,410,906.00 for a new not-to-exceed amount of \$13,295,906.00, subject to the availability of lawfully appropriated funds. **APPROVED W/DISCUSSION**
4. Request approval to award a contract to Nassau County, for engineering services for the Pages Dairy Water Main project in the amount of \$93,921.74, subject to the availability of lawfully appropriated funds. **APPROVED W/DISCUSSION**
5. **DEFERRED** - Request approval for a sole source award to Information Services Group (ISG). for advisory services in support of JEA's Technology Services (TS) Service Delivery Transformation in the amount of \$762,500.00, subject to the availability of lawfully appropriated funds.

Informational Item: N/A

Ratifications: N/A

Public Comments: N/A

Adjournment: 10:08 a.m.



Formal Bid and Award System

Award #2 August 29, 2019

Type of Award Request: NASPO PIGGYBACK
Request #: 6678
Requestor Name: Stamper, Vivie A.
Requestor Phone: (904) 665-6931
Project Title: ServiceNow Licenses, Support, and Analytics for continued ServiceNow Help Desk Services Ticketing System and Purchase and Implementation of the ServiceNow Discovery Module
Project Number: 8005659 & HE30904 (Year 1), HE30902 (Years 2-5)
Project Location: JEA
Funds: Capital and O&M
Budget Estimate: \$1,634,487.88

Scope of Work:

The current JEA Help Desk Service ticketing system using the ServiceNow (SN) Management Suite and Performance Analytics is an Information Technology Infrastructure Library (ITIL)-based IT (SN) Service Management (ITSM) Solution. This system gives JEA a powerful platform for all ITIL processes. Service Desk Manager is used by CIP Compliance, Bulk Power Systems, Project Design, Security Fire & Corporate Records Compliance, Business Analysis, and Technology Services for ticket tracking, reporting, Change Management, CIP Auditing, Availability, Reliability, and monthly SLA management metrics. JEA will also now purchase and implement ServiceNow (SN) Discovery module to replace the current Information Technology Asset Management ITAM database.

This award positively impacts the following JEA values:

- Financial Value: This renewal secures JEA a fixed price over the five year term. The fixed price agreement benefits JEA a 22% cost improvement from NASPO pricing.

JEA IFB/RFP/State/City/GSA#: 43230000-NASPO-16-ACS, Carahsoft AR2472
Purchasing Agent: Woyak, Nathan J
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
CARAHSOFT TECHNOLOGY CORP	JOSIAH ORDAKOWSKI	JOSIAH.ORDAKOWSKI@CARAHSOFT.COM	11493 SUNSET HILLS ROAD SUITE 100RESTON, VIRGINIA 20190	(571) 662.4202	\$1,631,005.14

Amount for entire term of Contract/PO: \$1,631,005.14
Award Amount for remainder of this FY: \$172,233.00
Length of Contract/PO Term: Five (5) Years
Begin Date (mm/dd/yyyy): 08/30/2019

End Date (mm/dd/yyyy): 08/29/2024
Renewal Options: No
JSEB Requirement: N/A – NASPO Piggyback

Background/Recommendations:

The competitively bid National Association of State Procurement Officials (NASPO) contract includes Carahsoft as an authorized ServiceNow provider for this agreement is valid from 09/02/2016 to 09/15/2026. <https://www.naspo.valuepoint.org/portfolio/cloud-solutions/carahsoft-technology-corporation/>. A copy of this contract, pricelist, and Carahsoft quote are attached as backup.

The ServiceNow Management Suite and Performance Analytics were originally approved by Awards Committee for three (3) years on 04/20/2017 in the amount of \$1,106,280.70 to Carahsoft Technology Corp. This new award will end the previous award 7 months and 28 days early, and JEA will receive a credit of \$197,223.18 towards the first year of the new combined and co-termed agreement.

This request is for a five (5) year continuation for licenses, support, and analytics of the existing ServiceNow Management Suite and Performance Analytics and for a new (five) 5 year purchase of the SN Discovery module. The existing Service Now Management Suite and Performance Analytics is used to receive, track, manage, and report all Technology Services requests, incidents, and issues. It also includes Service Now Performance Analytics support that is used to analyze all Technology Services requests, incidents, issues, and comments. This is also a new request for the ServiceNow Discovery module that identifies, analyzes, and manages TS capital assets lifecycles. The SN Discovery module will provide the management of Asset and Configuration Item (CI) and automate the collection of CI data. JEA's existing SN Management Suite is storing Asset and CI data, this data is not being actively managed in SN but rather JEA is utilizing a separate Information Technology Asset Management (ITAM) solution. The SN Discovery module will replace this functionality and allow assets and data to be actively managed within SN.

The main combined benefits of these technologies are seen below:

- Manage asset lifecycle processes in SN (Receiving, Stock Management, Asset movement, Asset retirement)
- Develop life cycle Health of assets to include, but not limited to fields in Configuration Management Database (CMDB) specific to servers or systems (Oracle, CC&B...) with red, yellow and green life cycle status on devices with databases, servers, applications, network, etc.

Through negotiations, a five (5) year agreement option allowed for JEA to receive the highest discount levels beyond NASPO pricing of twenty-three percent (23%) discount off list price, or a twenty two percent (22%) discount from NASPO pricing. JEA will continue to receive NASPO discounted fixed rate pricing for the ServiceNow Management Suite to maintain the existing price for an additional five (5) years with no escalations for five (5) years. Performance Analytics and the Discovery module will also have no escalations for five (5) years. Escalation is typically at least a five percent (5%) increase annually with equates to \$78,593.61 in savings for five (5) years all modules. JEA is receiving savings off the NASPO pricing over five (5) years of \$307,543.51 for the ServiceNow Management Suite and \$166,732.97 for ServiceNow Performance Analytics and for the Discovery Module. Meeting the necessary budget for this award will include a \$90,000.00 transfer from HE20700 to HE30902 in FY20 and \$72,000 will be added during budget cycle to HE30902 for FY21 budget.

Procurement tracks two different types of savings. The total cost difference is comparing the current pricing with the proposed pricing (+/-). The total sourcing savings is determined by negotiations, BAFO savings and value added savings. Below is the breakdown:

- * Total cost difference: N/A
- * Total sourcing savings: \$552,870.09


The table below shows the benefits of piggybacking off the NASPO agreement using the five (5) year option as compared to other options:

Service Now Contract	Cost Comparison Five (5) Year Term				
	GSA with Credit	NASPO with Credit	JEA Pricing with Credit	JEA Savings from NASPO with credit	JEA Cost Avoidance from Fixed Rate Pricing
Year 1	\$264,624.12	\$219,802.26	\$172,233.30	\$47,568.96	
Year 2	\$471,975.30	\$471,369.84	\$364,692.96	\$106,676.88	\$18,234.65
Year 3	\$471,975.30	\$471,369.84	\$364,692.96	\$106,676.88	\$19,146.38
Year 4	\$471,975.30	\$471,369.84	\$364,692.96	\$106,676.88	\$20,103.70
Year 5	\$471,975.30	\$471,369.84	\$364,692.96	\$106,676.88	\$21,108.88
Totals	\$2,152,525.32	\$2,105,281.62	\$1,631,005.14	\$474,276.48	\$78,593.61

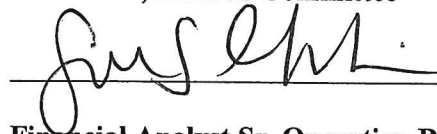
Request approval to award a five (5) year contract to Carahsoft Technology Corp., for ServiceNow licenses, support, and analytics for continued ServiceNow help desk services ticketing system and Implementation of the ServiceNow Discovery Module in the amount of \$1,631,005.14, subject to the availability of lawfully appropriated funds.

Manager: Quarterman, Diane - Mgr Operations & Help Desk Support
Director: Datz, Stephen H. - Manager, Technical Services
VP: Eads, Shawn W. – VP & Chief Information Officer

APPROVALS:

 8/29/19

Chairman, Awards Committee Date

 8/29/19

Financial Analyst Sr, Operating Budget Date



Formal Bid and Award System

Award #3 August 29, 2019

Type of Award Request: CHANGE ORDER
Request #: 6682
Requestor Name: Sulayman, Mickhael S.
Requestor Phone: (904) 665-8713
Project Title: JEA/JTA Interagency Agreement
Project Number: Various
Project Location: JEA
Funds: Capital
Budget Estimate: N/A

Scope of Work:

This request is to increase the existing Jacksonville Transportation Authority (JTA) Mobility Works Program interagency agreement funding cap by \$4,410,906.00. The JTA Mobility Works Program consists of the remaining road improvement projects that were not completed as part of the Better Jacksonville Plan along with new JTA corridor improvement projects. JEA and JTA are partnering to provide a joint project effort to complete all transportation and utility improvements to ensure successful project delivery and minimize community impact.

This award will impact the following JEA Measures of Value:

- **Community Impact Value:** Communities will have fewer traffic issues due to construction due both JTA and JEA projects being completed at the same time vs. one after another.
- **Financial Value:** JEA saves money by not having to pay the restoration efforts for the projects since JTA is paying for that cost.

JEA IFB/RFP/State/City/GSA#: N/A
Purchasing Agent: Kruck, Daniel R.
Is this a Ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
JACKSONVILLE TRANSPORTATION AUTHORITY	Sonja Banks	slbanks@jtafla.com	121 West Forsyth Ave, Jacksonville, FL 32202	(904) 630-3162	\$4,410,906.00

Amount of Original Award: \$4,012,000.00
Date of Original Award: 04/09/2015
Change Order Amount: \$4,410,906.00

List of Previous Change Order/Amendments:

CPA #	Amount	Date
144154	\$4,873,000.00	12/08/2016

New Not-To-Exceed Amount: \$13,295,906.00
Length of Contract/PO Term: Three (3) Years w/Two (2) - Two (2) Yr. Renewal
Begin Date (mm/dd/yyyy): 06/01/2015
End Date (mm/dd/yyyy): 12/31/2020
Renewal Options: One (1) Remaining
JSEB Requirement: N/A - JTA and JEA Joint Projects

Background/Recommendations:

Originally approved by Awards Committee on 04/05/2015, in the amount of \$4,012,000.00 to the Jacksonville Transportation Authority (JTA). A change order for additional work was approved by the Awards Committee on 12/08/2016, in the amount of \$4,873,000.00. A copy of the original award and change order are attached as backup.

The JTA Mobility Works Program consists of road improvement projects that were not completed as part of the Better Jacksonville Plan along with new JTA corridor improvement projects. In June 2015, JEA and JTA entered into a Joint Project Agreement indicating how JEA utilities will be incorporated into the JTA Mobility Works roadway projects. The agreement had a \$4,410,906.00 funding cap and was for a three (3) year period with two (2) – two (2) year, renewal options.


In the four (4) years since the agreement was signed, JEA and JTA have identified additional capital improvement projects. The additional JEA projects, estimated at \$4,410,906.00, are within the current five (5) year capital budget plan and are identified on the attached table, included as backup to this award.

It should be noted that the existing agreement for interagency coordination services has worked well since its inception providing needed framework to facilitate the work covered in this award; effective interagency planning and coordination; and communication and outreach to minimize traffic and other potential project interface issues, which could impact customers and the community.

Request approval to award a change order to Jacksonville Transportation Authority, for various utility improvement projects associated with the JTA Mobility Works Program in the amount of \$4,410,906.00, for a new not-to-exceed amount of \$13,295,906.00, subject to the availability of lawfully appropriated funds.

Director: Conner, Sean – W/WW Project Engineering & Construction
VP: Calhoun, Deryle – VP/GM Water/Wastewater Systems

APPROVALS:

 8/29/19

Chairman, Awards Committee

Date

 8/29/19

Financial Analyst Sr., Operating Budget

Date



Formal Bid and Award System

Award #4 August 29, 2019

Type of Award Request: MISCELLANEOUS
Request #: 6685
Requestor Name: Hamilton, Thomas R.
Requestor Phone: (904) 665-5797
Project Title: Nassau County MOU - Engineering Services for Pages Dairy Water Main
Project Number: 8005535
Project Location: JEA
Funds: Capital
Budget Estimate: \$700,000.00 (engineering estimate)

Scope of Work:

The scope of work for this project includes engineering and construction of approximately 1,500 feet of 16" water main on Felmor Road (includes approximately 130' of 30" encased railroad crossing), and approximately 14,200 feet of 16" water main along Pages Dairy Road. This water main will improve the connection between the West Nassau Water Treatment Plant (WTP) and the Nassau Regional WTP service area. This new pipe will be the first in a series of improvements to the Nassau County grid that will allow better connectivity as well as providing infrastructure for future developments.

This project impacts the following JEA Measures of Value:

- Customer Value: Currently there is not potable water supply in this territory. This project will add customers to JEA's water service
- Community Impact Value: This project will provide redundancy to JEA's potable water supply lines
- Environmental Value: Less private wells will be drawing from the aquifer
- Financial Value: New customers will be added to JEA's water service

JEA IFB/RFP/State/City/GSA#: N/A
Purchasing Agent: Kruck, Daniel R.
Is this a ratification?: NO

RECOMMENDED AWARDEE(S):

Name	Contact Name	Email	Address	Phone	Amount
NASSAU COUNTY	Robert Companion	rcompanion@nassaucountyfl.com	96161 Nassau Pl, Yulee, FL 32097	(904) 530-6225	\$93,921.74

Amount for entire term of Contract/PO: \$93,921.74
Award Amount for remainder of this FY: \$93,921.74
Length of Contract/PO Term: Project Completion
Begin Date (mm/dd/yyyy): 09/03/2019

End Date (mm/dd/yyyy):

Project Completion (Estimated: March 2021)

JSEB Requirement:

N/A – Nassau County

Background/Recommendations:

Nassau County has an existing road widening project along Pages Dairy Road in JEA project path. Nassau County has agreed to have their engineer contractor (Connelly & Wicker), which was competitively bid, design the portion of JEA's project that is overlapping the road widening project. Nassau County followed the Consultants Competitive Negotiation Act (CCNA) guidelines in bidding out the engineering for this project. Nassau County will then have two (2) separate solicitations, one for Construction Engineering Inspection (CEI) services, and one for construction of the project. JEA will enter into contract with each successful bidder in accordance with the Memorandum of Understanding (MOU).

By entering into this MOU with Nassau County JEA expects to save approximately \$606,078.26 in engineering fees due to the fact that Nassau County has already completed most survey requirements and subsurface investigations. JEA will also save costs during the construction phase by not having to pay for road restoration efforts and additional mobilization fees by the contractor. Any unused funds at the end of the project will be returned to the capital holding account.


Request approval to award a contract to Nassau County, for engineering services for the Pages Dairy Water Main project in the amount of \$93,921.74, subject to the availability of lawfully appropriated funds.

Manager: DiMeo, Elizabeth A. – Mgr W/WW Project Management


Director: Conner, Sean M. – Dir W/WW Project Engineering & Construction

VP: Calhoun, Deryle I. – VP/GM Water Wastewater Systems

APPROVALS:

 _____ 8/29/19

Chairman, Awards Committee **Date**

 _____ 8/29/19

Financial Analyst Sr., Operating Budget **Date**