

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/06/2023

Contract/Lease Control #: C21-3052-COR

Procurement#: SOLE SOURCE

Contract/Lease Type: AGREEMENT

Award To/Lessee: JUSTICE BENEFITS, INC (JBI)

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 03/12/2023

Expiration Date: 03/11/2024 W/ AUTO YEARLY RENEWALS

Description of: SCAPP GRANT SERVICES

Department: COR

Department Monitor: ESMOND

Monitor's Telephone #: 850-689-5685

Monitor's FAX # or E-mail: EESMOND@MYOKALOOSA.COM

Closed:

CC: BCC RECORDS



CONTRACT/LEASE RENEWAL FORM

Date: December 22, 2022
Company JBI - Justice Benefits, Inc.
Attn: Michael Moore
Address 1711 E Beltline Rd
City, St, Zip Coppell, TX 75019
RE: Contract Annual Renewal

Dear Mr. Moore,

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C21-3052-COR for an additional term. The contract renewal period will be 03/12/2023 to 03/11/2024. The annual budgeted amount for this contract is \$17% revenue. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director
Signature: 

Date: 12/22/22

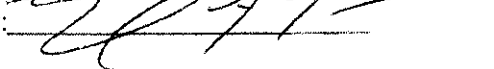
Approved By: John Hofstad Digitally signed by John Hofstad
Date: 2023.01.06 11:27:36 -0500
(as prescribed below on item 1)
County Administrator

Date: _____

Approved By: Faye Douglas Digitally signed by
Faye Douglas
Date: 2023.01.06
12:37:28 -0600
(as prescribed below on item 1)

Date: _____

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: 

Approved By: Michael F. Moore

Title: Sr. Vice President

Date: 1/6/2023

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.
If you have any questions please contact the Purchasing Manager at 850-689-5960, Fax: 850-689-5970



SOLE SOURCE PURCHASE JUSTIFICATION REQUEST

A sole source is when the commodity or service can be legally purchased from only one source. This is usually due to the source owning patents and/or copyrights. A requirements for a particular proprietary item does not justify a sole source purchase, if there is more than one potential supplier for that item. Use of Brand Names and Model numbers does not constitute a sole source.

Date: 12/05/2022

PR No:

Requestor: Director Nolan Weeks

Phone No: (850) 689-5763

Department/Division: Corrections

Item Description: SCAAP grant services to compile required undocumented inmate data in correct format for State Criminal Alien Assistance grant application process by deadline date.

Vendor: Justice Benefits, Inc. (JBI)

Vendor's Address: 1711 E Beltline Rd, Coppell, TX 75019

Vendor's Telephone No: (800) 835-2164

Point of Contact: Mike Moore X743

Sole Source Justification: (attach additional docs if any) After researching grant services companies we found that JBI is the only company that can pull and compile the specific data required and provide the exact reporting format needed for the SCAAP grant application.

Check One:

- The item is available only from **ONE** vendor (sole source justification is above or attached).
- Federal Awarding Agency or Pass Through Agency authorizes noncompetitive negotiations (letter of authorization is attached).

Chief Nolan S. Weeks III Digitally signed by Chief Nolan S. Weeks III
Date: 2022.12.06 13:46:16 -06'00'

12/06/2022

Requesting Department Director Signature (or authorized Designee)

Date

REVIEW BY OMB AND PURCHASING

Approved:

OMB and Purchasing Department Comments:

Agreement signed March 2021 with auto renewals. We will use county base-line term of 3 years, 2 renewals as time line to re-solicit.

Denied:

Agreement C21-3052-COR

OMB Director Signature Faye Douglas Digitally signed by Faye Douglas
Date: 2022.12.07 11:18:24 -06'00'

Date