

**This RFP issued
on 11/16/2015**



Orange County Comptroller

REQUEST FOR PROPOSAL

MINUTES AUTOMATION AND DOCUMENT MANAGEMENT SOLUTION

RFP # 2016-01-CLK

PURPOSE

The Orange County Comptroller's Office, Orange County, Florida (Comptroller) is soliciting proposals for software to efficiently manage Board of County Commissioners (BCC) meeting minutes. This meeting minutes/documentation management solution must provide Orange County citizens, the BCC, and County staff access to integrated records including BCC meeting minutes, video, and BCC meeting materials.

INSTRUCTIONS TO PROPOSERS

Proposers desiring to provide services, as described in this Request for Proposal (RFP) must submit one (1) paper original and one (1) electronic copy (preferably as a pdf on a jump drive or CD) no later than **3:00 p.m. Eastern Time on January 18, 2016**. Both copies must be received by the time stated. Proposals received after the specified time will not be considered. The time/date stamp clock located in the Comptroller's Clerk of the BCC Office will serve as the official authority to determine arrival of any proposal.

Proposals should be submitted to:

Orange County Comptroller
c/o Comptroller's Clerk of the BCC Office
201 S. Rosalind Avenue, 4th Floor
Orlando, Florida 32801
Telephone Number: 407-836-7300

All proposals will be opened publicly, and the names of all proposers will be read aloud.

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SECTION 1
INTRODUCTION

1.1 SUBMITTAL REQUIREMENTS

Proposals must be sealed and proposers should indicate on their proposal the following:

- A. Request for Proposal (RFP) # 2016-01-CLK
- B. Date of Opening: January 18, 2016
- C. Name of Proposer

Responses by telephone, telegram, e-mail or fax will not be accepted. Such responses will be rejected as non-responsive regardless of where such responses are received.

It is the sole responsibility of the proposer to ensure that his or her proposal reaches the Comptroller on or before the closing date and time. The Comptroller will in no way be responsible for delays caused by any occurrence including deliveries made to any place other than the specified address.

All proposals, corrections, and changes must be signed by a designated signor having authority to bind the proposer.

1.2 GENERAL TERMS AND CONDITIONS

- A. The Comptroller reserves the right to accept or reject any or all proposals, in whole or in part, with or without cause, to waive technicalities, or to accept the proposal which, in the Comptroller's sole judgment, best serves the interests of the Comptroller, or to award a contract to the next most qualified proposer if a successful proposer does not execute a contract within 30 working days after the award of the proposal.
- B. The Comptroller reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
- C. Any proposal may be withdrawn until the date and time set on Page 1 for the submission of the proposals. Any proposals not withdrawn must constitute an irrevocable offer for a period of 60 working days to provide the services set forth in this RFP to the Comptroller, unless released earlier by the Comptroller.

- D. Any contract resulting from the acceptance of a proposal must be in a form either supplied by or approved by the Comptroller and must contain, as a minimum, applicable provisions of the RFP and the proposer's response. The Comptroller reserves the right to reject any contract that does not conform to the RFP and any Comptroller requirements for contracts.
- E. The winning proposer may not assign any interest in the contract and may not transfer any interest in the same without prior written consent of the Comptroller.
- F. A proposer may wish to sub-contract a portion of the work or combine its talents and resources with another proposer in responding to this RFP. However, in those instances, a prime proposer must be designated that will be accountable for the entire proposal and any contract that may result. Any sub-contractor must be disclosed by the proposer when responding to this RFP, including the work to be performed by the sub-contractor.
- G. Costs for preparation of a response to this RFP are solely those of the proposer. The Comptroller assumes no responsibility for any such costs incurred by the proposer. All proposals become the property of the Comptroller and are subject to the Florida public records law.

1.3 QUESTIONS REGARDING THIS RFP

Except as specified below, a proposer must not direct any queries or statements concerning its proposal to the Comptroller or her staff during the selection process, from the time of release of this RFP until the execution of a contract, unless contact is initiated by an employee of the Comptroller. Failure to comply with this provision may result in the disqualification of the proposer.

All questions or concerns regarding this RFP must be submitted in writing to Katie Smith, Comptroller Clerk's Office, 201 S. Rosalind, Orlando, FL 32801, or by fax to Katie Smith at 407-836-5382, or by email to katie.smith@occompt.com by **no later than December 11, 2015**, referencing this RFP number.

The Comptroller may provide clarifying information or issue an addendum in response to questions or concerns regarding this RFP for distribution to all known prospective proposers, either by mail, fax, email, and/or posting on our web site (www.occompt.com).

The Comptroller is bound by statements made or information given during the procurement process and award ONLY when such statements or information are written and executed under authority of Carol Foglesong, Assistant Comptroller of the Orange County, Florida, Comptroller's Office, or Katie Smith, Department Manager for the Comptroller Clerk's Office, Orange County, Florida. This provision exists solely for the convenience and administrative efficiency of the Comptroller. No proposer or other third party gains any rights by virtue of this provision or the application thereof, nor will any proposer or third party have any standing to sue or have any cause of action arising from this section.

1.4 INSURANCE COVERAGE

The proposer will obtain or possess the following insurance coverage, and will provide Certificates of Insurance to the Comptroller to verify such coverage.

- Workers' Compensation - The proposer must provide coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 for Employers' Liability. Said coverage must include a waiver of subrogation in favor of the Comptroller and its agents, employees, and officials.
- Commercial General Liability - The proposer must provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits must be not less than \$500,000, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit must either apply separately to this contract or must be at least twice the required occurrence limit.

1.5 ACCESS AND AUDITS

The proposer must maintain complete and accurate books, records, and documents to justify all services performed and all charges pursuant to the contract in accordance with standard and acceptable accounting practices. Such records and documents must be maintained for a minimum of five years after completion of all services under contract. The Comptroller and/or her authorized employees or designees must have reasonable access to such books, records, and documents of the proposer as needed in the opinion of the Comptroller for the purpose of inspection or audit during normal business hours at the proposer's facility. Proposer will provide copies of all such books, records and documents to the Comptroller Clerk's Office at proposer's expense.

1.6 PUBLIC RECORDS REQUESTS

In accordance with Section 119.0701(2), Florida Statutes, the proposer must comply with Florida public records laws, specifically to:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

1.7 CONVICTED VENDOR LIST

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime: 1) may not submit a bid or proposal to provide any goods or services to a public entity; 2) may not submit a bid or proposal with a public entity for the construction or repair of a public building or public work; 3) may not submit bid or proposal on leases of real property to a public entity; 4) may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and 5) may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

SECTION 2
GENERAL INFORMATION

2.1 DESCRIPTION OF THE PROJECT

This project involves the acquisition, installation, training, and on-going system maintenance and support for the system solution. This project will entail the procurement of software, hardware, licenses, professional services, and data conversion. This project includes the conversion of data from the existing Comptroller files, which are primarily in PDF format.

2.2 COMPTROLLER OBJECTIVES

The Comptroller is committed to incorporating appropriate technology that will improve the level of service provided to the citizens, the BCC, and County staff. The Comptroller's goal is to implement an integrated system that will address the following Comptroller objectives:

- Provide a comprehensive, end-to-end, organization-wide BCC meeting minutes/documentation management software system that accommodates expanding needs, improves access to information, and streamlines management processes. The integrated system will include a voting record and video-streaming.
- Improve operational efficiency and minimize costs for providing archival records to the public.
- Operate mission critical technology without any service disruptions.

The meeting minutes/documentation management solution must provide greater efficiency and flexibility for Comptroller staff while providing greater access to information to the citizens, the BCC and staff. By combining video and text with database indexing, the ability to research and find needed information after BCC meetings are held will be enhanced.

2.3 BACKGROUND OF BUSINESS PROCESSES

County staff creates the BCC meeting agenda under the direction of the County Mayor and County Administrator. County staff distributes 55 paper copies of the BCC meeting agenda, and Board documentation, to BCC members, Comptroller staff, and other various recipients. County staff also publishes the BCC meeting agenda on the County's website (www.OrangeCountyfl.net) in PDF format.

Comptroller staff, acting as Clerk of the Board, prepares the official BCC meeting minutes, and serves as custodian of all Board documents. In accordance with the [Florida Department of State General Records Schedule GS1-SL](#), the BCC meeting minutes must be kept permanently. Currently, under contract with an outside vendor, all 300 dpi digitized images are copied to 16 mm silverbase archival microfilm.

The BCC sets County policy, adopts and implements laws. County staff carries out day-to-day operations. BCC responsibilities include, but are not limited to:

- Adopting, amending and repealing all County ordinances, which are essentially laws of the County.
- Approving the County's annual budget.
- Operating all departments including:
 - Administrative Services
 - Community, Environmental and Development Services
 - Convention Center
 - Corrections
 - Family Services
 - Fire Rescue
 - Family Services
 - Health Services
 - Public Works
 - Utilities

The BCC meets on various Tuesdays of each month.

2.3.1 Pre-BCC Meeting Processes

Consent and Discussion Agenda: The BCC meeting morning session usually consists of public comment, consent items, discussion topics and worksessions. The afternoon session is typically comprised of public hearings.

- County staff submits paper and electronic copies of Consent and Discussion Agenda BCC Staff Memos to the Agenda Development Office (Agenda Development). Agenda Development creates the BCC meeting agenda in conjunction with BCC action requests submitted by County staff.

- The BCC meeting agenda packet is published on the County's website in PDF format. The BCC meeting agenda packet includes hyperlinks to the Staff Memos and BCC meeting documentation.
- Comptroller staff receives electronic copies of BCC meeting agendas in Microsoft Word format.
- Comptroller staff receives original paper copies of BCC action requests and meeting documentation. BCC meeting documentation includes Staff Memos to the Board, as well as original documents requiring approval and signatures.
- Comptroller staff compares paper versions of Staff Memos and documents to what is contained in the BCC meeting agenda. Comptroller staff often requests clarification from Agenda Development as there are discrepancies in the content between the document formats. (Board action requests need to be consistent throughout the process to ensure that Board approvals are accurately documented by Comptroller staff.)
- Also, Comptroller staff receives Instruction Memos from County staff explaining the distribution of all Staff Memos and Board approved documents. Each department submits one Instruction Memo per meeting, which includes all that department's divisions. Various memos are distributed to appropriate County staff.
- Comptroller staff begins preparation for processing County staff requests and documents prior to the BCC meeting. Requests requiring signatures are flagged and held for signatures until such time as the BCC takes action. County Staff Memos are held for "stamping," i.e., Approved, See Minutes for Motion, Deleted.

Public Hearings:

- Comptroller staff receives electronic copies of Public Hearing Requesting Memos in Microsoft Word format. Comptroller staff extracts (copies) pertinent information to create newspaper advertisements.
- Comptroller staff also receives paper copies of Public Hearing Requesting Memos. Comptroller staff compares the electronic and paper copies to ensure all content information is identical. Comptroller staff archives the electronic copy in PDF format.

- Comptroller staff prepares and maintains the Public Hearing Long Range Agenda. Public Hearings are scheduled in the order in which requests are received. The Long Range Agenda is sent to Agenda Development weekly on Friday.
- Comptroller staff receives electronic copies of Public Hearing Staff Reports in Microsoft Word format. Staff extracts (copies) critical information from the report for insertion into the BCC meeting minutes.
- Information included in the Public Hearing Staff Report is often different than what was presented on the Public Hearing Requesting Memo, and advertised to the citizens. Comptroller staff notifies County staff of these differences to ensure that Board approvals are accurately documented.
- County staff usually offers a PowerPoint presentation during the public hearing. If during the public hearing Comptroller staff recognizes a discrepancy between the presentation and Public Hearing Staff Report, clarification is requested prior to the Board's final vote.

2.3.2 BCC Meeting Processes

- The County Mayor conducts the meeting based on the agenda presented. The County Mayor controls the agenda and all means of communication within the meeting including microphones.
- Comptroller staff prepares official meeting minutes. Meeting minutes correspond to the order of Board actions. BCC meeting minutes are prepared in Microsoft Word format.
- During the meeting, and after approved by the Board, Comptroller staff delivers documents to the County Administrator for signature. These documents are typically signed by the end of the morning session.
- County staff creates a video recording of the entire meeting. The video is indexed in order of the agenda and published on the County's website within three business days.
- Comptroller staff creates an audio recording of the entire meeting using Audacity software. The audio is published on the Comptroller's website within one business day.

2.3.3 Post-BCC Meeting Processes

- Comptroller staff prepares the Board Actions Taken (BAT). Comptroller staff

publishes the BAT for immediate access on the Comptroller's website.

- The BAT is neither indexed nor linked to either the audio or video recordings.
- Comptroller staff manually stamps paper copies of County staff memos as acted upon by the BCC, i.e., Approved, See Minutes for Motion, Deleted.
- Comptroller staff attests by signature all County signatures on paper copies of Board documents, and affixes the official Board seal.
- Comptroller staff scans and stores copies of Staff Memos and executed Board documents.
- A second member of Comptroller staff verifies that copies of Staff Memos and Board documents have been accurately scanned in accordance with Board approvals.
- All paper copies of Staff Memos and Board documents are returned to the submitting department via interoffice mail.
- Draft meeting minutes are prepared and published on the Comptroller's website within one week of the meeting.
- The County Attorney's Office delivers to Comptroller staff ordinances adopted by the Board. Comptroller Staff reviews the final document for consistency with the Board's actions.
- Comptroller staff electronically sends ordinances to the Florida Department of State, and electronically notifies Municode of the code change.
- Comptroller staff obtains electronic copies of PowerPoint presentations from County staff. Comptroller staff publishes PowerPoint presentations on the Comptroller's website.
- Comptroller staff maintains an "Outstanding Board Document Pending List" to ensure an accurate record of Board actions. Comptroller staff follows up with County staff to obtain electronic copies of any Board approved document not yet signed by all parties. The pending list is delivered quarterly to the County Administrator's designee.
- Annually, between 2013 and 2015, the BCC considered approximately 1,800 agenda items. The total number of pages of all agenda items considered during that time period averaged approximately 30,000 pages annually.

SECTION 3
SCOPE OF WORK

The following information must be submitted with your proposal. Proposer must respond to the information requests below, with each specification clearly identified. Failure to provide this information will negatively impact the evaluation of your proposal or may render your proposal non-responsive.

Proposers may be required to provide a webinar demonstration using a working copy of its product and an Orange County BCC agenda during the RFP evaluation. Product literature and/or brochure may also be included in the RFP response.

3.1. PROPOSER PROFILE

3.1.1 Qualifications of the Organization

- A. Provide a description and history of the proposer focusing on previous similar experience. Preference may be given to organizations that have provided similar services to other counties.
- B. Include a statement regarding how long your solution has been on the market for sales, and how long your solution has been in use for government agencies.
- C. List at least three and no more than six references for which the proposer has performed work similar in nature and volume, including the contact name, address, telephone number, email address, and date of the contract. Be sure to indicate the type of work done for the referenced entity.
- D. Provide a copy of the most recent Annual Financial Statement of the proposer. All financial information will be kept confidential upon request, to the extent allowed by Florida law.

3.1.2 Qualifications of Staff

- A. Include a listing and brief (no more than one page) resumes of key staff to be assigned to provide the required services, describing experience, training, and education in the required services.
- B. Identify staff experience working with governmental entities and list those projects.

- C. Identify the Project Manager who will be in charge of the project for the proposer from commencement until completion.

3.1.3 Support

- A. Define your system support and maintenance plans. Are there options? And if so, at what costs?
- B. Outline any on-going training. Describe the frequency and location of training, and any associated costs.
- C. Provide an explanation on how you solicit and incorporate client suggestions for feature enhancements to your solution. Do you have a users' group?
- D. Describe how software glitches are reported by your clients and fixed by your support team.

3.1.4 Technical Approach

- A. Provide a description of the proposer's approach to the project, delineating phases, if any, and including your "best professional judgment" time line for delivery of services. Be sure to include testing, quality control, and staff training.
- B. Proposers should offer alternative solutions/options to current procedures in order to achieve successful completion of the work outlined.

3.2 PHYSICAL ASSESSMENTS

Prior to the successful proposer entering into a final contract, proposers may be required to perform a physical assessment of the existing BCC chambers located at 201 S. Rosalind Avenue, Orlando, Florida 32801. The purpose of this assessment is to recommend any changes to existing equipment. Proposers should include descriptions and illustrations which demonstrate the ability for the new system to be optimized by hardware enhancements. Hardware costs must be included in the cost proposals under optional items.

3.3 INFRASTRUCTURE

3.3.1 Is your software based on an open or closed architecture, and what is it?

- 3.3.2 Describe your computing and storage recommendations for the proposed solution.
- 3.3.3 If your solution is hosted, include details relative to costs, and provide a response to each of the following:
- A. What are your firm's disaster recovery plans?
 - B. What is your latest security accreditation or Evaluation Assurance Level if available?
 - C. What tier standard does your hosting facility have?
 - D. Describe any capacity limits to data storage and the costs to add data storage, if applicable.
 - E. Identify any restrictions relative to how long data can be stored.
 - F. Are backout plans available to retrieve our data at the conclusion of the contract period?
- 3.3.4 If your solutions are not hosted, what is your recommendation for the on premise Comptroller system?
- 3.3.5 Is there a limit to the number of users who can simultaneously access the system?
- A. If so, describe the limits. What is your best recommendation for the Comptroller system?
 - B. What are the bandwidth requirements for on premise hosting of the proposed solution?
 - C. What is the cost to add licenses or seats?
- 3.3.6 Describe the system's word processing integrations.
- 3.3.7 What is the system's searching capability, both internal to Comptroller staff and external by citizens and County staff?
- 3.3.8 Provide an explanation of the system's audit trails.
- 3.3.9 Identify any system integration with Municode.
- 3.3.10 Describe the system's document management integration.

3.3.11 Provide a list of file formats supported by your system. Does your system support earlier versions of file formats (for example JPG, PDF, TIF)?

3.3.12 Identify who controls security, templates, workflow control, and definitions.

3.3.13 Describe your firm's electronic voting software for elected officials.

A. Explain the system's compatibility with tablets and/or smart phones.

B. What is your best recommendation for a tablet?

3.3.14 Describe your solution's webcasting capability, as well as compatibility.

A. What player do you provide users to view media content?

B. How many users can access the web cast simultaneously?

C. Do your webcasting tools integrate with closed captioning? If so, can the closed captions be searched to find points in the media files?

3.3.15 Define your system's ability to allow for the management of board and commission rosters.

3.4 SYSTEM FEATURES

3.4.1 Provide a statement, or description when applicable, regarding ability to comply with the following system expectations. Describe any limitations.

A. What fields are automatically indexed by the system and made searchable?

B. Does the search engine allow users to perform an unlimited number of search parameters at the same time in order to do complex inquiries in a single pass?

C. Are all date fields searchable by date range, greater than, and lesser than? Define any system limitations regarding date field usage for information retrieval.

D. Can the system include meeting notes, action text, mover and seconder, and vote information and easily post them on website for public viewing?

E. Is there any ability for customers to save webpage links for later use?

- F. Explain if and how the system facilitates drafting and submitting minutes. Are there unlimited definable templates, and who can adjust the templates?
 - G. What is the average size of each of the following?
 - 1. Meeting video
 - 2. Audio
 - 3. Minutes support
 - H. Identify whether your system allows content to be imported from any word processor software, spreadsheet software, slideshow software, email messages, or cut and paste from a browser page.
 - I. Explain your system's ability to export documents (searchable pdf files, other file types).
 - J. Describe how long it takes your customers on average to produce and publish meeting results after concluding the meeting.
 - K. Does your system have multiple user groups such as staff, citizens/public, departmental, administrators?
 - L. Provide a description of your system's levels of administrative control.
 - M. Explain if and how your system redacts or masks Personally Identifiable Information (PII).
 - N. Does your system enable the user to highlight text, bookmark items of interest, and take notes on their own electronic copy of the document? Are there other options available?
 - O. Explain your system's ability to create certification blocks for documents going to court or to other governmental jurisdictions.
 - P. Describe how your system indicates approval of the requested BCC action (example: by document or by page).
- 3.4.2 Provide a detailed description of your system's ability to create reports. Include types of reports generated by your system.
- 3.4.3 Provide a statement regarding your system's interface capabilities.
- A. Does your system provide unique URLs for each of the pages and each

piece of content (PDFs) to allow easy linking to those URLs?

- B. Does your system apply custom branding to the proposed solution?
- C. Does your system display on multiple devices (accessible, readable and printable on multiple devices)?
- D. Does your system deliver information to the end-user via all major Web browsers (Internet Explorer®9 and greater, and current versions of Chrome™, Firefox®, Safari®)?
- E. Does your system share native content and integrate with Web 2.0 and/or social media architecture (i.e. LinkedIn, Facebook, email)?
- F. Does your system integrate and leverage email to facilitate notifications and communications?
- G. Does your system provide/use APIs to access other applications?

3.5 Fee Proposal – Attachment A

The proposer must provide all labor, equipment, manpower and other resources necessary to provide the services described in this RFP.

Acquisition	
• Hardware	\$
• Software	\$
• Licenses	\$
Installation	
• Professional Services	\$
Training	\$
Data Conversion	\$
Ongoing Maintenance	
• Year 1	\$
• Year 2	\$
• Year 3	\$
• Year 4	\$
• Year 5	\$
Ongoing Support	
• Year 1	\$
• Year 2	\$
• Year 3	\$
• Year 4	\$
• Year 5	\$

SECTION 4
SELECTION CRITERIA

A selection team made up of representatives from the Orange County Comptroller's Office will evaluate all submitted proposals on the below criteria within approximately 60 working days. The Comptroller reserves the right to request clarification of information submitted and additional information of one or more proposers.

CRITERIA	WEIGHT
Company qualifications including references and Financial Statement	35
Staff qualifications including resumes and experience with governmental entities	15
Technical Approach	30
Fee Schedule	20

SECTION 5
APPENDICES TO RFP #2016-01-CLK

4.1 Written Agreement and Required Forms

The information in the appendices is a material part of this RFP. All associated forms must be completed and submitted as an Appendix to your Proposal.

1. Agree in writing to **Appendices A, B, and C.**
2. Complete **Appendix D** (Authorized Signatories/Negotiators Form)
3. Complete **Appendix E** (Drug Free Workplace Form)
4. Complete **Appendix F** (Conflict/Non-conflict of Interest Statement and Litigation Statement Form - with attachments as necessary)

Appendix	Topic
A	Audit
B	Tobacco Free Campus
C	Equal Opportunity
D	Authorized Signatories/Negotiators Form
E	Drug Free Workplace Form
F	Conflict/Non-Conflict of Interest Statement Form

Appendix A AUDIT

The awarded proposer must establish and maintain a reasonable accounting system, which enables ready identification of proposer's cost of goods and use of funds. Such accounting system must also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five years after completion of this contract. The Comptroller or its designee must have access to such books, records, subcontract(s), financial operations, and documents of the proposer or its subcontractors as required complying with this section for the purpose of inspection or audit anytime during normal business hours at the proposer's place of business. This right to audit must include the proposer's subcontractors used to procure goods or services under the contract with the County. Proposer must ensure the County has these same rights with subcontractor(s) and suppliers.

Appendix B TOBACCO FREE CAMPUS

Virtually all Orange County operations under the Board of County Commissioners are designated as tobacco free. This policy applies to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on County-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, electronic cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes, and/or contract enforcement remedies.

Appendix C EQUAL OPPORTUNITY

It is hereby declared that equal opportunity and nondiscrimination must be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the proposer must abide by the following provisions:

1. The proposer must represent that the proposal has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
2. The proposer must allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
3. The provisions of the prime contract must be incorporated by the proposal into the contracts of any applicable subcontractors.

Appendix D AUTHORIZED SIGNATORIES/NEGOTIATORS

The proposer represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder or proposer will be duly bound:

Name	Title	Telephone Number

Signature

Title

Name of Business

The proposer must complete and submit the following information with the bid or proposal:

Type of Organization

- Sole Proprietorship Partnership
 Joint Venture Corporation

State of Incorporation _____

Federal Tax I.D. or Social Security number _____

E-mail Address _____

Appendix E DRUG-FREE WORKPLACE FORM

The undersigned proposer, in accordance with Section 287.087, Florida Statutes, hereby certifies that _____ does:
(Name Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Section 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this Proposal complies fully with above requirements.

Proposer's
Signature

Date

Appendix F

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

- To the best of our knowledge, the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

- The undersigned proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

- The undersigned proposer has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

- The undersigned proposer, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

AUTHORIZED

SIGNATURE NAME

(PRINT OR TYPE) TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.