Exhibit 1
Page 1 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Solicitation TEC2115735P1

Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Bid Designation: Public

Broward County Board of County Commissioners

Bid TEC2115735P1
Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Bid Number	TEC2115735P1
Bid Title	Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)
Bid Start Date	In Held
Bid End Date	Sep 9, 2099 5:00:00 PM EDT
Question & Answer End Date	Sep 9, 2099 2:00:00 PM EDT
Bid Contact	Maryann Berchiolli
	954-357-6284
	mberchiolli@broward.org
Bid Contact	Leahann Licata
	954-357-6082
	llicata@broward.org
Contract Duration	**5 years**
Contract Renewal	**2 annual renewals**
Prices Good for	**120 days**
Pre-Bid Conference	**Sep 9, 2099 2:00:00 PM EDT**
	Attendance is optional
	Location: Broward County Governmental Center
	115 South Andrews Avenue
	Fort Lauderdale, FL 33301
	Room: TBD
	Attendance at the pre-submittal meeting is optional. This information session presents an opportunity for proposers to clarify any concerns regarding the solicitation's requirements. The vendor is cautioned that, although the pre-submittal meeting is optional, no modification or any changes will be allowed in the pricing because of the failure of the vendor(s) to have attended the pre-submittal meeting.
	If you require any auxiliary aids for communication, please call 357-6066 so that arrangements can be made in advance.
Bid Comments	<u>**Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.**</u>
	Request For Proposal (RFP) No. TEC2115735P1
	Scope of Work: This project is for the purchase of a Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS) to enable the Libraires Division to effectively manage the processes of acquiring, describing and making available all library resources. The ILS/DS is to be provided as a Software as a Service (SaaS) delivered over the internet for the Broward County Libraries Division in accordance with the Scope of Work. Broward County Libraries (BCL) <u>will not</u> consider open source solutions for an ILS/DS.
	Any vendor who participated in the development of the Scope of Services and requirements for this RFP solicitation is prohibited from submitting a proposal for the RFP as either the prime vendor or a sub-consultant to the prime vendor.

Goal Participation: This solicitation includes participation goals for Broward County certified County Business Enterprises. Refer to Special Instructions and the Office of Economic and Small Business Development Requirements section for additional information.

Questions and Answers: The County provides a specified time for Vendors to ask questions and seek clarification regarding the requirements of the solicitation. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via BidSync.

Electronic Submittal: Vendor <u>MUST</u> submit its solicitation response electronically and <u>MUST</u> confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the Purchasing Division website or contact BidSync for submittal instructions. It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through BidSync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.

Item Response Form

Item	**TEC2115735P1--01-01** - Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS): **System Equipment/Hardware**
Lot Description	Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**
	LB0033
	BROWARD COUNTY MAIN LIBRARY
	100 S ANDREWS AVENUE
	1ST FLOOR DELIVERIES
	FORT LAUDERDALE FL 33301
	Qty 1

Description
System Equipment/Hardware

Item	**TEC2115735P1--01-02** - Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS): **System Software Licenses**
Lot Description	Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**
	LB0033
	BROWARD COUNTY MAIN LIBRARY
	100 S ANDREWS AVENUE
	1ST FLOOR DELIVERIES
	FORT LAUDERDALE FL 33301
	Qty 1

Description
System Software Licenses
(including all third party software licenses)

Exhibit 1
Page 4 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Item	**TEC2115735P1--01-03** - Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS): Implementation Services
Lot Description	Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**

> LB0033
> BROWARD COUNTY MAIN LIBRARY
> 100 S ANDREWS AVENUE
> 1ST FLOOR DELIVERIES
> FORT LAUDERDALE FL 33301
> **Qty** 1

Description
Implementation Services (inclusive of installation, customization, migration and optimization)
(including all third party software implementation services)

Item	**TEC2115735P1--01-04** - Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS): Training - System Hardware and Software
Lot Description	Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**

> LB0033
> BROWARD COUNTY MAIN LIBRARY
> 100 S ANDREWS AVENUE
> 1ST FLOOR DELIVERIES
> FORT LAUDERDALE FL 33301
> **Qty** 1

Description
Training - System Hardware and Software per specified scope.

Item	**TEC2115735P1--02-01** - System Maintenance and Support Services: System Maintenance and Support Service Fees - Year 1
Lot Description	System Maintenance and Support Service Fees
Quantity	**1 lump sum**

Prices are not requested for this item.

Delivery Location	**Broward County Board of County Commissioners**

> LB0033
> BROWARD COUNTY MAIN LIBRARY
> 100 S ANDREWS AVENUE
> 1ST FLOOR DELIVERIES
> FORT LAUDERDALE FL 33301
> **Qty** 1

Description
System Maintenance and Support Service Fees - Year 1
Price: N/A (Warranty Period)
(including all third party software maintenance)

Exhibit 1
Page 5 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Item	**TEC2115735P1--02-02** - System Maintenance and Support Services: System Maintenance and Support Service Fees - Year 2
Lot Description	System Maintenance and Support Service Fees
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**

    LB0033
BROWARD COUNTY MAIN LIBRARY
100 S ANDREWS AVENUE
1ST FLOOR DELIVERIES
FORT LAUDERDALE FL 33301
Qty 1

Description
System Maintenance and Support Service Fees - Year 2
(including all third party software maintenance)

Item	**TEC2115735P1--02-03** - System Maintenance and Support Services: System Maintenance and Support Service Fees - Year 3
Lot Description	System Maintenance and Support Service Fees
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**

    LB0033
BROWARD COUNTY MAIN LIBRARY
100 S ANDREWS AVENUE
1ST FLOOR DELIVERIES
FORT LAUDERDALE FL 33301
Qty 1

Description
System Maintenance and Support Service Fees - Year 3
(including all third party software maintenance)

Item	**TEC2115735P1--02-04** - System Maintenance and Support Services: System Maintenance and Support Service Fees - Year 4
Lot Description	System Maintenance and Support Service Fees
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**

    LB0033
BROWARD COUNTY MAIN LIBRARY
100 S ANDREWS AVENUE
1ST FLOOR DELIVERIES
FORT LAUDERDALE FL 33301
Qty 1

Description
System Maintenance and Support Service Fees - Year 4
(including all third party software maintenance)

Exhibit 1
Page 6 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Item	**TEC2115735P1--02-05 - System Maintenance and Support Services: System Maintenance and Support Service Fees - Year 5**
Lot Description	System Maintenance and Support Service Fees
Quantity	**1 lump sum**
Unit Price	
Delivery Location	**Broward County Board of County Commissioners**

LB0033
BROWARD COUNTY MAIN LIBRARY
100 S ANDREWS AVENUE
1ST FLOOR DELIVERIES
FORT LAUDERDALE FL 33301
Qty 1

Description
System Maintenance and Support Service Fees - Year 5
(including all third party software maintenance)

Exhibit 1
Page 7 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

SCOPE OF WORK

PROFILE OF BROWARD COUNTY LIBRARIES DIVISION:

Broward County Libraries Division, named 2015 Library of the Year by the Florida Library Association, founded in 1974, is the largest library system in Florida by square footage. The combined locations occupy over one million square feet and is one of the busiest, with more than 7.5 million walk-in customers visiting its 38 locations annually.

Broward County Libraries circulate nine million items annually to more than one million library cardholders who can choose from over three million library materials for public use. The library receives 90,000 requests for items to be placed on hold each month. Our customers have access to Broward County Library's entire collection, with the option of picking up and returning materials at any Broward County Library location. There is a Main Library in downtown Fort Lauderdale, five regional libraries (two are located on Broward College campuses), and a host of branches and reading centers throughout the community. The African-American Research Library and Cultural Center is one of only a few such specialized libraries in the country. It features a museum, art gallery, special collections vault and state-of-the-art auditorium.

PROJECT INTENT AND BACKGROUND

Broward County Libraries (BCL) currently utilizes the CARL.X Integrated Library System platform, hosted onsite at the Main Library. Broward County Libraries wishes to acquire a Next Generation Integrated Library System (hereinafter, "ILS") and Discovery Services ("DS"). The new ILS/DS will be provided as Software as a Service (SaaS) and delivered over the internet and configured as described below. As a business decision, BCL will not consider open source solutions for an ILS/DS.

The project scope is outlined in the following sections:

1. **Applications and Interfaces** – This section describes the core applications (or their equivalent) required to meet the needs of Broward County Libraries, including applicable interface requirements and industry standards. These requirements and standards will be necessary to allow the Integrated Library System ("ILS") to operate with products from other third party providers. As part of its proposal, a provider (ILS/DS vendor) may propose alternate applications providing equivalent functionality, as determined in County's sole discretion.

2. **Product/Service Specifications**:
   2.1. Configuration Requirements. This subsection lists the configurations and functionality of the proposed solution desired by the County.
   2.2. Functionality Specifications. This subsection lists all anticipated functionality of the ILS.

Exhibit 1
Page 8 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

2.3. Implementation Requirements. This subsection identifies services relating to installation, implementation, testing, training, acceptance, and operation of the ILS.

2.4. System Availability, Maintenance and Support. This subsection presents the requirements for ongoing system availability, maintenance, repair and related services throughout the life of the contract.

3. **Functionality Checklist for Next Generation Integrated Library System (NGS/ILS)** This section provides a list of all of Broward County Libraries' requirements for the proposed ILS. Provider should answer (Yes or No) to each question to indicate whether the Provider can meet the desired functionality.

4. **Functionality Checklist for Discovery Services (DS) -** Same process as section 3, pertaining to Discovery Services.

5. **Appendices**. Utilized for reference throughout the document. Please see Appendix 4 for a Glossary of Terms and Acronyms

Exhibit 1
Page 9 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPLICATIONS AND INTERFACES

PROVISION, INSTALLATION AND SETUP OF THE FOLLOWING:

At a minimum, the proposed ILS solution should contain the following core applications, or their equivalent as determined in County's sole discretion, performing the described desired functionality.

1. CORE OPERATIONAL APPLICATIONS

FEATURE	*DESCRIPTION (for further detail, see Functionality Requirements, below)*
Bibliographic Database System	Database containing descriptive records of material commonly held by libraries, including but not limited to books, periodicals, audio-visual materials, electronic devices and links to electronic materials from within the libraries or from a third party provider.
Cataloging	The ability to create and maintain the Bibliographic Database System by allowing for adding, editing and deleting bibliographic records.
Authority Control	Create and maintain headings for bibliographic material in order to disambiguate items with similar or identical headings and to collate material that logically belong together although they present themselves differently.
Acquisitions with Fund Accounting	Selection and purchasing of materials.
Serials Control with Fund Accounting	Cataloging of publications issued in successive parts.
Online Public Access Catalog (OPAC)	Online access to the catalog. This allows for searching and reviewing material descriptions.
Portal Module	Ability for library customers to establish online accounts with the system, and facilitates personalized searches of the catalog. It should allow placing of holds, renewals, and payment of fines.
Circulation System	The system within the ILS that manages the movement of material between patrons and library locations

Exhibit 1
Page 10 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Homebound Module	A method to circulate material to patrons who cannot come into the library.
Event Management	Room reservations and scheduling.
Interlibrary Loan Management System	Facilitation of lending and tracking of material to different library institutions.
Z39.50 Client and Server	Ability to search catalog via Z39.50 interface and ability to search other ILS's via Z39.50 interface.
Management Information System/Report Generator	General reporting capabilities to show quantitative and qualitative results.
Browser based staff clients	Interfaces should use a web browser.
System Administration	Ability to administer the ILS for purposes of controlling access, setting parameters and obtaining classified reports.

2.   INTERFACES/INTEGRATION

At a minimum, the proposed solution should interface with or work in conjunction with County's existing third party solutions. In the alternate, the proposed ILS solution should provide equivalent functionality of the third-party solution, as determined in County's sole discretion, without the need for interfaces or integration with third party solutions.

Configuration with Third Party Solutions (e.g., software interfaces and hardware integration)

Third Party Solution	*Description*	*Implementation*
Syndetics Solutions	OPAC content enrichment provider	OPAC enrichment content is retrieved from Syndetics based on bibliographic data in the ILS.
Envisionware Inc.	Public PC Scheduling and Pay Printing	ILS should interface with Evisionware software to validate patron information.
Talking Tech iTiva Voice Notification System	Phone and SMS messaging of patrons/customers	ILS interfaces with iTiva and provides patron and notice information necessary for phone and text messages.
Boopsie Catalog App	BCL WOW Android/ Apple Mobile App	An App that accesses the ILS for patron, holds, renewals, fines etc.

Exhibit 1
Page 11 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

OCLC EZ Proxy	Patron authentication for remote access to databases	Authentication to the ILS and database vendors
Point of Sale (POS) – Swyer Associates	Cash Register/Point of Sale	ILS connects to POS to provide fines information and transfers payment information back to ILS.
Tech Logic	Self-checkout	ILS communicates with self check machines to perform checkouts similar to a staff client
Booksite Bookletters	Links to lists of new items by topic	Bookletters shows Libraries' new material or materials of specific interest. Emails subjects of interest to patrons
Google Analytics	Permit use of Google Analytics by allowing Google code snippet on each page	Google website access statistics
Overdrive	Ebook provider	ILS's OPAC allows users to connect to Overdrive and download Ebooks.
Gale	Gale Virtual Reference Library	
Export of information to Unique debt collection services	Gather information on delinquencies for collection	The information needed by Unique Debt Collection services exported from the ILS
DEA Event Management	Room Reservation and Event Advertising	Room reservations and Event advertising from the ILS
Ecommerce Interface	Ability to pay fines by credit card securely	Secure interface for paying fines and fees online that is PCI compliant
CLIO Software	Inter Library Loand (ILL) workflow management	ILS should work with CLIO Interlibrary Loans software
Content DM – OCLC	Content management with support for Dublin Core tagging of collections and	The ILS/DS should be able to connect via OAI Protocol for Metadata Harvesting to harvest

Exhibit 1
Page 12 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

	items in collections. CONTENTdm acts as an OAI (Open Archives Initiative) repository	metadata from CONTENTdm and incorporate it into the appropriate bibliographic fields
Collection HQ	Collection performance improvement solution	ILS export of bibliographic, item, transactional information
SIP2	Data exchange between ILS and third party software/hardware	Interface protocol between ILS and other software/hardware
Novelist –EBSCO host	Catalog enrichment powered by NoveList	Readers advisory service and catalog enrichment.
Zebra GK420t label printer compatibility	Label printer	Printers
Support for Epson T188-V thermal printers	Charge receipt printing	Printers
PCI compliance for all financial transactions	Fines and fees payments mechanisms must meet PCI compliance	Any online financial transactions must be PCI compliant
Wowbrary	A services that provides a listing of a library's new materials to patrons	Wowbrary should be able to obtain new title information from the ILS
Axis 360	Digital content subscription	Digital content subscription
Communico for Libraries	Centralized content management system	ILS should be able to supply information to Communico to allow for centralized content management
Interfaces to cultural programs and events	Cultural and event awareness	ILS should offer cultural event awareness to the public using the OPAC

Exhibit 1
Page 13 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

CAPABILITIES TO COMPLY WITH INDUSTRY STANDARDS

The proposed solution should meet or exceed the following industry standards and other listed standards:

NISO Standards:

MARC21
ANSI/NISO Z39.50-2003 (R2009) Information Retrieval: Application Service Definition & Protocol Specification
ANSI/NISO Z39.56 The Serial Item and Contribution Identifier (SICI)
NISO/ISO Z39.63 Interlibrary Loan Data Elements
ANSI/NISO Z39.71-2006 Holdings Statements for Bibliographic Items
ANSI/NISO Z39.83-2-2012, NISO Circulation Interchange Protocol (NCIP) Part 2: Implementation Profile 1 (version 2.02)
ANSI/NISO Z39.88-2004 (R2010) The OpenURL Framework for Context-Sensitive Services
ANSI/NISO Z39.93-2014 The Standardized Usage Statistics Harvesting Initiative (SUSHI) Protocol
NISO RP-11-2011 ESPReSSO: Establishing Suggested Practices Regarding Single Sign-On
NISO RP-21-2013 Improving OpenURLs Through Analytics (IOTA): Recommendations for Link Resolver Providers
NISO Z39.100-201x Standard Interchange Protocol (SIP)

ISO Standards:

ISO 10160, the Interlibrary Loan Application Service Definition
ISO 10161 the interlibrary loan (ILL) application protocol
ISO 15511:2011 specifies the International Standard identifier for libraries and related organizations (ISIL)
ISO 27729 International Standard Name Identifier

Other Standards and Protocols (see Glossary, if necessary):

COUNTER
EAD
EDIFACT
ERMI
OASIS
ONIX

Exhibit 1
Page 14 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

OSI Reference Model
SSL
SRU
SOAP
TEI
UTF-8
MARC-8

REQUIRED ADDITIONAL CAPABILITIES AND PROTOCOLS

Ability to read 11 digit Codabar Modulus 10 for Item labels
Ability to read 10 digit Codabar Modulus 10 for Patron labels
EZproxy
Active Directory

Exhibit 1
Page 15 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

PRODUCT/SERVICE SPECIFICATIONS

2.1 Configuration Specifications

This section lists the required configuration as well as certain initial and ongoing services.
Refer to **Appendix 1** – Estimated data storage and processing requirements.

1   **ILS Software-as a Service** for Broward County ("County").

    Provider will deliver ILS over the internet and be remotely operated and managed by the provider on behalf of County. The ILS should accommodate County's 2021 projected requirements for peak-hour concurrent public and staff users, as follows:

- estimated 1500 staff users, 4000 web portal and public access users over the internet;

- estimated 3000 public users at network-connected devices in libraries; and

- estimated total of 8500 peak hour connected users. The hardware servers should accommodate at a minimum 8500 peak-hour concurrent users. Provider will configure separate hardware servers for the database server and web server.

2   ILSaaS Test and Training System for County

    Provider will provide a test and training program delivered over the internet. Provider will remotely operate and manage the test and training program on behalf of County. The test and training program should accommodate, at a minimum, 500 staff users and contain the same modules as Configuration #1.1, and such models would be used for training staff, examining data migration test files, and testing software releases.

3   Discovery Services (DS)

    Provider will provide DS to search County subscription databases, OPAC, internet resources, and open content available on the web through its proposed ILS solution.

4   Social OPAC Services

    Provider's ILS solution should include social OPAC Services that allows library users to discover desired resources.

5   Services for Authority Control, RDA, FRBR, and Adaption to BIBFRAME.

    Provider's ILS solution must process County's bibliographic database of an estimated 1,175,000 MARC records at the time of ILS implementation to apply authority control, RDA standards, FRBR access points, and adaption to emerging BIBFRAME practices to the entire

bibliographic database. Provider's ILS solution should provide periodic, automatic updates of County's bibliographic and authority database.

6   Custom Development Services

County may from time to time request customized services, the scope and pricing of which will be negotiated between provider and County.

2.2   FUNCTIONALITY SPECIFICATIONS

Provider's proposed ILS solution should provide the following functionality, and interface with or work in conjunction with the applicable third party solutions. In the alternate, the proposed ILS solution should provide equivalent functionality of the third-party solution, as determined in County's sole discretion, without the need for interfaces or integration with third party solutions.

1. APPLICATIONS SOFTWARE

1.1 BIBLIOGRAPHIC DATABASE SYSTEM

Should provide the following:
1.1.1   Unicode Compliant
1.1.2   Supports FRBR
1.1.3   Supports RDA
1.1.4   Support for diacritics
1.1.5   Support for adaption to Bibframe

1.2 CATALOGING w/ AUTHORITY CONTROL

Should provide the following:
1.2.1   Subscription to providers of bibliographic MARC records
1.2.2   Batch import/download of MARC records from any source to generate bibliographic and item records in the ILS. The records may be from a website, FTP source, or MARC records on a local drive
1.2.3   Full screen editing of MARC records with database update on save
1.2.4   Editing and validating of bibliographic records
1.2.5   Merge bib records and combine their holding/item records automatically
1.2.6   Batch export MARC records(Marcout) with or without holding information via scheduled task
1.2.7   Spell Checker
1.2.8   Real-time download with Z39.50
1.2.9   Global or individual edit of bib records
    1.2.9.1 Add/delete fields
    1.2.9.2 Edit fields and sub fields
    1.2.9.3 Replace fields and subfields
1.2.10 Global or individual edit of holding/item record
    1.2.10.1   Item Type
    1.2.10.2   Call Number

Exhibit 1
Page 17 of 144
Bid TEC2115735P1

1.2.10.3   Location
1.2.10.4   Notes
1.2.10.5   Status
1.2.10.6   Add/delete fields
1.2.11 Build customized spine and pocket labels
1.2.12 Provide customizable duplicate detection
      1.2.12.1   Duplicate call numbers
      1.2.12.2   Duplicate OCLC numbers
      1.2.12.3   Duplicate ISBN's
      1.2.12.4   Duplicate item numbers
      1.2.12.5   Duplicate unique bibliographic identifier
1.2.13 Use formatted coding templates to reduce errors in fixed-field coding
1.2.14 Manage links between authority and bibliographic records automatically
1.2.15 Fully supports Unicode and HTML in special characteristics and diacritics
1.2.16 Flexibility in searching bibliographic records by any MARC field
1.2.17 Create customized lists and reports
1.2.18 Ability to create non-Marc metadata
      1.2.18.1   Dublin Core
      1.2.18.2   Other
1.2.19 Ability to bridge records back and forth between staff and cataloging modules
1.2.20 Authority Control
      1.2.20.1   Automatically verify the headings in any record
      1.2.20.2   Merge authority records and adjust their linked headings automatically
      1.2.20.3   Ability to create, edit, merge, and delete headings
      1.2.20.4   Ongoing update of authority headings according to the Library of Congress
      1.2.20.5   Globally update authority headings records by any MARC field
      1.2.20.6   Provide as a one-time service for application of authority control, RDA standards, and FRBR access points to BCL'S bibliographic database of an estimated 1,115,000 MARC records at the time of NGS implementation. The result of this authority control process would be the change of each applicable heading in each MARC record to a current form of entry, and production for each such heading of a corresponding MARC authority record for inclusion in the database of the Next-Generation Integrated Library System; the RDA conversion of all bibliographic records, and the updating and addition of access points in bibliographic records to prepare for a FRBR display in the ILS
      1.2.20.7   Automatic Authority Control Update Services would be provided as periodic services for automatic updates of Authority Records, RDA standards, and FRBR access points in BCL's bibliographic and authority database. The result of this update process would be replacement of Authority Records with newer versions of those records, and the update by the NGS of headings in associated MARC records to a current form of entry, and the update of records to meet current RDA and FRBR standards.

Exhibit 1
Page 18 of 144
Bid TEC2115735P1

1.3 ACQUISITIONS w/ FUND ACCOUNTING

Should provide the following:
1.3.1 Ability to have separate Acquisitions budgets, vendors, activity and data for designated groups of libraries
1.3.2 Ability to create and maintain selection and ordering lists
  1.3.2.1 Download Acquisitions vendor selection lists
  1.3.2.2 Integrate multiple vendors' selection lists
  1.3.2.3 Staff additions and deletions to selection and order lists
  1.3.2.4 Electronic ordering with selection lists
1.3.3 Selections and purchase request functions are part of the Acquisitions software
1.3.4 Ability to make customizable data entry and add free text fields to selection and purchase requests
1.3.5 Ability to produce individual purchase requests and desiderata
1.3.6 Sort purchase requests by selector, program, or budget code
1.3.7 Ability to customize work slips to reflect local format and fields
1.3.8 "Work slip" functionality
  1.3.8.1 – Electronic work slips
  1.3.8.2 Printed work slips
1.3.9 Accessibility to acquisitions information throughout the Technical Services and processing workflow and in the Online Public Access Catalog (OPAC), for
  1.3.9.1 Selection
  1.3.9.2 Ordering
  1.3.9.3 Receiving
  1.3.9.4 Pre-Processing
  1.3.9.5 Cataloging
  1.3.9.6 Post-Processing
  1.3.9.7 OPAC
1.3.10 Ability to suppress selections/desiderata bib records and items in OPAC
1.3.11 Automatic Update of bib record in OPAC throughout the acquisition/processing/cataloging workflow
1.3.12 Ability to send emails at the selection stage and throughout the acquisitions/processing/cataloging workflow
1.3.13 Ability to delete a record
1.3.14 Ability to have an indexed and searchable User Defined Field (UDF) that is linked/related to the County-generated PO number contained in the ILS. Library staff creates and enter data into this field.
1.3.15 Archive by fiscal year
1.3.16 Catalog records should remain separate from acquisitions records.
1.3.17 Ability to distribute partially approved/received orders

1.4 SERIAL CONTROLS (W/FUND ACCOUNTING)

Should provide the following:
1.4.1 Issue arrival prediction
  1.4.1.1 Regular patterns
  1.4.1.2 Irregular patterns
1.4.2 Automatic check-in
1.4.3 Flexible holdings display (Free Text)
1.4.4 Manual edit of holdings patterns

1.4.5   Display of serials holdings data in other modules
1.4.6   Accommodate and link title variations
1.4.7   Accommodate and link multiple formats of the same title (print, fiche, electronic)
1.4.8   Hyperlink to e-version of journal
1.4.9   Flexible, customizable display of call number and location
1.4.10 Share vendor records with acquisitions module
1.4.11 Share fund records with acquisitions module
1.4.12 Manage subscription renewals and cancellations
1.4.13 Support automatic or mediated claims and cancellations in email or print formats
    1.4.13.1   Automatically, via email
    1.4.13.2   Manually, via email
    1.4.13.3   Automatically, via printouts
    1.4.13.4   Manually, via printouts
1.4.14 Claim alerts

1.5 OPAC

Should provide the following:
1.5.1   Web browser visual user interface using the most popular web browsers
1.5.2   Secure Socket Layer encryption
1.5.3   Language interfaces in the following languages
    1.5.3.1 English
    1.5.3.2 Spanish
    1.5.3.3 Haitian Creole French
1.5.4   Smartphone/Tablet interface
1.5.5   Ecommerce interface
1.5.6   Spell Checker
1.5.7   Authentication by browser type to access secure websites and restricted resources
1.5.8   URL Link Resolver
1.5.9   Link from the OPAC to multimedia and e-content
    1.5.9.1 e-books
    1.5.9.2 e-journals
    1.5.9.3 videos
    1.5.9.4 audio books
1.5.10 User-customizable capabilities and personalization
    1.5.10.1   Interface look and feel (skins)
    1.5.10.2   To make requests for alerts of new content via keyword
    1.5.10.3   User created favorites lists
    1.5.10.4   User created "Saves Searches" lists
    1.5.10.5   User created starred reviews
1.5.11 Capabilities and customer support for Library's page-level customization
    1.5.11.1   Audio books
    1.5.11.2   Customizable search buttons
    1.5.11.3   Customizable search interface
    1.5.11.4   Customizable display screens
    1.5.11.5   Display enriched content: e.g. from Content Café
1.5.12 Display multiple links per record
1.5.13 "Similar Search" or "Did you mean" function
1.5.14 Limit searches to specific holdings
1.5.15 Limit searches to only available items
1.5.16 Limit searches to specific locations

1.5.17 Ability to narrow down search results
1.5.18 Ability for patrons to place holds on specific copies
1.5.19 Ability for patrons to place holds on specific volumes
1.5.20 Ability for patrons to view their charges and have enhanced abilities regarding their accounts
1.5.21 Ability to specify(filter) item locations in first results display screen
1.5.22 Ability to specify(filter) item locations and specify their display order in subsequent results display screens
1.5.23 Ability to invoke an OPAC search from a different web page.
1.5.24 View subscriptions

1.6 PORTAL MODULE

Should provide the following:
1.6.1 Authentication for user access
1.6.2 Secure Socket Layer encryption
1.6.3 User-customizable interfaces
1.6.4 Content Alert Service matching user profile
1.6.5 Profiles for Personalized Library Service
1.6.6 Faceted Searching
1.6.7 RSS Notification
1.6.8 Federated Searching
    1.6.8.1 Z39.50 based
    1.6.8.2 Based on connectors
        1.6.8.2.1 of licensed databases
        1.6.8.2.2 of programs and events (in 1.10)

1.7 CIRCULATION SYSTEM

Should provide the following:
1.7.1 Notification
    1.7.1.1 Printed
    1.7.1.2 Email
    1.7.1.3 Text Message to Phones
    1.7.1.4 Automated Telephone Notification system
    1.7.1.5 Multi-Language support
1.7.2 Offline PC Circulation backup
1.7.3 Online Patron Registration with duplicate detection
1.7.4 Link/Merge patron records
1.7.5 Store pictures of customers in patron record
1.7.6 Customizable email or printed receipts
1.7.7 Intuitive and easy to use staff interface
    1.7.7.1 To make status changes
    1.7.7.2 To edit records
    1.7.7.3 To set a return date
    1.7.7.4 Ability to sort or search records using multiple fields
    1.7.7.5 Search terms should allow for approximate string matching
    1.7.7.6 Ability to customize workstation settings
1.7.8 Client Software is compatible with all mainstream browsers, software, and Operating Systems
    1.7.8.1 Windows 7
    1.7.8.2 Windows 10

1.7.8.3 Unix/Linux
1.7.8.4 Mac OS
1.7.8.5 Android
1.7.8.6 iOS
1.7.8.7 Microsoft Edge Browser, IE11, Safari, and Chrome
1.7.9 Intuitive and easy to use staff interface and functions for Holds/Requests
    1.7.9.1 To turn off/on the capability to place holds on specific items/copies at the bibliographic record or collection level
    1.7.9.2 Customizable holds
    1.7.9.3 Hold notifications
    1.7.9.4 Customizable hold slips
    1.7.9.5 Customizable holds check-out slips
    1.7.9.6 Support for in-transit shipment of requested items
    1.7.9.7 Hold work slips
    1.7.9.8 Hold transit work slips
    1.7.9.9 ASAP feature – for staff to move customers to the top of the Holds Queue. Re-orderable holds queue.
    1.7.9.10   Limit the total number of items a customer can request
    1.7.9.11   Limit the total number of items a customer can check out by format
    1.7.9.12   Block customers with fines over a certain dollar amount
1.7.10 Capability to set up a floating collection
    1.7.10.1   For a designated group of libraries or all libraries in the Library system
    1.7.10.2   By designated groups of items (collection or item type)
    1.7.10.3   Capability to specify a redistribution algorithm for a given floating-collection
1.7.11 Archive financial transactions
1.7.12 Batch loading(registering) and deleting of patrons

1.8 STOCK ROTATION MODULE/CAPABILITY

Should provide the following:
1.8.1 Capability to create groups of items that will move as a group between locations
1.8.2 Capability to set a location routing order for a group of items
1.8.3 Capability to set a number of days before routing at each location

Should provide the following:
1.8.4 Individual patron reading history
1.8.5 Automatic generation of pick lists for materials for patrons that they haven't received before
1.8.6 Support for books-by-mail including the generation of mailing labels

1.9 PROGRAM REGISTRATION, ROOM BOOKING AND SCHEDULING MODULE

Should provide the following:
1.9.1   Ability to create, edit, delete events
   1.9.1.1 Programs for an event
   1.9.1.2 Repeating occurrences of an event
   1.9.1.3 Repeated times within the occurrence
1.9.2   Ability to create, edit, delete event locations
   1.9.2.1 Rooms on premise
   1.9.2.2 Off premise locations (schools, other buildings)
1.9.3   Ability to register patrons
   1.9.3.1 Staff registration
   1.9.3.2 Patron online registration
   1.9.3.3 Ability to determine eligibility by patron type/home library
   1.9.3.4 Ability to register non-patrons
   1.9.3.5 Ability to waitlist patrons
   1.9.3.6 Ability to auto-transfer from waitlist
   1.9.3.7 Ability to send confirmation of registration
      1.9.3.7.1   by email
      1.9.3.7.2   by text message
   1.9.3.8 Ability to send mass custom notices to registrants
      1.9.3.8.1   by email
      1.9.3.8.2   by text message
1.9.4   Ability to book rooms with minimal conflicting schedules
   1.9.4.1 Ability to book setup and takedown time before/after events
   1.9.4.2 Ability to book equipment for rooms
   1.9.4.3 Ability to book staffing for rooms
1.9.5   Ability to notify creator or presenter of the following:
   1.9.5.1 Registration not meeting minimum
   1.9.5.2 Registration exceeding minimum
   1.9.5.3 Registration exceeding maximum
   1.9.5.4 Tickler to creator
   1.9.5.5 Tickler to presenter
1.9.6   Ability to display programs in OPAC
   1.9.6.1 Ability to display programs in calendar view
   1.9.6.2 Ability to create room setup views for staff
1.9.7   Integration with Ecommerce for fee payment

1.10   INVENTORY CONTROL MODULE

Should provide the following:
1.10.1 Portable inventory control devices

1.11   ILL MANAGEMENT SYSTEM

Should provide the following:
1.11.1 Interfaces
   1.11.1.1   Interoperates with OCLC
   1.11.1.2   Interoperates with other Integrated Library Systems
1.11.2 Support for authentication
1.11.3 Overdue and item ready for pickup notifications using:
   1.11.3.1   Email messages
   1.11.3.2   Automatic text messaging to phones

1.11.3.3   Staff texting overdue notices

1.11.4   Capability to build a database of libraries that have loaned material to the library

1.11.5   Printout of ILL labels

1.11.6   Patron ILL self-service requests

1.12   Z39.50 SERVER
1.13   Z39.50 CLIENT
1.14   MANAGEMENT INFORMATION SYSTEM/REPORT GENERATOR

Should provide the following:

1.14.1   Production of the Day One Reports as described in Appendix 3

1.14.2   Capabilities for SQL queries

1.14.3   User-customizable reports

1.14.4   Ability to schedule reports

1.14.5   Batch loads and exports of records should report the details of the data transfer

1.14.6   Reports should be exported in the following formats:

    1.14.6.1   Excel

    1.14.6.2   CSV

    1.14.6.3   Raw data in text format

1.14.7   Users are warned about reports that may be CPU intensive

1.14.8   Access to sensitive reports should be controlled by user profile settings

1.15   ELECTRONIC RESOURCE MANAGEMENT
1.16   Management feature to integrate all digital collections.
1.17   Sync digital titles in catalog alongside physical materials so searches can return comprehensive results

1.18   BROWSER-BASED STAFF INTERFACE

1.18.1   For all staff roles

1.18.2   For system administration

1.19   SYSTEM ADMINISTRATION

Should provide the following:

1.19.1   Create user profiles and passwords for ILS access

1.19.2   Grant and revoke privileges for users

1.19.3   Full Read/Update SQL access to database.

1.19.4   Ability to create user-defined fields within the database.

1.19.5   Allow use of stored SQL procedures with trigger functionality

1.19.6   Capability to create temporary database tables

1.19.7   Authentication of staff accounts using Active Directory

1.19.8   Periodic expiration of passwords with notice to reset

1.19.9   Full and differential backups

1.19.10 Full documentation of RDMS, Hardware, applications, operating systems, and network diagrams

1.19.11 Full documentation and training is available for all aspects of the NGS

1.19.12 A disaster recovery plan

1.19.13 ILS is configured for 99.99% availability.

Exhibit 1
Page 24 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

1.20 DATA ENCRYPTION

Should provide the following:
1.20.1 All of the data held in the ILS should be encrypted. This includes "data at rest" and "data in motion". All backups should be encrypted.

1.21 AMERICANS WITH DISABILTY ACT(ADA) COMPLIANCE
Accessibility to the ILS software including any presentation through web pages or client software should meet the minimum ADA compliance requirements below:

1.21.1 All images must have an alternate text representative of the image.

1.21.2 Color schemes should ensure maximum contrast for all text, elements, controls, widgets, etc…

1.21.3 All input controls should be labelled accordingly, so they are easily discernable by an ADA interpret device.

1.21.4 All downloadable document should be available in an alternative text-based format.

1.21.5 All video content should include audio descriptions of images, settings, gestures and any other details of the video.

1.21.6 Avoid using blinking, flashing or other distracting feature.

1.21.7 Include visual notification and a corresponding transcript if any sound is played.

1.21.8 Design online forms to include descriptive HTML tags that provide persons with disabilities the information they need to complete and submit the forms.

2. INTERFACES
The proposed ILS solution should operate with the following, or provide equivalent functionality as determined in County's sole discretion:

2.1 Syndetics Solutions
2.2 Public PC Scheduling and Pay Printing – Envisionware, Inc.
2.3 Talking Tech iTiva Voice Notification
2.4 Boopsie catalog App
2.5 OCLC EZPROXY
2.6 Point of Sale (POS) – Swyer Associates, Inc
2.7 Self Checkout – Tech Logic/EnvisionWare
2.8 OKSITE BOOKLETTERS
2.9 Google Analytics
2.10 Overdrive
2.11 Gale
2.12 Unique debt collection service
2.13 DEA Event Management
2.14 eCommerce Subscriptions
2.15 CLIO Software
2.16 Contentdm – OCLC
2.17 CollectionHQ
2.18 Unlimited SIP2 interfaces

Exhibit 1
Page 25 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

2.19   Zebra GK240t label printer compatibility
2.20   Support for Epson TI88-V Thermal Printers
2.21   End to End PCI compliance for all Financial Transactions
2.22   Wowbrary
2.23   Axis360
2.24   Communico for Libraries
2.25   Interface to Cultural events and museums
2.26   Novelist

2.3 IMPLEMENTATION SPECIFICATIONS

Provider will be responsible for the following as part of the implementation of Provider's proposed ILS solution:

(1) Prior to implementation, review and analyze Broward County's plans for automated systems and services.

(2) Planning for conversion of and loading of County's database of machine-readable records.

(3) The designation of a specific Provider's employee to serve as the Provider's Project Manager for implementation of the ILS. Said Project Manager shall be responsible for phone conferences with County staff, and as many on-site visits to County and as deemed necessary by County.

(4) A written Project Plan and schedule for installation, data migration, and testing and cut over of the ILS.

TRAINING

The successful Provider must provide training services for staff and the general public at the six (6) levels listed below, for which full descriptions are requested. The provider will provide all training manuals, courseware, and the training database. Provider must provide all training materials in an electronic format prior to the training sessions. Training shall be in a "Train-the-Trainer" format. The provider will provide an ample number of sessions to train staff according to Appendix 2. Training will be available on-site, off-site, or online for the duration of the contract. Any on-site or off-site training shall be approved in advance by County as to date, time, and location.

1 Administrators overview
Provider will train a team consisting of the Libraries ILS Administrators and any other relevant staff will visit the provider's headquarters and software development center to meet key personnel and get an in-depth look at the software. This will facilitate a small conference room setting where the visitors will learn all aspects of the software's functionality, relational database with its layout for cataloging and circulation, data dictionaries, administrative and maintenance tasks.

2 General Training
Provider will train Broward County staff identified by County in ILS concepts and the requirements for ILS operation and performance. Staff training shall be in a "Train-the-Trainer" format. The training will take place at Broward County Libraries in a classroom setting. Staff training shall be in a "Train-the-Trainer" format. The training will take place at Broward County Libraries in a classroom setting.

3   <u>Technical Training</u>

      Provider will train key personnel identified by County in technical aspects of the ILS, including hardware, software, and telecommunications. This training is to include trouble-shooting, first-level maintenance, and daily operation of the ILS. Training shall be in a "Train-the-Trainer" format. The training will take place at Broward County's Main Library in a classroom setting.

4   <u>Applications Training</u>

      Provider will train the personnel estimated in Appendix 2 (Broward County Training Requirements), including individuals who will become trainers and will be responsible for training of other staff.

5   <u>Ongoing Training</u>

      Provider will provide ongoing training for all County staff covering new libraries, new functions, software enhancements, and new system components.

6   <u>General Public</u>

      Provider will train the general public via on-demand videos in multiple languages and provide materials that can be viewed and printed. General public training shall demonstrate the features and navigation of the new system.

The successful provider must provide multiple copies of training materials and of system user manuals.

The provider's proposal must contain an outline of the training to be provided, including the level of skill required of personnel to be trained, training schedule (showing numbers of days and hours), and location of training, subject to County approval.

The provider's training program should include tests and assurances of trainees' proficiency.

SYSTEM INSTALLATION

The ILS should be installed in the following phases:

<u>Delivery of ILS Components, if any</u>

Provider will deliver all equipment and other components of the ILS as "inside deliveries" to County's premises to a specific location identified by County.

<u>Cabling and Wiring, if any</u>

County shall have the option of requiring provider to install data cables required for data communications between the provider's central server or servers and the Network switch/hub in conformance with EIA-TIA 568A standard for Category 5e or 6 unshielded twisted pair cabling.

Exhibit 1
Page 28 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Installation of System Components

The successful provider shall furnish all necessary labor, materials, and other services required to unpack all ILS components and equipment and install them at sites specified by County. The successful provider will remove all debris generated in the performance of installation activities. All installation activities shall occur during normal County business hours, unless otherwise approved by County.

MIGRATION - DATABASE EXTRACTION, CONVERSION, PREPARATION AND LOADING

The successful Provider will prepare and migrate County's existing database into the ILS. The Provider will work in conjunction with County's Libraries Information Technology ILS Administrators to extract and verify the data from the current system. The provider will provide a testing method to verify that the migrated data functions as intended in the ILS.

Extraction and conversion of the following records from County's existing system:

RECORD TYPE	*ESTIMATED NUMBER OF RECORDS*
Bibliographic	1,116,000
Item Records	3,107,000
Patron	1,140,000
Loans	165,000
Current Blocks	326,000
Requests/Holds	30,000
Fines	1,206,000
Notices	168,400
Collection Agency information	37,150
Acquisitions orders	223,300

Exhibit 1
Page 29 of 144
Bid TEC2115735P1

Acquisitions Vendor records	900
Acquisitions Fund Records	10,774
Acquisitions Purchase Requests (N/A)	
Serial Control Records	10,834
Authority Records	664,252
Staff user names and profiles	1,500

Merging and duplication of Bibliographic Records

Merge identical bibliographic records into one. If two (2) or more bibliographic records are identical and have associated items, provider shall merge all of the bibliographic records into one, and all of the items from each record should be merged into the resulting single record.

Processing and Loading of Item Records

Provider will process item records from County's current system and load the item records into the ILS in a format applicable to the ILS (estimated 3.5 million item records).

Processing and Loading of Bibliographic and Authority Records

Provider will load all bibliographic records into the ILS, with full authority control in effect.

Processing and Loading of Patron Records

Provider will process County's patron records from the current system and load the patron records into the ILS per County's instructions (estimated over 1.1 million patron records).

Exhibit 1
Page 30 of 144
Bid TEC2115735P1

Processing and Loading of Acquisitions Order Records

Provider will process County's acquisitions records from the current system and load the acquisitions records into the ILS per County's instructions (estimated over 850 vendor records, 11,000 fund records and 224,000 purchase order records).

Processing and Loading of Serials Holdings Records

Provider will process County's serials holdings records from the current system and load the serials holdings records into the ILS. Provider will evaluate the status and vendor codes and revise as necessary during the migration per County's instructions (estimated over 11,000 serials control records).

Processing and Loading of Circulation Loans Records

Provider will process County's circulation loan records from the current system and load the circulation loans records into the ILS. Provider will evaluate the loan records information and revise as necessary during the migration per County's instructions.

Processing and Loading of Circulation Requests/Holds Records
Provider will process County's circulation requests/holds requests records from the current system and load the circulation requests/holds requests records into the ILS. Provider will evaluate the circulation record information and revise as necessary during the migration per County's instructions.

Processing and Loading of Circulation Fines Records

Provider will process County's circulation fines records from the current system and load the circulation fines records into the ILS. Provider will evaluate the circulation fines records and revise as necessary during the migration per County's instructions.

PROVISION OF SMART BARCODE LABELS

The ILS will provide County the ability to print and edit barcode labels.

ACCEPTANCE PROCEDURES
The provider's ILS must pass the following tests, as determined in County's sole discretion, prior to achieving Final Acceptance.

(1)   HARDWARE FUNCTIONALITY TEST

The purpose of the Hardware Functionality Test is to ascertain that the equipment installed by provider is operational.

(2)   SYSTEM RELIABILITY TEST

The purpose of the System Reliability Test is to demonstrate and verify that the system operates at a 99% reliability level for a period of at least 30 days.

(3)   MODULE FUNCTIONALITY TESTS

The purpose of the Module Functionality Test is to verify the required functional capabilities of each module of the ILS.

(4)   DATA LOAD TEST

The purpose of the Data Load Test is to demonstrate and verify that library's data files have been properly loaded into the ILS. County will perform this test to confirm that all patron records, bibliographic records, item records, acquisitions and serials records, and transaction files have been successfully loaded into the ILS after provider loads all records into the ILS.

(5)   RESPONSE-TIME ACCEPTANCE TEST

The purpose of the Response-Time Acceptance Test is to verify that the system is performing at the warranted performance levels. Broward County will conduct or waive the Response-Time Acceptance Test as an acceptance test, after the successful completion of the acceptance tests listed above. Should the ILS demonstrate acceptable levels of performance through daily operations, the County may choose to waive this acceptance test.

The following two sections present definitions, requirements, and guidelines for conducting the Response-Time Acceptance Test.

 (5.1)   General Definitions

        The ILS, incorporating hardware and software, will provide transaction response times at user workstations, as shown. In establishing these performance criteria, the following definitions apply:

(1)   Transaction: A "transaction" is a complete unit of work achieved by an individual using an online workstation in interactive mode. Such unit of work will consist of one (1) or more inputs by the individual, and a responding output by the system for each input. Each input will consist of one (1) or more characters of information resulting from a keystroke or operation of a label-reading device such as a laser scanner. Each response by the system will consist of one (1) or more characters of information transmitted to the workstation at which the individual made the corresponding input.

Complete units of work that constitute transactions include, but are not limited to, the following:

- check-in
- check-out
- renewal inquiry (of any type)
- patron record input
- patron record update
- bibliographic record input
- bibliographic record update
- authority record input
- authority record update
- item record input
- item record update

A given transaction is completed once the individual at the workstation has received the last character of response from the system (other than a "transaction in process" response) at the point where no more inputs or outputs are required to complete a unit of work.

Some transactions may require more than one (1) input and more than one (1) output in order to complete a unit of work. Examples include, but are not limited to, checkout of a single book volume; conduct of a complex inquiry; printing transaction receipts.

(2)   Workstation: Any device that provides for interaction between a user and the system. Workstation devices include personal computers, laptops, tablets, other screen displays with keyboards, laser scanners, printers, and other user-operated devices.

(3)   Response Time: The elapsed time between the completion of a user input (pressing a key, light-pen scanning or laser scanning of a label) and the start of the resulting computer and printer response (first character of a display, acknowledge tone), other than a "transaction in process" response.

(5.2)   <u>General Guidelines for Performing Response-Time Acceptance Tests</u>

County may conduct a thirty (30) minute Response-Time Acceptance Test to determine whether the ILS is meeting the contracted response times. This will take place during normal business hours under normal working conditions.

ILS must pass the Response-Time Acceptance Test to achieve Final Acceptance. The ILS shall perform all interactive transactions with average response time of ≤2 seconds for users whose workstations are connected to the system server via a ≥ 100 Mbps LAN segment.

County may conduct a thirty (30) minute Response-Time Acceptance Test to determine whether the ILS is meeting the above response times using one (1) to three (3) workstations connected to the system server via a ≥ 100 Mbps LAN segment.

If the ILS does not meet the response times as shown above, then the successful

provider shall make the necessary equipment and licensed software adjustments to ensure the ILS meets the contracted response time. The successful provider shall make adequate personnel available to consult with the Library and to fix any problems so that the system will meet all response times and performance measurements. If the System does not meet response times and performance measures, then the successful provider will continue to work to remedy the problem, and repeat the Response-Time Acceptance Tests. Provider will repeat this process until the ILS either ILS successfully passes the Response-Time Acceptance Test or the Library rejects the system.

(6)   ACCEPTANCE OF CHANGES TO SYSTEM

Any changes to the ILS, including but not limited to installation of new or upgraded hardware and/or software configuration or a new or enhanced software module or release, may also require successful completion of each of the types of Acceptance Tests named above in one (1) through five (5) all of which must be attempted or waived by the Library within thirty (30) days of such change.

(7) REQUIRED REPORTS

All of the reports in Appendix 3 (Day One Required Reports) must be available and ready to run.

PERFORMANCE WARRANTIES AND TESTS

For the duration of the agreement, County may request and the ILS must pass the following tests during business hours:

- stress-testing the ILS to ensure that the ILS performs all interactive transactions with average response times ≤ 2 seconds for users whose workstations are connected to the system server via a ≥ 100 Mbps LAN segment.

- A thirty (30)-minute Response-Time Warranty Test to determine whether the ILS meets the response times above using one (1) to three (3) workstations connected to the system server via a ≥ 100 Mbps LAN segment.

Should the ILS not pass any of these tests, the successful Provider will make all necessary adjustments and enhancements to the software or equipment to ensure the above levels of performance at no cost to County.

Exhibit 1
Page 34 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

2.4 SYSTEM AVAILABILITY, MAINTENANCE AND SUPPORT

In addition to any performance tests outlined in this scope of services, the provider's ILS should adhere to the Service Level Agreement (SLA) attached to the solicitation. Further, provider should provide County information on the following as it becomes available to provider:

1. Frequency of software updates and new software releases (e.g.,patches and major revision levels) for the solution;

2. Description of periods of scheduled maintenance and system availability during such scheduled maintenance periods;

3. Procedures to resolve critical system issues;

4. Policy and Product Road Map regarding future enhancements and upgrades;

5. Anticipated life cycle of the software being proposed;

6. Availability of tiered support options to handle potential escalations;

County anticipates the need for up to one-hundred-sixty (160) hours per year of on-demand services subsequent to the implementation of the solution in the following areas: Project Manager; Business Analyst; Integration Developer; Report Developer; Database Developer; and QA Tester. As the County cannot anticipate the precise distribution of hours for these skills, the Provider should provide an hourly rate per resource for these types of services.

Exhibit 1
Page 35 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Functionality Checklist for Next Generation Integrated Library System (NGS/ILS)

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

		Answer	
		Yes	**No**
1 Applications Software			
1.1 **Bibliographic Database System**			
1.1.01	Can it process input from multiple workstations, apply appropriate record locking to insure data integrity?		
	• Can it apply appropriate record locking at the record level to insure data integrity?		
	• Does record locking prevent a single user from locking up multiple workstations?		
	• Under any circumstance can a single user lock up multiple workstations?		
1.1.02	Does it use an open relational database that is ANSI SQL compliant?		
1.1.03	Does the Database System provide ODBC connectivity?		
1.1.04	Can it export any record or portion of a record to ASCII format?		
1.1.05	Can it export any record or portion of a record in MARC format?		
1.1.06	Can it export any report or portion of a report in .CSV format?		
1.1.07	Can it export reports to HTML?		
1.1.08	Can it export statistics as bar graphs?		
1.1.09	Can it export reports to Excel?		
1.1.10	Can it export data at any level to Excel?		
1.1.11	Does it use SOAP		
1.1.12	Does it use REST		
1.1.13	Does the system support hypertext (URL) coding within records?		
1.1.14	Will the system use security protocols for staff?		
1.1.15	May we have three bibliographic databases (production, training, test) for the price of the production database?		
1.1.16	May we copy the contents of the production database nightly or periodically to a training database?		

Exhibit 1
Page 36 of 144
Bid TEC2115735P1

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

		Answer	
		Yes	**No**
1.1.17	May we copy the contents of the production database nightly or periodically to a test database?		
1.1.18	Can transactions be undone?		
1.1.19	Can you provide a complete listing of your database tables, including a data dictionary that shows indexes and relationships between the tables?		
1.1.20	Will the bibliographic database and its operational software (Cataloging, Circulation, Serials etc.) function under the following Operating Systems?		
	Windows 7		
	Windows 10		
	Unix/Linux		
	Mac/OS		
	Android(Mobile)		
	iOS(Mobile)		
1.1.21	Will web based software modules (Cataloging, Administration, Circulation etc.) operate under the following browsers?		
	Edge		
	Internet Explorer 11		
	Safari		
	Chrome		
1.2	**Cataloging (w/Authority Control)**		
1.2.1	Will the ILS incorporate MARC21 validation tables?		
1.2.2	Will the ILS provide macros for repetitive data entry tasks?		
1.2.3	Will the ILS offer batch editing or deleting capabilities for bibliographic records?		
1.2.4	Will the ILS offer batch editing or deleting capabilities for item records?		
1.2.5	Is there a way to schedule batch deletion of items		
1.2.6	Is there a way to schedule batch deletion of bibliographic records		
1.2.7	Will the ILS offer batch loading or MARC export capabilities?		

Exhibit 1
Page 37 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

		Answer	
		Yes	**No**
1.2.8	Will the ILS detect corrupted headings?		
1.2.9	Will the ILS incorporate FRBR?		
1.2.10	Will the ILS incorporate RDA?		
1.2.11	Can bibliographic records with holdings within a group of libraries be identified?		
1.2.12	Can bibliographic records with a specific MARC and no holdings within a group of libraries be identified?		
1.2.13	When importing MARC records can the following actions be performed automatically		
	• Move a tag to a different tag		
	• Remove defined tags		
1.2.14	Merge bibliographic records, retaining selected information from both records		
1.3	**Acquisitions (w/ Fund Accounting)**		
1.3.1	Will full electronic invoicing, including automatic generation of vendor invoices in the ILS database, be available?		
1.3.2	Will the ILS support the ability to set up automatic patron notification when an on-order title is cancelled?		
1.3.3	Can Purchase Orders (POs) be created in acquisitions and then deleted at the end of the year or when complete?		
1.3.4	Can invoices be downloaded into the ILS from multiple book vendors?		
1.3.5	When a PO is created, will the cost be subtracted from the budget immediately?		
1.3.6	Can custom reports be created and output as pdfs?		
1.3.7	Are purchase requests and desiderata attached to funds?		
	• Is it necessary to set up fund balances for them?		
	• Is data entry for items restricted by fund amounts?		
	• Is there an override function for restrictions?		

Exhibit 1
Page 38 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

			Answer	
			Yes	**No**
	1.3.8	Can a running total reflect what is ordered and compare it to what is received?		
		• Are total amounts encumbered shown?		
		• Are total amounts expended shown?		
		• Are total free balances shown?		
	1.3.9	Are standing orders processed differently than single vendor orders?		
	1.3.10	Can standing orders be carried forward to a new fiscal year?		
	1.3.11	Can purchase requests and desiderata be created in selections/acquisitions modules(s) and then deleted at the end of the year or when complete?		
	1.3.12	Will the ILS support the ability to set up automatic OPAC notification when an on-order title is cancelled?		
	1.3.13	Can the price be edited when items are received and automatically update the purchase request?		
	1.3.14	Will a cancelled item be deleted from the module?		
	1.3.15	Can workslips be electronically accessed throughout the processing workflow?		
		• And edited at each step?		
		• Print only?		
		• Both print and electronic options?		
1.4	**Serials Control**			
	1.4.1	Will the system perform automatic generation of prediction patterns?		
	1.4.2	Will the ILS support the ability to save patterns as templates for future use?		
	1.4.3	Can special issues be received easily?		
	1.4.4	Display notes in public catalog		
1.5	**OPAC**			
	1.5.1	Does the ILS provide for live links to websites and e-books (e.g., for NetLibrary, OverDrive) in the staff PAC module as well as the OPAC?		
	1.5.2	Does the ILS allow patrons to create multiple named lists which are stored and		

Exhibit 1
Page 39 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

			Answer	
			Yes	**No**
		retrieved through patron's account?		
1.5.3		Does the ILS allow patrons to suspend holds in patron account?		
1.5.4		Does the ILS have the ability to display customized messages for patrons?		
1.5.5		Does the ILS have the ability to suggest spelling alternatives, i.e. "Did you mean?"		
1.5.6		Is there a similar look and feel to OPAC and Staff interface?		
1.5.7		Does the ILS have the ability to return from detail screen to result list screen without returning to the first entry?		
1.5.8		Does the OPAC respond to browser functions?		
1.5.9		Will the OPAC allow the use of the Back button?		
1.5.10		Does the ILS allow patrons to change their PIN?		
1.5.10.1		Are the use of PINs an Individual Library option?		
1.5.11		Does the ILS allow for patron tagging?		
1.5.12		Will the tagging affect the authority index?		
1.5.13		Can you create dynamic lists of holdings (i.e. New DVDs, New Books)		
1.5.14		Can a user send SMS text-messages containing item information from within the OPAC?		
		• Is a third party provider's text messaging service required for this function?		
1.5.15		Can the OPAC display multimedia files?		
		• Digital archival collections		
		• Other collections		
1.5.16		Can text be resized via options presented to the user in the OPAC (without using browser specific commands)?		
1.5.17		Will changes made to item records display in the OPAC immediately?		
1.5.18		Can the OPAC provide item maps that show locations of wanted items by displaying a map showing their physical locations on library floor plans?		
1.5.19		Is the first ISBN of the title always used to select the image?		
1.5.20		Does your OPAC incorporate socialization features?		

Exhibit 1
Page 40 of 144
Bid TEC2115735P1

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

		Answer	
		Yes	**No**
	• Tagging		
	• List Sharing		
	• User Reviews		
	• User Comments		
	• RSS result feeds		
	• RSS indexing from social Web sites		
	• Other: specify:		
	• Other: specify:		
1.5.21	Does your OPAC incorporate faceted searching?		
1.5.22	Display search results with selected home branch first in display.		
1.5.23	Ability to display bibliographic records in MARC format?		
1.5.24	Ability to display any data element from an item record in OPAC?		
1.6 **Portal Module**			
1.6.0	Can System Administrator do the following:		
	• Alter HTML/XHTML?		
	• Alter the look of the portal via an Administrative interface?		
	• Create different looks/options for different libraries on a single server?		
1.6.1	Will you support the changes and versions created by the local System Administrator?		
1.6.2	Can user log-in and authentication be set up for this module?		
1.6.3	Can log-in be made non-case-sensitive?		
1.6.4	Can your ILS portal be totally customized by each Library in Broward County?		
1.6.5	Does your ILS portal allow links to LibraryThing?		
1.6.6	Does your ILS allow patron reviews to be linked to bib records?		
1.6.7	Does your ILS notify patrons about items placed 'on order' status that they have requested via the ILS online portal?		
1.6.8	Does your ILS allow patrons to re-set their passwords?		

Exhibit 1
Page 41 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

			Answer	
			Yes	**No**
1.7	**Circulation System**			
1.7.1	Does your ILS have email pre-notification of items due to patrons?			
	• Can this run automatically as a scheduled process?			
1.7.2	Are patrons able to update information in their patron records online?			
1.7.3	Can email notices be deliverable to mobile devices?			
1.7.4	Can notices be deliverable to phones?			
1.7.5	Is it possible to pay fees online?			
1.7.6	Can the system email patrons their PINs?			
1.7.7	Is there a "Books by Mail" module?			
1.7.8	Is there a patron self-checkout capability?			
1.7.9	Can patrons request renewals online?			
1.7.10	Does the system have an offline circulation backup function?			
	• Is this suited for bookmobile or outreach circulations?			
1.7.11	Is there a status tab showing location due?			
1.7.12	Are keyboard shortcuts available when searching?			
1.7.13	Does it display who has an item, owes for it, had it, or wants it?			
1.7.14	Does it have the ability to display bibliographic records in MARC format?			
1.7.15	Does it provide transaction history of items and patrons (e.g., fines, charges, holds			
1.7.16	Does it allow for negotiation of selected fines (manual, system generated, lost, …)			
1.7.17	Can patrons be registered by batch loading from an input file?			
1.7.18	Can patrons be deleted in batch?			
1.8	**Stock Rotation Module/Capability**			
1.8.1	Do routes include a defined time before moving to next location?			
1.8.2	Can items checked out automatically go to next location at check in?			
1.8.3	Is action required of staff at the end of the rotation defined?			

Exhibit 1
Page 42 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

			Yes	No
1.9	**Course Reserve Module**	**NOT REQUIRED BY** Broward County		
1.10	**Program Registration, Room Booking and Scheduling Module**			
	1.10.1 Do you have such a module?			
1.11	**Inventory Control**			
	1.11.1 Can inventory be performed online?			
	1.11.2 Can inventory be performed with mobile devices?			
	1.11.3 Can selected sections of the collection be inventoried without having to inventory the entire collection?			
	1.11.4 Does inventorying the collection, or a portion of the collection, change the status date of an item?			
1.12	**ILL Management System**			
	1.12.1 Will the patron be able to fill out ILL forms and submit them through the ILS?			
	1.12.2 Can the ILS system handle fast adds of materials not in the system?			
	1.12.3 Can ILL staff delete fast adds easily?			
	1.12.4 Is there a patron interface for ILL?			
	1.12.5 Can patrons track their ILL status online?			
	1.12.6 Can patrons submit requests online?			
	1.12.7 Are there fast-add templates?			
	1.12.8 Does the ILL Module support a free form "Lending" notes field?			
	1.12.9 Does the ILL Module interface with the ILS patron database?			
	1.12.10 Does the ILL Module have a built-in checkout / check-in mechanism?			
	1.12.11 Does the ILL Module auto-catalog borrowed materials?			
	1.12.12 Does the ILL Module auto-search ISBN or OCLC numbers for borrowing requests?			
	1.12.13 Does the ILL Module auto-generate OCLC Workforms for auto-searched borrowing requests?			

Exhibit 1
Page 43 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

		Answer	
		Yes	**No**
1.12.14	Is the ILL Module a web-based interface?		
1.12.15	Is it a Windows based interface?		
1.12.16	Does the module support a completely "paper free" work environment?		
1.12.17	Does ILL check-in automatically delete a "fast add" bib record		
1.12.18	Is the system an intermediary between OCLC Resource Sharing and the Library?		
1.12.19	Does the system support expanded notes fields?		
1.12.20	Does the system support a free form "Borrowing" notes field?		
1.13	**Z39.50 Server**		
1.13.1	Does the ILS support the Z39.50 Server Bath 2.0 Profile?		
1.13.2	Does the ILS support the SRW/U (Search & Retrieve Web Service / Search & Retrieve URL Service) Web Service Standards?		
1.14	**Z39.50 Client module**		
1.14.1	Does the software support the Z39.50 Client Bath 2.0 Profile?		
1.15	**Management Information System/ Report Generator**		
1.15.0	Fully developed capabilities to produce the Day One Reports described by Appendix 3 such that the Library can produce a sample of each during practice runs before Day One?		
1.15.1	Does the software run scheduled reports?		
1.15.2	Does the software provide pre-defined reports?		
1.15.3	Are the reports provided in a choice of output formats (e.g., PDF, Excel, Text, HTML)?		
1.15.4	Can the reports be customized at the SQL level?		
1.15.5	May the reports be emailed or displayed on a Web Portal?		

Exhibit 1
Page 44 of 144
Bid TEC2115735P1

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

		Answer	
		Yes	**No**
1.15.6	Does the ILS have an easily usable system to report holds vs number of copies of materials?		
1.15.7	May reports be run on the basis of items records?		
1.15.8	May reports be run on the basis of bibliographic records?		
1.15.9	May the reports be run on the basis of user data?		
1.15.10	May reports be run on the basis of combining information from bibliographic records and item records?		
1.15.11	Are customizable reports a standard component of system?		
	• Is there an additional charge for customizable reports?		
1.16	**Displays of content delivered by subscription services for enriched content**		
1.16.1	Is the first ISBN of the title always used to select the image?		
1.16.2	Can a different ISBN be selected easily to determine which image will be used for the title?		
1.16	**Systems Administration**		
1.16.1	Can access rights be restricted to authorized staff?		
1.16.2	Can rights to create and make changes to records and fields be restricted to authorized staff?		
	• To staff profiles/roles for categories of individuals?		
	• Is there an ability to track changes made by individuals?		
1.16.3	Can the groups providing access rights be Microsoft Active Directory groups?		
1.16.4	Does the system use LDAP authentication?		
1.16.5	Does the ILS meet minimum Americans With Disabilites Act (ADA) requirements for users?		
1.16.6	Is the data in the ILS(databases and files), and backups encrypted?		

Exhibit 1
Page 45 of 144
Bid TEC2115735P1

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS.

			Answer	
			Yes	**No**
2	**Interfaces**			
	2.1	Does your ILS have APIs for interfaces?		
	2.1.1	Do you provide training for APIs		
		• Are there charges for API training?		
	2.1.2	Is there an interface for Communico for Libraries?		
	2.1.3	Is there an interface to programs/activities at cultural events and museums?		

Exhibit 1
Page 46 of 144
Bid TEC2115735P1

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS

		Answer	
		Yes	**No**
3.0	**Industry Standards - NISO**		
3.1.1	MARC21		
3.1.2	ANSI/NISO Z39.50-2003 (R2009) Information retrieval: Application Service Definition & Protocol Specification		
3.1.3	ANSI/NISO Z39.56 The Serial Item and Contribution Identifier (SICI)		
3.1.4	NISO/ISO Z39.63 Interlibrary Loan Data Elements		
3.1.5	ANSI/NISO Z39.71-2006 Holdings Statements for Bibliographic Items		
3.1.6	ANSI/NISO Z39.83-2-2012, NISO Circulation Interchange Protocol (NCIP) Part 2: Implementation Profile 1 (version 2.02)		
3.1.7	ANSI/NISO Z39.88-2004 (R2010) The OpenURL Framework for Context-Sensitive Services		
3.1.8	ANSI/NISO Z39.93-2014 The Standardized Usage Statistics Harvesting Initiative (SUSHI) Protocol		
3.1.9	NISO RP-11-2011 ESPReSSO: Establishing Suggested Practices Regarding Single Sign-On		
3.2.0	NISO RP-21-2013 Improving OpenURLs Through Analytics (IOTA): Recommendations for Link Resolver Providers		
3.2.1	NISO Z39.100-201x Standard Interchange Protocol (SIP)		
	Industry Standards – ISO		
3.2.2	ISO 10160, the Interlibrary Loan Application Service Definition		
3.2.3	ISO 10161 the interlibrary loan (ILL) application protocol		
3.2.4	ISO 15511:2011 specifies the International Standard identifier for libraries and related organizations (ISIL)		
3.2.5	ISO 27729 International Standard Name Identifier		

Exhibit 1
Page 47 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for NGS/ILS that follows, please indicate a Yes or No answer to each question posed of your NGS/ILS

		Answer	
		Yes	**No**
	Other standards and protocols		
3.2.6	COUNTER		
3.2.7	EAD		
3.2.8	EDIFACT		
3.2.9	ERMI		
3.3.0	OASIS		
3.3.1	ONIX		
3.3.2	OSI Reference model		
3.3.3	SSL		
3.3.4	SRU		
3.3.5	SOAP		
3.3.6	TEI		
3.3.7	Unicode		
3.3.8	MARC-8		
3.3.9	UTF-8		

Exhibit 1
Page 48 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

FUNCTIONALITY CHECKLIST FOR DISCOVERY SERVICES

In the Functionality Checklist for Discovery Services (DS) that follows, please indicate a Yes or No answer to each question posed of your DS.

(1)	(2)	(3)	(4)	(5)
	Date	**Installed in a Library**		**Comments**
Features and Functions	**Available**	**YES**	**NO**	
1 Is there a single search box for your service?				
1.1 Can it be embedded in any Web page?				
2 Does your service perform searches:				
2.1 Against an aggregated physical index of harvested metadata?				
2.2 With federated searching capabilities?				
2.2.1 With Z39.50 connectors?				
2.2.2 With custom-built connectors?				
2.2.3 With other types of connectors?				
2.3 With semantic searching capabilities?				
3 Are metadata harvested and aggregated into a physical index?				
3.1 Could there be more than one aggregated physical index for services to Broward County?				
4 Could metadata be harvested from Broward County's Next-Generation Integrated Library System (NGS) service for your DS for Broward County?				

Exhibit 1
Page 49 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for Discovery Services (DS) that follows, please indicate a Yes or No answer to each question posed of your DS.

(1)	(2)	(3)	(4)	(5)
	Date	Installed in a Library		Comments
Features and Functions	**Available**	**YES**	**NO**	
4.1 Would these metadata be added to the physical index?				
5 Could metadata be harvested from open content web sites designated by Broward County for your DS for Broward County? 5.1 Could these metadata be added to the physical index?				
6 Could metadata be harvested from each subscription database (see Table 2.2-3)? 6.1 Would these metadata be added to the physical index?				
7 Could metadata be harvested from Broward County's on-premise CONTENTdm server? 7.1 Could these metadata be added to the physical index?				
8 Would the following e-resources be searched for Broward County by searches of an **aggregated physical index**: 8.1 Broward County's Next-Generation Integrated Library System (NGS) service? 8.2 Broward County's subscription databases (see Table 2.2-3)?				

Exhibit 1
Page 50 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for Discovery Services (DS) that follows, please indicate a Yes or No answer to each question posed of your DS.

(1)	(2)	(3)	(4)	(5)
	Date	**Installed**		**Comments**
		in a Library		
Features and Functions	**Available**	**YES**	**NO**	
8.3 Open content web sites designated by Broward County for your DS for Broward County?				
8.4 Information from other Broward County local systems or databases?				
9 Would the following e-resources be searched for Broward County **by federated searches**:				
9.1 Broward County's Next-Generation Integrated Library System (NGS) service?				
9.2 Broward County's subscription databases (see Table 2.2-3)??				
9.3 Open content web sites designated by Broward County for your DS for Broward County?				
9.4 Information from other Broward County local systems or databases?				
10 Does your service provide for user accounts and profiles?				
10.1 Are these stored in your system?				
10.2 Are these accessed in the Library's ILS?				
10.3 Can your service provide an alert service to users for new content for which metadata are harvested?				
11 Is authentication required?				

Exhibit 1
Page 51 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for Discovery Services (DS) that follows, please indicate a Yes or No answer
to each question posed of your DS.

(1)	(2)	(3)	(4)	(5)
	Date	**Installed in a Library**		**Comments**
Features and Functions	**Available**	**YES**	**NO**	
11.1 Is there automatic authentication by IP address?				
11.2 Is there authentication by user log-in?				
12 Is an A to Z list provided?				
13 Do or can search results include:				
13.1 Relevance ranking?				
13.2 Facets?				
13.3 URL linking?				
13.4 Enriched catalog data?				
13.5 Social networking information?				
13.6 Delivery of full content of discovered resources?				
13.7 "Do you mean?" hints				
13.8 Do you have an autocorrect feature?				
13.9 User option to pay-for-download of proprietary content to which user is not authenticated for access?				
14 Does your service interoperate or interface with e-commerce payment services?				
15 Are there interfaces to mobile devices?				

Exhibit 1
Page 52 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

In the Functionality Checklist for Discovery Services (DS) that follows, please indicate a Yes or No answer to each question posed of your DS.

(1)	(2)	(3)	(4)	(5)
	Date	Installed in a Library		Comments
Features and Functions	**Available**	**YES**	**NO**	
16 Are the interfaces ADA-compliant?				
17 Does your service interoperate or interface with other search engines?				
17.1 Google?				
17.2 Google Scholar?				
17.3 Google Earth?				
17.4 Yahoo?				
17.5 Bing?				
17.6 Wolfram Alpha?				
17.7 (Other)?				
17.8 (Other)?				
17.9 (Other)?				
18 Does your service search open content, e-book, and social networking sites?				
18.1 Project Gutenberg				
18.2 Google Books				
18.3 Google eBooks				
18.4 Amazon				
18.5 Baker & Taylor's Blio				
18.6 Barnes & Noble NOOKbook Store				
18.7 Overdrive's Digital Library Reserve				
18.8 Facebook				

Exhibit 1
Page 53 of 144
Bid TEC2115735P1

In the Functionality Checklist for Discovery Services (DS) that follows, please indicate a Yes or No answer to each question posed of your DS.

(1)	(2)	(3)	(4)	(5)
	Date	Installed in a Library		Comments
Features and Functions	**Available**	**YES**	**NO**	
18.9 Twitter				
18.10 YouTube				
18.11 MySpace				
18.12 Pinterest				
18.13 Hathi Trust				
18.14 Google+				
18.15 Internet Archive				
18.16 The Huntingtom Archive of Buddhist and Asian Art				
18.17 Chronicling America, Historical American Newspapers				
19 Does your service allow for customizations?				
19.1 For search results?				
19.2 For look and feel?				
21 Does your service have skins?				
22 Does your service provide usage reports?				

Exhibit 1
Page 54 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 1

Estimated data storage and processing requirements

	2015 Estimates	2021 Estimates
Bibliographic records	>= 1,131,000	>= 1,175,000
Volumes/Items	>= 3,336,623	>= 3,500,000
Annual loans	10,000,000	>= 10,000,000
Registered users	>= 960,000	>= 1,000,000
Authority records	>= 646,467	>= 800,000
Estimated maximum peak hour users, staff and self service devices	>= 1,250	>= 1,500
Public users in Libraries	>= 2,250	>= 3,000
Other public access users connected through the Internet/WWW	3,000	4,000
TOTAL users	6,500	8500

Best estimates and projected number of network-connected devices/users at Broward County locations

	Total Network-Connected Users Outside of Libraries (PCs, Laptops, Tablets, Smartphones, etc.)	Staff and Self-Service Users in Libraries	Other Public Users in Libraries
2015 (best estimates)	8,000	425	5,400
2021 (projected)	8,000	500	5.400

Exhibit 1
Page 55 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 2

ILS TRAINING REQUIREMENTS

MODULE/FUNCTION	STAFF TO BE TRAINED	TRAINERS TO BE TRAINED	PERSONNEL TO BE TRAINED BY PROVIDER
Acquisitions	15	15	15
Circulation	400	50	50
Cataloging	5	5	5
Facilities (Room) Booking & Scheduling	15	5	5
Program Registration	15	5	5
Serials	50	5	5
Administrative System	5	5	5
Public Services	150	150	150
ESTIMATED TOTAL			
PERSONNEL TO BE TRAINED	**655**	**240**	**240**

Exhibit 1
Page 56 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 3

DAY ONE REQUIRED REPORTS

Prior to achieving Final Acceptance, Provider shall, at a minimum, provide the following reports, available to County on demand, and provide the complete schema of the underlying database showing, at a minimum, tables, fields, views, indexes and relationships. An updated data dictionary will also be required. These reports must contain the information shown in the samples listed below in a format approved by County.

CATALOGING:

Temporary Items/Itemless Bibs

This report should show information about temporary items and/or itemless bibliographic records. The information displayed should be limited by the branch(es) that own the title, as well as, to show only temporary items, only itemless bibliographic records, or information about both.

BRANCH	BIBLIOGRAPHIC ID	TEMPORARY	TITLE	AUTHOR	CALLNUMBER	PUBLISHING DATE	ISBN	
MAIN	43234524	NO	OLIVER TWIST	DICKENS	FIC DICKENS	2001	432452555	
NORTH REGIONAL	3436456	NO	ANTIQUE CARS	SMITH	REF CARS	1999	545345353	

Count of Items by Location

This report should show the total number of items grouped by Branch and Location codes. Location refers to a section within the library containing similar items. For example, Juvenile location has all material pertaining to juveniles. The report should show summary and grand totals.

BRANCH	LOCATION CODE	LOCATION NAME	COUNT	
MAIN	1	CIRC	200	
MAIN	2	REFERENCE	300	
MAIN	3	JUVENILE	100	
		TOTAL	600	
WEST	1	CIRC	100	
WEST	2	REFERENCE	100	
WEST	3	JUVENILE	100	
		TOTAL	300	
		TOTAL	900	

Exhibit 1
Page 57 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 3, cont'd

DAY ONE REQUIRED REPORTS

Count of Items by Location/Media

This report should show the total number of items grouped by Branch, Location, and Media codes. The count of items should be limited by the creation date of the item and earlier, as well as, specific Branch, Location, and Media codes.

BRANCH	LOCATION CODE	LOCATION NAME	MEDIA	COUNT
MAIN	1	CIRC	BOOK	200
MAIN	2	REFERENCE	BOOK	300
MAIN	3	JUVENILE	DVD	100
		TOTAL		600
WEST	1	CIRC	BOOK	100
WEST	2	REFERENCE	BOOD	100
WEST	3	JUVENILE	CD	100
		TOTAL		300
		TOTAL		900

Shelf List/Dusty Shelf List

This report should show information about items that are in an On Shelf or On Shelf Temporary status for each selected Branch, Location, and Media code combination. It should also allow the report to be restricted by a date range of when an item changed status.

	CALLNUMBER	BID	ITEM	AUTHOR	TITLE	PUBDATE	STATUS	STATUSDATE	LASTCHARGEDATE	PRICE	BRANCH	LOCATION	MEDIA
1													
2	CD FIC JOHANSEN	1313112	R0072751033	Johansen, Iris.	No one to trust [sound rec	2002	Charged	1/2/2014	5/12/2011	29.95	Galt Ocean	GENERAL C	AUDIO BOOKS ON (
3	DVD M	13766439	R0096843983		Main Street	2011	Charged	1/2/2014	9/14/2012	26.98	Galt Ocean	GENERAL C	DVD
4	LGPT FIC FRENCH	13826698	R0130370575	French, Nicci.	Blue Monday	2012	Charged	5/8/2014	1/1/1900	32.99	Galt Ocean	GENERAL C	LARGE PRINT BOOK
5	DVD G	13855416	R0160289194		Game of thrones. The co	2013	Charged	5/13/2014	4/16/2014	59.99	Galt Ocean	GENERAL C	DVD SERIES / SETS
6	DVD 792.702809 CO	1346116	R0103090615		Comedian	2003	Charged	5/5/2014	4/25/2014	22.49	Galt Ocean	GENERAL C	DVD NON-FIC

Last Item Report

This should show items that are the only remaining item connected to a bibliographic record.

BIB ID	ITEM ID	TITLE	BRANCH	MEDIA	CALL NUMBER	ISBN
1200001	RO1231231	FAST CARS	WEST	DVD	DVD CARS	12314144

Exhibit 1
Page 58 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 3, cont'd

DAY ONE REQUIRED REPORTS

Titles or items added by date

This report should show a list of titles or items added into the system by date added. It should allow for date range selection. It should show the title, call number, author, bibliographic ID number and how many items or titles were added on that same date if any.

TITLE	ITEM NUMB	CALLNUMBER	AUTHOR	BIB ID	NEW TITLE	MEDIA	
SHARKS	R32344243	REF SHARKS	G. SMITH	10011101	YES	DVD	
WEATHER PATTERNS	R23432344	REF WEATHER	OLSEN	23234244	NO	BOOK	

CIRCULATION REPORTS:

Overdue notices

This report should allow printing of overdue notices to be mailed to patrons. Overdue notices should be generated on any overdue length of time from due date. Information on the notices should include patron information, item information including charge and due dates. Notices should be easily customizable.

```
      FIRST OVERDUE NOTICE                    The item/s listed below
           06/08/16                           are overdue. Please return
    BROWARD COUNTY LIBRARIES                  these item/s and pay any
                                              fines owed.




          MILLER FRED ERIC
          9999 SW 99TH CT
          FORT LAUDERDALE, FL 33318-2139


                                     PID: D058014356

  PLEASE RETURN LIBRARY MATERIALS ON TIME TO AVOID FINES.   Thank you.
                    ITEM DESCRIPTION

ID: R0135010667      Suzukaze, Ryo
3R: HO               Attack on Titan : Kuklo u
PHONE: 954-357-7760 DUE: 05/23/2016     CALL #: YA FIC SUZUKAZE
```

Exhibit 1
Page 59 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 3, cont'd

DAY ONE REQUIRED REPORTS

Billing notices

This report should allow printing of bills to be mailed to patrons. Bills should show the items being billed for, the charges, patron information, charge date, due date. Bill notices should be easily customizable.

```
        BILLING NOTICE                      YOU MAY CLEAR YOUR RECORD BY
           06/08/16                         EITHER RETURNING THE ITEM(S)
      BROWARD COUNTY LIBRARY                AND PAYING AN ACCUMULATED
                                            FINE OR BY PAYING FOR THE
                                            REPLACEMENT OF ANY LOST
                                            ITEM(S). PLEASE CONTACT THE
                                            BRANCH LIBRARY IF YOU HAVE
                                            ANY QUESTIONS. PAST DUE
                                            BALANCES PLUS AN ADDITIONAL
        WILLIAMS DAVID R                     CHARGE OF $10.00 MAY BE
        9999 RIDGE TRACE                    REFERRED TO UNIQUE NATIONAL
        DAVIE, FL 33328                     COLLECTIONS. YOUR CREDIT
                                            COULD BE ADVERSELY AFFECTED
                                            PID: D024402201

 OUR RECORDS INDICATE THAT THE FOLLOWING ITEMS HAVE NOT BEEN RETURNED:
                                                          ITEM      LINE
                ITEM DESCRIPTION        FINES     FEES    COST      TOTAL

 ID: R0116604033   Huxley, Aldous, 1894  $.00    $10.00   $14.99    $24.99
 BR: DC            Brave new world /
 PHONE: 954-357-6399DUE: 05/03/2016   CALL # FIC HUXLEY
```

Notices report

In addtion to overdue and billing notices reports, the capability to run reports on any types of notices generated would be useful. Notices can be of type printed, email, voice or text.

NOTICE DATE	NOTICE TYPE	NOTICE FORMAT	PATRONID	NAME	EMAIL	ITEM	TITLE	MEDIA	BRANCH
2016-06-01 04:05:02.0	O1	EMAIL /W BOUNCE	D034356678	MILLER DAISY	mail@gmail.com	R0117276257	Dumpling days : a novel /	BOOK	>R
2016-06-01 04:05:02.0	O1	PHONE /W BOUNCE	D054678565	KUCINSKI LAUREEN K	null	R0074596382	Remains silent a novel /	ABCD	WR
2016-06-01 04:05:02.0	O1	PHONE /W BOUNCE	D045683743	STEEGSTRA MICHELE M	null	R0078601684	Deception	ABCD	DB
2016-06-01 04:05:02.0	O1	PHONE /W BOUNCE	D044015267	STEEGSTRA MICHELE M	null	R0122684300	The promise	ABCD	DB

Patron List

This report displays information about patrons based on their patron type and their status. This should show basic patron information such as name, address, phone, home branch, patron status, patron type, email, registration and expiration date.

	PATRON NAME	PATRON ID	PATRON STATUS	PATRON TYPE	LAST ACTION DATE	REGISTRATION DATE	EXPIRATION DATE	PRIMARY ADDRESS	PRIMARY CITY/STATE
3	CHUA ALDREI	D056867889	GOOD	PERMANENT	9/8/2014	9/19/2012	9/7/2018	5555 SW 124 WAY	MIRAMAR, FL
4	LARSEN KAI E	D056443434	GOOD	PERMANENT	9/19/2012	9/19/2012	9/19/2015	6666 JACKSON ST	HOLLYWOOD, FL
5	AHMED TANVIR	D056990898	GOOD	PERMANENT	9/19/2012	9/19/2012	9/19/2015	2499 NE 10 ST	POMPANO BEACH, FL

Exhibit 1
Page 60 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 3, cont'd

DAY ONE REQUIRED REPORTS

Circulation statistics summary by branch

This report should show, for a given date range, the number of charges, renewals, discharges and on shelf discharges by branch

BRANCH	CHARGES	RENEWALS	DISCHARGES(RETURN)	ON SHELF DISCHARGE
MAIN	350	275	127	12
WEST	35	22	1	8
NORTH	122	45	18	4

Unfilled holds

This report displays information on outstanding Title and Item holds. These are holds yet to be filled for patrons. The report output is limited by a Transaction Date, where holds placed before that date will be displayed, and Branch, which corresponds to the transaction branch where the hold was placed.

TITLE	AUTHOR	CALLNUMBER	PATRONID	HOLD PLACED AT	PICKUP BRANCH	DATE HOLD PLACED
BEES IN THE WILD	WESSON	123.122 BEE	D0443444	MAIN	WEST	3/26/2016
FAST CARS	MOTORS	FIC CARS	D0434555	WEB	MAIN	2/25/2016

Claims returned list

This report displays information on those transactions for items that were identified as Claims Returned. The report output can be limited by the branch, which is associated with both Claims Returned branches and item branches.

TITLE	ITEM NUMBER	AUTHOR	CALLNUMBER	PATRONID	CHARGE DATE	BRANCH	DUE DATE	CLAIMED DATE
BEES IN THE WILD	R02332345235	WESSON	123.122 BEE	D0443444	1/12/2016	WEST	1/21/2016	1/30/2016
FAST CARS	R05646466466	MOTORS	FIC CARS	D0434555	3/24/2016	MAIN	4/16/2016	4/20/2016

Intransit report

This report displays information on items that are in an In Transit or Hold In Transit status for more than a specified amount of days. Item information, from and to branch should be displayed.

ITEM	TITLE	DATE INTRANSIT	FROM BRANCH	TO BRANCH	INTRANSIT FOR HOLD
R02332345235	BEES IN THE WILD	3/20/2016	MAIN	WEST	YES
R05646466466	FAST CARS	3/31/2016	WEST	MAIN	NO

Exhibit 1
Page 61 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPENDIX 3, cont'd

DAY ONE REQUIRED REPORTS

ACQUISITIONS:

Order log.

Show basic information of orders: Date of order, title, copies and vendor information.

ORDER DATE	TITLE	COPIES	VENDOR CODE	VENDOR NAME
4/25/2016	BEES IN THE WILD	45	YT6832	TAYLOR BOOKS

ADMINISTRATIVE:

User listing

This report should produce a listing of all users of the ILS. It should show their granted permission set in a clearly visible grid. It should include choices about selecting users by group, status, branch or by specific permission sets.

USER NAME	ALIAS	DATE REGISTERED	DATE EXPIRED	GROUP
PHIL STEVENS	PS1	6/30/2016		STAFF
MIKE WARD	MW2	3/15/2013	4/20/2015	VOLUNTEER

Exhibit 1
Page 62 of 144
Bid TEC2115735P1

APPENDIX 4

GLOSSARY OF TERMS AND ACRONYMS

ADA	Americans with Disabilities Act
ANSI	American National Standards Institute
API	Application Programming Interface
BCL	Broward County Libraries
BIBFRAME	Bibliographic Framework Initiative
Codabar	Barcode symbology
COUNTER	Electronic resource usage reporting
CSV	Comma delimited text file
DS	Discovery Service
EAD	Encoded Archival Description(XML standard)
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport
EIA-TIA	Electronic Industries Association-Telecommunications Industries Association
ERMI	Electronic Resources Management Initiative
EZPROXY	Authentication software
FRBR	Functional Requirements for Bibliographic Records
FTP	File Transfer Protocol
ILL	Inter Library Loan
ILS	Integrated Library System
IP	Internet Protocol
ISBN	International Standard Book Number
ISO	International Organization for Standardization
LAN	Local Area Network
LDAP	Lightweight Directory Access Protocol (Authentication)
MARC	Machine Readable Cataloging
MARC-8	Character encoding for MARC21 library records
NGS	Next Generation Library System
NISO	National Information Standards Organization
OAI	Open Archive Initiative protocol for meta data harvesting
OASIS	Online Acquisitions and Selection Information System
OCLC	Online Computer Library Center

Exhibit 1
Page 63 of 144
Bid TEC2115735P1

APPENDIX 4, cont'd

GLOSSARY OF TERMS AND ACRONYMS

ONIX Online Information Exchange (publishing protocol)

OPAC	Online Public Access Catalog
OSI	Open Systems Interconnection
PCI	Payment Card Industry
PIN	Personal Identification Number
POS	Point of Sale
RDA	Resource Description and Access
RDBMS	Relational Database Management System
RSS	Rich Site Summary
SaaS	Software as a Service
SIP	Standard Exchange Protocol
SMS	Short Message Service (text messaging)
SOAP	Simple Object Access Protocol
SQL	Structured Query Language
SRU	Search / Retrieval through URL
SSL	Secure Socket Layer
TEI	Text Coding Initiative
UDF	User Defined Field
Unicode	Character coding system to support interchange, display and processing of written text
URL	Uniform Resource Locator
UTF-8	Variable width character encoding
Z3950	Applications layer communications protocol

Exhibit 1
Page 64 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Standard Instructions to Vendors
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the Purchasing Division website or contact BidSync for submittal instructions.

A. Responsiveness Criteria:

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsive Bidder [Vendor] means a person who has submitted a proposal which conforms in all material respects to a solicitation. The solicitation submittal of a responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the solicitation documents to be submitted at the time of proposal opening.

Failure to provide the information required below at the time of submittal opening may result in a recommendation Vendor is non-responsive by the Director of Purchasing. The Selection or Evaluation Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to **Special Instructions to Vendors**, for Additional Responsiveness Criteria requirement(s).

1. **Lobbyist Registration Requirement Certification**
    Refer to **Lobbyist Registration Requirement Certification** . The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

2. **Addenda**
    The County reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must" addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

B. Responsibility Criteria:

Definition of a Responsible Vendor: In accordance with Section 21.8.b.64 of the Broward County Procurement Code, a Responsible Vendor means a Vendor who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The Selection or Evaluation Committee will recommend to the awarding authority a determination of a Vendor's responsibility. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award.

Exhibit 1
Page 65 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsive.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

1. **Litigation History**

   a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. A case is considered to be "material" if it relates, in whole or in part, to any of the following:

      i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
      ii. An allegation of negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
      iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
      iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
      v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.

   b. For each material case, the Vendor is required to provide all information identified on the **Litigation History Form**.

   c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.

   d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.

   e. A Vendor is also required to disclose to the County any and all case(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project.

   f. Failure to disclose any material case, or to provide all requested information in connection with each such case, may result in the Vendor being deemed non-responsive.

2. **Financial Information**

   a. All Vendors are required to provide the Vendor's financial statements at the time of submittal in order to demonstrate the Vendor's financial capabilities.

   b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:

      i. Balance sheets, income statements and annual reports; or
      ii. Tax returns; or
      iii. SEC filings.

   If tax returns are submitted, ensure it does not include any personal information (as defined

Exhibit 1
Page 66 of 144
Bid TEC2115735P1

under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.

e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.

f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

3. **Authority to Conduct Business in Florida**

a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.

b. The County will review the Vendor's business status based on the information provided in response to this solicitation.

c. It is the Vendor's responsibility to comply with all state and local business requirements.

d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the **Vendor Questionnaire**, Question No. 10.

e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.

f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a submission to this solicitation may be deemed non-responsible.

g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. **Affiliated Entities of the Principal(s)**

a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the **Affiliated Entities of the Principal(s) Certification Form**.

b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

5. Insurance Requirements

The **Insurance Requirement Form** reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

C. Additional Information and Certifications

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

1. Vendor Questionnaire
Vendor is required to submit detailed information on their firm. Refer to the **Vendor Questionnaire** and submit as instructed.

2. Standard Certifications
Vendor is required to certify to the below requirements. Refer to the **Standard Certifications** and submit as instructed.

a. **Cone of Silence Requirement Certification**
b. **Drug-Free Workplace Certification**
c. **Non-Collusion Certification**
d. **Public Entities Crimes Certification**
e. **Scrutinized Companies List Certification**

3. Subcontractors/Subconsultants/Suppliers Requirement
The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information Form** and submit as instructed.

D. Standard Agreement Language Requirements

1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's submittal and will be considered by the Selection or Evaluation Committee.

2. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors.**

3. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. If the **Agreement Exception Form** is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as

disclosed in the solicitation.

4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Selection or Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

E. Evaluation Criteria

1. The Selection or Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria.** The County reserves the right to obtain additional information from a Vendor.

2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.

3. For Request for Proposals, the following shall apply:

   a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.

   b. The Evaluation Criteria identifies points available; a total of 100 points is available.

   c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:

   (Lowest Proposed Price/Vendor's Price) x (Maximum Number of Points for Price) = Price Score

   d. After completion of scoring, the County may negotiate pricing as in its best interest.

4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:

   a. The Selection or Evaluation Committee will create a short list of the most qualified firms.

   b. The Selection or Evaluation Committee will either:

   i. Rank shortlisted firms; or
   ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

If applicable, as indicated in **Special Instructions to Vendors**, Vendors will be required to demonstrate the nature of their offered solution. After receipt of submittals, all Vendors will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD, flash drive or a combination of both) should be given to the Purchasing Agent at the demonstration meeting to retain in the Purchasing files.

Exhibit 1
Page 69 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

G. Presentations

Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Selection or Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary.

H. Public Art and Design Program

If indicated in **Special Instructions to Vendors,** Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Selection or Evaluation Committee appointment and for County Commissioners and Commission staff at the time of the Shortlist Meeting of the Selection Committee or the Initial Evaluation Meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under Committee Appointment.

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Selection or Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.

K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response, unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.

2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential", and marked with the specific statute and subsection asserting exemption from Public Records.

3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

> Broward County Purchasing Division
> 115 South Andrews Avenue, Room 212
> Fort Lauderdale, FL 33301

4. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute (s) allowing the document to be treated as confidential.

5. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.

6. Submitting confidential material may impact full discussion of your submittal by the Selection or Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

Except where otherwise prohibited by federal or state law or other funding source restrictions, a local Vendor whose submittal is within 5% of the highest total ranked Vendor outside of the preference area will become the Vendor with whom the County will proceed with negotiations for a final contract. Refer to **Local Vendor Certification Form (Preference and Tiebreaker)** for further information.

P. Tiebreaker Criteria

In accordance with Section 21.31.d of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. **Local Vendor Certification Form (Preference and Tiebreaker);**
2. **Domestic Partnership Act Certification (Requirement and Tiebreaker);**
3. **Tiebreaker Criteria Form: Volume of Work Over Five Years**

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in

order to obtain complete and timely information.

R. Review and Evaluation of Responses

A Selection or Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable.

2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the Selection or Evaluation Committee as to each Vendor's responsiveness to the requirements of the solicitation. The final determination of responsiveness rests solely on the decision of the committee.

3. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Vendor has breached or failed to perform a contract, claims history of the Vendor, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of a Vendor.

S. Vendor Protest

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

1. Any protest concerning the solicitation or other solicitation specifications or requirements must be made and received by the County within seven business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest solicitation specifications or requirements is a waiver of the ability to protest the specifications or requirements.

2. Any protest concerning a solicitation or proposed award above the award authority of the Director of Purchasing, after the RLI or RFP opening, shall be submitted in writing and received by the Director of Purchasing within five business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.

3. Any actual or prospective Vendor who has a substantial interest in and is aggrieved in connection with the proposed award of a contract which does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.

4. For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a proposed contract award shall be a waiver of the Vendor's right to protest.

Exhibit 1
Page 72 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

5. Protests arising from the decisions and votes of a Selection or Evaluation Committee shall be limited to protests based upon the alleged deviations from established committee procedures set forth in the Broward County Procurement Code and existing written guidelines. Any allegations of misconduct or misrepresentation on the part of a competing Vendor shall not be considered a protest.

6. As a condition of initiating any protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

Estimated Contract Amount	Filing Fee
$30,000 - $250,000	$ 500
$250,001 - $500,000	$1,000
$500,001 - $5 million	$3,000
Over $5 million	$5,000

If no contract proposal amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

T. Right of Appeal

Pursuant to Section 21.83.d of the Broward County Procurement Code, any Vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection or Evaluation Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

1. The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Selection or Evaluation Committee to be deemed timely.

2. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of this section.

3. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

U. Rejection of Responses

The Selection or Evaluation Committee may recommend rejecting all submittals as in the best interests of the County. The rejection shall be made by the Director of Purchasing, except when a solicitation was approved by the Board, in which case the rejection shall be made by the Board.

V. Negotiations

The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the Selection or Evaluation Committee. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease. Negotiations will begin with the next ranked Vendor, etc. until such time that all requirements of Broward County Procurement Code have been met.

W. Submittal Instructions:

Exhibit 1
Page 73 of 144
Bid TEC2115735P1

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.

2. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.

3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.

4. Vendor must view, submit, and/or accept each of the documents in BidSync. Web-fillable forms can be filled out and submitted through BidSync.

5. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one (regardless if pricing requested).

6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.

7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.

8. After all files are uploaded, Vendor must submit and **CONFIRM** its offer (by entering password) for offer to be received through BidSync.

9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

 Broward County Purchasing Division
 115 South Andrews Avenue, Room 212
 Fort Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Bid Sync; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the solicitation due date and time.

Exhibit 1
Page 74 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Special Instructions to Vendors

Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

A. Additional Responsiveness Criteria:
In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in making a determination of responsiveness:

1. **Pricing: BidSync Item Response Form**
    Vendor's Pricing **MUST** be submitted on the **Item Response Form** electronically through BidSync. It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation. The County will not consider solicitation responses received by other means.

    Pricing submitted electronically is a matter of RESPONSIVENESS. Failure of the Vendor to complete and electronically submit pricing on the Item Response Form SHALL determine the Vendor to be NONRESPONSIVE to the solicitation.

    i. If it is the intent of the Vendor to perform or provide any services or commodities at no cost to the County, then $0.00 (zero) dollars **MUST** be referenced in the unit price field.

    ii. In the event that pricing is required for multiple years, pricing for each year **MUST** be completed by the Vendor.

    DO NOT USE "N/A", "—" OR ANY OTHER SYMBOLS.

    IT IS THE RESPONSIBILITY OF THE VENDOR TO ASK QUESTIONS OR SEEK CLARIFICATION REGARDING PRICING PRIOR TO THE SOLICITATION'S DUE DATE.

    THE COUNTY WILL NOT SEEK CLARIFICATION ON PRICING.

2. **Domestic Partnership Act Requirement**
    This solicitation requires that the Vendor comply with Domestic Partnership Act unless it is exempt from the requirement per Ordinance. Vendors must follow the instructions included in the **Domestic Partnership Act Certification Form (Requirement and Tiebreaker)** and submit as instructed.

3. Vendor must complete and submit the **Attestation Form** certifying their acknowledgement and acceptance that, as a business decision, Broward County Libraries will not consider open source solutions for an ILS/DS.

B. Additional Responsibility Criteria:
In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in making a determination of responsibility:

1. **Office of Economic and Small Business Development Program**
    This solicitation has the following **County Business Enterprise Goals: 10% CBE Goals.** Vendors must follow the instructions included in the **Office of Economic and Small Business Development Requirements** section and submit all required forms and information as instructed.

2. **Vendor must complete and submit the Vendor Security Questionnaire (VSQ)**
    The Vendor Security Questionnaire's (VSQ) purpose is to assess the Vendor's security policies and/or system protocol and to identify any security vulnerabilities. Each responding vendor will be required to complete and submit the VSQ (for applicable solution – services, hardware, and/or software). If not included with the proposal submittal at the time of the solicitation opening deadline, the proposing vendor will be required to complete and submit the VSQ within three business days of County's request. If a response requires additional information, the Vendor should attach a written detailed response; each response should be numbered to match the question number. The County will review Vendor's VSQ response and any security concerns will be addressed during Evaluation Committee Meetings or negotiations. At the sole discretion of the County, unresolved security concerns shall also be evaluated in making a determination of responsibility or may lead to impasse during negotiations. Refer to the **Vendor Security Questionnaire** form for submittal requirements.

3. **Vendor must complete and submit the Functionality Checklist for Next Generation Integrated Library System (NGS/ILS)**

4. **Vendor must complete and submit the Functionality Checklist for Discovery Services (DS)**

C. **Standard Agreement Language Requirements:**

The applicable Agreement terms and conditions for this solicitation can be located at:

http://www.broward.org/Purchasing/Documents/softwareasaserviceagreement.pdf

AND

http://www.broward.org/Purchasing/Documents/servicelevelagreement.pdf

Refer to **Standard Instructions for Vendors** and the requirements to review the applicable terms and conditions (and submission of the **Agreement Exception Form)**.

D. **Demonstrations:**

Applies to this solicitation. Refer to Standard Instructions to Vendors for additional information. Refer to **Demonstration Script** for demonstration requirements.

E. **Presentations:**

Applies to this solicitation. Refer to Standard Instructions to Vendors for additional information and requirements.

F. **Public Art and Design Program:**

Not applicable to this solicitation.

G. **Procurement Authority:**

Pursuant to Section 21.32, Competitive Sealed Proposals, of the Broward County Procurement Code.

Exhibit 1
Page 76 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

H. **Project Funding Source - this project is funded in whole or in part by:**

County Funds

I. **Projected Schedule:**

Initial Evaluation Meeting (Sunshine Meeting):   Date: TBD
Final Evaluation Meeting (Sunshine Meeting):   Date: TBD

Check this website for any changes to the above tentative schedule for Sunshine Meetings:
http://www.broward.org/Commission/Pages/SunshineMeetings.aspx.

J. **Project Manager Information:**

Project Manager: Adrian Ramotar, Information Systems Supervisor, Libraries Division

Email: ARAMOTAR@broward.org

Vendors are requested to submit questions regarding this solicitation through the "Q&A" section
on BidSync; answers are posted through BidSync.

Exhibit 1
Page 77 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Evaluation Criteria Response Form

The completed Evaluation Criteria Response Form should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation or deem vendor non-responsible.

Evaluation Criteria Response Form:

The responding vendor must complete the Evaluation Criteria Response Form (pdf fillable file) with responses corresponding to each numbered item in text format only. Each Evaluation Criteria response should be succinct and include only relevant information which best answers the item. Do not include graphs, charts, resumes, tables, pictures, etc., in the Evaluation Criteria Response Form. Each Evaluation Criteria response allows for a maximum of 2100 characters of text only.

Instructions for uploading: Download document, save as the pdf fillable document (do not save as any other type of document), complete form and upload form as the fillable pdf file. **DO NOT APPLY ANY TYPE OF SECURITY, ALTER OR OTHERWISE MANIPULATE THE DOCUMENT. DO NOT PRINT TO PDF OR SCAN DOCUMENT BEFORE UPLOADING TO BIDSYNC.**

Evaluation Criteria Response Form (Supplemental Information):

If the Vendor's evaluation criteria response needs to reference additional Information to supplement their response to an item such as graphs, resumes, tables, org charts, etc., include only the supplemental information as an attachment appropriately labeled as follows: Supplemental Information - Title - Evaluation Criteria Item Number **(ex. Supplemental Information - Resume John Doe – Evaluation Criteria 1b.)** The Supplemental Information should be uploaded to BidSync as separate pdf files (attachments) and not combined with the vendor's completed Evaluation Criteria Response Form.

Check here to indicate that Vendor agrees it has read and will comply with the submission instructions above.

Exhibit 1
Page 78 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Evaluation Criteria Response Form

RFP/RLI/RFQ Number and Title	TEC2115735P1 - Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)
Vendor Name	
Vendor Address	
Evaluation Criteria	**Vendor Response**
1. Ability of Professional Personnel: A. List and describe the qualifications, relevant experience and roles of the key team members, including: 　i. Project Manager(s), Professional, and technical personnel that will be assigned to this project. 　ii. Include the qualifications and relevant experience of the sub-consultants' key staff to be assigned to this project (if applicable). 　iii. Include resumes and organizational charts Note: Highlight experience in developing and implementing best practice standards and workflows as it relates to implementing a new Integrated Library System. Points Value: 15 ***Required**	
B. Length of time that the vendor has been in operation providing Integrated Library System software; including: 　i. Total number of current employees of the company 　ii. Rate of employee turnover Points Value: 5 ***Required**	

Exhibit 1
Page 79 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

2. PROJECT APPROACH:
A. Describe your Approach and include in your Functional Systems Proposal, as per the Scope of Work, the project design, architecture, hardware, installation, data integration, system implementation plan, network equipment, training, maintenance and support.
    i.   Include an introductory overview describing the proposed system.
    ii. Address third party integration, product life cycle(s), capability for expansion and ability to adapt to industry changes.
    iii. How the primary vendor will use third party vendor(s), (if applicable) throughout the project.
    iv. Identify potential issues or challenges related to the project and describe how your firm's project approach will resolve these issues.
Points Value: 20
*Required	

B. Provide complete responses to the following Functionality Checklists for evaluation; attach additional explanation, as necessary:
    i. Functionality Checklist for Next Generation Integrated Library System (NGS/ILS)
    ii. Functionality Checklist for Discovery Services (DS)
Points Value: 15
*Required	

Exhibit 1
Page 80 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

3.Past Performance:
A. List and describe the vendor's experience on projects of similar nature, scope and duration along with evidence of satisfactory completion, both on time and within budget, for the past five years. Include the following:
   i. Client/Project name;
   ii. Product/Functionalities implemented;
   iii. Detailed project description including implementation, training and final acceptance phases;
   iv. The organizations size - and relative comparison to this project;
   v. Project cost and duration
Points Value: 15
*Required	

B. Provide a minimum of three completed Projects with references for Projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to Vendor Reference Verification Form and submit as instructed. Only provide references for non-Broward County Board of County Commissioners contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance. Points Value: 5 ***Required**	
4. Workload of the Firm: For the prime Vendor only, list all completed and active projects that Vendor has managed within the past five years. In addition, list all projected projects that Vendor will be working on in the near future. Projected projects will be defined as a project(s) that Vendor is awarded a contract but the Notice to Proceed has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor's approach in managing these projects. Were there or will there be any challenges for any of the listed projects? If so, describe how Vendor dealt or will deal with the projects' challenges. Points Value: 5 ***Required**	

Exhibit 1
Page 81 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

5. Refer to **Vendor's Business Location Attestation Form** and submit as instructed. Vendor with a principal place of business location (also known as the nerve center) within Broward County for the last six months, prior to the solicitation submittal, will receive five points; a Vendor not meeting all of the local business requirements will receive zero points. The following applies for a Vendor responding as a Joint Venture (JV): if a member of the JV has 51% or more of the equity and meets all of the local business requirements, the JV will receive three points; if a member of the JV has 30 to 50% of the equity and meets all of the local business requirements, the JV will receive two points; and if a member of the JV has 10% to 29% of the equity and meets all of the local business requirements, the JV will receive one point. Submit your firm's State of Florida Department of Corporations website listing as evidence of your firm's primary business location. Points Value: 5	
6. Pricing: Provide pricing for all lines of the Item Response Form. State prices for providing all hardware, equipment, licenses, and services in accordance with the Scope of Work as stated in this solicitation. The points available for Price will be calculated by comparing the total price for the entire 5-year period, including hardware, software licensing, implementation services, training, and support and maintenance services. The points awarded for price are calculated as described in the Standard Instructions for Vendors, Section E. Evaluation Criteria, 3. Points Value: 15	

Exhibit 1
Page 82 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Questionnaire Form

The completed Vendor Questionnaire Form and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional supporting information, the Vendor should provide a written detailed response as indicated on the form. The completed questionnaire and responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire Form be knowledgeable about the proposing Vendor's business profile and operations.

Solicitation Number :		**TEC2115735P1**
Title :		**Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)**
1. Legal business name:		
2. Doing Business As/ Fictitious Name (if applicable):		
3. Federal Employer I.D. no. (FEIN):		
4. Dun and Bradstreet No.:		
5. Website address (if applicable):		
6. Principal place of business address:	Address Line 1	
	Address Line 2	
	City	
	State	
	Zip Code	
	Country	
7. Office location responsible for this project:		
8. Telephone no.:		
9. Fax no.:		
10. Type of business:	Type of Business (Select from the dropdown list)	

Exhibit 1
Page 83 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

	If Corporation, Specify the State of Incorporation	
	If General Partnership, Specify the State and County filed in	
	If Other, Specify the detail	
11. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name):		
12. List name and title of each principal, owner, officer, and major shareholder:	a)	
	b)	
	c)	
	d)	
13. AUTHORIZED CONTACT(S) FOR YOUR FIRM:	Contact Name 1	
	Title	
	E-Mail	
	Telephone No.	
	Fax No.	
	Contact Name 2	
	Title	
	E-Mail	
	Telephone No.	
	Fax No.	
14. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response.	Click response	Yes No
	If Yes, provide detailed response	

Exhibit 1
Page 84 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

15. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted.	Click response	Yes No
	If Yes, provide detailed response	
16. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.	Click response	Yes No
	If Yes, provide detailed response	
17. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response.	Click response	Yes No
	If Yes, provide detailed response	
18. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response.	Click response	Yes No
	If Yes, provide detailed response	
19. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety.	Click response	Yes No
	If Yes, provide detailed response	

Exhibit 1
Page 85 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

20. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.	Click response	Yes No
	If Yes, provide detailed response	
21. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response.	Click response	Yes No
	If Yes, provide detailed response	
22. Living Wage solicitations only: In determining what, if any, fiscal impacts(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract. Living Wage had an effect on the pricing. If yes, Living Wage increased the pricing by ____% or decreased the pricing by ____%.	Click response	Yes No N/A
	If Yes, provide detailed response	

Exhibit 1
Page 86 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Next Generation Integrated Library System and Discovery Services

Additional Services

Position Description	Proposed Hourly Rate
Project Manager	$
Customization/Programming	$
Conversion Services	$
Trainer	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$

This form is for information only and will not be used for final evaluation and scoring for Price.

Proposer is requested to provide rates for disciplines of its personnel for any additional services requested by County which are not a part of this Scope of Work, but may become necessary at a later time.

Proposers may also include additional titles/services as necessary.

Exhibit 1
Page 87 of 144
Bid TEC2115735P1

Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Attestation Form

This form is a requirement of the RFP. The completed and signed form should be returned with the Vendor's submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

      1. As a business decision, Broward County Libraries <u>will not</u> consider open source solutions for an ILS/DS.

      2. Vendor affirms that vendor did not propose an open source solution.

Vendor, by virtue of the signature below, certifies that:

The Vendor acknowledges and accepts items 1 and 2 above.

I, _____, _____, of_____
        (Print name)   (Title)   (Company name)

hereby attest that I have the authority to sign this certification and certify that the above is true, complete and correct.

Dated: _____   By: _____
                                         (Signature)

Exhibit 1
Page 88 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Vendor Demonstration Script
Total Time for Demonstration: TBD

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

DATE	
NAME OF VENDOR	
NAME OF SOFTWARE PRODUCT	

Each Technical Review Team member will go through the functionality requirements listed below that are required of the vendor to demonstrate.

The Technical Review Team member will answer yes or no if the feature exists or not. Place a checkmark in the other columns to indicate whether those attributes need to be noted. Any "Comments" should be only factual (e.g., "demonstrated merge authority, but not linked headings" or "demonstrated add, but not delete").

Exhibit 1
Page 89 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

CATALOGING WITH AUTHORITY CONTROL					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Import and load MARC records from an external source to create bibliographic and item information. The external sources should include website, FTP source, and MARC records on a local drive.				
2	Edit a MARC record with database update on save				
3	Edit an item record				
4	Batch edit bibliographic records				
5	Batch edit item records				
6	Export bibliographic and item information to a MARC record (Marcout)				
7	Build customized spine and pocket labels				
8	Duplicate detection of 8.1 to 8.4 below				
8.1	OCLC numbers				
8.2	ISBN numbers				
8.3	Item numbers				
8.4	Unique bibliographic identifier				
9	Formatted coding templates for fixed field coding				
10	Automatic management of links between bibliographic and authority records				
11	Search bibliographic records by any field in the MARC record				
12	Create customized lists and reports				
13	Create non-MARC metadata				
14	Ability to bridge records back and forth between staff and cataloging modules				
15	Verify headings in Authority control records				
16	Merge authority records and adjust their linked headings automatically				
17	Create, edit, merge and delete authority record headings				

Exhibit 1
Page 90 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

CATALOGING WITH AUTHORITY CONTROL					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
18	Globally update authority headings by any MARC field				

ACQUISITIONS WITH FUND ACCOUNTING					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Separate acquisitions budgets, vendors, and activity for designated groups of libraries				
2	Downloadable acquisitions vendor selection lists				
3	Integrate multiple vendors' selection lists				
4	Staff additions and deletions to selection and order lists				
5	Electronic ordering with selection lists				
6	Customizable data entry and free text addition to selection and purchase requests				
7	Ability to produce individual purchase requests and desiderata				
8	Sort purchase requests by selector, program, or budget code				
9	Customize work slips to reflect local fields and format				
10	Electronic work slips				
11	Printed work slips				
12	Accessibility to acquisitions information throughout technical services and processing workflow and in the OPAC for the following(12.1 to 12.6):				
12.1	Selection				
12.2	Ordering				
12.3	Receiving				
12.4	Pre-processing				
12.5	Cataloging				
12.6	Post-processing				
13	Ability to suppress selections/desiderata, bib records and items in OPAC				

Exhibit 1
Page 91 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

ACQUISITIONS WITH FUND ACCOUNTING					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
14	Automatic update of bibliographic records throughout the acquisition/ processing/ cataloging workflow				
15	Ability to send emails at the selection stage and throughout the acquisitions/ processing/ cataloging workflow				
16	Ability to delete an acquisitions record				
17	Ability to have an indexed, searchable institution created field that links to a purchase order number created by other County software				
18	Archive by fiscal year				
19	Catalog records should remain separate from acquisitions records				
20	Ability to distribute partially approved or received orders				

Exhibit 1
Page 92 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

SERIALS CONTROL WITH FUND ACCOUNTING					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Issue arrival prediction				
2	Automatic check-in				
3	Flexible holdings display(Free Text)				
4	Manual edit of holdings patterns				
5	Display serials holdings data in other modules				
6	Accommodate and link title variations				
7	Accommodate and link multiple formats of the same title(print, fiche, electronic)				
8	Hyperlink to e-version of journal				
9	Flexible, customizable display of call number and location				
10	Share vendor records with acquisitions module				
11	Share fund records with acquisitions module				
12	Manage subscription renewals and cancellations				
13	Support automatic or mediated claims and cancellations in email or print formats as specified in 13.1 to 13.4 below				
13.1	Automatically via email				
13.2	Manually via email				
13.3	Automatically via printouts				
13.4	Manually via printouts				
14	Claim alerts				

Exhibit 1
Page 93 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

OPAC					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Compatible with popular web browsers (IE, Chrome, Firefox, Safari.)				
2	Language interface for English				
3	Language interface for Haitian Creole French				
4	Language interface for Spanish				
5	Smartphone/tablet interface				
6	Ecommerce interface				
7	Spell checker				
8	SSL encryption				
9	URL link resolver				
10	Link from OPAC to e-content				
11	User customizable capabilities as described in 11.1 to 11.5				
11.1	Interface look and feel				
11.2	Alert of new content available				
11.3	User created favorites list				
11.4	User created saved searches list				
11.5	User created starred reviews				
12	Page level customization as described in 12.1 to 12.5				
12.1	Audio books				
12.2	Customizable search buttons				
12.3	Customizable search interface				
12.4	Customizable display screens				
12.5	Display enriched content: e.g. from Content Café				
13	Display multiple links per record				
14	"Similar Search" or "Did you mean" function				
15	Limit searches to specific holdings				
16	Limit searches to only available items				
17	Limit searches to specific branch locations				
18	Ability to narrow search results				
19	Ability for patrons to place holds on specific copies				
20	Ability for patrons to place holds on specific volumes				
21	Ability for patrons to view their charges				

Exhibit 1
Page 94 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

OPAC					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
22	Ability to filter results search results by branch				
23	Ability to filter results by branch and choose sort order				
24	Ability to invoke an OPAC search from a different web page				
25	Ability to designate pickup branch for each item				

Exhibit 1
Page 95 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

PORTAL MODULE					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Authentication for user access				
2	SSL secured				
3	User customizable interfaces				
4	Content Alert Service matching user profile				
5	Profiles for personalized library services				
6	Faceted searching				
7	RSS notification				
8	Federated searching(z39.50 or connector based) of licensed databases				
9	Searching of events from an event scheduler module				

Exhibit 1
Page 96 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

CIRCULATION SYSTEM					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Notification system with methods described in 1.1 to 1.5				
1.1	Printed				
1.2	Email				
1.3	Text messages				
1.4	Automated telephone notification system				
1.5	Multi language support for the above 1.1 to 1.4				
2	Offline circulation system				
3	Online patron registration with duplicate detection				
4	Link/merge patron records				
5	Store images in patron records				
6	Customizable printed and email receipts				
7	Easy to use interface for 7.1 to 7.6 below:				
7.1	To make status changes				
7.2	To edit records				
7.3	To set a return date				
7.4	To sort or search records on multiple fields				
7.5	Searching by approximate string matching				
7.6	To customize workstations				
8	Client software is compatible with the browsers, software and operating systems described in 8.1 to 8.9				
8.1	Windows 7 and 10				
8.2	Linux/Unix				
8.3	Mac OS				
8.4	Android				
8.5	iOS				
8.6	Microsoft Edge browser				
8.7	Internet Explorer 11				
8.8	Safari				
8.9	Chrome				
9	Item holds capabilities as described in 9.1 to 9.12				
9.1	Restrict or allow holds on items at the bibliographic or collection level				
9.2	Customizable holds				

Exhibit 1
Page 97 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners
Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

CIRCULATION SYSTEM					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
9.3	Hold notifications				
9.4	Customizable hold slips				
9.5	Customizable hold checkout slips				
9.6	Support for in-transit shipment of requested items				
9.7	Hold work slips				
9.8	Hold transit work slips				
9.9	Re-arrangeable holds queue				
9.10	Limit on number items that can be requested by patron				
9.11	Limit on the number of items that can be checked out by format				
9.12	Block customers from borrowing with fines over a certain limit				
10	Floating collection with the features specified in 10.1 to 10.3				
10.1	Floating for all branches of a library system or a subset of branches				
10.2	Float the collection by subset of items based on collection grouping criteria.				
10.3	Ability to set up float acceptance limits at branches and establish an overflow policy(redistribution)				
11	Archive financial transactions				
12	Patrons can be loaded(registered) in batch				
13	Patrons can be deleted in batch				

Exhibit 1
Page 98 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

STOCK ROTATION MODULE					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Capability to group items to move between locations				
2	Capability to set a location routing order for a group of items				
3	Capability to set a number of days before routing at each location				

Exhibit 1
Page 99 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

HOMEBOUND MODULE					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Individual patron reading history				
2	Automatic generation of pick lists for patrons that they have not received before				
3	Support for books-by-mail including generation of mailing labels				

Exhibit 1
Page 100 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners
Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

PROGRAM REGISTRATION, ROOM BOOKING AND SCHEDULING MODULE					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Ability to create, edit or delete events				
2	Specify programs for an event				
3	Recurring programs				
4	Specify event locations				
5	On premise locations				
6	Off premise locations				
7	Ability to register patrons				
8	Ability to contact event attendees by email or text messages				
9	Allow for room setup and cleanup in scheduling				
10	Ability to message the creator of the program of registration details				
11	Display scheduled programs in OPAC for patrons to view				
12	Ability to define customized fields or tags such as program theme				
13	Ability to run reports based on customized fields or tags				

Exhibit 1
Page 101 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

INVENTORY CONTROL MODULE					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Portable inventory control devices such as scanners				

Exhibit 1
Page 102 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

INTERLIBRARY LOAN MANAGEMENT SYSTEM					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Interoperates with OCLC				
2	Interoperates with other ILS software				
3	Support for authentication				
4	Notifications for overdue and item ready for pickup using the methods in 4.1 to 4.3 below				
4.1	Email				
4.2	Automated Text messages				
4.3	Staff sent text messages				
5	Capability to build a database of libraries that have loaned to BCL				
6	Printout of ILL labels				
7	ILL self service requests for patrons				

Exhibit 1
Page 103 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

REPORT GENERATOR					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Production of the day one reports shown in Appendix 3				
2	Capabilities for SQL queries				
3	User customizable reports				
4	Ability to schedule reports				
5	Batch loading and exporting of data should have reports detailing the statistics of the data transfer				
6	Reports should be exported in the formats detailed in 6.1 to 6.3				
6.1	Excel				
6.2	CSV				
6.3	Raw data in text format				
7	Users are warned about reports that may be time consuming				
8	Report access should be controlled by user privileges				

Exhibit 1
Page 104 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners
Vendor Demonstration Script

`Technical Review Team member will complete this form for each requirement based on vendor's demonstration.`

SYSTEM ADMINISTRATION					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Create user profiles and passwords for ILS access				
2	Grant and revoke privileges for users				
3	Full read/update to databases via SQL				
4	Ability to create user defined fields in the database				
5	Allow the use of stored SQL procedures with trigger functionality				
6	Capability to create temporary database tables				
7	Authentication of staff accounts using Microsoft Active Directory				
8	Periodic expiration of passwords with notice to reset				
9	Full and differential backups				
10	Full documentation of RDMS, Hardware, applications, operating systems, and network diagrams				
11	Full documentation and training is available for all aspects of the NGS				
12	A disaster recovery plan				
13	NGS is configured for 99.99% availability				
14	Capability to create format rules				
15	Ability to designate collections by a group reference identifier (branch, type of record, etc.)				
16	Does the ILS meet minimum ADA standards for users?				
17	Is data and backup data encrypted?				

Exhibit 1
Page 105 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners
Vendor Demonstration Script

Technical Review Team member will complete this form for each requirement based on vendor's demonstration.

INTERFACES – SHOULD WORK WITH THE FOLLOWING					
No.	FEATURE	EXISTS (Y/N)	FUTURE RELEASE	MODIFICATION NEEDED	COMMENTS
1	Syndetics Solutions				
2	Public PC Scheduling and Pay Printing-Envisionware				
3	Talking Tech iTiva voice notification				
4	Boopsie catalog app				
5	OCLC EZPROXY				
6	Point of Sale –Swyer Associates				
7	Self Checkout – Techlogic				
8	OKSITE BOOKLETTERS				
9	Google Analytics				
10	Overdrive				
11	Gale				
12	Unique debt collection services				
13	DEA Event management				
14	ECommerce subscriptions				
15	CLIO software				
16	Content DM – OCLC				
17	CollectionHQ				
18	Unlimited Sip2 interfaces				
19	Zebra GK240t label printer compatibility				
20	Support for Epson TI88-V thermal printers				
21	End to end PCI compliance for all financial transactions				
22	Wowbrary				
23	Axis360				
24	Communico for Libraries				
25	Interface to cultural events and museums				

Exhibit 1
Page 106 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Office of Economic and Small Business Requirements: CBE Goal Participation

A. In accordance with Broward County Business Opportunity Act of 2012, Ordinance No. 2012-33, Broward County Code of Ordinances, the County Business Enterprise (CBE) Program is applicable to this contract. All Vendors responding to this solicitation should utilize, or attempt to utilize, CBE firms to perform at least the assigned participation goal for this contract.

B. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility; required forms and information should be submitted with solicitation submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of the Office of Economic and Small Business Development's (OESBD) request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

    1. Vendor should include in its solicitation submittal a **Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier,** for each certified CBE firm the Vendor intends to use to achieve the assigned CBE participation goal.

    2. If a Vendor is unable to attain the CBE participation goal, the Vendor should include in its solicitation submittal **Application for Evaluation of Good Faith Effort** and all of the required supporting information.

C. The Vendor shall only address the base solicitation amount for CBE goal participation. No alternate/optional item(s) shall be addressed. If the County chooses to exercise the right to award alternate/optional solicitation item(s), the CBE participation goal for this solicitation shall apply to the alternate/optional item(s) recommended to be awarded. The County shall issue a notice to the apparent successful Vendor requiring the Vendor to comply with the CBE participation goal for the alternate/optional item(s); Vendor shall submit all required forms prior to award. Failure to submit the required forms may result in rejection of the solicitation.

D. The Office of Economic and Small Business Development maintains an on-line directory of CBE firms. The on-line directory is available for use by Vendors at https://webapps4.broward.org/smallbusiness/sbdirectory.aspx

E. For detailed information regarding the County Business Enterprise Program contact the Office of Economic and Small Business Development at (954) 357-6400 or visit the website at: http://www.broward.org/EconDev/SmallBusiness/

F. Requirements for Contracts with CBE Goals: if awarded the contract, the Vendor agrees to and shall comply with all applicable requirements of the CBE Program in the award and administration of the contract.

    1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.

    2. Vendor shall comply with all applicable requirements of the Broward County Small Business Development Program in the award and administration of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of this contract, which shall permit County to terminate this contract or to exercise any other remedy provided under this contract, under the Broward County Code of Ordinances, or Administrative Code, or under applicable law, with all of such remedies being cumulative.

    3. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from County for such subcontracted work and pay all other subcontractors and suppliers within thirty (30) days following receipt of payment from County for such subcontracted work or supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from County. For all other subcontractors or suppliers, if Vendor withholds an amount as retainage, such retainage shall be released and paid within thirty (30) days following receipt of payment of retained amounts from County.

    4. Vendor understands that the County will monitor compliance with the CBE requirements. Vendor must report monthly on its CBE participation commitment with its pay requests and is required as a condition of payment.

Exhibit 1
Page 107 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND COUNTY BUSINESS ENTERPRISE (CBE) SUBCONTRACTOR/SUPPLIER

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. This form is to be completed and signed for each CBE firm. Vendor should scan and upload the completed, signed form(s) in BidSync.

Solicitation Number: TEC2115735P1   Project Title: Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Bidder/Offeror Name:

Address: _____ City: _____ State: _____ Zip: _____

Authorized Representative: _____ Phone: _____

CBE Subcontractor/Supplier Name:

Address: _____ City: _____ State: _____ Zip: _____

Authorized Representative: _____ Phone: _____

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform subcontracting work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm			
Description	NAICS*	CBE Contract Amount†	CBE Percentage of Total Project Value

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Subcontractor/Supplier Authorized Representative

_____   _____   _____
(Signature)   (Title)   (Date)

Bidder/Offeror Authorized Representative

_____   _____   _____
(Signature)   (Title)   (Date)

* Visit http://www.census.gov/eos/www/naics/ to search. Match type of work with NAICS code as closely as possible.
† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Exhibit 1
Page 108 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

APPLICATION FOR EVALUATION OF GOOD FAITH EFFORT
PURSUANT TO BUSINESS OPPORTUNITY ACT OF 2012, Sec. 1-81.5(e)

If applicable, this form and supporting documentation should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor should scan and upload the supporting documentation in BidSync.

SOLCITATION NO.:   TEC2115735P1   PROJECT NAME: Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

PRIME CONTRACTOR

ADDRESS   TELEPHONE

The undersigned representative of the prime contractor represents that his/her firm has contacted County Business Enterprise (CBE) certified firms in a good faith effort to meet the CBE goal for this solicitation but has not been able to meet the goal. Consistent with the requirements of the Business Opportunity Act of 2012 (the Act), the prime contractor hereby submits documentation (attached to this form) of good faith efforts made and requests to be evaluated under Section 1-81.5(e) of the Act.

The prime contractor understands that a determination of good faith effort to meet the CBE contract participation goal is contingent on both the information provided by the prime contractor as an attachment to this application and the other factors listed in Section 1-81.5 (e) of the CBE Act, as those factors are applicable with respect to this solicitation. The prime contractor acknowledges that the determination of good faith effort is made by the Director of the Office of Economic and Small Business Development, and is not subject to appeal.

SIGNATURE:

PRINT NAME / TITLE:

DATE:

Exhibit 1
Page 109 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

LOCAL VENDOR CERTIFICATION FORM (PREFERENCE AND TIEBREAKER)

The completed and signed form should be returned with the Vendor's submittal to qualify for Local Preference, however it must be returned at time of solicitation submittal to qualify for the Tie Break criteria. If not provided with submittal, the Vendor must submit within three business days o County's request for evaluation of Local Preference. Proof of a local business tax must be returned at time of solicitation submittal to qualify for the Tie Break criteria. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference. Failure to timely submit this form and local business tax receipt at time of submittal will disqualify the Vendor for this Tie Breaker.

In accordance with Section 21.31.d. of the Broward County Procurement Code, to qualify for the **Tie Break Criteria**, the undersigned Vendor hereby certifies that (check box if applicable):

☐   The Vendor is a local Vendor in Broward County and:

   a. has a valid Broward County local business tax receipt;
   b. has been in existence for at least six-months prior to the solicitation opening;
   c. provides services on a day-to-day basis, at a business address physically located within the limits of Broward County and in an area zoned for such business; and
   d. services provided from this location are a substantial component of the services offered in the Vendor's proposal.

In accordance with Local Preference, Section 1-74, et. seq., Broward County Code of Ordinances, and Broward County's Interlocal Reciprocity Agreement with Miami-Dade County, a local business meeting the below requirements is eligible for Local Preference. To qualify for the **Local Preference**, the undersigned Vendor hereby certifies that (check box if applicable):

☐   The Vendor is a local Vendor in Broward or Miami-Dade County and:

   a. has a valid corresponding County local business tax receipt;
   b. has been in existence for at least one-year prior to the solicitation opening;
   c. provides services on a day-to-day basis, at a business address physically located within the limits of Broward or Miami-Dade County and in an area zoned for such business; and
   d. the services provided from this location are a substantial component of the services offered in the Vendor's proposal.

☐ Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements.

Authorized Signature/Name	**Title**	**Vendor Name**	**Date**

Exhibit 1
Page 110 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting information may affect the Vendor's evaluation. Provided information is subject to verification by the County.

A Vendor's principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County's definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, "Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business."

2. A principal place of business refers to the place where a corporation's officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the 'nerve center', and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor's "Principal Address" indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation's due date.

Check one of the following:

☐ The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:

1. Vendor's address listed in its submittal is its principal place of business as defined by Broward County;

2. Vendor's "Principal Address" listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation's opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.

3. Vendor must be located at the listed "nerve center" address ("Principal Address") for at least six (6) months prior to the solicitation's opening date;

4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;

5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved interim contracts for the services provided under this contract; and

6. The Vendor understands that if after contract award, the County learns that the attestation was erroneous, and upon investigation determines that the error was willful or intentional on

the part of the Vendor, the County may, on that basis exercise any contractual right to terminate the contract. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

    a. Name of the Joint Venture Partnership
    b. Percentage of Equity for all Joint Venture Partners
    c. A copy of the executed Agreement(s) between the Joint Venture Partners

☐ Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

Vendor Information:

Vendor Name:

Vendor's address listed in its submittal is:

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

Authorized Signature/Name	Title	Vendor Name	Date

Exhibit 1
Page 112 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

DOMESTIC PARTNERSHIP ACT CERTIFICATION FORM (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed form should be returned with the Vendor's submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, requires all Vendors contracting with the County, in an amount over $100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over $100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

☐   1.   The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses

☐   2.   The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

☐   3.   The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.

☐   4.   The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: (check only one below).

☐   The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

☐   The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

☐   The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).

☐   The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

Authorized Signature/Name	**Title**	**Vendor Name**	**Date**

Exhibit 1
Page 113 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

AGREEMENT EXCEPTION FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County's Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

☐   There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or

☐   The following exceptions are disclosed below: (use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert version of exception or specific proposed alternative language	Provide brief justification for change

Vendor Name:

Exhibit 1
Page 114 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

LITIGATION HISTORY FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

☐   There are no material cases for this Vendor; or

☐   Material Case(s) are disclosed below:

Is this for a: (check type) ☐ Parent, ☐ Subsidiary, or ☐ Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: Or No ☐
Party	
Case Number, Name, and Date Filed	
Name of Court or other tribunal	
Type of Case	Bankruptcy ☐ Civil ☐ Criminal ☐ Administrative/Regulatory ☐
Claim or Cause of Action and Brief description of each Count	
Brief description of the Subject Matter and Project Involved	
Disposition of Case (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending ☐ Settled ☐ Dismissed ☐ Judgment Vendor's Favor ☐ Judgment Against Vendor ☐ If Judgment Against, is Judgment Satisfied? ☐ Yes ☐ No
Opposing Counsel	Name: Email: Telephone Number:

Vendor Name:

Exhibit 1
Page 115 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT FORM
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of $50,000, to the Vendor.

B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.

C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.

D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.

E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, state "none" on this form. Use additional sheets as needed. Vendor should scan and upload any additional form(s) in BidSync.

1. Subcontracted Firm's Name:

Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:

Contact Person's Name and Position:

Contact Person's E-Mail Address:

Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

2. Subcontracted Firm's Name:

Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:

3   4

Exhibit 1
Page 116 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

VOLUME OF PREVIOUS WORK ATTESTATION FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to provide timely may affect the Vendor's evaluation. This completed form must be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

The calculation for Volume of Previous Work is all amounts paid to the prime Vendor by Broward County Board of County Commissioners at the time of the solicitation opening date within a five-year timeframe. The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years. If the Vendor is submitting as a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	Paid to Date Dollar Amount
1					
2					
3					
4					
5					
				Grand Total	

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?
Yes ☐   No ☐

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name:

_____   _____   _____
Authorized Signature/ Name   **Title**   **Date**

Exhibit 1
Page 117 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm. Volume of Previous Work is not based on the total payments to the Joint Venture firm.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years as a member of a Joint Venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	JV Equity %	Paid to Date Dollar Amount
1						
2						
3						
4						
5						
			Grand Total			

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name:

Authorized Signature/ Name   **Title**   **Date**

Exhibit 1
Page 118 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.

b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

☐ No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"

☐ Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name:

Title:

Vendor Name:

Date:

Exhibit 1
Page 119 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

☐   It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.

☐   It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Authorized Signature/Name: **Date:**

Title:

Vendor Name:

Exhibit 1
Page 120 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendor should complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation. It is imperative that the person completing the standard certifications be knowledgeable about the proposing Vendor's business and operations.

Cone of Silence Requirement Certification:
The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

☐   The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and

☐   The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members, appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.

☐   The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:
Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1.   Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

2.   Establishing a continuing drug-free awareness program to inform its employees about:
   a.   The dangers of drug abuse in the workplace;
   b.   The offeror's policy of maintaining a drug-free workplace;
   c.   Any available drug counseling, rehabilitation, and employee assistance programs; and
   d.   The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3.   Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;

Exhibit 1
Page 121 of 144
Bid TEC2115735P1

4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
   a. Abide by the terms of the statement; and
   b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.

5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
   a. Taking appropriate personnel action against such employee, up to and including termination; or
   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and

7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

☐ The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:
Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

☐ The Vendor certifies that this offer is made independently and free from collusion; or

☐ The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:
In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

Exhibit 1
Page 122 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

The Vendor hereby certifies that: (check box)

☐ The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

Scrutinized Companies List Certification:
Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than $1 million.

The Vendor hereby certifies that: (check each box)

☐ The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

☐ The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

☐ If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

*AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Vendor Name: [   ]

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

Broward County Board of
County Commissioners

Enterprise Technology Services
Vendor Security Questionnaire (VSQ)
(For RFPs, RFQs and Sole Source/Only Reasonable Source/Sole Brand Requests)

The Vendor Security Questionnaire's (VSQ) purpose is to assess the Vendor's security policies and/or system protocol and to identify any security vulnerabilities. Each responding vendor will be required to complete and submit the VSQ (for applicable solution – services, hardware, and/or software). If not included with the proposal submittal at the time of the solicitation opening deadline, the proposing vendor will be required to complete and submit the VSQ within three business days of County's request. If a response requires additional information, the Vendor should attach a written detailed response; each response should be numbered to match the question number. The County will review Vendor's VSQ response and any security concerns will be addressed during Evaluation Committee Meetings or negotiations. At the sole discretion of the County, unresolved security concerns shall also be evaluated in making a determination of responsibility or may lead to impasse during negotiations.

The questionnaire is divided into the following areas: **Section 1: Software-as-a-Service/Hosted/Cloud Services**; **Section 2: Managed/Professional Services**; **Section 3: Hardware**; and **Section 4: Software**. Each section(s) should be completed as applicable to the vendor's proposed product and/or service. If applicable, failure to complete the questionnaire may deem a vendor non-responsible. The questionnaire should be submitted with your proposal. Vendor should immediately inform the assigned Purchasing Agent of any changes in vendor's responses after submittal.

SECTION 1: SOFTWARE-AS-A-SERVICE / HOSTED / CLOUD SERVICES
ALL VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.

Vendor Name:	
Technical Contact Name / Email Address:	
Product Name / Description:	
Solicitation Number and Title (If applicable):	

For each applicable section, complete the matrix by placing an "X" in the applicable YES/NO column for each Description. Use "Comments" section to provide as much explanation as possible to clearly support your response. Additional pages may be attached to provide further detail, but any attachments should be referenced in "Comments" section. If not applicable, mark "N/A" in "Comments" section.

No.	Area	Description	Vendor Response		
			Yes	No	Comments
	Applicability (Required Response):	Does your response involve providing **SOFTWARE-AS-A-SERVICE, HOSTED, OR CLOUD SERVICES**? If YES, indicate response and complete Section 1. If No, indicate NO and skip Section 1.			
	Supporting Documentation	Please provide the following:			
1		a) Workflow diagram of stored or transmitted information			
2		b) Security / Network Architecture diagram			
3	Audit Reporting Requirements	Does your organization have a current Service Organization Controls (SOC) II, Type II report, inclusive of all five Trust Service Principles (Security, Availability, Processing Integrity, Confidentiality, and Privacy?) Applicable for Cloud and Hosted solutions.			

Exhibit 1
Page 124 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

4		Does your organization have a current Payment Card Industry (PCI) Attestation of Compliance (AOC)? Applicable only if accepting payment cards.			
5	**Electronic Protected Health Information (ePHI) -**	Has the Vendor had a Risk Assessment performed in the past 5 years by an external auditor in conjunction with the HIPAA Security rule?			
6	**Applicable only if Vendor has access to or will be hosting or storing County ePHI.**	Does the Vendor maintain current HIPAA specific policies and procedures in conjunction with the HIPAA Security Rule?			
7		Does your organization have a designated HIPAA Security and Privacy Officer(s)?			
8		Do you provide HIPAA Security training to your employees at time of hire and at least annually thereafter?			
9	**Roles & Responsibilities**	Has your organization appointed a central point of contact for security coordination?			
10		What is the expected timeframe to respond to initial contact for security related issues?			
11		Does your company define the priority level of an issue (e.g., minor vs. major, 0-4 scale, etc.)? Please describe.			
12		Does your company have an expected Service Level Agreement (SLA) to implement changes needed to fix security issues according to priority level? Please describe.			
13	**Federated Identity Management and Web Services Integration**	Does your product have Single Sign-on (SSO) and Federated Identity Enablement integration options (e.g., support for standards like SAML v2 and OAuth 2.0, active directory, etc.). Please describe.			
14	**External Parties**	Does your product use web services and/or data import/export functions? Please describe.			
15		Will third parties, such as IT service providers, have access to the County's stored or transmitted information?			
16		Are there contingencies where key third-party dependencies are concerned?			
17		Is the company outsourcing any aspect of the service to a third party?			
18	**Information Security Policy & Procedures**	Do you have written, standard operation procedures for your security and compliance policies and procedures? If so, please provide copies of your IT Security Policies and Procedures for review (e.g., access, password, incident response, etc.) with this questionnaire.			
19	**Risk Assessment**	Do you have a process that addresses: (a) the identification and measurement of potential risks with mitigating controls (measures taken to reduce risk), and (b) the acceptance or transfer (e.g. insurance policies, warranties, etc.) of the remaining (residual) risk after mitigation steps have been applied?			

3/6/2018 10:25 AM

Last Updated: 4/10/2017

Exhibit 1
Page 125 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

20	**Compliance with Legal Requirements - Identification of applicable legislation**	Do you have a process to identify new laws and regulations with IT security implications? (e.g., new state breach notification requirements, monitoring newsletters, webinars, security or regulatory forums, etc.)?			
21		Has vendor experienced a legally reportable data breach within the past 7 years?			
22		Do you have procedures for preservation of electronic records and audit logs in case of litigation hold?			
23		In the event of a security incident, do you provide the consumer the ability to perform digital forensics?			
24	**During Employment – Training, Education & Awareness**	Have your employees received formal information security training (e.g., new employee orientation, annual training, posters in public areas, email reminders, etc.)?			
25		Have your security policies and procedures been communicated to your employees?			
26		Are periodic security reminders provided to your employees?			
27	**Background Checks**	Does your organization perform background checks to examine and assess an employee's or contractor's work and criminal history? Identify the type of background check information and the agency performing background check (e.g., credential verification, criminal history, credit history, etc.).			
28		Are individuals who will would have access to the County's data subjected to periodic follow-up background checks?			
29	**Prior to Employment - Terms and Conditions of Employment**	Are your employees required to sign a non-disclosure agreement (e.g., non-disclosure and/or confidentiality form upon initial employment)?			
30		If so, are employees required to sign the non-disclosure agreement annually?			
31	**Termination or Change in Employment**	Does your firm require that all equipment of any terminated employee is returned and that his/her user ID is disabled in all systems and badges and/or keys are returned? Upon transfer, is employee's existing access reviewed for relevance?			
32	**Secure Areas**	Do you have effective physical access controls (e.g., door locks, badge /electronic key ID and access controls) in place that prevent unauthorized access to facilities and a facility security plan?			
33		Do you have a contingency plan in place to handle emergency access to facilities?			
34		How are physical access controls authorized? Who is responsible for managing and ensuring that only appropriate persons have keys or codes to the facility and to locations within the facility with secure data?			
35		Are there written policies and procedures to document repairs and modifications to physical components of the facility that are related to security?			
36		Are employees permitted access to customer environments from your physical locations only?			

Last Updated: 4/10/2017

3/6/2018 10:25 AM

Exhibit 1
Page 126 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

37	**Application and Information Access Control - Sensitive System Isolation**	Are systems and networks that host, process, and/or transfer sensitive information "protected" (i.e., isolated or separated) from other systems and/or networks? Provide supporting documentation.			
38		Are internal and external networks separated by firewalls with access policies and rules? Provide supporting documentation.			
39		Is there a standard approach for protecting network devices to prevent unauthorized access/network related attacks and data-theft (e.g. firewall between public and private networks, internal VLAN, firewall separation, separate WLAN network, secure portal, multi-tenancy, virtualization, shared storage, etc.)?			
40		Are employees allowed to connect to customer environments remotely (e.g., working from home, public wifi access)?			
41		Is there a remote access policy? If so, please provide documentation.			
42		Do you have protections in place for ensuring secure remote access (i.e., up-to-date antivirus, posture assessment, VPN enforcement, split tunneling, etc.)?			
43		Will Vendor restrict inbound and outbound traffic to the County network to a "deny all, permit by exception" configuration?			
44		Will County's data be co-mingled with any other Cloud customer?			
45		Will County's data be stored, accessed by, or transmitted through an off shore environment (Outside continental U.S, Alaska, Hawaii)?			
46	**Encryption**	Is or will County sensitive information be transferred to external third parties? If so, what controls are in place to protect sensitive information when transferred (e.g., encryption)?			
47		Do you use a secure VPN connection with third parties and/or IT vendors for email encryption?			
48		Does Vendor provide a means to encrypt data at rest (AES, etc.)?			
49	**Vulnerability Assessment and Remediation**	Do you perform periodic vulnerability scans on your IT systems, networks, and supporting security systems? How often?			
50		If no, do you provide proof of vulnerability scanning and penetration testing upon request?			
51		Are internal or third party vulnerability assessments automated?			
52		Do you have a security patch management cycle in place to address identified vulnerabilities?			
53		Do you provide disclosure of vulnerabilities found in your environment and remediation timelines?			
54		Do you notify customer of applicable patches?			

3/6/2018 10:25 AM

Exhibit 1
Page 127 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

55	**Security Monitoring**	Are third party connections to your network monitored and reviewed to confirm only authorized access and appropriate usage (i.e. with VPN logs, server event logs, system, application and data access logging, automated alerts, regular/periodic review of logs or reports, etc.)?			
56		Do you monitor your systems and networks for security events? If so, please describe this monitoring (e.g., are server and networking equipment logs, such as servers, routers, switches, wireless APs, monitored regularly, etc.)?			
57		Does Vendor maintain a file integrity monitoring program to ensure critical file system changes are monitored and approved with respect to confidential County data?			
58		Do you periodically review system activity (related to patient information systems)? If so, provide frequency.			
59	**Identity & Access Management**	Do you have a formal access authorization process based on "least privilege" (i.e. employees are granted the least amount of access possible to perform their assigned duties) and "need to know" (i.e., access permissions granted based upon the legitimate business need of the user to access the information, role-based permissions, limited access based on specific responsibilities, network access request form, etc.)?			
60		Are systems and applications configured to restrict access only to authorized individuals (e.g. use of unique IDs and passwords, minimum password length, password complexity, log-in history, lockout, password change, etc.)?			
61		Is there a list maintained of authorized users with general access and administrative access to operating systems (e.g., active directory user lists within a sensitive application, a spreadsheet of users, a human resources file, etc.)?			
62		Does a list of "accepted mobile devices" (e.g., smart phones, cell phones, etc.) exist and are these devices asset tracked and managed (i.e., MDA)?			
63		Are accepted mobile devices tested prior to production use?			
64		Is a Data Loss Prevention (DLP) in place to prevent the unauthorized distribution of sensitive information?			
65		Is software installation for desktops, laptops, and servers restricted to administrative users only?			
66		Does your software or system have automatic logoff for inactivity?			
67		Is access to source application code restricted? If so, how? Is a list of authorized users maintained and updated?			
68		Are user IDs for your system uniquely identifiable?			
69		Do you have any shared accounts?			
70		Will Vendor activate remote access from vendors and business partners into the County network only when needed by vendors and partners, with immediate deactivation after use?			
71		Can service accounts be configured to run as non-privileged user (i.e. non-Domain Admin)?			

Last Updated: 4/10/2017

Exhibit 1
Page 128 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

72	**Entitlement Reviews**	Do you have a process to review user accounts and related access (e.g., manual process of reviewing system accounts to user accounts in AD for both users and privileged access, such as admins, developers, etc.)?			
73	**Antivirus**	Is antivirus software installed and running on your computers and supporting systems (e.g., desktops, servers, gateways, etc.)?			
74		Is this antivirus product centrally managed (e.g., is the antivirus monitored to verify all endpoints have functional agents, agents are up to date with the latest signatures, etc.)? Please explain your policies and procedures for management of antivirus software.			
75		Do you have a process for detecting and reporting malicious software?			
76	**Network Defense and Host Intrusion Prevention Systems**	Do you have any host-based Intrusion Protection System (IPS) for systems that the County will use?			
77		Does Vendor install personal firewall software is installed on any mobile or employee-owned device that manages the County's PCI-DSS Cardholder Data Environment ("CDE")?			
78	**Media Handling**	Do you have procedures to protect documents and computer media (e.g., tapes, disks, hard drives, etc.) from unauthorized disclosure, modification, removal, and destruction?			
79		Is sensitive data encrypted (e.g., data at rest) when stored on laptop, desktop, and server hard drives, flash drives, backup tapes, etc.)?			
80	**Secure Disposal**	Are there security procedures (e.g., use of secure wiping, NIST 800-88, etc.) for the decommissioning (replacement) of IT equipment and IT storage devices which contain or process sensitive information?			
81	**Segregation of Computing Environment**	Are development, test, and production environments separated from operational, IT environments to protect production (actively used) applications from inadvertent changes or disruption?			
82	**Segregation of Duties**	Are duties separated (e.g., front desk duties separated from accounting, data analysts access separated from IT support, etc.), where appropriate, to reduce the opportunity for unauthorized modification, unintentional modification, or misuse of your IT assets?			
83	**Change Management**	Do formal testing and change management procedures exist for networks, systems, desktops, software releases, deployments, and software vulnerability during patching activities, changes to the system, changes to the workstations and servers with appropriate testing, notification, and approval, etc.?			
84	**Process & Procedures**	Do you identify, respond to, and mitigate suspected or known security incidents (e.g., is an incident form completed as a response to each incident, etc.)?			
85		Do you have a formal incident response and data breach notification plan and team?			
86		Is evidence properly collected and maintained during the investigation of a security incident (e.g., employing chain of custody and other computer forensic methodologies that are monitored by internal and/or external parties, etc.)?			
87		Are incidents identified, investigated, and reported according to applicable legal requirements?			

3/6/2018 10:25 AM

Exhibit 1
Page 129 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

88		Are incidents escalated and communicated (e.g., what is your documented process for escalation to management and outside authorities, etc.)?			
89		Do you have a contingency plan in place to handle emergency access to the software?			
90	**Disaster Recovery Plan & Backups**	Do you have a mechanism to back up critical IT systems and sensitive data (e.g., is data backed up nightly, weekly, quarterly, taken offsite, etc.)?			
91		Do you periodically test your backup/restoration plan by restoring from backup media?			
92		Does a disaster recovery plan exist for your organization?			
93		Are disaster recovery plans updated and tested at least annually?			
94		Do any single points of failure exist which would disrupt functionality of the product or service?			
95	**Product Security Development Lifecycle**	Do you have any product pre-release security threat modeling in place (e.g., secure coding practice, security architecture review, penetration testing, etc.)?			
96		Does Vendor maintain end-of-life-schedule for the software product?			
97		Is the product engineered as a multi-tier architecture design?			
98		Is product or service within 3 year end of life?			
99	**Crypto Materials and Key Management**	Do you have a centralized key management program in place (e.g., any Public Key Infrastructure (PKI), Hardware Security Module (HSM)-based or not, etc.) to issue certificates needed for products and cloud service infrastructure?			

3/6/2018 10:25 AM

Broward County Board of
County Commissioners

SECTION 2: MANAGED / PROFESSIONAL SERVICES
ALL VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.

Vendor Name:	
Technical Contact Name / Email Address:	
Product Name / Description:	
Solicitation Number and Title (If applicable):	

For each applicable section, complete the matrix by placing an "X" in the applicable YES/NO column for each Description. Use "Comments" section to provide as much explanation as possible to clearly support your response. Additional pages may be attached to provide further detail, but any attachments should be referenced in "Comments" section. If not applicable, mark "N/A" in "Comments" section.

No.	Area	Description	Vendor Response		
			Yes	No	Comments
	Applicability (Required Response):	Does your response involve providing **MANAGED AND/OR PROFESSIONAL SERVICES**? If YES, indicate response and complete Section 2. If No, indicate NO and skip Section 2.			
1	Audit Reporting Requirements	Does your organization have a current Service Organization Controls (SOC) II, Type II report, inclusive of all five Trust Service Principles (Security, Availability, Processing Integrity, Confidentiality, and Privacy?) Applicable for Cloud and Hosted solutions.			
2		Does your organization have a current Payment Card Industry (PCI) Attestation of Compliance (AOC)? Applicable only if accepting payment cards.			
3	Electronic Protected Health Information (ePHI) -	Has the Vendor had a Risk Assessment performed in the past 5 years by an external auditor in conjunction with the HIPAA Security rule?			
4	Applicable only if Vendor has access to or will be hosting or storing County ePHI.	Does the Vendor maintain current HIPAA specific policies and procedures in conjunction with the HIPAA Security Rule?			
5		Does your organization have a designated HIPAA Security and Privacy Officer(s)?			
6		Do you provide HIPAA Security training to your employees at time of hire and at least annually thereafter?			
7	Roles & Responsibilities	Has your organization appointed a central point of contact for security coordination?			
8		What is the expected timeframe to respond to initial contact for security related issues?			
9		Does your company define the priority level of an issue (e.g., minor vs. major, 0-4 scale, etc.)? Please describe.			
10		Does your company have an expected Service Level Agreement (SLA) to implement changes needed to fix security issues according to priority level? Please describe.			

Exhibit 1
Page 131 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

11	**External Parties**	Does your product use web services and/or data import/export functions? Please describe.			
12		Will third parties, such as IT service providers, have access to the County's stored or transmitted information?			
13		Are there contingencies where key third-party dependencies are concerned?			
14		Is the company outsourcing any aspect of the service to a third party?			
15	**Information Security Policy & Procedures**	Do you have written, standard operation procedures for your security and compliance policies and procedures? If so, please provide copies of your IT Security Policies and Procedures for review (e.g., access, password, incident response, etc.) with this questionnaire.			
16	**Risk Assessment**	Do you have a process that addresses: (a) the identification and measurement of potential risks with mitigating controls (measures taken to reduce risk), and (b) the acceptance or transfer (e.g. insurance policies, warranties, etc.) of the remaining (residual) risk after mitigation steps have been applied?			
17	**Compliance with Legal Requirements - Identification of applicable legislation**	Do you have a process to identify new laws and regulations with IT security implications? (e.g., new state breach notification requirements, monitoring newsletters, webinars, security or regulatory forums, etc.)?			
18		Has vendor experienced a legally reportable data breach within the past 7 years?			
19		Do you have procedures for preservation of electronic records and audit logs in case of litigation hold?			
20		In the event of a security incident, do you provide the consumer the ability to perform digital forensics?			
21	**During Employment – Training, Education & Awareness**	Have your employees received formal information security training (e.g., new employee orientation, annual training, posters in public areas, email reminders, etc.)?			
22		Have your security policies and procedures been communicated to your employees?			
23		Are periodic security reminders provided to your employees?			
24	**Background Checks**	Does your organization perform background checks to examine and assess an employee's or contractor's work and criminal history? Identify the type of background check information and the agency performing background check (e.g., credential verification, criminal history, credit history, etc.).			
25		Are individuals who will would have access to the County's data subjected to periodic follow-up background checks?			
26	**Prior to Employment - Terms and Conditions of Employment**	Are your employees required to sign a non-disclosure agreement (e.g., non-disclosure and/or confidentiality form upon initial employment)?			
27		If so, are employees required to sign the non-disclosure agreement annually?			
28	**Termination or Change in Employment**	Does your firm require that all equipment of any terminated employee is returned and that his/her user ID is disabled in all systems and badges and/or keys are returned? Upon transfer, is employee's existing access reviewed for relevance?			

Exhibit 1
Page 132 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

29	Secure Areas	Do you have effective physical access controls (e.g., door locks, badge /electronic key ID and access controls) in place that prevent unauthorized access to facilities and a facility security plan?			
30		Do you have a contingency plan in place to handle emergency access to facilities?			
31		How are physical access controls authorized? Who is responsible for managing and ensuring that only appropriate persons have keys or codes to the facility and to locations within the facility with secure data?			
32		Are there written policies and procedures to document repairs and modifications to physical components of the facility that are related to security?			
33		Are employees permitted access to customer environments from your physical locations only?			
34	Application and Information Access Control - Sensitive System Isolation	Are systems and networks that host, process, and/or transfer sensitive information "protected" (i.e., isolated or separated) from other systems and/or networks? Provide supporting documentation.			
35		Are internal and external networks separated by firewalls with access policies and rules? Provide supporting documentation.			
36		Is there a standard approach for protecting network devices to prevent unauthorized access/network related attacks and data-theft (e.g. firewall between public and private networks, internal VLAN, firewall separation, separate WLAN network, secure portal, multi-tenancy, virtualization, shared storage, etc.)?			
37		Are employees allowed to connect to customer environments remotely (e.g., working from home, public wifi access)?			
38		Is there a remote access policy? If so, please provide documentation.			
39		Do you have protections in place for ensuring secure remote access (i.e., up-to-date antivirus, posture assessment, VPN enforcement, split tunneling, etc.)?			
40		Will Vendor restrict inbound and outbound traffic to the County network to a "deny all, permit by exception" configuration?			
41		Will County's data be co-mingled with any other Cloud customer?			
42		Will County's data be stored, accessed by, or transmitted through an off shore environment (Outside continental U.S, Alaska, Hawaii)?			
43	Encryption	Is or will County sensitive information be transferred to external third parties? If so, what controls are in place to protect sensitive information when transferred (e.g., encryption)?			
44		Do you use a secure VPN connection with third parties and/or IT vendors for email encryption?			
45		Does Vendor provide a means to encrypt data at rest (AES, etc.)?			
46	Vulnerability Assessment and Remediation	Do you perform periodic vulnerability scans on your IT systems, networks, and supporting security systems? How often?			
47		If no, do you provide proof of vulnerability scanning and penetration testing upon request?			

Last Updated: 4/10/2017

Exhibit 1
Page 133 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

48		Are internal or third party vulnerability assessments automated?			
49		Do you have a security patch management cycle in place to address identified vulnerabilities?			
50		Do you provide disclosure of vulnerabilities found in your environment and remediation timelines?			
51		Do you notify customer of applicable patches?			
52	**Security Monitoring**	Are third party connections to your network monitored and reviewed to confirm only authorized access and appropriate usage (i.e. with VPN logs, server event logs, system, application and data access logging, automated alerts, regular/periodic review of logs or reports, etc.)?			
53		Do you monitor your systems and networks for security events? If so, please describe this monitoring (e.g., are server and networking equipment logs, such as servers, routers, switches, wireless APs, monitored regularly, etc.)?			
54		Does Vendor maintain a file integrity monitoring program to ensure critical file system changes are monitored and approved with respect to confidential County data?			
55		Do you periodically review system activity (related to patient information systems)? If so, provide frequency.			
56	**Identity & Access Management**	Do you have a formal access authorization process based on "least privilege" (i.e. employees are granted the least amount of access possible to perform their assigned duties) and "need to know" (i.e., access permissions granted based upon the legitimate business need of the user to access the information, role-based permissions, limited access based on specific responsibilities, network access request form, etc.)?			
57		Are systems and applications configured to restrict access only to authorized individuals (e.g. use of unique IDs and passwords, minimum password length, password complexity, log-in history, lockout, password change, etc.)?			
58		Is there a list maintained of authorized users with general access and administrative access to operating systems (e.g., active directory user lists within a sensitive application, a spreadsheet of users, a human resources file, etc.)?			
59		Does a list of "accepted mobile devices" (e.g., smart phones, cell phones, etc.) exist and are these devices asset tracked and managed (i.e., MDA)?			
60		Are accepted mobile devices tested prior to production use?			
61		Is a Data Loss Prevention (DLP) in place to prevent the unauthorized distribution of sensitive information?			
62		Is software installation for desktops, laptops, and servers restricted to administrative users only?			
63		Does your software or system have automatic logoff for inactivity?			
64		Is access to source application code restricted? If so, how? Is a list of authorized users maintained and updated?			

Exhibit 1
Page 134 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

65		Are user IDs for your system uniquely identifiable?			
66		Do you have any shared accounts?			
67		Will Vendor activate remote access from vendors and business partners into the County network only when needed by vendors and partners, with immediate deactivation after use?			
68		Can service accounts be configured to run as non-privileged user (i.e. non-Domain Admin)?			
69	**Entitlement Reviews**	Do you have a process to review user accounts and related access (e.g., manual process of reviewing system accounts to user accounts in AD for both users and privileged access, such as admins, developers, etc.)?			
70	**Antivirus**	Is antivirus software installed and running on your computers and supporting systems (e.g., desktops, servers, gateways, etc.)?			
71		Is this antivirus product centrally managed (e.g., is the antivirus monitored to verify all endpoints have functional agents, agents are up to date with the latest signatures, etc.)? Please explain your policies and procedures for management of antivirus software.			
72		Do you have a process for detecting and reporting malicious software?			
73	**Media Handling**	Do you have procedures to protect documents and computer media (e.g., tapes, disks, hard drives, etc.) from unauthorized disclosure, modification, removal, and destruction?			
74		Is sensitive data encrypted (e.g., data at rest) when stored on laptop, desktop, and server hard drives, flash drives, backup tapes, etc.)?			
75	**Secure Disposal**	Are there security procedures (e.g., use of secure wiping, NIST 800-88, etc.) for the decommissioning (replacement) of IT equipment and IT storage devices which contain or process sensitive information?			
76	**Segregation of Computing Environment**	Are development, test, and production environments separated from operational, IT environments to protect production (actively used) applications from inadvertent changes or disruption?			
77	**Segregation of Duties**	Are duties separated (e.g., front desk duties separated from accounting, data analysts access separated from IT support, etc.), where appropriate, to reduce the opportunity for unauthorized modification, unintentional modification, or misuse of your IT assets?			
78	**Process & Procedures**	Do you identify, respond to, and mitigate suspected or known security incidents (e.g., is an incident form completed as a response to each incident, etc.)?			
79		Do you have a formal incident response and data breach notification plan and team?			
80		Is evidence properly collected and maintained during the investigation of a security incident (e.g., employing chain of custody and other computer forensic methodologies that are monitored by internal and/or external parties, etc.)?			

Last Updated: 4/10/2017

3/6/2018 10:25 AM

Exhibit 1
Page 135 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Broward County Enterprise Technology Services
Vendor Security Questionnaire

81		Are incidents identified, investigated, and reported according to applicable legal requirements?			
82		Are incidents escalated and communicated (e.g., what is your documented process for escalation to management and outside authorities, etc.)?			
83		Do you have a contingency plan in place to handle emergency access to the software?			

Exhibit 1
Page 136 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Broward County Enterprise Technology Services
Vendor Security Questionnaire

SECTION 3: HARDWARE
ALL VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.

Vendor Name:	
Technical Contact Name / Email Address:	
Product Name / Description:	
Solicitation Number and Title (If applicable):	

For each applicable section, complete the matrix by placing an "X" in the applicable YES/NO column for each Description. Use "Comments" section to provide as much explanation as possible to clearly support your response. Additional pages may be attached to provide further detail, but any attachments should be referenced in "Comments" section. If not applicable, mark "N/A" in "Comments" section.

No.	Area	Description	Vendor Response		
			Yes	No	Comments
	Applicability:	Does your response involve providing **HARDWARE**? If YES, indicate response and complete Section 3. If No, indicate NO and skip Section 3.			
1	Secure Design	Are there physical security features used to prevent tampering of the hardware? If so, please identify.			
2		Do you take security measures during the manufacturing of the hardware? If so, please describe.			
3	Security Updates/Patching	Is your hardware scanned to detect any vulnerabilities or backdoors within the firmware?			
4		Has the operating system installed on the hardware been scanned for vulnerabilities?			
5		Is your firmware upgraded to remediate vulnerabilities? If so, provide frequency.			
6		If a new vulnerability is identified, is there a documented timeframe for updates/releases? Please provide frequency.			
7	Identity & Access Management	Are remote control features embedded for the manufacturer's support or ability to remotely access? If so, describe.			
8		Do backdoors exist that can lead to unauthorized access? If so, describe.			
9		Do default accounts exist? If so, list all default accounts.			
10		Can default accounts and passwords be changed by Broward County?			
11		Can service accounts be configured to run as non-privileged user (i.e. non-Domain Admin)?			
12	Product Security Development Lifecycle	Is an end-of-life schedule maintained for the hardware?			
13		Is product or service within 3 year end of life?			
14	Media Handling	Does vendor have a secure data wipe and data destruction program for proper drive disposal (i.e., Certificate of destruction, electronic media purging, etc.)?			
15	Compliance with Legal Requirements - Identification of applicable legislation	Is the hardware currently certified by any security standards? (i.e., PCI-DSS). If so, please identify.			

Exhibit 1
Page 137 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

16		Do you have a process to identify new laws and regulations with IT security implications?			
17		Upon County's request, will Vendor make available to the County proof of Vendor's compliance with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing under this Agreement, including but not limited to: HIPAA compliance; Vendor's latest compliance reports (e.g., PCI-DSS PTS, P2PE validation) and any other proof of compliance as may be required?			

Exhibit 1
Page 138 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

SECTION 4: SOFTWARE					
VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.					
Vendor Name:					
Technical Contact Name / Email Address:					
Product Name / Description:					
Solicitation Number and Title (If applicable):					

For each applicable section, complete the matrix by placing an "X" in the applicable YES/NO column for each Description. Use "Comments" section to provide as much explanation as possible to clearly support your response. Additional pages may be attached to provide further detail, but any attachments should be referenced in "Comments" section. If not applicable, mark "N/A" in "Comments" section.

No.	Area	Description	Vendor Response		
			Yes	No	Comments
	Applicability:	Does your response involve providing **SOFTWARE**? If YES, indicate response and complete Section 4. If No, indicate NO and skip Section 4.			
	Supporting Documentation	Please provide the following:			
1		a) Hardware and Software requirements (i.e. Operating System, CPUs, RAM)			
2		b) Network connectivity requirements			
3	Software Installation Requirements	Can the software be installed as a regular user account with least privilege? Describe the level of administrative access the software will need on the County domain.			
4		Is remote access required for installation and support? If so, describe.			
5		Can the software be installed on and operated in a virtualized environment?			
6	Third Party Software Requirements	Is third party software (i.e. Java, Adobe) required to be installed for your software to work? If so, provide software and minimum version.			
7		Will your software remain compatible with all updates and new releases of required third party software?			
8		Are there contingencies where key third-party dependencies are concerned?			
9	Secure Software Design	Is the software currently certified by any security standards? (i.e. PCI-DSS). If so, identify.			
10		Has the software been developed following secure programming standards like those in the OWASP Developer Guide?			
11		Is the company outsourcing any aspect of the service to a third party?			

Last Updated: 4/10/2017

3/6/2018 10:25 AM

Exhibit 1
Page 139 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

12		Is the product engineered as a multi-tier architecture design?			
13		Does Vendor have capability to respond to and update product for any unforeseen new regulatory requirements?			
14	**Audit Logging**	Does the software or solution perform audit logging? Please describe.			
15		Does the software have audit reporting capabilities (i.e. user activity, privileged access, etc.)? Please describe.			
16	**Security Updates/Patching**	Does the software have a security patch process? Please describe your software security patch process, frequency of security patch releases, and how security vulnerabilities are identified.			
17		Does Vendor support electronic delivery of digitally signed upgrades?			
18	**Secure Configuration / Installation** (i.e. PA-DSS configuration)	Does the software allow for secure configuration and installation? Please identify those cycles.			
19	**Software Upgrade Cycles**	Does the software have upgrade cycles? Please identify those cycles.			
20	**Confidential Data**	Does the software restrict confidential data (i.e., Social Security Number or Date of Birth, etc.) from being used as a primary identifier?			
21		Does the software have documentation showing where all confidential data is stored in the application?			
22	**Encryption**	Does the software support encryption of data in motion (e.g., SSL, etc.)?			
23		Does the software support encryption of data at rest (e.g., column-level encryption, etc.)?			
24		Does the software have built-in encryption controls? Please list.			
25	**Authentication**	Does your product have Single Sign-on (SSO) and Federated Identity Enablement integration options (e.g., support for standards like SAML v2 and OAuth 2.0, active directory, etc.)? Please describe.			
26	**Roles and Responsibilities**	Does the software provide role-based access control?			
27		Can service accounts be configured to run as non-privileged user (i.e. non-Domain Admin)?			
28	**Product Security Development Lifecycle**	Do you have any product pre-release security threat modeling in place (e.g., secure coding practice, security architecture review, penetration testing, etc.)?			
29		Does Vendor maintain end-of-life-schedule for the software product?			
30		Is product or service within 3 year end of life?			

Last Updated: 4/10/2017

Exhibit 1
Page 140 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

I possess the authority to sign and act as an agent on behalf of this company. I have read the above questionnaire in its entirety and responded in a truthful manner to the best of my ability.	
Vendor Name:	
Printed Representative Name:	
Printed Representative Title:	
Signature:	

Exhibit 1
Page 141 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Reference Verification Form

Vendor is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Vendor should provide the **Vendor Reference Verification Form** to its reference organization/firm to complete and return to the Vendor's attention. Vendor should submit the completed Vendor Reference Form with its response by the solicitation's deadline. The County will verify references provided as part of the review process. Provide a minimum of three (3) non-Broward County Board of County Commissioners' references.

Exhibit 1
Page 142 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Vendor Reference Verification Form

Broward County Solicitation No. and Title:

Reference for:

Organization/Firm Name providing reference:

Contact Name:	Title:	Reference date:
Contact Email:		Contact Phone:

Name of Referenced Project:

Contract No.	Date Services Provided: to	Project Amount:

Vendor's role in Project: Prime Vendor   Subconsultant/Subcontractor

Would you use this vendor again?   Yes   No   If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive				
b. Accuracy				
c. Deliverables				
2. Vendor's Organization:				
a. Staff expertise				
b. Professionalism				
c. Turnover				
3. Timeliness of:				
a. Project				
b. Deliverables				
4. Project completed within budget				
5. Cooperation with:				
a. Your Firm				
b. Subcontractor(s)/Subconsultant(s)				
c. Regulatory Agency(ies)				

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL   Verified by: _____   Division: _____   Date: _____

Exhibit 1
Page 143 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Insurance Requirements

The following coverage is deemed the minimum insurance required for this project. The selected firm must be prepared to provide proof of insurance commensurate with or in excess of this requirement. Any deviation is subject to the approval of Risk Management.

TYPE OF INSURANCE		Limits on Liability	
		Each Occurrence	Aggregate
COMMERCIAL GENERAL LIABILITY **Broad form** *With no exclusions or limitations for:* [x] Premises–Operations [ ] XCU Explosion/Collapse/Underground [x] Products/Completed Operations Hazard [x] Contractual Insurance [x] Independent Contractors [x] Personal Injury [ ] Other:	Bodily Injury		
	Property Damage		
	Bodily Injury and Property Damage Combined	**$1,000,000**	**$2,000,000**
	Personal Injury		
AUTO LIABILITY * [X] Comprehensive Form [X] Owned [X] Hired [X] Non-owned [X] Any Auto If applicable ***Can we waived if no driving will be done in performance of services**	Bodily Injury (each person)		
	Bodily Injury (each accident)		
	Property Damage		
	Bodily Injury and Property Damage Combined	**$500,000**	
EXCESS LIABILITY [ ] Umbrella Form [ ] Other than Umbrella Form	Bodily Injury and Property Damage Combined	**$**	
[X] **WORKER'S COMPENSATION**	(each accident)	STATUTORY	
[X] **EMPLOYER'S LIABILITY**		**$100,000**	
[X] **PROFESSIONAL LIABILITY**	Each Claim	**$1,000,000**	
	Extended Reporting Period	**2 years**	
[ ] **CYBER LIABILITY**	Each Claim	**$**	
	Extended Reporting Period	**year**	
[ ] **CRIME AND FIDELITY**	**Extended reporting**		**$**
Description of Operations/Locations/Vehicles **Broward County is listed as an additional insured on the general liability and automobile liability policies. Waiver of subrogation in favor of Certificate Holder applies to general liability, automobile liability, and workers' compensation. REF: Integrated Library System (ILS)**			

CANCELLATION: **Thirty (30) days written notice of cancellation is required to the Certificate Holder:**

Certificate Holder: **Broward County** 115 S Andrews Ave Fort Lauderdale, FL 33301

CPownall

_____

Risk Management Division

Exhibit 1
Page 144 of 144
Bid TEC2115735P1

Broward County Board of
County Commissioners

Question and Answers for Bid #TEC2115735P1 - Next Generation Integrated Library System (NGS/ILS) and Discovery Services (DS)

Overall Bid Questions
There are no questions associated with this bid.