

Solicitation TEC2117392P1

E911 GIS Data Assessment and Remediation

Bid Designation: Public



Broward County Board of County Commissioners

Bid TEC2117392P1 E911 GIS Data Assessment and Remediation

Bid Number TEC2117392P1
Bid Title E911 GIS Data Assessment and Remediation

Bid Start Date In Held
Bid End Date May 31, 2019 2:00:00 PM EDT

Bid Contact Michael Mullen
954-357-6114
mmullen@broward.org

Contract Duration 2 years
Contract Renewal 3 annual renewals
Prices Good for See Specifications

Bid Comments

Scope of Work: The Broward County Office of Regional Communications and Technology Division seeks a qualified firm to provide a solution and services for improving the match rate between the County's Regional and Non-Regional Geographic Information Systems (GIS) databases and the County's Automatic Location Information (ALI) and Master Street Address Guide (MSAG) databases to meet the 98% minimum match rate recommended by the National Emergency Number Association (NENA).

Goal Participation: This solicitation is open to the general marketplace.

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 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. 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	TEC2117392P1--01-01 - Phase 1 - Gap Analysis
Quantity	1 lump sum
Unit Price	<input type="text"/>
Delivery Location	Broward County Board of County Commissioners <u>OCT001</u> COMMUNICATIONS TECHNOLOGY 115 S ANDREWS AVENUE STE 325 FORT LAUDERDALE FL 33301 Qty 1

Description

Conduct a thorough analysis of the completeness, accuracy, and NextGen911 Geospatial routing readiness of the current GIS data extracts provided by each GIS database site. Please refer to the Services Description/Phase I/Gap Analysis section in the Scope of Services document for a detailed description of the Gap Analysis components.

Item **TEC2117392P1--01-02 - Phase I - Remediation Plan**

Quantity **1 lump sum**

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Provide a comprehensive Remediation Plan, including resources, tools, roadmap, timelines, exception reports, policies and Standard Operating Procedure (SOP) documentation. Please refer to the Services Description/Phase I/Remediation Plan section in the Scope of Services document for a detailed description of the Remediation Plan components.

Item **TEC2117392P1--01-03 - Phase I - GIS software Tools - Software**

Quantity **1 lump sum**

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Provide twelve (12) locally installed software licenses for the GIS software tool suite required to perform each of the functions listed in the Scope of Services document.

Item **TEC2117392P1--01-04 - Phase I - GIS software Tools - Installation, Configuration and Setup.**

Quantity **1 lump sum**

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Provide installation, configuration and setup services for the GIS software tool suite required to perform each of the functions listed in the Scope of Services document.

Item **TEC2117392P1--01-05 - Phase I -GIS software Tools - Training**

Quantity **1 lump sum**

Broward County Board of
County Commissioners

Bid TEC2117392P1

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Provide training of GIS software tool suite training for up to twelve (12) GIS team members to enable them to perform each of the functions listed in the Scope of Services document.

Item **TEC2117392P1--01-06 - Phase I - Phase II - Reports**

Quantity **1 lump sum**

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Customize all reports as per the County's specifications, please refer to the Scope of Services document for a detailed description of the required reports.

Item **TEC2117392P1--01-07 - Phase I - Onsite support/ Preliminary Acceptance Testing (PAT) and Post Go live**

Quantity **1 lump sum**

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Provide 20 business days of Onsite support to County GIS personnel conducting PAT and post Go live Remediation activities.

Item **TEC2117392P1--01-08 - Phase II - GIS Data Repository - Hardware**

Quantity **1 lump sum**

Unit Price

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

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Provide the most current hardware (e.g. servers, routers and switches) to implement the fully redundant GIS data repository solution as

per the requirements listed in Scope of Services document.

Item **TEC2117392P1--01-09 - Phase II - GIS Data Repository - Software**
 Quantity **1 lump sum**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**
OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Provide two (2) licenses of the most current Windows Server Operating System and two (2) licenses of the most current SQL Database software to implement the fully redundant GIS data repository solution as per the requirements listed in the Scope of Services document.

Item **TEC2117392P1--01-10 - Phase II - GIS Data Repository - Installation, Configuration, Set-up Services**
 Quantity **1 lump sum**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**
OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Provide installation, configuration and set-up services to implement the fully redundant GIS data repository solution as per the requirements listed in the Scope of Services document

Item **TEC2117392P1--01-11 - Phase II - Remediation Support**
 Quantity **1 lump sum**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**
OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Provide 10 business days of onsite support to GIS personnel on the completion of the following Phase II GIS Database Remediation activities listed in the Scope of Services document.

Item **TEC2117392P1--01-12 - Phase I - Phase II - Interfaces**
 Quantity **1 lump sum**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**

OCT001
COMMUNICATIONS TECHNOLOGY
115 S ANDREWS AVENUE STE 325
FORT LAUDERDALE FL 33301
Qty 1

Description

Configure secure interfaces as per the County's specifications, please refer to the Scope of Services document for a detailed description of the required interfaces.

Item **TEC2117392P1--01-13 - Onsite Support - Final Acceptance Testing (FAT) and Post Cutover**
 Quantity **1 lump sum**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**
OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Provide 10 business days of Onsite support to County GIS personnel conducting FAT and post Cutover remediation activities.

Item **TEC2117392P1--01-14 - GIS Maintenance and Support - Year 2**
 Quantity **1 year**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**
OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Support and Maintenance services for Year 2. Services must include GIS software tool suite support, including troubleshooting, updates and upgrades.

Note: Warranty and Support and Maintenance Services for Year 1 for all software and hardware shall be included at No cost to County. Year 1 begins at Final Acceptance.

Item **TEC2117392P1--01-15 - GIS Maintenance and Support - Year 3**
 Quantity **1 year**
 Unit Price
 Delivery Location **Broward County Board of County Commissioners**
OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Support and Maintenance services for Year 3. Services must include GIS software tool suite support, including troubleshooting, updates and upgrades.

Item **TEC2117392P1--01-16 - GIS Maintenance and Support - Year 4**
Quantity **1 year**
Unit Price
Delivery Location **Broward County Board of County Commissioners**
 OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Support and Maintenance services for Year 4. Services must include GIS software tool suite support, including troubleshooting, updates and upgrades.

Item **TEC2117392P1--01-17 - GIS Maintenance and Support - Year 5**
Quantity **1 lump sum**
Unit Price
Delivery Location **Broward County Board of County Commissioners**
 OCT001
 COMMUNICATIONS TECHNOLOGY
 115 S ANDREWS AVENUE STE 325
 FORT LAUDERDALE FL 33301
 Qty 1

Description

Support and Maintenance services for Year 5. Services must include GIS software tool suite support, including troubleshooting, updates and upgrades.

Scope of Work

TEC2117392P1 – E911 GIS Data Assessment and Remediation Requirements

The County's Regional Communications and Technology Division seeks a Vendor to provide services to improve the match rate between the County's Regional and Non-Regional Geographic Information Systems (GIS) databases listed below and the County's Automatic Location Information (ALI) and Master Street Address Guide (MSAG) databases to achieve the 98% minimum match rate (i.e., accuracy level) recommended by the National Emergency Number Association (NENA) before such data can be used for Next Generation 911 (NG911) geospatial routing. The minimal match rate of 98% applies to the street name elements (e.g., street number, address name, building, floor and unit landmark name) when comparing the ALI/MSAG databases and the Road Centerline records located in the GIS database. Vendor will identify any inconsistent naming conventions and inaccurate information.

GIS database sites:

- Regional Public Safety GIS Database – Central Public Safety Answering Point (PSAP) (10440 W Oakland Park Blvd, Sunrise, FL)
- Coral Springs GIS Database – Coral Springs PSAP (2801 Coral Springs Drive, Coral Springs, FL)
- Plantation GIS Database – Plantation PSAP (451 NW 70th Terrace, Plantation, FL)

Vendor Experience:

The Vendor selected for this project should have a minimum of 3 years of experience working on GIS projects for Government Agencies with a minimum of 50 call takers in a multi-PSAP environment, including services such as conducting GIS data assessment, GIS data remediation, MSAG/ALI and GIS database synchronization, GIS data migration and GIS database maintenance with use of industry proven GIS software tool suite for NG911 integration and geospatial routing.

The Vendor shall provide the following services:

- Complete assessment of County's current GIS Databases to establish current accuracy baseline, including a thorough gap analysis of what remediation actions are required to achieve the desired 98% or higher accuracy level.
- Provide a remediation plan, including a roadmap of the remediation process, a projected timeline, and the GIS software tool suite to accomplish remediation.
- Conduct field audits to confirm the accuracy of GIS database information.

- Provide GIS database cleansing support for GIS personnel.
- Provide implementation support during the execution of the remediation plan, including database synchronization, and creation of policies and procedures.
- Provide Standard Operating Procedure (SOP), policies, and contingency documentation for maintaining GIS database accuracy and data synchronization.
- Design and implement a GIS data repository solution to consolidate and prepare the remediated GIS data for presentation to the Emergency Services IP network (ESInet) for geospatial routing.
- Provide support for GIS personnel to ensure that the databases remain current and synchronized.

Services Description

1. PHASE I

All the activities for phase I listed below must be completed within six (6) months from County's issuance of a Notice to Proceed.

- a. The Vendor shall perform the following activities as part of Phase I:
 - The Vendor shall conduct an evaluation of the GIS data extract from each of the GIS databases.
 - The Vendor shall conduct a thorough gap analysis of each GIS database to assess the level of accuracy of the existing GIS databases and establish an initial baseline.
 - The Vendor shall determine the initial accuracy baseline for remediation by comparing ALI and MSAG records to GIS Road Centerline records as required by NENA.
 - The Vendor shall provide a comprehensive remediation plan, including a roadmap and the timeline of the remediation process.
 - The Vendor shall create exception reports after the initial assessment.
 - The Vendor shall create maintenance policies and SOP documentation for ongoing data collection, exception reporting, data remediation, databases synchronization, remediated data transfer to the Centralized GIS Data Repository, NG911 mapping, Carrier network integration, maintenance (e.g. backups) and disaster recovery activities.

- The Vendor shall confirm that each GIS site's existing personal computer (PC) hardware meets the minimum system requirements for the installation of the new GIS software tool suite.
 - The Vendor shall provide GIS software tool suite for GIS data assessment remediation, synchronization and ongoing maintenance of the data including licensing requirements.
 - The Vendor shall train County personnel on the use of the GIS software tool suite.
- b. The Vendor shall complete the following Phase I deliverables:
1. Gap Analysis

The Vendor shall thoroughly analyze the completeness, accuracy, and NextGen911 Geospatial routing readiness of the current GIS data extracts provided by each GIS database site by completing the following steps:

- The Vendor shall determine the initial accuracy baseline for remediation by comparing ALI and MSAG records to GIS Road Centerline records to identify inconsistent naming conventions, inaccurate address information, improper ESN assignments to MSAG records, improper community assignments, and improper exchange designations.
- The Vendor shall determine which required or recommended layers (e.g. Site Address Points, Road Centerlines and Polygons) are missing.
- The Vendor shall determine which attribute (e.g. character, numeric, Binary Large Object (BLOB)) fields are missing or need to be changed.
- If needed, the Vendor shall conduct a field audit of locally sourced data, data provided by other Counties or State government agencies and commercially available data.
- The Vendor shall conduct all activities related to the validation of the following components in each site's GIS database and provide the results in report format for each of the GIS database sites to approve or reject:
 - All boundaries to identify and fix discrepancies between databases.
 - All fields and attributes to identify and fix discrepancies between databases.

- All streets to identify and fix discrepancies between databases.
- All site address points to identify and fix discrepancies between databases.

2. Remediation Plan

- Using the gap analysis results, the Vendor shall create a written remediation plan to achieve a minimum accuracy rate of 98% prior to NextGen911 deployment, including timeframes for all activities included in the plan.
- The remediation plan shall include recommended updates, resources requirements, recommended GIS software tool suite and their application to achieve and maintain the required 98% or higher accuracy level.
- As part of the remediation plan, the Vendor shall include exception reports for each site's GIS database to be reviewed and approved before updating the GIS databases.
- As part of the remediation plan, the Vendor shall provide guidelines on how to set up boundaries with adjacent counties.
- As part of the remediation plan, the Vendor shall create GIS data maintenance policies and SOP for ongoing data collection, exception reporting, data remediation, databases synchronization, remediated data transfer to the Centralized GIS Data Repository, NG911 mapping, Carrier network integration, maintenance (e.g. backups) and disaster recovery activities.
- As part of the remediation plan, the Vendor shall create a detailed GIS software tool suite Training Curriculum for County approval.

3. GIS Software Tools Licensing and Training

Any software (whether proprietary or third party) must be licensed to County in accordance with the County's software license terms stated in the Standard Agreement.

The Vendor shall provide twelve (12) locally installed licenses for the GIS software tool suite and the necessary credentials to help GIS personnel perform each of the following functions:

3.1 Assessment

- a. Identify street and structure errors and response boundaries gaps and overlaps.
- b. MSAG comparison, measuring the match rate between the MSAG and GIS data.
- c. ALI Audit, specifically ALI to Address Points and ALI to Road Centerline comparison and measure the match rate between the ALI and GIS data.
- d. Produce a detailed exception report containing results from the assessment items listed above.

3.2 Data Management

- a. Synchronize the MSAG, ALI and GIS databases.
- b. The Vendor shall provide a customizable dashboard to track the following GIS metrics (additional dashboard metrics may be added by County):
 - Current GIS Data Accuracy rate.
 - Number of weekly exception report items submitted for GIS team approval.
 - Number of weekly exception report items approved by GIS team.
 - Date of last Remediation iteration by each of the GIS sites.
 - Date of last Synchronization of each of the GIS databases to MSAG and ALI.

3.3 Data Maintenance

For each data maintenance function below, the periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) intervals will be set by each of the GIS Subject Matter Experts (SMEs) during the implementation planning phase.

- a. Periodic automated data validation to identify street and structure errors and response boundaries gaps and overlaps.
- b. Periodic automated MSAG comparison and measure the match rate between the MSAG and GIS data.
- c. Periodic automated ALI Audits, specifically ALI to Address Points and ALI to Road Centerline

comparison and measure the match rate between the ALI and GIS data.

- d. Periodic automated GIS/MSAG/ALI database exception reports related to discrepancies and/or omissions of the following GIS database components: Boundaries, Fields and attributes, Streets and Site address points.
- e. Periodic automated synchronization of the GIS/MSAG/ALI databases.

3.4 Validation and Mapping

- a. Validate the remediated GIS data received from the GIS database sites to ensure 98% or better accuracy prior to mapping it to NG911 format.
- b. Map the validated GIS data to NG911 format for Geospatial routing.
- c. Display GIS information in graphical form or provide the capability of interfacing with the Environmental Systems Research Institute (ESRI) software currently in use by the GIS sites to produce a graphical output.

3.5 Phase I – Reports

For each data maintenance function below, the periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) intervals will be set by each of the GIS Subject Matter Experts (SMEs) during the implementation planning phase.

- a. Produce periodic exception reports for Data Remediation, containing detailed information about the following:
 - Street and structure errors and response boundaries gaps and overlaps.
 - Number of weekly exception report items submitted for GIS team approval.
 - Number of weekly exception report items approved by GIS team.
- b. Produce periodic reports for Databases Synchronization.

- c. Generate on demand and scheduled periodic reports.
- d. Create customizable and ad-hoc reports.
- e. Export all reports in each of the following formats:
XLS, PDF and CSV.
- f. Email delivery of the generated reports.

4. Tools Training

- 4.1 Vendor shall provide GIS software tools training for twelve (12) GIS team members.

5. Phase I - Interfaces

- 5.1 The Vendor's services shall provide any and all necessary secured interfaces to synchronize each GIS database to MSAG and ALI databases for accuracy matching.

6. Preliminary Acceptance Testing

- After the Vendor conducts its internal test for Phase I system readiness and indicates the GIS software tool suite is fully operational, County will conduct Preliminary Acceptance Testing with support from Vendor's personnel.
- Preliminary Acceptance testing shall commence after completion of the GIS software tool suite training.
- The County will provide a Preliminary Acceptance Test Plan, containing testing validation for all the Phase I deliverables.

7. Go live

- After the Preliminary Acceptance Testing has been completed and approved by each of the GIS database sites' County identified SMEs, the system will be ready to go into production ("Go-Live").
- Beginning at the time of first use in production ("Go-Live"), the Vendor shall provide 20 business days of onsite support to the GIS database personnel conducting the necessary remediation cycles to achieve a 98 percent accuracy level.

2. PHASE II

All activities for Phase II listed below should be completed within three (3) months from the Phase I Go-Live date.

- a. The Vendor shall perform the following tasks as part of Phase II:
 - The Vendor shall furnish the most current hardware (e.g. servers, routers and broadband modems) to implement the fully redundant GIS data repository solution as per the requirements listed in Scope of Services document.
 - The Vendor shall provide two (2) licenses of the most current Windows Server Operating System and two (2) licenses of the most current SQL Database software to implement the fully redundant GIS data repository solution as per the requirements listed in the Scope of Services document.
 - The Vendor shall configure a GIS data repository to securely collect and store the remediated data from each of the GIS database sites for NG911 Geospatial Routing.
 - The Vendor shall develop a GIS data repository process to validate the remediated data received from each of the GIS database sites after each synchronization cycle.
 - The Vendor shall develop a GIS data repository process to map the validated data into NG911 format for Geospatial Routing.
 - All data in the GIS Data Repository shall conform to the data format required by the ESINet.
 - The Vendor shall assist each of the GIS database sites' County identified SMEs, in completing the remediation and testing cycles until a 98% or better accuracy level is achieved.
 - The Vendor shall assist each of the GIS database sites' County identified SMEs, in synchronizing the MSAG and ALI databases to match each of the sites' GIS database level of accuracy.
 - The Vendor shall provide support to the GIS database site's County identified SMEs, on the transfer of the remediated data from each site to the GIS data repository for NG911 Geospatial Routing.

b. The Vendor shall complete the following Phase II deliverables:

1. Centralized GIS Data Repository

The Vendor shall furnish, install and test the hardware and software required to implement the fully redundant GIS data repository shown on Figure 1 for each of the following sites:

- I. CENTRAL REGIONAL PSAP
10440 W. OAKLAND PARK BLVD., SUNRISE, FL.
- II. CORAL SPRINGS PSAP (backup site) *
2801 CORAL SPRINGS DRIVE, CORAL SPRINGS, FL.

* Or any alternate backup site that County may identify.

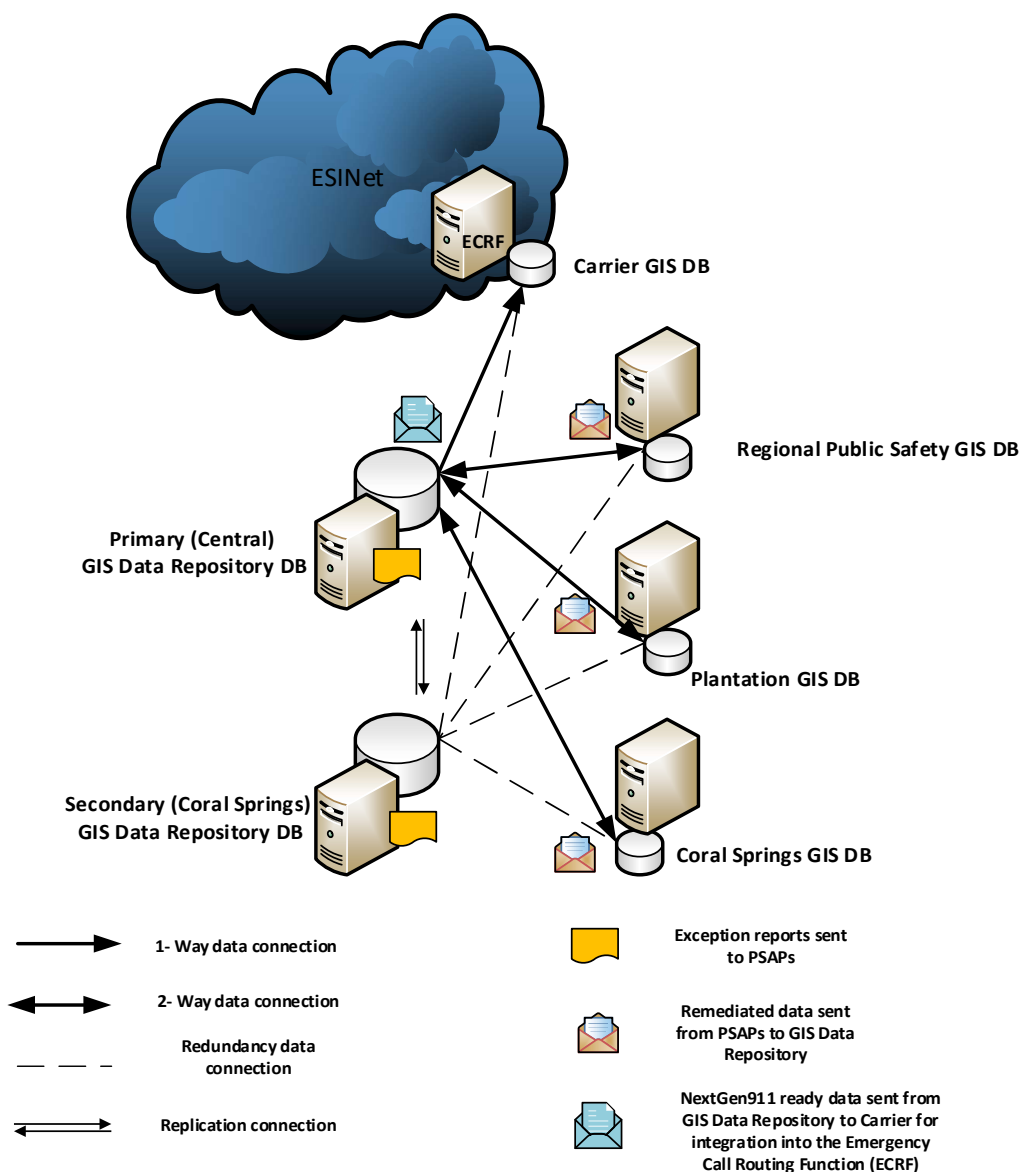


Figure 1 – Fully Redundant GIS Data Repository

The Vendor shall be responsible for the configuration services related to the integration of a fully redundant GIS Data Repository for the following purposes:

- After the GIS database sites personnel have completed the initial remediation cycle, the Vendor shall support the transfer of the

remediated data from each of the GIS sites to the GIS Data Repository for NextGen911 mapping and integration.

- As part of the GIS ongoing maintenance process of the data, the Vendor shall support the transfer of each GIS database site's updates to the GIS Data Repository for NextGen911 mapping and integration.
- The Vendor shall provide secure high-speed links (e.g. FTPS) for data transfers between the GIS database sites GIS Data Repository.
- The Vendor shall configure email notification for data transfer failures between the GIS database in each of the sites and the GIS Data Repository.
- The Vendor shall configure replication between the primary and back-up GIS Data Repository.
- The Vendor shall configure a failover solution to automatically transfer queries to a secondary IP address (backup server) whenever the primary server's IP is not responding.
- The Vendor shall develop a process to validate and map the remediated GIS data received from the GIS database sites to ensure that the data meets the accuracy and format requirements prior to NextGen911 geospatial routing.
- The Vendor shall provide secure high-speed links (e.g. FTPS) for NG911 ready data transfers between the GIS Data Repository and the Carrier's (e.g. ATT) network.
- The Vendor shall configure email notification to an approved distribution list of County personnel for data transfer failures between the GIS Data Repository and the Carrier's network.

2. Remediation Support

After the GIS Data Repository solution is completed, the Vendor shall provide 10 business days of onsite support to GIS personnel on the completion of the following Phase II GIS Database Remediation activities:

- Once all of the modifications included on the exception reports have been reviewed, approved and implemented by the County identified GIS SMEs, the Vendor shall provide support to GIS personnel on the synchronization of the MSAG and ALI databases to each GIS database sites.

- The Vendor shall provide support to each site's GIS personnel on the transferring of the remediated data to the GIS Data Repository for NextGen911 mapping and integration.
- The Vendor shall provide support to the County identified GIS SMEs on the validation and mapping of the remediated data to ensure that it meets the accuracy and format requirements prior to NextGen911 integration.
- The Vendor shall provide support to the County identified GIS SMEs on the transferring of the NG911 ready data from the GIS Data Repository to the Carrier's network.

3. Phase II – Reports

For each report below, the periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) intervals will be set by each of the GIS Subject Matter Experts (SMEs) during the implementation planning phase.

- 3.1 The Vendor's solution shall provide the ability to generate the following GIS data repository reports:
 - a. Periodic reports for Remediated data transfers from the PSAPs to the GIS Data Repository, including transaction time, transmission success or failure and file size.
 - b. Periodic reports for Validation of data in GIS Data Repository.
 - c. Periodic reports for the mapping of the validated data into NG911 format for Geospatial routing.
 - d. Periodic reports for the NG911 ready data transmission between the GIS Data Repository and the Carrier network, including transaction time, transmission success or failure and file sizes.
 - e. Periodic reports for GIS Data Repository data backup transactions, including transaction time, backup success or failure and volume size.

4. Phase II - Interfaces

- 4.1 The Vendor's services shall provide any and all necessary secured interfaces to conduct the following GIS Data Repository related tasks:

- a. Secured (e.g. FTPS) high speed links to transfer the remediated data from the GIS database sites to the GIS Data Repository.
- b. Secured (e.g. FTPS) high speed links to transfer the validated data from the GIS Data Repository servers to the carrier site.

5. Phase II - Go Live

The remediated GIS data from each of the sites shall be validated before transferring it to the carrier for NextGen911 integration.

6. Final Acceptance Testing

- After the Vendor conducts a successful validation testing of the remediated GIS data from each of the sites and indicates the newly GIS Data Repository equipment and software is fully operational, County will conduct Final Acceptance Testing with ten (10) business days of onsite support from Vendor's personnel.
- The County will provide a Final Acceptance Test Plan, containing testing validation for all Phase I and Phase II deliverables.
- The system will run for a period of 30 days after the completion of Final Acceptance testing with no major or critical failures before County issuance of Final Acceptance.

7. GIS Maintenance and Post Cutover Support

- The GIS software tool suite provided by Vendor shall be updated with the latest release(s) of applicable software and maintenance patches throughout the duration of the agreement.
- The Vendor shall provide an organizational chart with roles and contact information listed for reporting of issues and escalation procedures.

3. Technical Approach

All Project Schedule activities for Phase I must be completed within six (6) months from County's issuance of a Notice to Proceed.

A. Project Schedule Phase I

Note: Some of the activities noted below may be performed simultaneously with other listed activities.

Activity	Approach	Responsibility
Project Kickoff		County and Vendor (Onsite)
Each GIS database site provides data extract files to Vendor	Each GIS database site shall provide data extract files to Vendor	County
Vendor shall perform a Gap Analysis.	Vendor shall thoroughly analyze the completeness, accuracy, and NextGen911 Geospatial routing readiness of the current GIS data extracts provided by each GIS database site.	Vendor
Vendor's Review of System Requirements for Tool suite installation.	Vendor shall evaluate each GIS database site's computers to ensure they meet the minimum system requirement for the GIS software tool suite installation.	Vendor
Vendor shall generate and submit Remediation Plan and exception Reports for County's approval.	Vendor shall provide a comprehensive remediation plan, including resources, tool, a roadmap and the timeline of the remediation process and exception reports for County approval.	Vendor
Vendor shall generate and submit Tool Training Curriculum for County's approval.	Vendor shall create a detailed GIS software tool suite Training Curriculum for County's approval.	Vendor
The Vendor shall create maintenance policies for ongoing data collection, exception reporting, data remediation, databases synchronization, remediated data transfer to the Centralized GIS Data Repository, NG911 mapping, Carrier network integration, maintenance (e.g. backups) and disaster recovery activities.	Vendor shall create policy documentation for data collection, exception reporting, data remediation, databases synchronization, remediated data transfer to the Centralized GIS Data Repository, NG911 mapping, Carrier network integration, maintenance (e.g. backups) and disaster recovery activities.	Vendor (Onsite)

Activity	Approach	Responsibility
Standard Operational Procedure Documentation	Vendor shall provide finalized Standard Operational Procedure (SOP) documentation to the County.	Vendor
Change Management Request (CMR 1) approval	Approval of CMR documentation of weekly CMR call.	County
GIS software tool suite Installation	Vendor shall complete Local installation of the GIS software tool suite.	Vendor (Onsite)
County Personnel GIS software tool suite Training	Vendor shall conduct GIS software tool suite training for each site's GIS personnel.	Vendor (Onsite)
Conduct Preliminary Acceptance Testing and Approval.	Each site's County identified GIS SMEs, alongside the Vendor shall conduct the testing activities listed in the Preliminary Acceptance Test Plan to be provided by the County.	County and Vendor (Onsite)
CMR 2 approval	County shall create, process and submit CMR documentation for approval.	County
Go Live	Upon CMR's approval, each site's GIS team shall start the Remediation iterations.	County and Vendor (Onsite)

B. Project Schedule Phase II

All activities for Phase II listed below should be completed within three (3) months from the Phase I Go-Live date.

Note: Some of the activities noted below may be performed simultaneously with other listed activities.

Activity	Approach	Responsibility
Implement GIS Data Repository Solution	Vendor shall install, test and configure the hardware and software for the GIS Data Repository Solution	Vendor (Onsite)
Remediation Iteration 1	Each site's GIS team shall perform the first Remediation iteration with support from Vendor.	Each site's GIS team with Onsite Vendor Support.
Test Data Accuracy	After the first Remediation iteration is completed, the remediated data shall be tested for accuracy improvement	Each site's GIS team with Onsite Vendor Support.

Activity	Approach	Responsibility
Iteration 1 and transfer the Remediated data to Repository	against the current baseline and a new baseline shall be set and the Remediated data shall be transferred to the GIS Data Repository for NextGen911 integration.	
Remediation Iteration 2	After the first Remediation iteration is fully tested and a new accuracy baseline has been set, each site's GIS team shall conduct the second Remediation iteration.	Each site's GIS team with Vendor Support.
Test Data Accuracy Iteration 2 and transfer the Remediated data to Repository	After the second Remediation iteration is complete, the remediated data shall be tested for accuracy improvement against the current baseline data and a new baseline shall be set and the Remediated data shall be transferred to the GIS Data Repository for NextGen911 integration.	Each site's GIS team with Vendor Support.
Remediation Iteration 3	After the second Remediation iteration is fully tested and a new accuracy baseline has been set, each site's GIS team shall conduct a third Remediation iteration.	Each site's GIS team with Vendor Support.
Test Data Accuracy Iteration 3 and transfer the Remediated data to Repository	After the third Remediation iteration is completed by each site's GIS team, the remediated data shall be tested for accuracy improvement against the current baseline. If the accuracy level is less than 98%, additional Remediation iterations shall be required.	Each site's GIS team with Vendor Support.
Establish Baseline, Synchronize Databases and transfer the Remediated data to Repository	Once the 98% accuracy level is achieved, each site's County identified GIS SMEs shall Synchronize the GIS, MSAG and ALI databases. The Remediated data shall be transferred to the GIS Data Repository for NextGen911 validation and transfer to the Carrier's network.	Each site's GIS team with Vendor Support.
Phase II Go Live	The remediated GIS data from each of the sites shall be validated before transferring it to the carrier for NextGen911 integration.	County and Vendor (Onsite)

Activity	Approach	Responsibility
Final Acceptance Testing and Approval	Each site's GIS team alongside the Vendor shall conduct the testing activities listed in the County's Final Acceptance Test Plan to be provided by the County.	Each site's GIS team with Vendor Support.

C. Closeout Phase

Activity	Approach	Responsibility
Activate Ongoing Remediation	After successful completion of Final Acceptance testing, the Vendor shall transition the ongoing remediation functions described on the SOP to each of the GIS sites.	County and Vendor
Transition Project to Vendor's Support Group	After successful completion of Final Acceptance testing, the Vendor shall transition all System Support activities to the Vendor's Support group.	Vendor

4. Access/Security

The Vendor shall cooperate with County and provide any and all information that the County may request in order to determine appropriate security and network access restrictions and verify Vendor compliance with County security standards.

- This project does not require additional network access permissions for the Vendor.
- All Vendor's GIS software tool suite installation activities must adhere to the County's security processes and procedures for access.
- Vendor's personnel shall meet the implementation schedule set by the County.

**Special Instructions to Vendors
TEC2117392P1 – E911 GIS Data Assessment and Remediation.**

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

Points awarded for price will be based on the aggregate total of line items TEC2117392P1--01-01 to TEC2117392P1--01-17.

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.

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.

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.

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.

Not applicable to this solicitation.

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. Unresolved security concerns shall be considered by the committee as part of its final evaluation and may lead to impasse during negotiations. The County will review Vendor's VSQ response and any security concerns will be addressed during Evaluation Committee Meetings or negotiations. Refer to the **Vendor Security Questionnaire** form for submittal requirements.

3. Vendor must complete and submit the **Vendor GIS Software Tools Suite Questionnaire**.

C. Standard Agreement Language Requirements:

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

<http://www.broward.org/purchasing/documents/bcf305.pdf>

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

Additional specific security-related clauses pertaining to this project are:

1. Security and Access. Any access by Contractor to any aspect of the County's network must comply at all times with all applicable County access and security standards, as well as any other or additional restrictions or standards for which County provides written notice to Contractor. Contractor will provide any and all information that County may reasonably request in order to determine appropriate security and network access restrictions and verify Contractor's compliance with County security standards. If at any point in time County, in the sole discretion of its Chief Information Officer, determines that Contractor's access to any aspect of the County's network presents an unacceptable security risk, County may immediately suspend or terminate Contractor's access and, if the risk is not promptly resolved to the reasonable satisfaction of the County's Chief Information Officer, may terminate this Agreement or any applicable Work Authorization upon ten (10) business days' notice (including, without limitation, without restoring any access to the County network to Contractor).
2. Data and Privacy. Contractor shall comply with all applicable data and privacy laws and regulations, including without limitation the Florida Information Protection Act of 2014, Florida Statutes Section 501.171, and shall ensure that County data processed, transmitted or stored in the System is not processed, transmitted or stored outside the continental United States. Contractor may not sell, market, publicize, distribute, or otherwise make available to any third party any personal identification information (as defined by Florida Statutes Section 817.568 or Section 817.5685) that Contractor may receive or otherwise have access to in connection with this Agreement, unless expressly authorized in advance by County. If and to the extent requested by County, Contractor shall ensure that all hard drives or other storage devices and media that contained County data have been wiped in accordance with the then-current best industry practices, including without limitation DOD 5220.22-M, and that an appropriate data wipe certification is provided to the satisfaction of the Contract Administrator.
3. Managed Services; Professional Services; Third-Party Vendors. Contractor shall immediately notify County of any terminations or separations of Contractor's employees

who performed Services to County under the Agreement or who had access to County data, and Contractor must ensure such employees' access to County data and network is promptly disabled. Contractor must ensure all Vendor's employees with access to County's network via an Active Directory account comply with all applicable County policies and procedures when accessing County's network. Contractor shall provide privacy and information security training to its employees with access the County's network upon hire and at least once annually. If any unauthorized party is successful in accessing any information technology component related to the Contractor, including but not limited to servers or fail-over servers where County data or files exist or are housed, Contractor shall report to County within twenty-four (24) hours of becoming aware of such breach. Contractor shall provide County with a detailed incident report within five (5) days after the breach, including remedial measures instituted and any law enforcement involvement. Contractor shall fully cooperate with County on incident response, forensics, and investigations into Contractor's infrastructure as it relates to any County data or County applications. Contractor shall not release County data or copies of County data without the advance written consent of County.

4. Software Installed in County's Network. Contractor shall advise County of any third-party software (e.g., Java, Adobe Reader/Flash, Silverlight) required to be installed and all versions supported. Contractor shall support updates for critical vulnerabilities discovered in applicable third-party software. Contractor shall ensure that the Software is developed based on industry standards and best practices, including following secure programming techniques and incorporating security throughout the software-development life cycle. Contractor must develop and maintain the Software to operate on County-supported and approved operating systems and firmware versions. Contractor must mitigate critical or high-risk vulnerabilities to the Contractor Platform as defined by Common Vulnerability and Exposures (CVE) scoring system within 30 days of patch release. If Contractor is unable to apply a patch to remedy the vulnerability, Contractor must notify County of proposed mitigation steps to be taken and timeline for resolution. Contractor shall ensure the Software provides for role-based access controls and runs with least privilege access. Contractor shall support electronic delivery of digitally signed upgrades from Contractor's or the third-party licensor's website. Contractor shall enable auditing by default in software for any privileged access or changes. The Software must not be within three (3) years from Software's end of life date. Contractor shall regularly provide County with end-of-life-schedules for all applicable Software. Contractor will support encryption using at a minimum Advanced Encryption Standard 256-bit encryption keys ("AES-256") or current industry security standards, whichever is higher, for confidential data at rest. Contractor will use transport layer security (TLS) 1.1 or current industry standards, whichever is higher, for data in motion.
5. Equipment Leased or Purchased from Contractor. Contractor shall ensure that physical security features to prevent tampering are included in any Equipment provided under this Agreement. Contractor shall ensure, at a minimum, industry-standard security measures are followed during the manufacture of the Equipment provided under this Agreement. Any Equipment provided under this Agreement shall not contain any embedded remote control features unless approved in writing by County's Contract Administrator. Contractor shall disclose any default accounts or backdoors that exist for access to County's network. If a new critical or high security vulnerability is identified, Contractor shall supply a patch, firmware update, or workaround approved in writing by County's Contract Administrator within thirty (30) days after identification of vulnerability and shall notify County of proposed mitigation steps taken. Provider must develop and maintain hardware to interface with County-supported and approved operating systems and firmware versions. If a Contractor shall make available, upon County's request, any

required certifications as may be applicable per compliance and regulatory requirements (e.g., Common Criteria, Federal Information Processing Standard 140). The Equipment must not be within three (3) years from Equipment's end of life date. Contractor shall regularly provide County with end-of-life-schedules for all applicable Equipment. Contractor shall support electronic delivery of digitally signed upgrades of any applicable Equipment firmware from Contractor's or the original equipment manufacturer's website.

D. Demonstrations:

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

E. Presentations:

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

F. Procurement Authority:

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

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

State Funds

H. Projected Schedule:

Initial Shortlisting or Evaluation Meeting (Sunshine Meeting): **To Be Determined**

Final Evaluation Meeting (Sunshine Meeting): **To Be Determined**

Check this website for any changes to the above tentative schedule for Sunshine Meetings:

<http://www.broward.org/Commission/Pages/SunshineMeetings.aspx>.

I. Project Manager Information:

Project Manager: Ed Flores, Project Manager

Email: eflores@broward.org

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

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.

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. Additionally, all Vendors are required to disclose to the County all “material” cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the “material” cases against the principal, during the last three (3) years prior to the solicitation response. 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 fraud, 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 in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- 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 required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor’s subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor’s subcontractors/subconsultants litigation history against the County, 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 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 to 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 to 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:
$$\frac{\text{(Lowest Proposed Price/Vendor's Price)}}{\text{Maximum Number of Points for Price}} = \text{Price Score}$$
 - 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. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the vendor team and County staff.

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. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, presentations during Selection or Evaluation Committee Meetings are closed. Only the Selection or Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

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 that 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.
5. 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.

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
\$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. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, negotiations resulting from Selection or Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

W. Submittal Instructions:

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

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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.

6

Vendor Evaluation Criteria Response Form	
RFP Number and Title	TEC2117392P1, E911 GIS Data Assessment and Remediation
Vendor Name	
Vendor Address	
Evaluation Criteria	Vendor Response
1. GIS Project Experience:	
<p>1a) Similar Projects: List and describe your previous experience, working on projects involving Government Agencies with a minimum of 50 call takers in a multi-PSAP environment, requiring cleansing and synchronization of data for MSAG, ALI and GIS databases. Provide a detailed list of the government agencies, the number of call takers and the dates on the which the work was performed, also provide a brief description of the number of years that you have performed work related to this project's requirements.</p> <p>Maximum 5 Points</p>	
<p>1b) GIS database remediation for NextGen911 Integration Experience - Remediated data validation: List and describe your previous experience, working on projects involving Government Agencies with a minimum of 50 call takers in a multi-PSAP setting, requiring validation of remediated data from the GIS sites to ensure that it meets the 98% accuracy rate requirement and that it conforms to all NG911 standards for call routing and delivery. Provide a detailed list of the government agencies, the number of call takers, the dates on the which the work was performed, and a brief description of the number of years that you have performed work related to the validation of remediated GIS data for NG911 integration.</p> <p>Maximum 8 Points</p>	
<p>1c) NextGen911 Integration Experience - Data mapping and formatting for NG911 routing: List and describe your previous experience, working on projects involving Government Agencies with a minimum of 50 call takers in a multi-PSAP setting, requiring mapping the validated GIS data to NG911 format before integration. Provide a detailed list of the government agencies, the number of call takers, the dates on the which the work was performed, and a brief description of the number of years that you have performed work related to the mapping of GIS data for NG911 integration.</p> <p>Maximum 4 Points</p>	
<p>1. GIS Project Experience:</p> <p>1d) GIS database remediation for NextGen911 Integration Experience - Carrier NG911 network integration. List and describe your previous experience, working on projects involving Government Agencies with a minimum of 50 call takers in a multi-PSAP setting, requiring the transferring and integration of the NG911 ready data into the Carrier network for Geospatial routing. Provide a detailed list of the government agencies, the number of call takers, the dates on the which the work was performed, and a brief description of the number of years that you have performed work related to the transferring and integration of NG911 ready data into a Carrier's (e.g. ATT) network for Geospatial routing.</p> <p>Maximum 8 Points</p>	
<p>1e) GIS Data Repository: List and describe your previous experience, working on projects requiring the furnishing of hardware, software and associated installation, set-up and maintenance services for the implementation of a Centralized GIS Data Repository solution to validate and map the remediated GIS data for NG911 integration. Provide a detailed list of projects, the dates on the which the work was performed and a brief description of the Repository solution.</p> <p>Maximum 5 Points</p>	
<p>1f) GIS Tools Experience: List and describe your previous experience, working on projects involving Government Agencies with a minimum of 50 call takers in a multi-PSAP environment requiring the use of proven industry tools to measure, track accuracy and ongoing maintenance of GIS data.</p> <p>Maximum 4 Points</p>	
<p>1g) GIS Tools Evaluation Matrix: Please fill out the Vendor GIS Software Tools Suite Questionnaire located on pages 59-61.</p> <p>This item's grading will be based on the responses obtained from the Vendor GIS Software Tools Suite Questionnaire located on pages 59-61.</p> <p>Maximum 10 Points</p>	

Vendor Evaluation Criteria Response Form	
<p>1h) GIS Tools Training: List and describe your previous experience, providing on-site GIS tool suite training for Government agencies' GIS personnel on the use of the software tools for data collection, remediation, reports generation and NG911 integration. Provide a detailed list of the government agencies, the dates on which the training was conducted and brief description of training curriculum and delivery methodology.</p> <p>Maximum 2 Points</p>	
<p>2. Ability of Professional Personnel: Qualifications and Experience: List and describe the qualifications, relevant experience and roles of the proposed key team members, including project manager(s), professional and technical personnel that will provide these services to this project. Provide the number of years that the Vendor has performed work related to project's requirements, with a brief description of their understanding of industry standards and best practices for this project scope.</p> <p>Maximum 6 Points</p>	
<p>3. Project Approach: Describe your approach to the GIS Data Collection, Gap Analysis, Remediation Plan, Data Cleansing, Data Repository, Data Implementation, Data Maintenance and NG911 Data Integration. Include how you will use 3rd-party sub consultants (if any) to complete some of the activities listed above throughout the project.</p> <p>Maximum 7 Points</p>	
<p>4. Workload of Firm: For the Vendor only, list all completed and active projects managed within the past five (5) years. In addition, list all projected projects that the Vendor will be working on the near future. Projected projects will be defined as project(s) that primary Vendor has been awarded a contract, but the Notice to Proceed (NTP) has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor's approach in managing these projects. Were these or will there be any challenges, issues, or obstacles for any of the listed projects? If so, describe how the Vendor dealt or will deal with the projects' challenges.</p> <p>Maximum 2 Points</p>	
<p>5. Location: 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 (5) five points a vendor not meeting all of the local business requirement will receive (0) zero points. The following applies to any 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 (3) 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 (2) two points; If a member of the JV has 10% to 29% of equity and meets all of the local business requirements, the JV will receive (1) one point.</p> <p>Maximum 5 Points</p>	
<p>6. Vendor's Ability to Meet the following Requirements Outlined in the Requirements Document: (Maximum 14 Points)</p>	
<p>6a. Vendor to provide outlined description on the ability to meet requirements in the GIS Data Assessment Remediation Requirements document for: Services Description / Phase I: GAP Analysis, Remediation Plan and GIS Software tool suite Installation and Training, Interfaces and Preliminary Acceptance Testing.</p> <p>Maximum 5 Points</p>	
<p>6b. Vendor to provide outlined description on the ability to meet requirements in the GIS Data Assessment Remediation Requirements document for: Services Description / Phase II : Centralized GIS Data Repository, Remediation Support , GIS Data Repository Reports, Interfaces and Final Acceptance Testing.</p> <p>Maximum 5 Points</p>	
<p>6c. Vendor to provide outlined description on the ability to meet requirements in the GIS Data Assessment Remediation Requirements document for: Technical Approach / Project Schedule, 9 months timeline to complete all project phases.</p> <p>Maximum 4 Points</p>	
<p>7. Pricing Refer to Special Instructions; Additional Responsiveness Criteria; and Standard Instructions for Vendors. (Lowest Proposed Price/Proposer's Price) x (Maximum Number of Points for Price) = Price Score Points awarded for price will be based on the aggregate total of all items for the five (5) year term.</p> <p>Maximum 20 Points</p>	

BROWARD COUNTY FLORIDA		Enterprise Technology Services Vendor Security Questionnaire (VSQ) (For RFPs, RFQs and Sole Source/Only Reasonable Source/Sole Brand Requests as applicable)			
<p>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.</p> <p>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. Unresolved security concerns shall be considered by the committee as part of its final evaluation and may lead to impasse during negotiations.</p> <p>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.</p>					
SECTION 1: SOFTWARE-AS-A-SERVICE / HOSTED / CLOUD SERVICES					
COMPLETE THIS SECTION OF THE QUESTIONNAIRE.					
Vendor Name:					
Technical Contact Name / Email					
Product Name / Description:					
Solicitation Number and Title					
<p>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.</p>					
No.	Area	Description	Vendor Response		
			Yes	No	Comments
	Applicability (Required Response):	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?)			
4		Does your organization have a current Payment Card Industry (PCI) Attestation of Compliance (AOC)? Applicable only if accepting payment cards.			

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5	Electronic Protected Health Information (ePHI) - Applicable only if Vendor has access to or will be hosting or storing County 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		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		Do you share customer data with, or enable direct access by, any third-party?			
19		Which processors (vendors) access your customer's information?			
20		Do these processors (vendors) contractually comply with your security standards for data processing?			
21		How do you regularly audit your critical vendors?			
22	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.			
23	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?			

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24	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., FIPA, new state breach notification requirements, monitoring newsletters, webinars, security or regulatory forums, etc.)?			
25		Has vendor experienced a legally reportable data breach within the past 7 years?			
26		Do you have procedures for preservation of electronic records and audit logs in case of litigation hold?			
27		In the event of a security incident, do you provide the consumer the ability to perform digital forensics?			
28	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.)?			
29		Have your security policies and procedures been communicated to your employees?			
30		Are periodic security reminders provided to your employees?			
31	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.).			
32		Are individuals who will have access to the County's data subjected to periodic follow-up background checks?			
33	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)?			
34		If so, are employees required to sign the non-disclosure agreement annually?			
35	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?			
36	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?			
37		Do you have a contingency plan in place to handle emergency access to facilities?			
38		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?			
39		Are there written policies and procedures to document repairs and modifications to physical components of the facility that are related to security?			
40		Are employees permitted access to customer environments from your physical locations only?			

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41	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.			
42		Are internal and external networks separated by firewalls with access policies and rules? Provide supporting documentation.			
43		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.)?			
44		Are employees allowed to connect to customer environments remotely (e.g., working from home, public wifi access)?			
45		Is there a remote access policy? If so, please provide documentation.			
46		Do you have protections in place for ensuring secure remote access (i.e., up-to-date antivirus, posture assessment, VPN enforcement, split tunneling, etc.)?			
47		Will Vendor restrict inbound and outbound traffic to the County network to a "deny all, permit by exception" configuration?			
48		Will County's data be co-mingled with any other Cloud customer?			
49		Will County's data be stored, accessed by, or transmitted through an off shore environment (Outside continental U.S, Alaska, Hawaii)?			
50	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)?			
51		Do you use a secure VPN connection with third parties and/or IT vendors for email encryption?			
52		Does Vendor provide a means to encrypt data at rest (AES, etc.)?			
53	Vulnerability Assessment and Remediation	Do you perform periodic vulnerability scans on your IT systems, networks, and supporting security systems? How often?			
54		If no, do you provide proof of vulnerability scanning and penetration testing upon request?			
55		Are internal or third party vulnerability assessments automated?			
56		Do you have a security patch management cycle in place to address identified vulnerabilities?			
57		Do you provide disclosure of vulnerabilities found in your environment and remediation timelines?			
58		Do you notify customer of applicable patches?			

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59	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.)?			
60		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.)?			
61		Does Vendor maintain a file integrity monitoring program to ensure critical file system changes are monitored and approved with respect to confidential County data?			
62		Do you periodically review system activity (related to patient information systems)? If so, provide frequency.			
63	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.)?			
64		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.)?			
65		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.)?			
66		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)?			
67		Are accepted mobile devices tested prior to production use?			
68		Is a Data Loss Prevention (DLP) in place to prevent the unauthorized distribution of sensitive information?			
69		Is software installation for desktops, laptops, and servers restricted to administrative users only?			
70		Does your software or system have automatic logoff for inactivity?			
71		Is access to source application code restricted? If so, how? Is a list of authorized users maintained and updated?			
72		Are user IDs for your system uniquely identifiable?			
73		Do you have any shared accounts?			
74		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?			
75		Can service accounts be configured to run as non-privileged user (i.e. non-Domain Admin)?			
76		Is Multi-Factor Authentication (MFA) required for employees/contractors to log in to production systems?			

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77	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.)?			
78	Antivirus	Is antivirus software installed and running on your computers and supporting systems (e.g., desktops, servers, gateways, etc.)?			
79		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.			
80		Do you have a process for detecting and reporting malicious software?			
81	Network Defense and Host Intrusion Prevention Systems	Do you have any host-based Intrusion Protection System (IPS) for systems that the County will use?			
82		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")?			
83	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?			
84		Is sensitive data encrypted (e.g., data at rest) when stored on laptop, desktop, and server hard drives, flash drives, backup tapes, etc.)?			
85	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?			
86	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?			
87	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?			
88	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.?			

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89	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.)?			
90		Do you have a formal incident response and data breach notification plan and team?			
91		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.)?			
92		Are incidents identified, investigated, and reported according to applicable legal requirements?			
93		Are incidents escalated and communicated (e.g., what is your documented process for escalation to management and outside authorities, etc.)?			
94		Do you have a contingency plan in place to handle emergency access to the software?			
95	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.)?			
96		Do you periodically test your backup/restoration plan by restoring from backup media?			
97		Does a disaster recovery plan exist for your organization?			
98		Are disaster recovery plans updated and tested at least annually?			
99		Do any single points of failure exist which would disrupt functionality of the product or service?			
100	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.)?			
101		Does Vendor maintain end-of-life-schedule for the software product?			
102		Is the product engineered as a multi-tier architecture design?			
103		Is product or service within 3 year end of life?			
104	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?			

SECTION 2: MANAGED / PROFESSIONAL SERVICES					
ALL VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.					
Vendor Name:					
Technical Contact Name / Email					
Product Name / Description:					
Solicitation Number and Title					
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):	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)?			
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) - Applicable only if Vendor has access to or will be hosting or storing County 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		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.			

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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		Do you share customer data with, or enable direct access by, any third-party?		
16		Which processors (vendors) access your customer's information?		
17		Do these processors (vendors) contractually comply with your security standards for data processing?		
18		How do you regularly audit your critical vendors?		
19	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.		
20	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?		
21	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., FIPA, new state breach notification requirements, monitoring newsletters, webinars, security or regulatory forums, etc.)?		
22		Has vendor experienced a legally reportable data breach within the past 7 years?		
23		Do you have procedures for preservation of electronic records and audit logs in case of litigation hold?		
24		In the event of a security incident, do you provide the consumer the ability to perform digital forensics?		
25	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.)?		
26		Have your security policies and procedures been communicated to your employees?		
27		Are periodic security reminders provided to your employees?		
28	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.).		
29		Are individuals who will have access to the County's data subjected to periodic follow-up background checks?		
30	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)?		
31		If so, are employees required to sign the non-disclosure agreement annually?		
32	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?		
33	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?		
34		Do you have a contingency plan in place to handle emergency access to facilities?		
35		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?		
36		Are there written policies and procedures to document repairs and modifications to physical components of the facility that are related to security?		
37		Are employees permitted access to customer environments from your physical locations only?		
38		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.	
39	Are internal and external networks separated by firewalls with access policies and rules? Provide supporting documentation.			
40	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.)?			
41	Are employees allowed to connect to customer environments remotely (e.g., working from home, public wifi access)?			
42	Is there a remote access policy? If so, please provide documentation.			
43	Do you have protections in place for ensuring secure remote access (i.e., up-to-date antivirus, posture assessment, VPN enforcement, split tunneling, etc.)?			
44	Will Vendor restrict inbound and outbound traffic to the County network to a "deny all, permit by exception" configuration?			
45	Will County's data be co-mingled with any other Cloud customer?			
46	Will County's data be stored, accessed by, or transmitted through an off shore environment (Outside continental U.S, Alaska, Hawaii)?			

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47	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)?			
48		Do you use a secure VPN connection with third parties and/or IT vendors for email encryption?			
49		Does Vendor provide a means to encrypt data at rest (AES, etc.)?			

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50	Vulnerability Assessment and Remediation	Do you perform periodic vulnerability scans on your IT systems, networks, and supporting security systems? How often?			
51		If no, do you provide proof of vulnerability scanning and penetration testing upon request?			
52		Are internal or third party vulnerability assessments automated?			
53		Do you have a security patch management cycle in place to address identified vulnerabilities?			
54		Do you provide disclosure of vulnerabilities found in your environment and remediation timelines?			
55		Do you notify customer of applicable patches?			
56	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.)?			
57		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.)?			
58		Does Vendor maintain a file integrity monitoring program to ensure critical file system changes are monitored and approved with respect to confidential County data?			
59		Do you periodically review system activity (related to patient information systems)? If so, provide frequency.			

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60	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.)?			
61		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.)?			
62		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.)?			
63		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)?			
64		Are accepted mobile devices tested prior to production use?			
65		Is a Data Loss Prevention (DLP) in place to prevent the unauthorized distribution of sensitive information?			
66		Is software installation for desktops, laptops, and servers restricted to administrative users only?			
67		Does your software or system have automatic logoff for inactivity?			
68		Is access to source application code restricted? If so, how? Is a list of authorized users maintained and updated?			
69		Are user IDs for your system uniquely identifiable?			
70		Do you have any shared accounts?			
71		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?			
72		Can service accounts be configured to run as non-privileged user (i.e. non-Domain Admin)?			
73		Is Multi-Factor Authentication (MFA) required for employees/contractors to log in to production systems?			
74	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.)?			
75	Antivirus	Is antivirus software installed and running on your computers and supporting systems (e.g., desktops, servers, gateways, etc.)?			
76		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.			
77		Do you have a process for detecting and reporting malicious software?			

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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	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.)?			
84		Do you have a formal incident response and data breach notification plan and team?			
85		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.)?			
86		Are incidents identified, investigated, and reported according to applicable legal requirements?			
87		Are incidents escalated and communicated (e.g., what is your documented process for escalation to management and outside authorities, etc.)?			
88		Do you have a contingency plan in place to handle emergency access to the software?			

SECTION 3: HARDWARE					
ALL VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.					
Vendor Name:					
Technical Contact Name / Email					
Product Name / Description:					
Solicitation Number and Title					
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):	REQUIRED RESPONSE: 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	Is an end-of-life schedule maintained for the hardware?			
13	Lifecycle	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.)?			

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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.			
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?			

SECTION 4: SOFTWARE					
VENDORS MUST COMPLETE THIS SECTION OF THE QUESTIONNAIRE.					
Vendor Name:					
Technical Contact Name / Email					
Product Name / Description:					
Solicitation Number and Title					
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):	REQUIRED RESPONSE: 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.			d
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?			
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?			

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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?			

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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:	

Vendor GIS Software Tools Suite Questionnaire

Please complete the matrix by placing and "X" in the applicable column for each requirement. Where the requirement response is not "fully provided 'out of the box,'" please provide as much explanation as possible to support how you would implement the stated requirement. Additional pages can be attached to expand upon the comments, but please reference the specific item number.

Vendor Response Code

- F = Fully Provided "Out of the Box"
- CO = Configuration (no changes to underlying code)
- TP = Third Party Software Required
- M = Modification/Customization (change to source code)
- U = Unable to Meet Requirement

Please refer to the GIS Data Assessment Remediation Requirements document							
1.b.3.1 ASSESSMENT							
Item	Description	F	CO	TP	M	U	Comments
1.b.3.1.a	Provide a data validation tool to identify street and structure errors and response boundaries gaps and overlaps.						
1.b.3.1.b	Provide a tool to perform MSAG comparison and measure the match rate between the MSAG and GIS data.						
1.b.3.1.c	Provide a tool to perform an ALI Audit, specifically ALI to Address Points and ALI to Road Centerline comparison and measure the match rate between the ALI and GIS data.						
1.b.3.1.d	Provide a tool to produce a detailed Exception report containing results from assessment items 1.1, 1.2 and 1.3 above.						
1.b.3.2 DATA MANAGEMENT							
Item	Description	F	CO	TP	M	U	Comments
1.b.3.2.a	Provide a tool to synchronize the MSAG, ALI and GIS databases.						
1.b.3.2.b	Provide a customizable dashboard to track the following GIS metrics (additional dashboard metrics may be added by County): 1. Current GIS Data Accuracy rate. 2. Number of weekly Exception report items submitted for GIS team approval. 3. Number of weekly Exception report items approved by GIS team. 4. Date of last Remediation iteration by each of the GIS sites. 5. Date of last Synchronization of each of the GIS databases to MSAG and ALI.						
1.b.3.3 DATA MAINTENANCE: For each data maintenance function below, the periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) intervals will be set by each of the GIS Subject Matter Experts (SMEs) during the implementation planning phase.							
Item	Description	F	CO	TP	M	U	Comments
1.b.3.3.a	Periodic automated data validation to identify street and structure errors and response boundaries gaps and overlaps.						
1.b.3.3.b	Periodic automated MSAG comparison and measure the match rate between the MSAG and GIS data.						
1.b.3.3.c	Periodic automated ALI Audits, specifically ALI to Address Points and ALI to Road Centerline comparison and measure the match rate between the ALI and GIS data.						
1.b.3.3.d	Periodic automated GIS/MSAG/ALI database exception reports related to discrepancies and/or omissions of the following GIS database components: Boundaries, Fields and attributes, Streets and Site address points.						
1.b.3.3.e	Periodic automated synchronization of the GIS/MSAG/ALI databases.						
1.b.3.4 VALIDATION & MAPPING							
Item	Description	F	CO	TP	M	U	Comments
1.b.3.4.a	Provide a tool to validate the remediated GIS data received from the GIS database sites to ensure 98% or better accuracy prior mapping it to NG911 format.						

1.b.3.4.b	Provide a tool to map the validated GIS data into NG911 format for Geospatial routing.						
1.b.3.4.c	Provide a mapping tool that can display GIS information in graphical form or provide the capability of interfacing with the Environmental Systems Research Institute (ESRI) software currently in use by the GIS sites to produce a graphical output.						
1.b.3.5 Phase I - REPORTS: For each report below, the periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) intervals will be set by each of the GIS Subject Matter Experts (SMEs) during the implementation planning phase.							
Item	Description	F	CO	TP	M	U	Comments
1.b.3.5.a	Provide a tool to produce periodic exception reports for Data Remediation, containing detailed information about the following: 1. Street and structure errors and response boundaries gaps and overlaps. 2. Number of weekly Exception report items submitted for GIS team approval. 3. Number of weekly Exception report items approved by GIS team.						
1.b.3.5.b	Provide a tool to produce periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) reports for Databases Synchronization.						
1.b.3.5.c	Provide a tool to generate on demand and scheduled (e.g. Weekly, Monthly, Quarterly, etc.) reports.						
1.b.3.5.d	Provide a tool capable of creating customizable and ad-hoc reports.						
1.b.3.5.e	Provide a tool to export reports in each of the following formats: XLS, PDF and CSV.						
1.b.3.5.f	Provide a tool to produce email delivery of the generated reports.						
2.b.3 Phase II - REPORTS: For each report below, the periodic (e.g. Daily, Weekly, Monthly, Quarterly, etc.) intervals will be set by each of the GIS Subject Matter Experts (SMEs) during the implementation planning phase.							
2.b.3.1.a	Produce periodic reports for Remediated data transfers from the PSAPs to the GIS Data Repository, including transaction time, transmission success or failure and file size.						
2.b.3.1.b	Produce periodic reports for Validation of data in GIS Data Repository.						
2.b.3.1.c	Produce periodic reports for the mapping of the validated data into NG911 format for Geospatial routing.						
2.b.3.1.d	Produce periodic reports for the NG911 ready data transmission between the GIS Data Repository and the Carrier network, including transaction time, transmission success or failure and file sizes.						
2.b.3.1.e	Produce periodic reports for GIS Data Repository data backup transactions, including transaction time, backup success or failure and volume size.						
1.b.4 TOOLS LICENSING, TRAINING AND SUPPORT							
Item	Description	F	CO	TP	M	U	Comments
1.b.4.1	Provide twelve (12) GIS software tool suite licenses for County use.						
1.b.4.2	Provide five(days) of GIS software tool suite training for twelve (12) County's GIS team members.						
1.b.4.3	Provide remote GIS software tool suite support, including troubleshooting, updates and upgrades.						
1.b.5 PHASE I - INTERFACES							
Item	Description	F	CO	TP	M	U	Comments
1.b.5.1	Provide any and all necessary secured interfaces to synchronize each GIS database to MSAG and ALI databases for accuracy matching.						
2.b.4 PHASE II - INTERFACES							

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Item	Description	F	CO	TP	M	U	Comments
2.b.4.1.a	Provide secured (e.g. FTPS) high speed links to transfer the remediated data from the GIS database sites to the GIS Data Repository.						
2.b.4.1.b	Provide secured (e.g. FTPS) high speed links to transfer the validated data from the GIS Data Repository servers to the carrier site.						
1.b.6 SOFTWARE TOOLS SECURITY							
Item	Description	F	CO	TP	M	U	Comments
1.b.6.1	Provide a GIS software tool suite that adheres to the County's security policies for Access Control, please refer to Appendix # (reference to ETS Security Evaluation Memo) for a detailed description of the County's security policies related to this project.						
1.b.6.2	Provide a GIS software tool suite that adheres to the County's security policies for Web access, please refer to Appendix # (reference to ETS Security Evaluation Memo) for a detailed description of the County's security policies related to this project.						

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ALI Automatic Location Information
MSAG Master Street Address Guide
GIS Geographic Information System
Road center line records
NENA address compliance

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:

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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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Signature/Name	Title	Vendor Name	Date

3

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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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Vendor Name:

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:

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

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total					<input type="text"/>	<input type="text"/>

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

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendor should complete questionnaire and 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.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

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:
7. Office location responsible for this project:
8. Telephone no.: Fax no.:
9. Type of business (check appropriate box):
 - Corporation (specify the state of incorporation):
 - Sole Proprietor
 - Limited Liability Company (LLC)
 - Limited Partnership
 - General Partnership (State and County Filed In)
 - Other - Specify
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name):
11. List name and title of each principal, owner, officer, and major shareholder:
 - a)
 - b)
 - c)
 - d)

12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name:
Title:
E-mail:
Telephone No.:

Name:
Title:
E-mail:
Telephone No.:

- 13. 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. Yes No
- 14. 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. Yes No
- 15. 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. Yes No
- 16. 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. Yes No
- 17. 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. Yes No
- 18. 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. Yes No
- 19. 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. Yes No
- 20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. Yes No
- 21. 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. Yes No
 N/A

If yes, Living Wage increased the pricing by % or decreased the pricing by %.

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;
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.

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:

<input type="text"/>	<input type="text"/>	<input type="text"/>
*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).

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RFP-RLI-RFQ LOCAL PREFERENCE AND TIE BREAKER CERTIFICATION FORM

The completed and signed form should be returned with the Vendor's submittal to determine Local Preference eligibility, 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 of County's request for evaluation of Local Preference. Proof of a local business tax should be submitted with this form. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference or Tie Break Criteria.

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. at a business address physically located within Broward County;
 - d. in an area zoned for such business;
 - e. provides services from this location on a day-to-day basis, and
 - f. 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, 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 and:
 - a. has a valid Broward County local business tax receipt issued at least one year prior to solicitation opening;
 - 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 Broward County limits 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.

Local Business Address:

Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements. The undersigned Vendor hereby certifies that (check box if applicable): The Vendor is not a local Vendor in Broward County.

AUTHORIZED SIGNATURE/NAME	TITLE	COMPANY	DATE

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: 5
6

Principal's Name:

Names of Affiliated Entities: 5
6

Principal's Name:

Names of Affiliated Entities: 5
6

Authorized Signature Name:

Title:

Vendor Name:

Date:

5

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:

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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;

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.

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).

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. Additionally, all Vendors are required to disclose to the County all “material” cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the “material” cases against the principal, during the last three (3) years prior to the solicitation response. 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 fraud, 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 in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- 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 required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor’s subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- F. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor’s subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

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) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, Name of Parent/Subsidiary/Predecessor: <input type="text"/>
	or No <input type="checkbox"/>
Party	Vendor is Plaintiff <input type="checkbox"/> Vendor is Defendant <input type="checkbox"/>
Case Number, Name, and Date Filed	<input type="text"/>
Name of Court or other tribunal	<input type="text"/>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<input type="text"/>
Brief description of the Subject Matter and Project Involved	<input type="text"/>
Disposition of Case	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/>

Broward County Board of
County Commissioners

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<p>(Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)</p>	<p>Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/></p> <p>If Judgment Against, is Judgment Satisfied? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Opposing Counsel</p>	<p>Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Telephone Number: <input type="text"/></p>

Vendor Name:

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

Vendor Name:

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

Broward County Board of
County Commissioners

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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.



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:

Project Amount:

to

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: _____

RFP TEC2117392P1 - E911 GIS Data Assessment and Remediation

RFP Section	Demonstration Items	Demonstrated		
		YES	NO	Comments
1.b.3	GIS Software Tools			
1.b.3.1	Assessment			
1.b.3.1.a	Demonstrate a data validation tool that can identify street and structure errors and response boundaries gaps and overlaps.			
1.b.3.1.b	Demonstrate a tool that can perform MSAG comparison and measure the match rate between the MSAG and GIS data.			
1.b.3.1.c	Demonstrate a tool that can perform ALI Audits, specifically ALI to Address Points and ALI to Road Centerline comparison and measure the match rate between the ALI and GIS data.			
1.b.3.1.d	Demonstrate a tool that can produce a detailed Exception report containing results from assessment items 1.a, 1.b and 1.c above.			
1.b.3.2	Data Management			
1.b.3.2.a	Demonstrate a tool that can synchronize the MSAG, ALI and GIS databases.			
1.b.3.2.b	Demonstrate a tool that can create a customizable dashboard to track the following GIS metrics, additional dashboard metrics may be added as a result of the implementation planning sessions: <ul style="list-style-type: none"> • Current GIS Data Accuracy rate. • Number of weekly Exception report items submitted for GIS team approval. • Number of weekly Exception report items approved by GIS team. • Date of last Remediation iteration by each of the GIS sites. • Date of last Synchronization of each of the GIS databases to MSAG and ALI. 			
1.b.3.3	Data Maintenance			
	For the following Data Maintenance functions, "periodic" shall include automation for each of the following time intervals: Daily, Weekly, Monthly and Quarterly.			
1.b.3.3.a	Demonstrate a tool that can conduct periodic automated data validation to identify street and structure errors and response boundaries gaps and overlaps.			
1.b.3.3.b	Demonstrate a tool that can conduct periodic automated MSAG comparison and measure the match rate between the MSAG and GIS data.			
1.b.3.3.c	Demonstrate a tool that can conduct periodic automated ALI Audits, specifically ALI to Address Points and ALI to Road Centerline comparison and measure the match rate between the ALI and GIS data.			
1.b.3.3.d	Demonstrate a tool that can conduct periodic automated GIS/MSAG/ALI database exception reports related to discrepancies and/or omissions of the following GIS			

RFP TEC2117392P1 - E911 GIS Data Assessment and Remediation

RFP Section	Demonstration Items	Demonstrated		
		YES	NO	Comments
1.b.3	GIS Software Tools database components: Boundaries, Fields and attributes, Streets and Site address points.			
1.b.3.3.e	Demonstrate a tool that can conduct periodic automated synchronization of the GIS/MSAG/ALI databases.			
1.b.3.4	Validation and Mapping			
1.b.3.4.a	Demonstrate a tool that can validate the remediated GIS data received from the GIS database sites to ensure 98% or better accuracy prior to mapping it to NG911 format.			
1.b.3.4.b	Demonstrate a tool that can map the validated GIS data to NG911 format for Geospatial routing.			
1.b.3.4.c	Demonstrate a tool that can display GIS information in graphical form or a tool capable of interfacing with the Environmental Systems Research Institute (ESRI) software or ESRI compatible software to produce a graphical output.			
1.b.3.5	Phase I Reports For the following reports, "periodic" shall include reports for each of the following time intervals: Daily, Weekly, Monthly and Quarterly.			
1.b.3.5.a	Demonstrate a tool that can produce periodic exception reports for Data Remediation, containing detailed information about the following: <ul style="list-style-type: none"> • Street and structure errors and response boundaries gaps and overlaps. • Number of weekly Exception report items submitted for GIS team approval. • Number of weekly Exception report items approved by GIS team. 			
1.b.3.5.b	Demonstrate a tool that can produce periodic reports for Databases Synchronization.			
1.b.3.5.c	Demonstrate a tool that can generate on demand and scheduled periodic reports.			
1.b.3.5.d	Demonstrate a tool that can create customizable and ad-hoc reports.			
1.b.3.5.e	Demonstrate a tool that can export all reports in each of the following formats: XLS, PDF and CSV.			
1.b.3.5.f	Demonstrate a tool that can Email delivery of the generated reports.			
2.b.3	Phase II Reports			

RFP TEC2117392P1 - E911 GIS Data Assessment and Remediation

RFP Section	Demonstration Items	Demonstrated		
		YES	NO	Comments
1.b.3	GIS Software Tools For the following reports, "periodic" shall include reports for each of the following time intervals: Daily, Weekly, Monthly and Quarterly.			
2.b.3.1.a	Demonstrate a tool that can produce periodic reports for Remediated data transfers from the PSAPs to the GIS Data Repository, including transaction time, transmission success or failure and file size.			
2.b.3.1.b	Demonstrate a tool that can produce periodic reports for Validation of data in the GIS Data Repository.			
2.b.3.1.c	Demonstrate a tool that can produce periodic reports for the mapping of the validated data into NG911 format for Geospatial routing.			
2.b.3.1.d	Demonstrate a tool that can produce periodic reports for the NG911 ready data transmission between the GIS Data Repository and the Carrier network, including transaction time, transmission success or failure and file sizes.			
2.b.3.1.e	Demonstrate a tool that can produce periodic reports for GIS Data Repository data backup transactions, including transaction time, backup success or failure and volume size.			

Insurance Requirements: (Refer to the Insurance Requirement Form)

- A. The insurance requirement designated in the **Insurance Requirement Form** indicates the minimum coverage required for the scope of work, as determined by the Risk Management Division. Vendor shall provide verification of compliance such as a Certificate of Insurance, or a letter of verification from the Vendor's insurance agent/broker, which states the ability of the Vendor to meet the requirements upon award. The verification 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. Final award shall be subject to receipt and acceptance by the County of proof of meeting all insurance requirements of the bid.
- B. Without limiting any of the other obligations or liabilities of Vendor, Vendor shall provide, pay for, and maintain on a primary basis in force until all of its work to be performed under this Contract has been completed and accepted by County (or for such duration specified), at least the minimum insurance coverage and limits set forth in the Insurance Requirement Form under the following conditions listed below. If a limit or policy is not indicated on Insurance Requirement certificate by a checked box, it is not required as a condition of this contract.
 - 1. Commercial General Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage, and when indicated a minimum limit per aggregate. County is to be expressly included as an Additional Insured in the name of Broward County arising out of operations performed for the County, by or on behalf of Vendor, or acts or omissions of Vendor in connection with general supervision of such operation. If Vendor uses a subcontractor, then Vendor shall require that subcontractor names County as an Additional Insured.
 - 2. Business Automobile Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage. Scheduled autos shall be listed on Vendor's certificate of insurance. County is to be named as an additional insured in the name of Broward County.

Note: Insurance requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages as indicated on the Insurance Requirement certificate, prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the Insurance Requirement certificate are still required.

Vendor should indicate how product is being delivered:

Vendor Name:

Company Vehicle: Yes or No

If Common Carrier (indicate carrier):

Other:

- 3. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, the "Workers' Compensation Law" of the State of Florida and all applicable federal

laws. The policy must include Employers' Liability with minimum limits each accident. If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen & Harbor Workers Act and Jones Act.


4. Excess Liability/Umbrella Insurance may be used to satisfy the minimum liability limits required; however, the annual aggregate limit shall not be less than the highest "each occurrence" limit for the underlying liability policy. Vendor shall endorse County as an Additional Insured unless the policy provides coverage on a pure/true "Follow-form" basis.
5. Builder's Risk or equivalent coverage (such as Property Insurance or Installation Floater) is required as a condition precedent to the issuance of the Second Notice to Proceed for projects involving but not limited to: changes to a building's structural elements, work compromising the exterior of the building for any extended period of time, installation of a large single component, or remodeling where the cost of remodeling is 20% or more the value of the property. Coverage shall be, "All Risks" Completed Value form with a deductible not to exceed Ten Thousand Dollars (\$10,000.00) each claim for all perils except for wind and flood.
6. For the peril of wind, the Vendor shall maintain a deductible that is commercially feasible which does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
7. For the peril of flood, coverage must be afforded for the lesser of the total insurable value of such buildings or structures, and the maximum amount of flood insurance coverage available under the National Flood Program. Vendor shall maintain a deductible that is commercially feasible and does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
8. The County reserves the right to provide Property Insurance covering the Project, materials, equipment and supplies intended for specific installation in the Project while such materials, equipment and supplies are located at the Project site, in transit, or while temporarily located away from the Project site. This coverage will not cover any of the Vendor's or subcontractors' tools, equipment, machinery or provide any business interruption or time element coverage to the Vendor(s).
9. If the County decides to purchase Property Insurance or provide for coverage under its existing insurance policy for this Project, then the insurance required to be carried by the Vendor may be modified to account for the insurance being provided by the County. Such modification may also include execution of Waiver of Subrogation documentation.
10. In the event that a claim occurs for this Project and is made upon the County's insurance policy, for other than a windstorm, Vendor will pay at least Ten Thousand Dollars (\$10,000.00) of the deductible amount for such claim.
11. Waiver of Occupancy Clause or Warranty: Policy must be specifically endorsed to eliminate any "Occupancy Clause" or similar warranty or representation that the building (s), addition(s) or structure(s) in the course of construction shall not be occupied without specific endorsement of the policy. The Policy must be endorsed to provide that the Builder's Risk coverage will continue to apply until final acceptance by County.
12. Pollution Liability or Environmental Impairment Liability: including clean-up costs, with minimum limits per claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated, include an annual policy aggregate and name Broward County as an Additional Insured. Vendor shall be responsible for all deductibles in the event of a claim.

13. Professional Liability Insurance with minimum limits for each claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated. Vendor shall notify County in writing within thirty (30) days of any claim filed or made against its Professional Liability Insurance policy. Vendor shall be responsible for all deductibles in the event of a claim. The deductible shall be indicated on the Vendor's Certificate of Insurance.
- C. Coverage must be afforded on a form no more restrictive than the latest edition of the respective policy form as filed by the Insurance Services Office. If the initial insurance expires prior to the completion and acceptance of the Work, renewal certificates shall be furnished upon expiration. County reserves the right to obtain a certified copy of any insurance policy required by this Section within fifteen (15) calendar days of a written request by County.
- D. Notice of Cancellation and/or Restriction: the policy(ies) must be endorsed to provide Broward County with at least thirty (30) days' notice of cancellation and/or restriction.
- E. The official title of the Certificate Holder is Broward County. This official title shall be used in all insurance documentation.
- F. Broward County's Risk Management Division reserves the right, but not the obligation, to review and revise any insurance requirements at the time of contract renewal and/or any amendments, not limited to deductibles, limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage.

Broward County Board of
COUNTY REQUIREMENTS

Bid TEC2117392P1

Project: ORCAT GIS Enhancement
Agency: Office of Regional Communications and Technology

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
			Personal Injury		
			Products & Completed Operations		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$100,000	
<input type="checkbox"/> CYBER LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	If claims-made form:		
			Extended Reporting Period of:		
			*Maximum Deductible:		
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	N/A	<input checked="" type="checkbox"/>	If claims-made form:	\$1,000,000	
			Extended Reporting Period of:	3 years	
			*Maximum Deductible:	\$50,000	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					
CERTIFICATE HOLDER: Broward County 115 South Andrews Avenue Fort Lauderdale, Florida 33301			 <small>Digitaly signed by COLLEEN A. WOOD DN: cn=Colleen A. Wood, o=Broward County, ou=Office of Regional Communications and Technology, email=colleen.wood@broward.net, c=US</small> Risk Management Division		

Question and Answers for Bid #TEC2117392P1 - E911 GIS Data Assessment and Remediation

Overall Bid Questions

There are no questions associated with this bid.