

**REQUEST FOR PROPOSAL 17-0272GD
SARASOTA-MANATEE TRAFFIC MANAGEMENT CENTER
TRAVELER INFORMATION WEBSITE**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to provide a comprehensive Sarasota-Manatee Regional Traffic Management Center (RTMC) Traveler Information Website for aggregation and seamless dissemination of traveler information such as, travel time, congestion, traffic incidents, Dynamic Message Signs (DMS) and messages and live video streams from the Closed Circuit Television (CCTV) cameras.

DATE, TIME AND PLACE DUE: Proposals will be received until **March 29, 2017 at 3:00 P.M.** at which time they will be **publicly opened at Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.** All interested parties are invited to attend this opening.

NON-MANDATORY INFORMATION CONFERENCE:

In order to ensure all prospective proposers have sufficient information and understanding of County's needs, an Information Conference will be held at: **February 8, 2017 10:00 A.M. at 2101 47th Terrace East, Bradenton, FL 34203.** Attendance is not mandatory, but is highly encouraged.

DEADLINE FOR CLARIFICATION REQUESTS: **February 22, 2017 at 2:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Procurement Division. This deadline has been established to maintain fair treatment for all potential proposers, while ensuring an expeditious transition to a final agreement.

Table of Contents

Section	Page
A Instructions to Proposers	2 - 12
B Scope of Services	13 - 20
C Form of Proposal	21 - 29
D Evaluation of Proposals	30 - 31
E Negotiation of the Agreement	32
Proposal Signature Form	Attachment A
Public Contracting & Environmental Crimes Certification	Attachment B
Drug Free Workplace	Attachment C
Anti-Lobbying	Attachment D
Disadvantaged Business Enterprise	Attachment E
Sarasota-Manatee RTMC Hardware/Software Inventory	Attachment F
Buy America Certification Form	Attachment G

Important: A prohibition of lobbying is in place. Please review Section A.09 carefully to avoid violation and possible sanctions.

AUTHORIZED CONTACT:

Greg Davis, Contracts Negotiator
(941) 749-3037, Fax (941) 749-3034
Email: gregory.davis@mymanatee.org

Manatee County Financial Management Department - Procurement Division

AUTHORIZED FOR RELEASE: 

**REQUEST FOR PROPOSAL 17-0272GD
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TRAVELER INFORMATION WEBSITE**

**SECTION A
INSTRUCTIONS TO PROPOSERS**

In order to receive consideration, proposers must comply with the following instructions. Proposals may be presented by a single business entity, joint venture, partnership or corporation.

A.01 PUBLIC SEALED PROPOSAL OPENING

Sealed proposals will be **publicly opened** at **Manatee County Procurement Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205**, in the presence of County officials at the time and date stated, or at such time as the final call for proposals is made. All proposers or their representatives are invited to attend the sealed proposal opening.

No review or analysis of the proposals will be conducted at the public opening. Manatee County will receive proposals at the time and date stated and will make public at the opening the names of the business entities which submitted a proposal and city and state in which they reside.

Proposal(s) received after the final call for proposals has been made will not be considered. It will be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Procurement Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer will be responsible for its timely delivery to the Procurement Division. Proposals delayed by mail will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the proposer's request and expense.

A.02 SEALED & MARKED PROPOSAL

The contents of your sealed package will include: **One (1) signed Original (marked Original) and Five (5) Copies (each marked Copy) and One (1) Electronic copy.** The electronic copy will be in a pdf format and submitted on a CD or USB flash drive which is non-returnable. ***All physical and electronic copies shall be identical.***

Your complete proposal package will be submitted in one sealed package addressed from your company (name and address) and clearly marked on the outside **"Sealed Proposal 17-0272GD Sarasota-Manatee Regional Traffic Management Center Traveler Information Website"** and addressed to:

Manatee County Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

The contents of each proposal will be **separated and arranged with tabs in the same order as listed in the subsections within Section C** identifying the response to each specific item thereby facilitating an expedient review.

Proposals will clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals will be signed above the typed or printed name and title of the signer. The signer will have the authority to bind the proposer to the submitted proposal.

A.03 SECURING PROPOSAL DOCUMENTS & ADDENDA

Request for Proposals and all documents issued pursuant to the Request for Proposal are available for download at no charge at mymanatee.org by clicking on "Bids and Proposals" on the left side of the home page. You may view and print these pdf files using Adobe Reader software.

Manatee County may also use DemandStar to distribute proposals. Visit the DemandStar website at www.Demandstar.com for more information regarding this service. Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Complete copies of the Request for Proposal and all related documents are available for public inspection at the Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205, or by calling (941) 749-3014. Appointments are encouraged. Documents are available between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, with the exception of holidays.

In addition, Manatee County informs Manatee Chamber of Commerce of all active solicitations, who then distributes the information to their members.

If any addenda are issued to this Request for Proposal, Manatee County will post the documents on the Procurement Division's web page at <http://www.mymanatee.org/purchasing>, and then by clicking on "Bids and Proposals". If the original solicitation was broadcast via DemandStar, the addenda will also be broadcast on the DemandStar distribution system to "Planholders" on this web service.

It will be the responsibility of each proposer, prior to submitting their proposal, to contact Manatee County Procurement Division at (941)749-3014, to determine if addenda were issued and to acknowledge receipt of same on Attachment A Proposal Signature Form.

A.04 PROPOSAL EXPENSES

Any and all expenses for making and submitting proposals to Manatee County are to be borne by the proposer.

A.05 CLARIFICATION PERIOD

Each proposer will examine all Request for Proposal documents and will judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal will be made in writing and sent to the Manatee County Procurement Division. Manatee County will not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum by the Procurement Division is the only official method whereby interpretation, clarification or additional information can be given.

DEADLINE FOR CLARIFICATION REQUESTS: February 22, 2017 at 2:00 P.M. will be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to Manatee County Procurement Division.

This deadline has been established to maintain fair treatment for all potential proposers, while ensuring an expeditious transition to a final agreement.

A.06 FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the proposer, may be rejected. If, in the opinion of Manatee County, such information was intended to mislead County in its evaluation of the proposal, and the attribute, condition or capability is a requirement of this proposal, it will be the basis for rejection of the proposal. Such proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to Manatee County.

A.07 RULES FOR WITHDRAWAL OR REVISION OF OPENED PROPOSALS

Proposers may withdraw proposals as follows:

- a. Mistakes discovered before the public proposal opening may be withdrawn by written notice from the proposer submitting the proposal. This request must be received in the Procurement Division prior to the time set for delivery and opening of the proposals. A copy of the request shall be retained and the unopened proposal returned to the proposer; or
- b. After the proposals are opened or a selection has been determined, but before an agreement is signed, a proposer alleging a material mistake of fact may be permitted to withdraw their proposal if:
 1. The mistake is clearly evident in the solicitation document; or
 2. Proposer submits evidence which clearly and convincingly demonstrated that a mistake was made. Request to withdraw a proposal must be in writing and approved by the Purchasing Official.

A.08 JOINT VENTURES

All proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of Business and Professional Regulation and any other state or local licensing agency prior to submitting the proposal (see Section 489.119, Florida Statutes).

A.09 LOBBYING

After the issuance of any Request for Proposal, prospective proposers, or any agent, representative or person acting at the request of such proposer will not contact, communicate with or discuss any matter relating in any way to the Request For Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes copying such persons on all written communication, including email

correspondence. This requirement begins with the issuance of a Request for Proposal and ends upon execution of the final contract or when the proposal has been cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Laws.

A.10 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the opening date of the proposals.

A.11 ERRORS OR OMISSIONS

Once a proposal is opened, Manatee County will not accept any request by any proposer to correct errors or omissions in the proposal.

A.12 DISQUALIFICATION DUE TO NON-RESPONSIVENESS

Manatee County reserves the right to determine that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the Request for Proposal process.

A.13 RESERVED RIGHTS

Manatee County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the due date may or may not be rejected by County depending on available competition and timely needs of Manatee County. County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of County.

County will be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision will be final. Also, County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information County deems necessary to make this determination will be provided by the proposer. Such information may include, but will not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.14 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement will be in accordance with Manatee County Code of Laws, Chapter 2-26.

A.15 TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6); therefore, the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. Nothing herein will affect the proposer's normal tax liability.

The Successful Proposer will be responsible for the payment of taxes of any kind

and character including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations during the performance of the work. Nothing herein will affect the proposer's normal tax liability.

A.16 SCRUTINIZED COMPANIES (NOT APPLICABLE TO THIS CONTRACT)

Florida Statutes § 287.135, as amended from time to time, may contain limitations on the part of a company to conduct business with the County. Submission of a response to this solicitation shall be subject to all procedural requirements contained within that statute including the submission of any required certification of eligibility to contract with the County. It shall be the responsibility of the company responding to this solicitation to concurrently review the current version of the statute and ensure it is compliant.

A.17 COLLUSION

By offering a submission to this Request for Proposal, the proposer certifies the proposer has not divulged to, discussed or compared his/her proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.18 CODE OF ETHICS

With respect to this proposal, if any proposer violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to Manatee County.

A.19 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, 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 Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee County Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, Manatee County Code of Laws requires all persons or entities desiring to contract with Manatee County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with Manatee County. Proposer is to complete Attachment "B" and submit with your proposal.

A.20 AMERICANS WITH DISABILITIES

Manatee County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or proposal opening should contact the person named on the cover page of this document at least twenty-four (24) hours in advance of either activity.

A.21 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, Manatee County hereby notifies all proposers that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Request For Proposal and will not be discriminated against on the grounds of race, color,

national origin, religion, sex, age, handicap, or marital status in consideration of award.

A.22 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

A.23 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this RFP become "Public Records", and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Proposals become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the proposals shall be conducted at the public opening.

Based on the above, County will receive proposals at the time and date stated and will make public at the opening the names of the business entities of all that submitted a proposal.

If County rejects all proposals and concurrently notices its intent to reissue the solicitation, the rejected proposals are exempt from public disclosure until such time as County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A proposal is not exempt for longer than twelve (12) months after the initial notice rejection of all proposals.

Pursuant to Florida Statutes 119.0701, to the extent Successful Proposer is performing services on behalf of the County, Successful Proposer must:

- a. Keep and maintain public records required by public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Proposer does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Proposer transfers all public records to the County upon completion of the contract, the Successful Proposer shall destroy any duplicate public records that are exempt

or confidential and exempt from public records disclosure requirements. If the Successful Proposer keeps and maintains public records upon completion of the contract, the Successful Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of the County.

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, debbie.scaccianoce@mymanatee.org, Attn: Records Manager, 1112 Manatee Ave W., Bradenton, FL 34205.

A.24 TRADE SECRETS

In accordance with Chapter 119, Florida Statutes, all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by Florida public records law, ownership of all documents, materials and data submitted in response to the Request for Proposal shall belong exclusively to the County.

To the extent that proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and proposer shall provide an additional copy of the proposal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the proposer on its proposal, proposer acknowledges and agrees:

- a. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the proposer shall be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action shall be taken immediately, but no later than 10 calendar days from the date of notification or proposer will be deemed to have waived the trade secret designation of the materials;
- b. That to the extent that the proposal with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating contract terms, approving any contract based on the proposal, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final contract award;
- c. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the proposer, including actions or claims arising from the County's non-disclosure of the trade secret materials.

- d. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by the County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire proposal document, line item and/or total proposal prices, the work, services, project, goods, and/or products to be provided by proposer is not acceptable to the County and will result in a determination that the proposal is non-responsive; the classification as trade secret of any other portion of a proposal document may result in a determination that the proposal is non-responsive.

A.25 CONFIDENTIALITY OF SECURITY RELATED RECORDS

(a) Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as “the Confidential Security Records”) are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):

1. A Security System Plan or portion thereof for any property owned by or leased to the County or any privately owned or leased property held by the County.
2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County.
3. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to the County.

(b) Successful proposer agrees that it shall not, as a result of a public records request or for any other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of the County’s Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Proposer receives a request for such records, it shall immediately contact the County’s designated Contract Manager who shall coordinate the County’s response to the request. Notwithstanding the foregoing, the Successful Proposer may

1. Disclose or release Security System Plans to:
 - (A) The property owner or leaseholder; or
 - (B) Another state or federal agency to prevent, detect, guard

against, respond to, investigate, or manage the consequences of any attempted or actual act of terrorism, or to prosecute those persons who are responsible for such attempts or acts.

2. Disclose or release building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County:

(A) To another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities;

(B) To a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by the County and is contractually bound by the Successful Proposer to comply with this Section; or

(C) Upon a showing of good cause before a court of competent jurisdiction.

(c) For purposes of this Section, the term "Security System Plan" includes all:

1. Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems;
2. Threat assessments conducted by any agency or any private entity;
3. Threat response plans;
4. Emergency evacuation plans;
5. Sheltering arrangements; or
6. Manuals for security personnel, emergency equipment, or security training.

A.26 E-VERIFY

Prior to the employment of any person under this contract, the Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Proposer to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Proposer to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of a proposal in response to this Request for Proposal, the Successful Proposer commits that all employees and subcontractors will undergo e-verification before placement on this contract.

If County has reasonable objection to any subcontractor, the county may request the Successful Proposer to submit an acceptable substitute without an increase in contract sum or contract time.

If Successful Proposer declines to make any such substitution, the County may award the resulting agreement to the next lowest qualified proposer that proposes to use acceptable subcontractors, who County does not make written objection to. In the event the Successful Proposer declines to make any such substitution post award, the County may exercise its right to terminate the agreement.

The Successful Proposer shall maintain sole responsibility for the actions of its employees and subcontractors. New employees brought in after contract award shall follow the same requirement stated above for the life of the contract.

END SECTION A

SECTION B

SCOPE OF SERVICES

B.01. BACKGROUND

The Sarasota-Manatee Regional Traffic Management Center (RTMC) is a joint venture between the Manatee County and Sarasota County, the City of Bradenton, the City of Sarasota, the City of Palmetto and the Florida Department of Transportation. It is located in the Manatee County Public Safety Complex and operates Monday through Friday 6:00 AM to 7:00 PM. The Center's primary purpose is to improve transportation efficiency on the arterial roadway system of the Sarasota-Manatee regional area through active arterial traffic management. The RTMC staff operates and utilizes Intelligent Transportation Systems (ITS) devices throughout the region, including Closed Circuit Television (CCTV) cameras, traffic data collection devices, and Dynamic Message Signs (DMS). RTMC staff shares space and coordinates with FDOT District 1 Satellite SWIFT SunGuide Center, emergency responders, including fire and law enforcement agencies. The website's goal is to provide information about current traffic conditions to the traveling public.

B.02. PURPOSE

The County is seeking proposals from qualified firms or individuals to conceptualize and build the Sarasota-Manatee Regional Traffic Management Center (RTMC) traveler information website (website), using open technologies and modern best practices. The project scope consist of implementing a comprehensive website for aggregation and seamless dissemination of traveler information such as, travel time, congestion, traffic incidents, DMS messages and live video streams from the CCTV cameras. The scope includes, but is not limited to, supply and install video distribution server, web server, website domain name registration and website design. The website shall be effectively and efficiently integrated with all of the current RTMC systems. Successful Proposer shall have experience in developing similar websites for traffic management center environments and interfacing with multiple internal and external data sources through web services.

B.03. TECHNICAL REQUIREMENTS

Proposer's response shall demonstrate how they meet each of the following requirements as part of C.01.5.3 Technical Requirements:

- B.03.01 The website shall be written using the most current web standards, including HTML5 and CSS3. Standards compliance must be verified through testing.
- B.03.02 The website shall be developed using responsive web design principles, to be usable and adaptable across a wide range of common computing devices and screen sizes.
- B.03.03 The website shall recognize device, browser and connection speed of each access request and provide optimal video stream for each user.
- B.03.04 System and network security risks shall be identified and appropriate solutions shall be implemented.
- B.03.05 The website shall be designed so that it can be easily accessed at full capabilities through all major desktop and mobile platforms, such as Android, iOS, Mac OS, Windows and Linux.

- B.03.06 The website shall be designed and integrated so that the day to day operation and maintenance of the hardware and software can be easily sustained by RTMC staff.
- B.03.07 The successful Proposer shall design and develop a solution able to be hosted using either a cloud or on premises resources. The Proposer shall identify and provide all recurring and non-recurring costs associated with each of the hosting solutions. Manatee County will determine which solution to be implemented during the evaluation stage of the RFP process.
- B.03.08 Use of open source technology is strongly preferred. Closed source or proprietary technology may only be used with approval and when other comparable alternative solutions are determined to not meet the purpose and need.
- B.03.09 Personalized traveler information delivery shall be based on settings provided by the users set up via the website. Users shall be able to define single location/addresses to receive alert messages.
- B.03.10 The personalization component shall enable subscribers to request that personalized traffic alerts be transmitted to them using up to two e-mail addresses.
- B.03.11 All incoming data, including data posted by users and data retrieved from web services, must be properly validated before being used or stored. Personal information in the customer account files shall be encrypted with access restricted to system managers.
- B.03.12 The website shall be designed with efficiency in mind, with respect to both data transfers and processing overhead, to maximize scalability.
- B.03.13 The website shall feature a slippy map with pan and zoom capabilities. ITS devices and other data shall be overlaid on the map in selectable layers. The map shall include a legend.
- B.03.14 Hovering over any of the icons or other data elements shown on the map shall result in a pop-up window that displays more detailed information, such as location information.
- B.03.15 Live streaming video from CCTV cameras shall be displayed on the website. The successful Proposer is responsible to design and select the most effective streaming engine and streaming media server to accomplish efficient and reliable live video streaming. Streaming engine shall be able to convert streams from all existing CCTV cameras and encoders within the RTMC network, as listed in Attachment F.
- B.03.16 The system shall support the streaming of a single CCTV video stream to up to 5,000 users simultaneously and up to 500 individual CCTV video streams to up to 25,000 simultaneous users.
- B.03.17 Integration with existing systems shall be implemented and maintained at all times. The website must direct the user agent to a video stream appropriate for its capabilities. In order to conserve resources, the website shall limit to maximum of four (4) concurrent video streams per user and each streaming session shall not exceed three (3) minutes in duration.
- B.03.18 The website shall be able to display current traffic flow data retrieved from the existing *TrafficCast BlueToad* server installed in the RTMC.
- B.03.19 The website shall be able to display the real-time messages posted on the DMS retrieved from an internal server installed in the RTMC. Hovering over a DMS icon on the map shall result in a pop-up window displaying the current text on that DMS.

- B.03.20 The website shall be able to display arterial traffic condition information, including incident information, detours and road closures.
- B.03.21 The website shall be able to integrate and display information from Florida's 511 traveler information website.
- B.03.22 The website shall be able to disseminate transit routes and schedules, transit transfer options, transit fares and real-time schedule adherence information.
- B.03.23 The website shall be able to disseminate weather information.
- B.03.24 The website shall provide the capability for a system operator to control the type and update frequency of traveler information broadcast messages.
- B.03.25 The website shall be developed with a modular approach so that other map layers and notifications can be added as data sources become available in the future.
- B.03.26 The user shall be able to hide or display map layers independently so that they can view just the information they are interested in.
- B.03.27 The website must provide an Atom and/or RSS new feed of the traffic alert data.
- B.03.28 The website shall have a user option to utilize available social media networking and blogging platforms, such as Twitter, to broadcast incidents and events displayed on the website.
- B.03.29 The website shall include web analytics capabilities to provide both basic and complex information detailed in B.09 and B.10.
- B.03.30 The website shall be tested against all supported versions of major browsers, both desktop and mobile. At a minimum, this should include Internet Explorer, Firefox, Chrome, Safari, Edge and Opera on the desktop and Safari, Chrome, Opera Mini, and Internet Explorer on mobile platforms.
- B.03.31 Any required documentation for maintenance and operation of website [operations manual, training manual, end user manual, etc.] shall be supplied as part of this contract.
- B.03.32 Any required training for maintenance and operation of website shall be supplied as part of this contract.
- B.03.33 A logo of the maintaining agency and the location information shall be displayed on all broadcasted video streams.
- B.03.34 The website must be implemented in such a way that when additional CCTV cameras are integrated into the RTMC system those cameras are added to the video sharing system at no additional cost to the County.
- B.03.35 The website shall have the ability to accept video feeds from wireless independently placed mobile dynamic video inputs, i.e. unmanned aerial vehicles and emergency responder video cameras capable of providing live video streams to the RTMC.
- B.03.36 The website shall offer D1 resolution or better (at a minimum of 15 fps) video streams.
- B.03.37 The proposed system must have the ability to ingest different bitrates including, but not limited to 192kbps, 500kbps, 1mbps and 2mbps. The website shall stream MPEG-2, MPEG-4 and H.264 video inputs at a rate of 15fps or greater.
- B.03.38 The Proposer shall be able to re-design and re-configure the RTMC network as requested by the County.
- B.03.39 The website shall be able to integrate with MyManatee Mobile application.

B.04. DELIVERABLES

As part of this project, the successful Proposer shall provide the following:

- B.04.01 Manuals [*operations manual, training manual, end user manual, etc.*].
- B.04.02 Technical architecture diagrams [*details of system design drawings*].
- B.04.03 Website Source Code.
- B.04.04 Configurations/workflow.
- B.04.05 Test methodology and plans [*including integration, system, performance, and stress testing*], test scripts, test results.
- B.04.06 All elements of recurring and non-recurring costs shall be identified and included in a document. This document shall include, but is not limited to, all administrative fees, maintenance, manuals, documentation, shipping charges, labor, travel, training, consultation services, wiring and supplies needed for the installation, warranty work and maintenance of the website.
- B.04.07 All documents developed under this project by the successful Proposer shall first be submitted in draft form. The County shall have the opportunity to review and comment on these documents. The Proposer shall incorporate the County's comments and reissue the document in final form.

B.05. TRAINING

The successful Proposer shall develop a training plan for any application built as part of the system that the RTMC personnel will interface with. The training plan shall be submitted to the County for review and approval prior to implementation. The training plan shall be in an editable document format.

All Proposer-generated course materials shall remain the property of the County. These course materials shall be in an editable document format. The County will retain unlimited rights to make copies of the training materials.

As part of the training plan, the Proposer shall develop a system operations manual and set of standard operating procedures to be used by County's staff in providing operations support for the website and its components.

The successful Proposer shall provide at least 24 hours of on-site operator and administrator training.

B.06. WARRANTY AND SUPPORT

All equipment (hardware and software) provided by the successful Proposer as part of this project shall be warranted and guaranteed against defects and/or failure in design, materials, and workmanship from the date of final system acceptance, as recorded by the County's project manager, through the contract period. All source code shall be provided by the successful Proposer to the County.

The warranty shall provide that, in the event of a malfunction during the warranty period, the Proposer shall replace the defective system component with a new component. The

Proposer shall be responsible for all labor and equipment costs for installing the new component.

The Proposer shall provide:

1. A minimum of 3 years support to address issues, but not limited to, trouble calls, website edit and maintenance, system enhancements and upgrades, future integration with other data sources, on-going consultation and training.
2. Support shall be available 24 hours a day, 7 days a week to respond to any interruption in service provided under this contract. The successful Proposer shall begin the troubleshooting/repair efforts no later than two (2) hours after the acknowledgement of any problem related to the website. The successful Proposer shall provide daily updates to the County throughout the troubleshooting/repair efforts until the problem has been resolved. Any repair shall be completed within 24 hours, unless additional time is approved in writing by the County.
3. The successful Proposer shall obtain prior approval from the County for any planned outage and shall give five (5) business days advance notice prior the outage.

B.07. PROJECT MANAGEMENT PLAN

The successful Proposer shall develop a project management plan (PMP) that describes all project management activities to be conducted in support of the design, implementation, integration, testing, and operations and maintenance of the project. This plan shall include a schedule that describes when requirements will be completed and the interim milestones for each of the program areas.

The successful Proposer shall provide a draft PMP no later than 15 business days after issuance of the initial Contract Award. The draft PMP, all project-related plans contained therein, and the suggested schedule for the completion of these documents are subject to the County's review and approval.

At a minimum, the successful Proposer shall define and describe the following elements in the PMP:

B.07.01 A detailed work breakdown structure (WBS) whereby activities have the following characteristics:

- B.07.01.01** Status/completion is measureable;
- B.07.02.01** Start/end events are clearly defined;
- B.07.03.01** A deliverable (i.e., a visible sign of completion);
- B.07.04.01** An estimated time and contractor cost of completion;

B.07.02 A schedule based on the WBS with all milestones and deliverables;

B.07.03 A configuration management plan;

- B.07.04 A risk management plan;
- B.07.05 A performance monitoring/quality assurance plan;
- B.07.06 A transition plan;
- B.07.07 An operations and maintenance plan;
- B.07.08 A training plan;
- B.07.09 A budget.

B.08. MEETINGS AND COORDINATION

The successful Proposer shall plan on meeting with the County's project manager on a weekly basis from issuance of the Contract Award until the time of final system acceptance by the County project manager. After system acceptance by the County's project manager, the Proposer shall coordinate with the County's project manager on a monthly basis throughout the duration of the contract. The County's project manager shall have the right to change the frequency of these meetings.

The successful Proposer shall be responsible for all daily project management activities involved in the design and implementation of the system including, but not limited to, schedule management, project administration and record keeping. The Proposer shall also include a transition plan from current state to the new environment.

The successful Proposer shall be responsible to:

- B.08.01 Coordinate one (1) kick-off meeting and up to three (3) additional on-site coordination meeting as requested by Manatee County.
- B.08.02 Submit weekly progress reports to the County's project manager during the system design, build and testing phases, to review the tasks undertaken and/or accomplished, as well as tracking actual progress and expenditures. The progress reports shall include total authorized funds and expended funds to date.
- B.08.03 Coordinate weekly project status meetings (on-site, teleconference or other).
- B.08.04 Develop the agenda prior each meeting, provide meeting notes and minutes.
- B.08.05 Discuss any technical issues
- B.08.06 Submit invoices for the work performed on a monthly basis, with a detailed progress report for each task.

B.09. PERFORMANCE MEASURES

Website availability and uptime shall be at least ninety-eight (98) percent monthly measured over an operating cycle of 24 hours starting at midnight.

CCTV connectivity and video stream availability shall be at least ninety-five (95) percent monthly measured over an operating cycle of 24 hours starting at midnight.

No CCTV shall be unavailable for more than 48 hours.

B.010. WEBSITE REPORTING

At a minimum, the website shall be able to report the following usage data:

B.10.01 Summary Data

1. Viewed traffic: Unique Visitors, Number of Visits, Page Views, Hits, Bandwidth
2. Not viewed traffic – including traffic generated by robots, worms, or replies with special HTTP status codes: Pages, Hits, Bandwidth

B.10.02 Monthly History: shown in graph and table views

1. Month
2. Unique Visitors
3. Number of Visits
4. Page Views
5. Hits
6. Bandwidth

B.10.03 Days of Month: shown in graph and table views

1. Day
2. Number of Visits
3. Page Views
4. Hits
5. Bandwidth
6. Totals for Month

B.10.04 Days of Week: shown in graph and table views

1. Day [Monday through Sunday]
2. Page Views
3. Hits
4. Bandwidth

B.10.05 Hour: shown in graph and table views

1. Hour [Beginning 00 – 23]
2. Page Views
3. Hits
4. Bandwidth

B.10.06 Hosts – by IP address [Top 10, Full List, Last Visit, Unresolved IP Address]

1. Page Views
2. Hits
3. Bandwidth
4. Last Visit

B.10.07 Robots/Spiders Visitors [Top 10, Full List, Last Visit]

1. Hits
2. Bandwidth
3. Last Visit

B.10.08 Visit Duration

1. Duration Length: 0 sec – 30 sec; 30 sec – 2 min; 2 min – 5 min; 5 min – 15 min; 15 min – 30 min; 30 min – 1 hour; 1 hour+
2. Number of Visits in duration category
3. Percentage of Visits in duration category
4. Avg. Duration of Visits

END SECTION B

SECTION C:

FORM OF PROPOSAL

This section identifies specific information which must be contained within your proposal and the order in which such information should be organized.

The information each proposer provides will be used to determine those proposers with perceived ability to perform the scope of services as stated in this Request for Proposal which may best meet the overall needs of Manatee County. A review with those proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. For more information, refer to Section D, Evaluation of Proposals.

C.01 INFORMATION TO BE SUBMITTED

To qualify for any consideration, the proposer(s) must present proof of any licensing or certification which will be required by law to perform the services set out in Section B, Scope of Services. If no licensing or certification is required, proposer shall indicate same.

All proposals found to be responsive will be considered by an evaluation committee.

The contents of each proposal will be **separated** and **arranged with tabs** in the same order as listed below and with the same subsection number beginning with Section Title (Administrative, Management, Technical and Cost) and Section name C.01.1 in order to organize the response to each specific subsection.

ADMINISTRATIVE (Sections C.01.1 thru C.01.2)

C.01.1 Provide a **cover page**, general introductory statement and table of contents. Provide proof of any licensing or certification required by law to perform the services and generally describe your proposal in summary form, or if no licensing or certification is required, indicate same.

C.01.2 **Forms.** Provide the completed and executed Attachments included in this Request for Proposal.

- a. Proposal Signature Form (Attachment A)
- b. Public Contracting and Environmental Crimes Certification (Attachment B)
- c. Drug Free Workplace (Attachment C)
- d. Anti-Lobbying (Attachment D)
- e. Joint Venture Agreement (Section A.08 and Section C.01.11), if applicable

MANAGEMENT (Sections C.01.3 thru C.01.11)

C.01.3 Provide a description of your company's **background and size**. Include an organizational chart depicting the structure, lines of authority and communication.

C.01.4 Provide company's **experience**.

- a. Proposers must provide the following details to demonstrate past relevant experience and performance:
 - i. Name of the client.
 - ii. Specific details about the services provided, including location.
 - iii. Value of the contract.
 - iv. Duration of the contract, including inception and completion dates
 - v. Specify the name, title, telephone, and email for the client's contract manager for the specified experience.
- b. Names of proposer's staff and their direct involvement in the services; and names of proposer's subcontractors and their role in the services.
- c. Governmental agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of the compliance.
- d. Provide any other governmental or municipality experience if not previously specified.

- C.01.5 Identify each **principal of the proposer and other key personnel** who will be interacting with Manatee County. Do not include personnel that will not have a key role in providing services. Describe each person's respective area of expertise.

For each identified person, provide a personal resume which includes qualifications, training and experience. Resumes shall also include the following information:

- a. Full name and title
 - b. Professional credentials
 - c. Individual's intended roles and duties in providing services pursuant to this Request for Proposal
 - d. Office address and web address
 - e. Email address and telephone number
- C.01.6 Submit a **staffing level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary and part-time employees. List the ratio of full-time employees to part-time, and temporary employees.
- C.01.7 Provide an **explanation of the proposers' legal capacity** to perform all facets of the scope of services. Include a description of corporate or other structure and governance, and detail the legal capabilities of proposer(s) relevant to performing the scope of services. If more than one proposer is teaming up to file a proposal, any prior work any two or more joint proposers have performed before should be detailed.

Joint venture firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture

or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.

- C.01.8 Provide any and all information concerning any **prior or pending litigation**, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.
- C.01.9 Provide an **explanation of the proposers' financial capacity** to perform all parts of the scope of services. If more than one proposer is jointly filing a proposal, details must be provided to demonstrate financial capacity of all proposers.
- C.01.10 Provide the proposer's most recent independently prepared annual financial summary statement. Such statements will include balance sheets and profit and loss statements.

Provide authorization for a Manatee County auditor and/or financial analysts to have **access to your financial records, including any and all records prepared by an independent firm**, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the proposer, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations as proposed to Manatee County.

Manatee County's audit and /or financial analysts will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the proposal files for subsequent use and review.

- C.01.11 Disclose **any ownership interest in other entities** involved in these services which might reasonably be selected to perform work under the scope of services set forth in this Request for Proposal. This ownership disclosure will be included, whether such ownership occurs by the proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.

TECHNICAL: (Sections C.01.12 thru C.01.18)

- C.01.12 Provide your company's **project approach**. Provide a narrative of the project approach and how this approach meets Manatee County objectives. Include an explanation of your company's technical ability to perform all facets of the scope of services defined in Section B. If more than one proposer is jointly filing a proposal, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project. The project approach shall clearly demonstrate the proposer's willingness to meet time and budget requirements.

Project Approach shall also include the following items:

- C.01.12.1 **Proposed Project Schedule** detailing the various tasks and time to complete the required to successfully complete the Section B Scope of Work.
- C.01.12.2 **Risk Management Plan** identifying a list of Risk Items, Impact (Cost, Schedule and Technical) and Mitigation of each item.
- C.01.12.3 **Technical Requirements** as stated in Section B.03. Proposers shall provide a detailed response for Section B.03.01 thru B.03.39 with individual tabs for B.03.01 thru B.03.39
- C.01.13 Include a **subcontractor plan** detailing how subcontractors will be used and to what extent. County reserves the right to request additional information in the same level of detail and tabbed order as the proposal for each subcontractor.
- C.01.14 **Disadvantaged Business Enterprise (DBE):** The DBE goal for any resulting contract from this RFP is 9.91% in accordance with FDOT Program Plan. The Proposer shall **provide a completed and signed copy of Attachment E**. The Proposer shall provide prior to award of any resulting contract a DBE Affirmative Action Plan.
- C.01.15 **Recent, Current, and Projected Workload:** Provide list all projects handled by your firm during the past five (5) years and identify the volume of work previously awarded by Manatee County.
- C.01.16 Include at least three (3) **references** who can substantiate proposer's qualifications, credentials and experience. Do not duplicate references used for past performance.
- C.01.17 Submit a summary of proposer's **environmental sustainability** initiatives. All proposers are encouraged to use as many environmentally preferable "green" products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. Environmentally preferable are products or services that have a reduced adverse effect on the environment.
- C.01.18 Submit any other additional information which would assist County in the evaluation of your proposal.

SUPPORT, WARRANTY & TRAINING (Sections C.01.19.1; C.01.19.1 thru C.01.19.3)

- C.01.19 Provide a description of all equipment (hardware and software) provided by the successful Proposer to be supported and warrantied as part of this project.

C.01.19.1 Support:

- a. Describe how the successful Proposer shall provide a minimum of 3 years support to address issues, but not limited to, trouble calls, website edit and maintenance, system enhancements and upgrades, future integration with other data sources, on-going consultation and training.
- b. Describe how Support shall be available 24 hours a day, 7 days a week to respond to any interruption in service.
- c. Describe how troubleshooting/repair efforts will be implement no later than two (2) hours after the acknowledgement of any website problem.
- d. Describe the process for providing daily updates to the County throughout the troubleshooting/repair efforts until the problem has been resolved.
- e. Successful Proposer shall complete any repair within 24 hours, unless additional time is approved in writing by the County.
- f. Successful Proposer shall obtain prior approval from the County for any planned outage and shall give five (5) business days advance notice prior the outage.

C.01.19.2 Warranty:

- g. Describe how the equipment shall be warranted and guaranteed against defects and/or failure in design, materials, and workmanship from the date of final system acceptance, as recorded by the County's project manager, through the contract period.
- h. Describe warranty provided and how in the event of a malfunction during the warranty period, the Proposer shall replace the defective system component with a new component.
- i. The Proposer shall be responsible for all labor and equipment costs for installing the new component during the warranty period.

C.01.19. 3 Training:

- j. Describe the training plan approach to meet the requirements of B.06. Provide examples of similar training plans utilized on other projects.
- k. Describe how the training approach will be utilized for any application built as part of the proposed system solution and how the RTMC personnel will interface with it.
- l. Describe the Proposer-generated course materials to be provided that remain as the property of the County.
- m. Describe and provide an example training plan, the Proposer shall develop a system operations manual and set of standard operating procedures to be used by County's staff in providing operations support for the website and its components.

- n. Describe approach to provide at least 24 hours of on-site operator and administrator training.

COST (Sections C.01.20 thru C.01.21)

C.01.20 Total Cost of Ownership - Provide a Fixed Not-To-Exceed Price for all elements of recurring and non-recurring costs along with a detailed description of the cost element. This information shall include, but is not limited to, all administrative fees, maintenance, manuals, documentation, shipping charges, labor, travel, training, consultation services, wiring and supplies needed for the installation, warranty work and maintenance of the website.

Proposer shall:

- a. Provide a full breakdown of the cost of any enterprise-wide license to run the software on all four (4) environments (e.g. development, test, training and production).
 1. What is the cost for a perpetual license?
 2. What is the cost for a renewable, annual license?
 3. What is the cost for a renewable, multiple year (five year) license?
 4. If providing pricing for a multiple year license, how many years are you offering as fixed fees? After that set date, how do you propose to adjust the license fee?
 5. If you have other licensing options, please describe those options and provide corresponding detailed pricing.
- b. Provide a full breakdown of the cost of your maintenance and support services.
 1. What length of warranty do you offer for your software?
 2. Upon the expiration of the software warranty, the maintenance contract shall begin coverage. What is the pricing for years one (1) through five (5) of maintenance? Please provide on a yearly renewal basis and option for total period.
 3. How many years are you willing to fix the maintenance fees for? After that set date, how do you propose to adjust the maintenance fee?
 4. If you have other maintenance options, please describe those options and provide corresponding detailed pricing.

5. Define what is included in the warranty and price per year of warranty beyond.
 6. Define what is included in the maintenance and support service agreement?
 7. Define any and all items that are not included in maintenance and support service agreement.
 8. If you have other maintenance options, please describe and provide corresponding detailed pricing.
- c. If your firm offers a **“cloud based solution”**, please provide a full breakdown of the cost of the subscription service to run on four (4) environments (e.g. development, test, training and production), including the cost of the maintenance fees for the subscription services.
1. What is the cost for five (5) year subscription fees?
 2. How many years is Proposer willing to fix the subscription fees for after the 5th year?
 3. After that fixed date, how do you propose to adjust the subscription fees moving forward?
 4. What length of warranty is offered for the “cloud based solution”?
 5. Upon the expiration of the warranty, the maintenance contract shall begin coverage. What is the pricing for years one (1) through five (5) of maintenance? Please provide on a yearly renewal basis and option for total period.
 6. How many years are you willing to fix the maintenance fees for after the 5th year?
 7. After that set date, how do you propose to adjust the maintenance fee?
 8. Provide a copy of your subscription and maintenance agreements.
- d. **Tangible Assets:** If the Proposer’s solution is to design and develop a hardware solution to host the website located at County facility the Proposer shall identify and provide all recurring and non-recurring costs associated with the hosted solution. Manatee County will determine which solution to be implemented during the negotiation stage of the RFP process.
- e. **Provide a Fixed Not-To-Exceed price for software**

implementation services. The price shall be fully inclusive of all services and expenses to complete all deliverables requested for full implementation of the Scope of Work as defined in Section B. Detail all services that are included in that fixed price. Describe services that are not included in your pricing.

- f. **Provide a Fixed Not-To-Exceed (labor hours and cost) for all Training and Manuals as defined in Section B.05.** The Proposer shall include a minimum of 24 hours of on-site operator and administrator training. Provide a brief description of training service to be provided along with pricing detail.
- g. Provide a pricing list for professional services broken down on a per hour basis per level of personnel (e.g. senior project manager, project manager, etc.). Indicate how long the pricing for the professional services shall be valid for and how rate increases beyond that point are calculated.
- h. Include pricing and description for any optional services (e.g. software upgrades, etc. that are not part of your cost proposal. Indicate how long the pricing for the professional services shall be valid for and how rate increases beyond that point are calculated.
- i. Provide a copy of your maintenance agreement(s).

C.01.21 The Proposer shall **provide a Fixed Not-To-Exceed price** (labor hours and cost) for **Warranty and Support as defined in Section B.06 and C.01.19** to include the below, as well as any other items the Proposer deems necessary to ensure 24/7 operation.

Note: Tabs are required to identify each item defined in this Section.

Proposer shall:

- a. Provide a copy of your service level agreements ("SLA's).
- b. Explain your escalation procedures for system issues by level of severity.
- c. Describe how software releases are included as part of maintenance services. How often are releases issued? How long are former versions supported?
- d. Describe the remedies offered to the County for services that fall short of the SLA's.
- e. Provide detail on any performance guarantees that your firm offers and how the County would remedy should those performance requirements not be met.
- f. Submit any other additional information which would assist the County in the evaluation of your proposal.

END SECTION C

SECTION D **EVALUATION OF PROPOSALS**

D.01 EVALUATION FACTORS

Evaluation of proposals will be conducted by an evaluation committee. The evaluation committee's goal will be to identify the proposal(s) which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. The committee will consider the information requested in Section C for each responsive proposal submitted to ascertain the perceived ability of the proposer(s) to perform the scope of services as stated in Section B this Request for Proposal. Once all proposals have been reviewed pursuant to the criterion in Section C, the evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the proposer(s) most qualified to be recommended to negotiate an agreement.

A point assessment evaluation process has been mandated as this is a federally funded grant. In order to comply with this mandate the evaluation factors and weight of each evaluation factor shall be:

<u>Evaluation</u>	<u>Maximum Raw Points</u>
1. Technical - Project Approach/Technical Requirements/ Completeness of Responses and Schedule (Section B & C)	30
2. Management - Traffic Management/Traveler Information Website Experience and References; Key Project Personnel	30
3. Support, Warranty and Training Program (Section B & C of RFP)	20
4. Cost - Price for Section B Scope of Services as requested in Section C	20
<u>Maximum Total Raw Points</u>	100

D.02 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with proposers who are deemed reasonably susceptible of being received for award for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted.

Proposers will be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Procurement Division. The date(s) and time(s) of any such presentations/interviews will be determined solely by County and may be closed to the public by the discretion of the Purchasing Official to the extent permitted by law.

D.03 PRELIMINARY RANKING

An evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the proposer(s) most qualified to be selected to negotiate an agreement.

In its review, the evaluation committee may take some or all of the following actions:

- a. review all responses pursuant to the evaluation factors stated herein,
- b. short list proposers to be further considered in oral interview/presentation/product demonstrations,
- c. recommend commencement of negotiations to County Administrator,
- d. Reject all proposals received and cancel the Request for Proposal,
- e. Receive written clarification of proposal.

The evaluation committee's overarching goal is to identify the proposal which will best meet the overall needs of Manatee County as determined from the proposals received and subsequent investigation by the County.

D.04 RECOMMENDATION FOR NEGOTIATION

The evaluation committee will make a recommendation to the County Administrator as to the proposer which Manatee County should enter into negotiations, if any. The County Administrator will act upon that recommendation and if accepted, the successful proposer will be invited to enter negotiations led by Manatee County Procurement Division.

Manatee County will post the Intent to Negotiate in the same manner as the original RFP document was posted (refer to Section A.03) prior to commencing negotiations with the selected proposer(s).

END SECTION D

SECTION E **NEGOTIATION OF THE AGREEMENT**

E.01 GENERAL

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of Manatee County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of Manatee County upon termination or completion of the engagement.

E.02 AGREEMENT

The selected proposer(s) will be required to negotiate an agreement in a form and with provisions acceptable to Manatee County.

Negotiated agreements may or may not include all elements of this Request for Proposal or the resulting successful proposal where alternative terms or conditions become more desirable to Manatee County, and the parties agree to such terms.

E.03 AWARD

County may not make award to a proposer who is delinquent in payment of any taxes, fees, fines, contractual debts, judgments, or any other debts due and owed to the County, or is in default on any contractual or regulatory obligation to the County. By submitting this solicitation response, proposer attests that it is not delinquent in payment of any such debts due and owed to the County, nor is it in default on any contractual or regulatory obligation to the County. In the event the proposer's statement is discovered to be false, proposer will be subject to suspension and/or debarment and the County may terminate any contract it has with proposer.

Award of an agreement is subject to the successful negotiations and the approval of either the Purchasing Official or the Board of County Commissioners (as provided for in the current Manatee County Procurement Code).

The parties will negotiate the terms and conditions of the agreement, which may or may not include renewal, assignment, termination, insurance, auditing or any other relevant contractual term and the circumstances in which it may be renewed, assigned or terminated.

END SECTION E

ATTACHMENT A

PROPOSAL SIGNATURE FORM
REQUEST FOR PROPOSAL #17-0272GD

The undersigned acknowledges receipt of the following addendum:

Addendum No. _____ Date Received: _____ Initials: _____
Addendum No. _____ Date Received: _____ Initials: _____
Addendum No. _____ Date Received: _____ Initials: _____

The undersigned represents that:

- (1) by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) all facts and responses set forth in the proposal are true and correct;
- (3) if the proposer is selected by County to negotiate an agreement, that the proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this Request for Proposal;
- (4) the proposer which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type proposer's information below:

Name of Proposer

Telephone Number

Street Address

Email Address

Web Address

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date

(Attach additional signatures, as appropriate)

ATTACHMENT B

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V, MANATEE COUNTY PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by _____
[print individual's name and title]

For _____
[name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among proposers or prospective proposers in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Official, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory

to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PURCHASING DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 201____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

_____ My commission expires _____ Notary
Public Signature

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT "C"

Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO RESOLUTION R-93-22, ON DRUG FREE WORK PLACES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

----- for -----

[print individual's name and title]

[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is ----- (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the work place;
- (ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate 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.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or Resolution R-01-36 Section 4, E (1) (a) or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by Resolution R-01-36 Section 4, E (1) (a).

[Signature]

STATE OF FLORIDA
COUNTY OF

Sworn to and subscribed before me this _____ day of _____, 20_ by _____

Personally known _____ OR Produced **identification**) _____
(Type of identification)

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

ATTACHMENT D

ANTI-LOBBYING FORM

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____, hereby certify on
(name and title of bidder's official)

behalf of _____ that:
(name of bidder)

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form- LLL, "Disclosure Form to Report Lobbying, " in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, _____. By

(signature of authorized official)

(title of authorized official)

ATTACHMENT E

DISADVANTAGED BUSINESSES ENTERPRISE (DBE) PARTICIPATION STATEMENT

The Proposer is required to complete the following information and submit this form with the technical proposal.

Project Description: _____

Consultant Name: _____

This consultant (is) (is not) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): _____ %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Sub-Consultant Type of Work/Commodity

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____

Title: _____

Date: _____

ATTACHMENT F

SARASOTA-MANATEE REGIONAL TRAFFIC MANAGEMENT CENTER (RTMC)
TRAVELER INFORMATION WEBSITE
EXISTING RTMC SYSTEMS INVENTORY

MANATEE COUNTY HARDWARE		MANATEE COUNTY SOFTWARE
Cisco Catalyst 6509 Switch		Cameleon - v2015.1.34
Cisco Catalyst 4500 Switch		ATMS.now - v4.5.46.61
Cisco Catalyst 2960 Switch		What's Up Gold - 16.4.1
Jupiter Catalyst Fusion 4500 (x4)		Vanguard Professional 4.6.0
		Vantage View 2.0
Dell PowerEdge Server Model 2900 (Active Directory)		BlueToad
Dell PowerEdge Server Model R320 (BlueToad)		
Dell PowerEdge Server Model R920 (ATMS)		
Dell PowerEdge Server Model R630 (What's Up Gold, Cameleon, Vanguard)		
Dell PowerEdge Server Model R720 (ATMS),		
Dell PowerEdge Server Model R210II (Vantage View)		
RuggedCom Ethernet Switches RS900		
RuggedCom Ethernet Switches RS900L		
RuggedCom Ethernet Switches RS930L		
Naztec 980 TS2 Traffic Signal Controllers		
Naztec 900 ATC TS2 Traffic Signal Controllers		
Wavetronix SmartSensor SS125 Microwave Vehicle Detection System		
TrafficCast Bluetooth readers		
Daktronics DMS Sign Model VF-1350-24x40-9-A		
Daktronics DMS Sign Model VF-1350-32x64-9-A		
VICON CCTV Model SVFT-PRS35		
BOSH CCTV Model HD800		
Impath Encoder 4100 series		
Impath Encoder 5100 series		

**ATTACHMENT F
(continued)**

**SARASOTA-MANATEE REGIONAL TRAFFIC MANAGEMENT CENTER (RTMC)
TRAVELER INFORMATION WEBSITE
EXISTING RTMC SYSTEMS INVENTORY**

SARASOTA COUNTY HARDWARE		SARASOTA COUNTY SOFTWARE
Juniper Switch EX4200-24T, Firmware 12.3R12.4		Three (3) Dell Precision T3600 Two (2) running Windows 10 One (1) Running Windows 7
Juniper Switches EX-4200-24F, Firmware 12.3R12.4 (x7)		Two (2) Dell Precision T3500 One (1) Running Windows 10 One (1) Running Windows 7
Juniper/Pulse Secure IC4500 Network Radius Server		Cameleon - v2015.1.34
Checkpoint 4600 Network Firewall		ATMS.now - v4.5.46.61
RuggedCom Ethernet Switches RS900 series		What's Up Gold - 16.5
ITS Express 8020+ Ethernet Switches		Bosch Configuration Manager 05.40.0058.0
HP Proliant DL380p Gen 8 Server [Network Monitoring/What's Up Gold/Time Server]		Opticom Central Management Software 5.2.1.3
HP Proliant DL380p Gen 8 Server [Windows Domain Controller/DNS]		
HP Proliant DL380p Gen 8 Server [Cameleon CCTV]		
HP Proliant DL360p Gen 8 Server [Opticom Preemption]		
Naztec 980 TS2 Traffic Signal Controllers		
Naztec 900 ATC TS2 Traffic Signal Controllers		

ATTACHMENT "G"

BUY AMERICA CERTIFICATION

Financial Project ID: 436954-1-38-01

Federal Project ID: TBD

PID: RFP 17-0272GD Project Name: Sarasota-Manatee Regional Traffic Management Center Traveler Information Website

Project Description: Develop the Sarasota-Manatee Regional Traffic Management Center (RTMC) traveler information website. FDOT Project (TBD)

The undersigned Proposer hereby certifies on behalf of itself and all contractors (at all tiers) that it will meet Buy America requirements in 23 CFR 635.410, using one of the following provisions:

 The product contains no steel or iron products manufactured outside the United States. To be considered domestic, all steel and iron used and all products manufactured from steel and iron must be produced in the United States and all manufacturing processes, including application of a coating, for these materials must occur in the United States. Coating includes all processes that protect or enhance the value of the material to which the coating is applied. The Buy America process does not apply to this project. If there is ANY foreign steel or iron in your product you may not check this box.

 The product has minimal use of steel or iron products manufactured outside the United States. The Buy America regulation does "not prevent a minimal use of foreign steel and iron materials, if the cost of such materials used does not exceed one-tenth of one percent (0.1 percent) of the total contract cost or \$2,500, whichever is greater. For purposes of this paragraph, the cost is that shown to be the value of the steel and iron products as they are delivered to the project. If this minimal use clause applies to your project, then please provide documentation indicating that this requirement is being met. The Buy America process does not apply to your project.

 The product meets the standards for the FHWA Manufactured Products waiver. FHWA policy provides for a Buy America waiver for certain manufactured products. To be eligible for the Manufactured Products waiver, the product must consist of less than 90% steel or iron content when it is delivered to the job site for installation. Please [click here](#) for the full guidance on manufactured products. If your product meets this manufactured products definition, please provide documentation of how the product is a manufactured product and submit to ODOT for approval.

 The product has foreign steel or iron; a Buy America waiver is required. ODOT may, but is not obligated to, seek a waiver of Buy America requirements if grounds for the waiver exist. However, Proposer certifies that it will comply with the applicable Buy America requirements if a waiver of those requirements is not available or not pursued by the Department. The waiver process can take time and the project may not move forward until a waiver is completed.

A false certification is a criminal act in violation of 18 USC 1001. Should this Agreement be investigated, Proposer has the burden of proof to establish that it is in compliance.

Proposer: _____
Signature of Authorized Official: _____
Name of Authorized Official: _____
Title: _____
Date: _____