

# REQUEST FOR PROPOSAL #11-3385FL ELECTRONIC PATIENT CARE REPORTING SYSTEM

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, for the purpose of providing an electronic patient care reporting system for the Manatee County Public Safety Department, Emergency Medical Services Division.

TIME AND DATE DUE: Proposals will be received until 4:00 p.m., Tuesday, November 23, 2010, at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

## CONTENTS OF THIS REQUEST FOR PROPOSAL:

Section A: Information to Proposers	pages 2 - 7
Section B: Form of Proposal	pages 8 - 12
Section C: Selection	page 13
Section D: Negotiation of the Agreement	page 14
Section E: Scope of Services	pages 15 – 17
Section F: Local Preference	pages 18 - 21
Proposal Signature Form	page 22
Drug Free Work Place Certification	Attachment A
Environmental Crimes Certification	Attachment B
Pricing Structure	Attachment C
Demographic & Departmental	Attachment D

**Important note: A prohibition of Lobbying has been enacted.**

**Please review paragraph A.18 carefully to avoid violation and possible sanctions.**

FOR INFORMATION CONTACT:  
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PHONE (941) 749-3042  
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Manatee County  
Financial Management Department  
Purchasing Division

AUTHORIZED FOR RELEASE: \_\_\_\_\_



## REQUEST FOR PROPOSAL #11-3385FL

### SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

#### A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

Proposals become "Public Records" ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statue 110.071. **No announcement of pricing or review of the proposal documents shall be conducted at the public opening of the proposals.**

#### A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

**Bids and Proposals** on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals." You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

**Manatee County collaborates with the Manatee Chamber of Commerce** on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the Notice of Source Selection seven calendar days prior to the effective date of the award.

IT IS THE RESPONSIBILITY OF EACH VENDOR, PRIOR TO SUBMITTING THEIR BID or PROPOSAL, TO CONTACT THE MANATEE COUNTY

PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR BID or PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date.

If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall 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 shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office (see contact information on page 1) to determine if addenda were issued and to make such addenda a part of the proposal.

Friday, November 5, 2010 at 5:00 p.m. shall be the deadline for clarification requests, inquiries, suggestions or interpretations and/or additional information pertaining to this Request for Proposals. This deadline has been established to maintain fair treatment for all potential bidders or proposers.

A.05 SEALED & MARKED

**Five (5) signed copies** of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #11-3385FL**" and addressed to:

Manatee County Purchasing  
1112 Manatee Avenue West  
Bradenton, FL 34205

A.06 LEGAL NAME

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

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 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 date of the opening of the proposals.

A.09 DISCLOSURE

**Bids or proposals become "Public Records" ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071.** No announcement or review of the proposal documents shall be conducted at the public opening of the proposals.

A.10 ERRORS OR OMISSIONS

Once the proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal. No changes shall be allowed until a selection is made and contract negotiations actually begin.

A.11 RESERVED RIGHTS

The 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 first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The 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 the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the 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 the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 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 shall be in accordance with Manatee County Purchasing Code Ordinance 99-37, as amended. Any actual or prospective proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Board of County Commissioners of Manatee County as required in Section 9-101 of the Procurement Code. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

A.13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Purchasing Code Ordinance 99-37, Article 3, Ethics in Public Contracting, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

A.14 COLLUSION

By offering a submission to this Request for Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, 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.15 PROPOSAL FORMS

Proposals must be submitted in the format specified in Section B hereof. Additional support information may be included. Tabs are required to identify each item defined in Section B, Form of Proposal, thereby facilitating expedient review of all responses.

A.16 PUBLIC ENTITY AND ENVIRONMENTAL 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 (as of 1/01/2005 is \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

A.17 DRUG FREE WORK PLACE

Drug Free Workplace Program: Manatee County Board of County Commissioners adopted a policy regarding maintaining a Drug Free Workplace, Resolution R-93-22. Proposers are asked to review the attached copy of the Resolution and provide either a certification of compliance with the program outlined in this Resolution or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein. Proposer shall complete Attachment "A" Drug Free Work Place Certification.

A.18 LOBBYING

After the issuance of any Request For Proposals or Invitations For Bids, prospective bidders, proposers or any agent, representative or person acting at the request of

such bidder or proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals or Invitation For Bids with any officer, agent or employee of Manatee County other than the Purchasing Director or as directed in the Request For Proposals or Invitation For Bids. This prohibition begins with the issuance of any Request For Proposals or Invitation For Bids, and ends upon execution of the final contract or when the invitation or request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Procurement Code.

A.19 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

In accordance with Ordinance 99-37, adding Article 6, Manatee County Board of County Commissioners adopted a policy prohibiting the award of County contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. A Non-Conviction Certification Form is attached for this purpose. Proposer shall complete Attachment "B" Public Contracting and Environmental Crimes Certification.

A.20 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.21 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

## SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be included with each response. The contents of each proposal shall be separated and arranged with tabs in the same order as listed in this Section B, identifying the response to each specific item.

### B.01 MINIMUM QUALIFICATIONS

**Proposer** must have developed, installed, integrated, tested and had accepted in the last two (2) years at least five (5) Electronic Patient Care Reporting Systems which were purchased by local, state or federal agencies.

### B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Drug Free Work Place Certification (Attachment A).
- c. Public Contracting and Environmental Crimes Certification (Attachment B).

### B.03 INFORMATION TO BE SUBMITTED

- a. Provide an **explanation of the business entity which you represent**. Specify the business entity which would be bound by a contract, should your firm be selected: company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.
- b. **Specify the office location of the business entity** explained in the response to item B.03, (a.) which is to be the primary location of the principal and key personnel. List the key personnel at that location. For the remaining key personnel detail at what location(s) they will work from and how they will provide management or service or supply support from the locations that they will work from.
- c. Executive summary. In narrative form identify the proposed approach you plan to take for this requirement and the preliminary work program proposed.
- d. Description of your firm's background and size. Include a statement of qualifications that includes the firm's professional credentials and experience in providing these types of services detailed in this RFP. Include a summary of your firm's current workload and evidence to reflect your firm's ability to satisfy the requirements of the County.



- e. Submit a narrative **explaining the direct economic benefit to Manatee County to be realized by selecting your firm.** During the term of this engagement detail the employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.
- f. Submit a list of **Local subcontractors** that may be used. Identify each individual on your team and provide the following information:
- Name
  - Professional credentials; Title; Telephone number
  - Office address
  - Email address
  - Brief description of the individual's or firm's role and duties for the project
  - Individual resume
- g. Identify each principal of the firm and other "key personnel" who will be associated with the County. Describe their respective areas of expertise; include their personalized resumes, which identify the qualifications, training and experience of each key personnel.
- h. The proposer shall provide a project team organizational chart and describe the level of involvement anticipated with County staff. Also identify any proposed subcontractors by listing name, address, point of contact, telephone number and a description of the work that will be performed.
- i. The proposer shall present a project management plan including schedule for tasks required to complete the services. Also include proposed hours for each program task. Proposer shall provide a proposed time schedule to complete the project. Each major task should be broken out on the schedule, with the corresponding number of labor hours to be used for the task. Also include the amount of time that will be spent on site.
- j. Provide example flow schematics from at least two (2) recent Electronic Patient Care Reporting Systems projects for a public safety organization of similar size or larger than Manatee County performed by your firm.
- k. Discuss the following as it relates to your proposed system:
- Access control and authentication.
  - Encryption of data.
  - Auditing and logging of system and user.

- System security (include antivirus and backup).
  - Communication mechanisms.
  - Interfaces to existing systems.
  - Remote access.
  - Time synchronization.
  - HIPAA Compliance.
  - Ability to interface with AmbuTrak Inventory Asset and Management Software.
  - Ability to calculate transported mileage to the nearest tenth of a mile and ability to calculate mileage to the closest appropriate receiving facility for CMS billing.
  - Ability to capture patient demographic data (Driver's License, State ID cards, other sources).
  - Ability to attach other digital files such as; scene photos, ECG, etc.
  - Describe how records may be edited after completion and how the edits are logged.
  - Ability to exchange data with local hospitals, primarily how hospitals receive patient records.
  - Ability to recognize and notify management of sentinel events.
- l. Regardless of what operating system and applications are chosen, discuss how your firm shall handle the application of patches, include typical timeframes and testing.
- m. Describe server hardware architecture to be utilized in the proposed system, provide a schematic showing all server hardware elements; describe networking scheme to be used in the system; and include a network schematic. Include what portable computers can be used at the point of service and address the following:
- Number of patients that can be handled simultaneously per call and multiple calls per shift.
  - Ability to copy and/or transfer common event information to multiple patients.
  - Describe crew sign-on information and number of characters to sign-on.
  - Capture and print crew member signatures.
  - Capture acceptance and refusal signatures for treatment, transportation, billing and receiving hospital.
  - Capture refusal of services witness information and signature.
  - Document refusal of procedure/medication and/or transportation.
  - Describe how procedures and medication administration are documented.

- Discuss various forms for data collection by response type (scene, stand by, MCI, supervisor response).
- n. Describe each software module of the proposed system. Include functionality of each module, how individual modules interface and description of all data elements within each module. For each module provide a list of all system generated reports and provide examples of these reports.
- o. As it relates to the proposed system discuss the following:
- Describe the maximum number of concurrent users.
  - Expected degradation as additional users are added to the system.
  - Discuss all user definable fields, include mandatory fields, flags for fields left blank etc.
  - Fields specific to justification of medical necessity for patient transportation.
  - Signature capture.
  - Multiple language availability.
  - Quality Assurance management tools for validation for compliance with local medical protocols, skill proficiency and compliance with State and Federal regulations.
  - Storage and recall of Frequent Flyer information.
  - Ability to maintain all code and system tables.
  - Roll Back / Roll Forward functionality to automatically handle communication interruptions.
  - Compliance with EMSTARS and NEMSIS and how field validations are handled.
  - Ability of field data systems to function when unable to connect to network.
  - Describe how medical aid provided prior to arrival of unit is documented.
- p. Detail the user interface proposed for the system and all navigational systems (menus, windows, etc.) that are used. Include a description and examples of screens that are part of the proposed system.
- q. Describe online help and documentation that is provided with your system.
- r. Describe any third party software, ad hoc query and reporting tools, and any other user interface tools for use with the proposed system.
- s. Describe how often system updates are released by your organization and incorporated into the local system. Detail how these updates would be tested. Discuss how updates are handled.

- t. Document how the system could be tested for specification compliance and acceptance. Describe how system errors are documented.
- u. The proposer shall detail required maintenance procedures that must be routinely performed such as back up procedures or building/re-building of indexes. Also describe if there will be any downtime when these procedures are being performed.
- v. Detail customer training to be provided, include a list of each level of training to be performed, hours per trainee, preferred class size.
- w. Discuss the capabilities and staffing of your technical service department.
- x. Provide pricing data in accordance with Attachment "D" Pricing Structure.
- y. Discuss your firm's ability to address the conversion of existing County data files.
- z. Discuss data transfer methods and ability to utilize InMotion Mobile Gateway.
- aa. Submit any other additional information which would assist the County in the evaluation of your proposal.

**NOTE:** The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request For Proposal.

## SECTION C: SELECTION

### C.01 EVALUATION FACTORS

Evaluation factors are price and perceived ability of the Proposer to perform the Scope of Services as stated in this Request For Proposal in the most timely and efficient manner, and the proposals which will overall best meet the needs of Manatee County as determined from the responses to this Request For Proposal and subsequent investigation by the County.

### C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

### C.03 PRELIMINARY RANKING

A Selection Committee may determine from the response to this Request For Proposal and subsequent investigation as necessary, the Proposers most susceptible of being selected for award.

### C.04 REVIEW OF PROPOSERS AND PROPOSALS

Review shall be conducted with responsible Proposers who may be reasonably susceptible of being selected for award, for the purposes of clarification to assure full understanding of and conformance to the solicitation requirements, the abilities of the proposer, and the proposal submitted.

Firms responding to this Request For Proposal shall be available for presentation/interviews, to the Selection Committee and/or Board of County Commissioners upon notification from the Purchasing Office of the time and date determined by the County.

### C.05 SELECTION FOR NEGOTIATION

The proposers whose ability and proposals are determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request For Proposal, shall be selected to negotiate an agreement for the stated Scope of Services

### C.06 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Board of County Commissioners to authorize execution of the agreement.

## SECTION D: NEGOTIATION OF THE AGREEMENT

### D.01 GENERAL:

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement.
- b. Upon submission, all proposals become the property of the 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 the County upon termination or completion of the engagement.

### D.02 AGREEMENT:

The selected proposer shall be required to negotiate a formal agreement, in a form acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting Successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Manatee County Board of County Commissioners will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Board of County Commissioners shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the County Administrator or his designee to execute the agreement.

## SECTION E: SCOPE OF SERVICES

### E.01 GENERAL OVERVIEW

The intent of this Request for Proposal and resulting contract, is to obtain an Electronic Patient Care Reporting System for the collection of patient information at the point of contact and management of the collected data utilizing current, state of the art technology to support a public safety agency. This system shall improve billing operations, increase the administration's ability to monitor and evaluate care rendered and increase customer service levels through improved management of information and reporting. The Electronic Patient Care Reporting System is to be used by Emergency Medical Technicians and Paramedics to collect patient information at the point of contact while attending patients and transmit data as required. Emergency Medical Services management shall utilize the collected data for administration and other purposes.

### E.02 GENERAL REQUIREMENTS

- a. System shall generate canned, as well as custom ad hoc reports. Data is to be stored in a format to allow export to commercial reporting software such as Crystal Reports.
- b. System shall have the ability to extract and export data for use by the Florida Department of Health, Bureau of Emergency Medical Services EMSTARS Program and other regulatory agencies.
- c. System shall include but not be limited to EMSTARS and NEMSIS Gold data elements.
- d. System shall be compliant with standards established by the Health Insurance Portability and Accountability Act (HIPAA).
- e. System shall provide a Unique Patient Identifier (UPI) for every patient entered.
- f. System shall provide a preliminary On-Scene Patient Care Report to the receiving hospital at the time of patient delivery. The final patient report must be available for retrieval by the receiving facilities.

### E.03 SYSTEM ARCHITECTURE

- a. As proposed.

#### E.04 SOFTWARE DESIGN

- a. Commercially available software is preferred, allowing minimum modification to accomplish the County requirements.

#### E.05 INTERFACE REQUIREMENTS

- a. All system interfaces shall be in batch file mode.
- b. System shall be able to interface with the County's Computer Aided Dispatch (CAD) System provided by Intergraph Public Safety. This shall include the population of data fields with incident specific information which shall include but not be limited to; incident specific times (time dispatcher called, time unit dispatched, time en route, time arrived scene, time at patient, time transport, time arrived destination, time available), Medical Priority Dispatch System (MPDS) sup-type, responding units/agencies identifier, incident location (including incident zip code, county), event identifier and/or response identifier.
- c. System shall be able to export data to our billing partner Mckesson Per-Se in a format mutually agreed.
- d. System shall interface with Philips MRx for data transmission from the device to the system.

#### E.06 HARDWARE ENVIRONMENT

- a. The server configuration shall allow for conversion of historical data and allow for future growth.
- b. Any single failure of an individual component, either hardware or software, shall not cause application of the system as a whole to cease functioning. The contractor shall immediately correct the problem without interruption or degradation of system performance.

#### E.07 INSTALLATION REQUIREMENTS

- a. The selected contractor shall be responsible for the installation of software and hardware, and installation of the system shall include conversion of existing data files.

#### E.08 SECURITY

- a. Provide a user "ID" and password security with the password not displayed.



- b. The security module shall allow/deny access based on password levels and have a separate security level for access by the System Administrator.
- c. The System Administrator shall have the highest level of security and have the ability to add and change security records on-line in real time.
- d. Passwords shall consist of ID numbers assigned by the System Administrator and a user defined password.
- e. Data base updates shall be time stamped and stamped with user ID of person signed on at time of update.
- f. Patient data shall be restricted by user defined password.
- g. At a minimum all security measures will meet the standards as established by the HIPAA Security Requirements.

## SECTION F

### MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

#### F.01 Vendor Registration

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on [www.mymanatee.org](http://www.mymanatee.org).

Enclosed is a copy of the current Manatee County law that details the County's Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "**Affidavit As To Local Business Form**" that is the **last page** in this section of the proposal, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on [www.manatee-chamber.com](http://www.manatee-chamber.com) as well as using the same vendor categories for registration. Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

**Quick steps to on line registration:**                      **[www.mymanatee.org](http://www.mymanatee.org)**

A link to "Purchasing" is listed under the "Quick Links" on page one of this County Web Site. On the left hand side of the Purchasing Web page, click on "Vendor Registration."

This will bring up the Vendor Registration form for on-line input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the **proposal**.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid, and proposal opportunities to your business.

## **MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION**

### **F.02 Section 2-26-6. Local preference, tie bids, local business defined.**

(a) Whenever a responsible local business bidder and a responsible non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the contract. Should more than one responsible local business bidder match the responsible non-local business bidder's lowest responsive bid, or should no responsible local business bidder match the lowest responsive bid but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of contracts to local businesses and to allow the county to provide future notifications to its local businesses concerning other bidding opportunities.

(b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for bids when the bidder's location materially affects the provisions of the services or supplies that are required by the invitation.

(c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.

**(d) Each solicitation for bids made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.**

(e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

(f) Local preference shall not apply to the following categories of contracts:

1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;

**F.02 Section 2-26-6. Local preference, (CONTINUED)**

- (f) Local preference shall not apply to the following categories of contracts continued)
3. Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
  4. Purchases or contracts made pursuant to a non-competitive award process, unless otherwise provided by this section;
  5. Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.
- (g) To qualify for local preference under this section, **a local business must certify to the County that it:**
1. Has not within the five years prior to the bid announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;
  2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the bid announcement;
  3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Ordinance 09-21 and 09-23 **PASSED AND DULY ADOPTED** in open session, with a quorum present and voting, on the 17<sup>th</sup> day of March, 2009.

**MANATEE COUNTY GOVERNMENT AFFIDAVIT AS TO LOCAL BUSINESS**

**(Complete and Initial Items B-F)**

**A. Authorized Representative**

I, [name] \_\_\_\_\_, am the [title] \_\_\_\_\_

and the duly authorized representative of: [name of business] \_\_\_\_\_  
\_\_\_\_\_, and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a **proposal** pursuant to this **Request For Proposals**, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code of Law, Section 2-26-6.

**B. Place of Business:** I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location which meets the above criteria is: \_\_\_\_\_ [Initial] \_\_\_\_\_

**C. Business History:** I certify that business operations began at the above physical address with at least one fulltime employee on [date] \_\_\_\_\_ [Initial] \_\_\_\_\_

**D. Criminal Violations:** I certify that within the past five years of the date of this **proposal** announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] \_\_\_\_\_

**E. Citations or Code Violations:** I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this **proposal** announcement. [Initial] \_\_\_\_\_

**F. Fees and Taxes:** I certify that within this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a legal current appeal. [Initial] \_\_\_\_\_

*Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code of Law, 2-26-6.*

Signature of Affiant \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (name of person making statement).

(Notary Seal) Signature of Notary: \_\_\_\_\_

Name of Notary (Typed or Printed) \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_ Type of Identification Produced \_\_\_\_\_

**Submit executed copy to Manatee County Purchasing, Suite 803, 1112 Manatee Avenue W., Bradenton, FL 34205**

**PROPOSAL SIGNATURE FORM**  
RFP #11-3385FL

\_\_\_\_\_  
Firm Name

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip Code

( ) \_\_\_\_\_  
Telephone Number

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide an Electronic Patient Care Reporting System according to the requirements of this RFP #11-3385FL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Above Signer

\_\_\_\_\_  
Name and Title of Above Signer

Address of any branch office  
proposed to service Manatee County other than above

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name and Title of Firm's Representative for Manatee County

\_\_\_\_\_  
Telephone Number of Firm's Representative for Manatee County

# ATTACHMENT "A"

## Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO SECTION 6-101(7)(B),  
MANATEE COUNTY PURCHASING 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 the Manatee County Board of County Commissioners by \_\_\_\_\_  
[print individual's name and title]

\_\_\_\_\_ for \_\_\_\_\_  
[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

ATTACHMENT B (Cont'd.)

(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 subsection 3-101(7)(B); 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 subsection 3-101(7)(B).

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 200\_\_ by \_\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature My commission expires \_\_\_\_\_

\_\_\_\_\_  
[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 "B"

## PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

### SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING 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 the Manatee County Board of County Commissioners by \_\_\_\_\_  
[print individual's name and title]

\_\_\_\_\_ for \_\_\_\_\_  
[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 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 bidders or prospective bidders 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 Director, 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 among 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.

Attachment C (Cont'd.)

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

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 **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[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]

**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"**  
**PRICING STRUCTURE**

Please breakdown the pricing of the proposed systems in the following applicable sections:

**A. HARDWARE**

1. Cost of system hardware, including file servers, front-end processors, disk drivers, tape drives, cabling, modems, etc.
2. Network hardware.
3. Printers, showing the number, type and cost of printers required.
4. Storage medium.

**B. SOFTWARE**

1. Operating system, including utilities, compilers, etc.
2. Networking software.
3. Relational data base management system and required tools.
4. Software required for user workstations.
5. Application software (list each module separately).
  - a. Base price for system as is, without modifications. List all modules including the base system.
  - b. Cost and staff hours for proposed modifications, listed separately, including the reference number pertaining to the system requirement being addressed.
  - c. Cost and staff hours for each interface, priced separately.
  - d. Cost of any third party or off the shelf software proposed; each priced separately.
  - e. Cost of any optional features available, but not required in this RFP.
6. Data conversion costs

**C. DOCUMENTATION COSTS**

**D. TRAINING COSTS**

**E. PROJECT ADMINISTRATION COSTS (including travel, transition planning, installation, etc).**

**F. MAINTENANCE COSTS**

## ATTACHMENT "D"

### DEMOGRAPHIC AND DEPARTMENTAL DATA

Use the following demographic and Manatee County Departmental Data to design and size the proposed system. Any quantitative analysis in the proposers response to this RFP shall involve the following data:

A. Manatee County Demographic Information.

County Population	300,000
Winter Residents	60,000
Municipalities	6
Total Land Area	785 Square Miles

B. Manatee County Departmental Information

1. Public Safety Department - consists of the following divisions:

- a. Emergency Management - Provides information to the county before, during and after natural or man made disasters.
- b. Emergency Communications Center (ECC) - ECC is the primary Public Safety Answering Point (PSAP) for all 911 calls in Manatee County. The center is staffed 24 hours per day, 365 days per a year. ECC handles Emergency Medical Services (EMS), dispatches 18 ALS units, 3 EMS supervisors and 12 separate fire districts, and marine rescue. ECC utilizes Intergraph (IPS) Computer Aided Dispatch system.
- c. Emergency Medical Services - Provides around the clock emergency medical services to county citizens with, 17 ambulances and 1 ALS non-transport vehicle staffed 24 hours per day. EMS maintains 5 reserve ambulances. Communications is provided on a trunked 800 mhz radio system. EMS responds to approximately 36,000 requests for service per year and transports about 25,000 patients to three hospitals located within Manatee County and four hospitals located outside the county. Other destinations are rarely utilized. Currently, EMS utilizes HealthWare Solutions patient data system. The system utilizes 26 ToughBook 19 laptop computers and PCs at each EMS station. Supervisors remote into the system through vehicle based mobile computers, ToughBook 30s. EMS uses the Philips MRx monitor and transmits 12-Lead ECG through an Inmotion Onboard Mobile Gateway (OMG). Each ambulance is equipped with a

mounted mobile data laptop (ToughBook 30) for navigation, tracking and dispatch communications. These computers also utilize the OMG for secure communication with the CAD.

2. Manatee County Information Services Department - Provides a full service centralized data processing facility for all County agencies and is divided into the following divisions, Technical Services, Land Information, Computer Operations and Systems and Programs. The Manatee County Information Services Department supports many diverse applications running on mainframes, file servers and micro computers. The County maintains an Ethernet LAN/WAN supporting TCP/IP, IPX, NETBIOS and other Ethernet protocols used by its many applications. Connectivity between microcomputers on the Novell Network and mainframe applications is accomplished via terminal emulation software such as PROLINC and WOLLONGONG and NCR's communications front end processor, COMTEN. Applications run on NCR, ATT, SUN, UniSys, Hewlett Packard, NetFrame and TANDEM hardware. Operating systems in use include NCR VRX/E, UNIX, Microsoft DOS, TANDEM Guardian and Novell. The County uses Novell Perfect Office for its E-mail and office automation needs.