PROJECT SCOPE AND OVERVIEW:

This award will be a time and material contract for Information Technology staff.

The proposed contract will service the South Florida High Intensity Drug Trafficking Area (SFLHIDTA) project and the National HIDTA Assistance Center (NHAC). The SFLHIDTA has operations in the six County area of Monroe, Miami-Dade, Broward, Collier, Palm Beach, and Martin counties.

 The NHAC has a national scope.

The SFLHIDTA is comprised of approximately 700 local, state, and federal law enforcement personnel housed in three (3) separate main facilities and four (4) off-sites. The personnel, both sworn and civilian, are co-located in various task forces, each one targeting a different facet of the goals outlined by the Office of National Drug Control Policy (ONDCP).

The main SFLHIDTA facilities are located in Plantation, FL, with approximately 350 personnel; Weston, FL, with approximately 65 personnel, and in Doral, FL, with approximately 350 personnel. The remaining approximately 20 personnel are located in small off-sites at the Miami International Airport; Weston, FL.; Miami River; and in Northeast Miami-Dade County.

The National HIDTA Assistance Center (NHAC) has requirements specific to its operation.

The NHAC, with a staff of 20, is located at the HIDTA facility in Doral, FL. The NHAC provides financial, multimedia, data management and training support to the HIDTA Program and to the 28 HIDTAs across the nation. The three main business units include Finance, Media/ Technology, and Training. Each Unit has unique technology requirements based on how it operates and interfaces with its customers.

These services include, but are not limited to financial desk audits which require a file transfer protocol (FTP) system to retrieve documents for the 33 HIDTAs and over 200 fiduciaries. The NHAC utilizes the FTP and in-house scanning software to collect, collate and store all HIDTA financial records. Financial services also include the management of all national HIDTA grants throughout their five-year lifespan. This service is accomplished through the NHAC's web-based Financial Management System (FMS). The Finance Unit regularly integrates data from multiple sources to create retrospective and projective reports on national HIDTA finance. To complete this requirement the Finance Unit requires high-speed internet access over secure internet protocols.

The Training Unit utilizes an in-house software package called HIDTA Online Training Tracker (HOTT) to collect and disseminate information on training courses and training performance for the entire HIDTA Program. The system developed for training by the multimedia technology Unit is web-based and front-end coupled to a sequel server for data storage. HOTT, like the FMS, requires users to access systems over secure protocols. In addition, both services utilize a number of servers (~5-8 depending on how they are counted) to accomplish this mission. In addition to the software and services provided to the HIDTA Program, the Training Unit operates a mobile computer laboratory which currently has 34 laptops that require service before dissemination to the field. The NHAC has a total of 58 laptops including the 34 used in training.

The SFLHIDTA and the NHAC share network resources and IT support. Both the NHAC and SFLHIDTA have leadership roles within the HIDTA program on a national level.

There is a server room at each HIDTA facility, with the primary server room at the Plantation building. Some travel between the sites may be required as needs dictate.

The IT personnel in the SFLHIDTA/NHAC are assigned to a particular facility and are encouraged to be generalists in problem solving and providing a wide-range of services to the end-users.

STAFFING AND TECHNICAL REQUIREMENTS:

The current personnel allocation is:

Doral:
1 lead Systems Administrator
1 Network technician
1 data base administrator/programmer (assigned to NHAC)

Miramar:
1 lead Systems Administrator

Plantation:
1 Network Manager/Project Manager
1 Network Tech
1 Systems Administrator

The current level of staffing is acceptable, but HIDTA encourages managerial innovation and technical elegance; bidders need to consider the scope of work and staff efficiency when determining the number of personnel required for the HIDTA project.

If a bidder chooses to offer a proposal with a different level or type of staffing, said proposal should articulate the rationale behind the proposed staffing level or changes in personnel.

IT contract personnel will be provided a work space equipped with standard office accoutrements. Cell phones will be provided also. Contract personnel will be provided with a workstation, user account on the HIDTA LAN, and network access. A laptop may also be provided at HIDTA's discretion.

Duties expected of the contract staff include, but are not limited to:
- One site systems administration
- Help desk support
- Network security
- Network engineering
- VPN initiation and support, including concentrators
- Maintenance of servers, concentrators, and routers
- Database administration
- Provide advice on hardware and software procurement
- Coordinate with IT personnel from other law enforcement entities
- Provide VoIP system support(CISCO)

The Project Manager need not be assigned on site, but should work out of the Miami-Dade/Broward/Palm Beach area. The project manager must be available

on immediate notice to attend meetings or when exigent circumstances require the presence of management. The Project Manager should have at minimum a bachelor's degree in a job related discipline, preferably having either post-graduate studies or a Master's Degree.

All personnel assigned to the project must be able to qualify for (and possess) a U.S Government national Security Secret Clearance.

In addition, all personnel must have valid driver's license and reliable transportation.

Contract personnel are expected to have the appropriate certifications and skill-sets for their particular function.

This would include, but not be limited to:

- Application & Database Development Experience
  Microsoft SQL
  Microsoft .Net
  Microsoft IIS
  Protocols: IP,IPX,
- Network Instruments – Observer Advanced & Security Analysis Course
- Cisco - Cisco Security Specialist I, Cisco Secure Intrusion Detection Systems, Cisco Secure Virtual Private Networks, Cisco Secure PIX Firewall Advanced; Cisco Call Manager & Unity Servers
- Microsoft: Certified Systems Administrator (MCSA), Certified Solution Developer (MCSD), Certified Database Administrator (MCDBA), Microsoft Certified Desktop Support Technician (MCDST), Office Specialist (MOS), Application Specialist (MCAS), Certified Trainer (MCT)

The SFLHIDTA/NHAC operates in a Windows environment, along with a Cisco VoIP solution shared between the Doral and Weston facilities. There are approximately 700 desktops and laptops in service throughout the various facilities. In addition, the serviced network devices are as follows:

LIST OF NETWORK END USER APPLIANCES, with Location

	Plantation	Doral	Weston
Internal Routers	3	2	1
Switch Routers - Gig	2	2	1
LAN Switches - 48 Port	15	18	5
Firewall Segment Switches	2	1	1
Server Switch - Gig	4	2	1
Voip Gateway	1	1	1
PIX Firewall	2	1	1
Sonic Wall Firewall	1	0	0
VPN Concentrators	1	0	0
AAA Server	1	0	0
Call Manager Server		2	
Unity Server		1	
Analog Interface		1	1
SSL Concentrator	1		
Content Switch (Web)	1		
Raritan Devices	1	1	1
Security System DVR	1	1	
SITE SERVERS			
Domain Controllers	1	1	1
Exchange Servers	1	1	1
Application Servers	4	2	2
File & Print Servers	1	2	1
SMS/SUS Server	2	1	1
DATA & WEB SERVERS			
Web Servers	6	0	0
Data/Web Servers	4		
Database Servers	7		
SECURITY SERVERS			
Network Probe	1	1	1
Network Instruments Observer	1		
Syslog	1		
GMS (Sonicwall) Server			
Cisco VMS (IDS Firewall) Server	1	1	1
Link Analyst Server	1		

REMOTE SITE PIX 501

Miami Airport	1
Riverwalk	1
TOTAL	2

REQUIREMENTS FOR PROSPECTIVE BIDDERS:

This request for proposals is not governed by the federal regulations you may be accustomed to. Please read it carefully.

This RFP is issued by the Monroe County Sheriff's Office ("MCSO"), a subdivision of the State of Florida. MCSO handles certain federal funds appropriated through the Office of National Drug Control Policy ("ONDCP") to the South Florida HIDTA ("SFLHIDTA") and the National HIDTA Assistance Center ("NHAC"). This procurement is governed by MCSO regulations. MCSO regulations do not require traditional bidding or adherence to the procurement procedures of the federal government.

MCSO policy requires:

 -Equal opportunity and treatment for all proposers

 -Fair and open competition

MCSO reserves the right to reject any or all proposals. Proposers agree to accept the risk that the time and money they expend on responding to this RFP may be lost, and that no contractual obligation between a proposer and MCSO, SFLHIDTA or any of its constituent agencies, NHAC, or the United States exists until MCSO and the proposer execute a written contract.

MCSO intends to enter into a dialogue with proposers to determine the best way that information technology services can be provided to SFLHIDTA and NHAC. MCSO may alter the requirements of the RFP or ask for additional information from proposers during or after this procurement process. Any alteration or request for additional information will be communicated to all proposers on equal terms.

MCSO is committed to identifying actual or potential conflicts of interest involving MCSO, SFLHIDTA and its constituent agencies, NHAC, and every proposer. Each proposer must, as a condition of participating in this process, identify any actual or potential conflict of interest in writing to Joel Widell, Deputy Director of SFLHIDTA and Patrick McCullah, General Counsel of MCSO, when the proposer becomes aware that such conflict exists.

Proposers must not offer or provide meals, beverages, or any item of value to any officer or employee of MCSO, SFLHIDTA or its constituent agencies, NHAC or any member of the evaluation panel.

An incumbent firm currently provides IT services to SFLHIDTA and NHAC. This incumbent will most likely be a competitor in this process.

MCSO is determined to select the best option for provision of IT services to SFLHIDTA and NHAC. The best option may be to reject all proposals and do the work in house, to select one proposal, a combination of one or more proposals, or any combination of these. Proposers are encouraged to present multiple proposals with these alternatives in mind.

Price is not the final or primary factor in selection. The decision will be made based upon the course of action that provides the best value. Factors that will be considered in addition to price include:

-Integrity and business ethics

-Past performance in other work, especially in government, military, law enforcement, counter-drug and security-sensitive work

-Financial standing and credit rating

-Experience and education of managers and staff

The work involves access to information that must remain confidential. Background checks, including fingerprinting and examination of criminal history information are required of proposer's personnel at the request of SFLHIDTA. Background checks may be conducted by federal, state, or local law enforcement agencies, both before and after a contract has been awarded. Prior arrests or convictions will not necessarily result in disqualification. Proposers are encouraged to discuss these issues at the on-site briefing.

Each proposer must state in writing in the proposal whether it, any member of its management, or any proposed on-site staff member has ever been suspended, debarred, or sanctioned for violation of any federal, state, or local procurement or contracting law or regulation.

Each proposer must state in writing in the proposal whether it, any member of its management, or any proposed on-site staff member is currently the subject of a civil rights claim before the Equal Employment Opportunity Commission, any state or local civil rights agency, or federal or state court.

Each proposer must clearly identify any proprietary or trade secret information contained in a written or oral presentation. Any information not so designated may be subject to release under Florida's broad public records laws.

The successful proposer must:

-Maintain a drug-free workplace policy that includes random drug testing in accord with Florida law.

-Require any on-site staff member to submit to drug testing on a reasonable cause basis at the request of SFLHIDTA. Any staff member declining to submit to such testing must be discharged immediately.

-Promptly report the arrest or detention of any on-site staff member by any law enforcement officer to SFLHIDTA.

-Cooperate with SFLHIDTA in investigation of any staff member who, in the reasonable judgment of SFLHIDTA, poses a credible threat to the integrity of the work of SFLHIDTA or NHAC.

-Comply with all federal, state and local laws and regulations.

-Maintain policies forbidding sexual harassment or improper treatment based upon gender, age, race, nationality, ethnicity, sexual preference or disability and demonstrate that all staff members have received appropriate training concerning these issues.

-Provide certificates of insurance naming MCSO as a certificate holder for worker's compensation, general liability coverage (minimum limits $100,000/300,000), and motor vehicle coverage (minimum Florida PIP and $100,000 liability).

-Agree to contractual indemnity agreements in favor of MCSO.

-Agree that the contractual obligation of MCSO is limited to the amount of funds appropriated by Congress and authorized by SFLHIDTA for the provision of IT services under the proposed contract.

-Agree to maintain and make available records sufficient to permit proper financial and performance audits of proposer's performance of the work.

-Understand and agree to comply with Florida's public records laws.

-Consult with SFLHIDTA in advance of any press release or the provision of any information to the media that concerns the work.

-Be prepared to deliver service throughout Miami-Dade, Broward, Palm Beach, and Monroe Counties.

-Agree to periodic travel to Washington, D.C. or other locations in the United States with travel costs reimbursed at prevailing federal rates.

-Agree that all source code, software, documentation, and reports in any media produced by proposer under contract to MCSO are not the proposer's but are owned by the Office of National Drug Control Policy.

PROPOSAL REQUIREMENTS:

The contract will be for a 5 year period, renewable annually.

The proposal should give an overview of the bidder's firm and note prior successful projects of similar scope. Brief resumes of proposed personnel to be assigned to the project should be included, if applicable.
A walk-through of the HIDTA facilities is available upon written request.

Costs should be outlined showing the cost per hour per individual employee, the number of hours to be billed annually, and the total annual cost per employee. The cost and annual billable hours of the employee should include all paid leave, including sick time, vacation, and in-service training.

It should be noted if any of the proposed employees are to be subcontracted from another firm.

The body of the proposal should note the benefits available to the contract personnel, and whether those costs are born by the employee. This would include health insurance, 401K plan, etc. The costs of those benefits *need not be broken out separately,* but will be included in the total cost of the employee.

Material and travel costs will be noted separately.

Labor, material, and travel costs should be aggregated to give a first year cost estimate (contract cap). As this is a five-year annually renewable contract, the annual cost accretion will be noted in the proposal.

Bids should be submitted in electronic form (MS Office products), via e-mail.

Bids must be submitted by close of business, February 12th, 2021

Questions may be directed to **JCWidell@sflhidta.org** Note that the question and respective answer will be sent to all prospective bidders. The firm posing the question will not be identified. No phone calls or office visits will be accepted.

Bids will be sent to: Lisa Mendez, email LMMendez@sflhidta.org