

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		



Request for Proposals
Osceola County Board of County Commissioners
Procurement Services Office
1 Courthouse Square, Suite 2300 Kissimmee, Florida 34741
Phone (407) 742-0900 Fax (407) 742-0901



To: All Prospective Proposers
From: Rebecca Jones, CPPO, Procurement Supervisor
Subject: Solicitation Number: RFP-12-03016-RJ, Advanced Traffic Management System Software
Date: July 2, 2012

Dear Potential Proposer:

Osceola County Government, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written proposals from all qualified firms or individuals interested in providing the services generally described herein and as specified in the "Scope of Services" of this Request for Proposals (RFP) document. The successful proposer(s) must demonstrate by his/hers qualifications, experience, availability, approach and work plan that he/she will best serve the overall needs of Osceola County.

If you are interested in preparing a response to this RFP, please read requirements carefully and complete the proposal in the manner as set forth in this RFP document. Your response is considered a binding offer to perform in the manner described in the proposal response and shall remain a firm offer for a period not to exceed one hundred eighty (180) days from public opening. Also please be aware that, under the competitive proposal process, the stipulations set forth herein are fully binding on the proposer to the extent that you confirm acceptance by your signature on Attachment "F".

There will be no pre-proposal conference held for this project. Questions regarding this solicitation must be received in writing at the address above no later than Friday, July 13, 2012 by 5:00PM, Local Time. Responses to those questions considered material to the solicitation shall be distributed via formal addenda and posted to the Osceola County VendorLink site; <https://vendorlink.osceola.org> and to the Onvia DemandStar System; accessible via the link located on the Procurement Services section page of www.osceola.org.

All proposers are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

Osceola County welcomes your response to this RFP document. Proposals should be prepared in accordance with the RFP instructions and will be evaluated by Osceola County as stated in the evaluation section of this document. Osceola County reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. Osceola County may withdraw all or part of this RFP at any time to protect the interests of the County. All proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

Thank you for your interest in doing business with Osceola County.

Procurement Services Office

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Section I. Overview of Project.

A. Intent.

1. It is the intent of this solicitation to engage a qualified firm to provide system software to monitor and manage traffic signals from the County's centralized Advanced Traffic Management System (ATMS) control room, including software maintenance.
2. Osceola County has issued this Request for Proposal (RFP) to solicit competitive proposals for the provision of Advanced Traffic Management System (ATMS) Software. The ATMS Software shall centrally monitor and operate traffic signals within the County. The County utilizes Econolite ASC3 traffic controllers for the ATMS Network. The ATMS Software shall be seamlessly and fully compatible with ATMS Econolite ASC3 traffic controllers with no additional conversion hardware or software required to accomplish compatibility.

B. Background.

1. Osceola County, Florida was created in 1887. Osceola County is a 1,506 square mile area that serves as the south/central boundary of the Central Florida Region and the Greater Metropolitan Area. The City of Kissimmee, the County Seat, is 18 miles due south of Orlando. Osceola's other incorporated City, Saint Cloud, is 9 miles east of Kissimmee, and approximately 45 miles west of the City of Melbourne on the Atlantic Coast.
2. An urban and urbanizing area in the northwest quadrant of the County dominates Osceola County's geography. This area is adjoining to Polk and Orange County and includes most of Osceola's population. It includes the incorporated areas of Kissimmee and Saint Cloud, the unincorporated communities of Poinciana and Buenaventura Lakes, and incorporated subdivisions ranging from Narcoossee in the northeast to Campbell City and Intercession City in the southwest to Deer Run and the Saint Cloud Manor areas in the south.

C. Term of Agreement.

It is anticipated an Agreement will be awarded for an initial installation followed by no less than five (5) years of system maintenance. The maintenance agreement may be renewed when in the best interest of the County. The decision to renew or extend the contract shall be at the discretion of the County. The successful proposer shall be required to review the satisfactory operation of the ATMS software with the County on a semi-annual basis.

D. Minimum Requirements.

The proposer shall provide proof of minimum qualification by furnishing copies of letters, certificates, etcetera (as applicable); which clearly document the proposer's qualifications. Failure to provide documentation with your proposal shall be grounds for deeming your proposal unresponsive and removing it from further consideration. This is a non-negotiable item.

E. RFP and/or Performance and Payment Bond.

A RFP/Performance and Payment Bond is not required for this project.

Section II. Scope of Services and Technical Requirements.

Proposals shall be received only from **Software Manufacturers or Developers**. The County reserves the right to require a proposer to demonstrate compatibility of software with existing ATMS network.

A. Summary of Services and Technical Requirements

1. System Software Overview:

The system shall be a Commercially-available Off-the-Shelf (COTS), National Transportation Communication for ITS Protocol (NTCIP) compliant, Advanced Transportation Management System (ATMS) software application.

The software shall provide, as a base, an intersection control and traffic management software platform, from

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which additional ITS applications can be integrated.

All additional ITS features and functionalities shall be modular and integrated seamlessly into a single user interface.

The system shall utilize the following Microsoft® products for each aspect of the system:

- i. Core Database: SQL 2008
- ii. Server OS: Server 2003 or newer
- iii. Workstation OS: XP, Vista or Windows 7 Professional
- iv. Laptop OS: XP, Vista or Windows 7 Professional

2. System Software Standards:

NTCIP 1201 and 1202 communications protocol standard shall be implemented in such a manner that the system can adapt to changes in technology and increase functionality over time with minimal impact on individual system components. The system developer and the controller manufacture shall verify that the system and controller firmware are NTCIP compliant and compatible.

The primary communications standards shall be NTCIP 1202 and 1202 based for communicating from Center-to-Field (C2F) and the developer shall document the standards to which the systems level of conformity of each standard is developed.

3. System Software Architecture:

The system shall use client/server architecture and distributed processing to achieve a flexible and scalable design.

System Modularity shall provide the user the capability to add or modify functionality with little or no impact on currently installed modules or functionality.

4. Software Updates:

The central software shall incorporate a means for client workstations to be automatically updated with new versions that are installed on the server. Upon attempting to login to the server, the client shall determine if a newer version is available at the server installation. If not, the client shall complete the login normally. If there is a newer version the user shall be given the option to have it automatically downloaded, installed, and run with no additional action required by the user.

5. System Device Integration:

Any device shall be added or deleted from the system without the use or requirement of .ini or editable text files.

Devices shall be added or deleted from the system by right-clicking on the main map display or entity tree and selecting the proper menu item.

Properties of one device shall be able to be copied to other devices of like make and model in the entity tree. Not all properties of every device shall be required to be transferrable.

When adding a device, a dialog box shall be used to enter all the required and optional parameters to allow the device to be integrated into the system and all displays.

Each device shall be configured to communicate through a communications server and allowed to be on-line or off-line to reduce failures and alerts for devices not currently connected to the system.

B. System Functions

1. Center-to-Field Communications

The system shall communicate to the field devices using Ethernet communications, using the County's ATMS

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Local Area Network (LAN) and fiber-optic cabling.

The system shall communicate with field devices using NTCIP protocols, or established proprietary protocols.

The system shall be capable of controlling, receiving status and data from, uploading and downloading field data, and applicable control parameters to and from each device.

The system shall maintain a copy of each field device's database of applicable operational parameters.

2. Database Administration, Security, and System Access

The system shall provide, at the top level, the ability to manage the ATMS and all device databases to monitor and control all field devices from one central location and optional remote facilities.

Each system client workstation or laptop shall require a username and password for any user. The username and password shall be required to be entered for each new system session.

The system shall allow for user and group privileges to be defined and assigned by the Administrator.

Operating privileges should be available for the following:

- i. System Administrator Configuration – full access to all system functions
- ii. Inter-jurisdictional control – full access, partial access, read-only access to other agencies field devices, status, and logs.
- iii. User Profile Configuration – full access or read-only access to functions below (at a minimum), regardless of device type:
 - Device configuration – adding, editing, deleting devices, and properties
 - Device control – sending commands and instructions to devices
 - Database configuration – access to modifying or editing segments (all or portions) of existing device databases
 - Database maintenance – backup, restore, archiving, etc
 - Database report creation and generation – includes standard and custom reports
 - Map display characteristics– base map controls and intersection display editing
 - GUI settings and editing – modifying desktop settings
 - Communications configurations – modifying communications to the field

3. Database Management

Traffic Signal Controller Database

Database management shall allow programming of the intersection controller databases.

Each device shall have separate database programming pages. These pages shall contain all the programming options unique to each device.

Programming entries shall primarily consist of numerical or text values, YES/NO or ON/OFF entries, or appropriate values for each type of device. Check boxes shall be used for flags as appropriate. Hexadecimal or binary code shall not be used as entry values unless the data is represented in a similar encoded form on the controller's front panel display.

During program entry, the new data shall overwrite the old data. If the data entered is out of range, changes shall not be permitted and an error message shall alert the user.

When a user is editing data for a specific device, that database shall be "locked" and unavailable for edit by other users.

Standard industry accepted traffic engineering terminology shall be used throughout the programming displays.

Mnemonic usage shall be minimized and limited to recognized traffic engineering terms.

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4. Database Upload/Download

Upload/download shall transfer the programmable database from/to the selected device.

All upload/download data shall be verified for integrity using Cyclical Redundancy Check (CRC) techniques.

Following an upload, it shall be possible to compare the controller configuration to the database on file.

The system shall provide the ability for users to schedule a database comparison. Based on operator command or Time-of-Day/Day-of-Week (TOD/DOW) schedule, the system shall automatically upload databases from devices and compare to database versions stored in the central database. The results of this comparison shall be available in a device comparison log. The log shall contain the following information on a per controller basis:

Device number

Status (upload failed, databases differ, databases match, no upload present)

Date and time of last database comparison

It shall be possible to switch between the uploaded data and the central data with a simple menu selection. The differences shall be highlighted on the uploaded data.

It shall be possible to revert a controller database configuration to any previously saved version for that location.

The system's device database management shall provide an operator menu selection interface that is similar to the controller's menu selections.

When the operator of the ATMS selects either an upload or a download of a field device database, it shall be possible for the operator to select only the segments of the database to upload or download provided the field device can accept data transfer in this manner.

5. Maintenance and Malfunction Notification

At a minimum, the system shall be capable of automatically sending alphanumeric messages (SMS – text messaging) to cellular telephones and email addresses upon detecting problems with the system or from any device.

Malfunctions notifications shall also appear as a pop-up alarm, or similar notification, on each workstation logged into the system, provided a user has been configured to receive pop-up alarms, and that user is logged onto the system.

Malfunction notifications shall consist of at least three (3), user configurable, priority levels, to include “informational” (low priority), “warning” (medium priority) and “critical” (high priority) alerts.

Acknowledgements of incoming malfunction alarms shall be required for all medium and high priority on-screen notifications. Low priority alarm notifications shall not require acknowledgements.

Malfunction alerts shall be sent via text (SMS) or email notifications and shall be configurable by TOD/DOW, allowing recipients to be selected based upon severity or priority of event and to issue text/email messages sent to multiple devices or addresses.

Notifications shall allow a confirmation to assure that the malfunction has been acknowledged.

If no acknowledgement is received upon expiration of a user programmable time-out period, subsequent notifications shall be configurable to be sent (or escalated) to alternate devices.

The system shall log all malfunction notifications, retries, and acknowledgements with time and date stamps. The first acknowledgement shall be recorded; all others shall be ignored.

6. System Analysis and Engineering Tools

The system shall include engineering and analysis tools, providing users the ability to comparatively evaluate current system and field operation, historical operation, or proposed changes to operation. These tools shall include, but not limited to:

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- i. Interface to third party traffic plan optimization software
- ii. Time-space diagrams
- iii. Split monitor displays
- iv. Traffic system and operational analysis reports

C. System Graphical User Interface

1. General Display Features

The main application window shall be divided into multiple rectangular areas or “windows”. It shall be possible to drag and drop most status windows into one of these window areas.

- i. Upon being dropped or docked in a window, the window shall automatically resize to fill the area and be contained or docked within that area.
- ii. It shall be possible to click on the title bar of a window that has been contained and drag it out of the window where it will become a free floating window.
- iii. It shall also be possible to float or to un-dock windows by clicking a button in the window’s title bar.
- iv. It shall be possible to drop multiple windows into any window area. When this occurs, the window area shall present a tabbed layout for the window with a tab for each contained window such that clicking on a tab will bring the associated window into view in the window.

It shall be possible to open multiple application windows, each of which shall include window areas as previously described for the main application window.

It shall be possible for the user to select different arrangements or numbers of window areas in the main application windows.

It shall be possible to change the size of window areas by clicking and dragging the border between window areas.

A user’s display shall be restored to its last known state when the user logs into the system and opens a preference set.

The restoration of a user’s last known display configuration shall be independent of the most recent workstation used by the user.

The system shall automatically save a user’s screen configuration upon logging out and allow the user to login later on and resume with the same configuration of maps and other tools, even when logging into a different workstation.

2. Main Map Display

The system shall incorporate an agency-wide map as the major portion of the main graphics display.

- i. The main map shall be displayed in any or all of the available “windows” simultaneously.
- ii. Each event of the map display shall be configured independently, to be utilized as individual sub-area displays.
- iii. The map displays shall have pan and zoom capabilities.
- iv. Zoom level ranges shall be configurable.
- v. At each zoom level range, the display of different dynamic status and real-time status data shall be configured.

The system shall update the status of all devices on all map display at least once per second, with no more than four seconds latency, once data is retrieved from a field device.

Changing the source for the base map shall not require a reinstallation of software and without restarting the application server or the client workstation software.

3. Scheduler

A means shall be provided by which a user can schedule events and functions to be implemented or terminated by Time-of-Day (TOD)/ Day of the Week (DOW), and shall include means by which the events can be called with the following frequencies:

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- Daily
- Weekly
- Annually
- Seasonally
- Holidays
- Special – an event for any situation not described above (IE. sporting events, concerts, etc.)
- One-Time Event – provide the ability to run an event once and only once.

The scheduler shall provide a means by which alerts can be configured to be delivered to different individuals via email or text (SMS) messages by TOD/DOW.

4. Manual Commands

Manual commands shall offer the same functionality for initiating or terminating events and functionality as the Scheduler, but with the following exceptions:

- i. Manual commands shall override any normally scheduled event.
- ii. Manual commands shall be implemented using the following modes:
 - Immediate and full manual
 - Immediate with limited duration
 - Scheduled with limited duration

5. Additional Displays

The system shall allow additional displays, each of which can be opened or closed at any time, and float or be docked into a window. The system shall include the following displays, at a minimum:

Entity Tree

- i. All devices configured in the system shall be displayable on an “entity tree”.
- ii. The entity tree shall allow the user to sort and filter by device type, allowing the user to easily locate any device.
- iii. The user shall be able to add any device to the entity tree by right-clicking in the window and selecting the appropriate device type to add.
- iv. The device shall then be added to the main map by clicking on the device in the entity tree and dragging and dropping the device onto the main map display. The device does not have to be placed on the main map to be useable.
- v. The Entity Tree shall list all the installed devices on the system, and shall be common across all workstations.

The current status of devices shall be displayable in real time.

Alerts

- i. The system shall provide an alert indicator which is always visible on the main window, providing real-time details on the number of open alerts and the criticality of each alert.
- ii. The system shall provide an alerts window, displaying all alerts from the system or field devices, along with specific details including alert aging.
- iii. This display shall be updated in real time with the event details, along with a time and date stamp and any acknowledgement information.
- iv. Alerts shall provide three levels of user-definable criticality:
 - Critical (highest level)
 - Warning (medium level)
 - Information (lowest level)
- v. The alert window shall provide a means by which users can acknowledge, un-acknowledge, and close individual critical and warning alerts.
- vi. All acknowledgements, un-acknowledgements, and closures shall be time and date stamped with the user's credentials upon change of status.

Intersection Display

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- i. The system shall provide a display where intersection timings, phase details, and ring information is presented in graphical form.
- ii. Any intersection display shall easily be accessed by selecting the device on the main map or device tree and double-clicking over the selection. The intersection display shall then float over the windows or be attached to a window by dropping it into the window of the user's choice.
- iii. The intersection display, when floating, shall be able to be stretched to any size for better visibility, and all components of the display shall resize accordingly without pixilation (shall employ vector drawing).
- iv. Phase indication arrows shall be programmable for up to 16 phases, including protected/permissive movements and overlaps.
- v. Protected/permissive indications shall be configured as one of the following: MUTCD flashing left turn yellow arrow, 5 section left prot/perm left turn.
- vi. All intersection-level graphics shall be placed on a zoomed-in portion of the main map or graphical image of the intersection by selecting the graphic from a menu and dropping it on the intersection.
- vii. All intersection-level graphics shall be associated with a phase, overlap, or function (preemption, status, alarms, etc.), and shall change color or appearance upon change of status at the intersection.
- viii. Intersection graphics configurations shall be transferrable from one intersection to another.
- ix. Animations of some display components shall be provided for better visibility, recognition, and attention.
- x. Users shall be able to place a remote vehicle and/or pedestrian call to any enabled phase through controls placed on the Intersection Display Window.

6. Device Grouping

All devices shall be added and configured within a common Entity Tree. Any device shall be allowed to be assigned as a stand-alone entity, not associated with any other entity or device, System, Section, Subsection or Group.

Any device in the Device Tree, shall be assigned to one of the following static groups:

- i. System – associated with an agency or jurisdiction. System events shall have the lowest priority control over all other scheduled events.
- ii. Section – associated with a portion of a system. Section events shall have higher priority than System Events, but lower priority than events scheduled on Subsections.
- iii. Subsection – associated with a portion of a Section. Sub-section events have higher priority than events scheduled on Sections, but lower priority than those scheduled for flexible Grouped intersections.

Any device in the Device Tree shall also be included into one or more flexible groupings. These Groups shall allow users to associate entities with common requirements for TOD scheduling, action plan control or manual command operation, and placed into their own unique grouping. Group commands override System, Section or Subsection events. Events scheduled on Groups have higher priority than all the groupings in the section above, but lower priority than a Stand-alone device.

Devices shall also be capable of being added to the entity tree as a Stand-alone device, not associated with any Static or Flexible Grouping. Scheduled events to these devices have highest priority of all, over all other scheduled events.

Devices, Systems, Sections, Subsections and Groups shall also be capable of being dynamically grouped by TOD schedule or by manual commands. Any static group, flexible group, device, or combination thereof shall be configured into a single scheduled event, action plan, or manual command and operate as a single entity.

Manual commands shall follow the same prioritization as above for scheduled events with respect to grouping, but they shall override any currently scheduled event for the devices being commanded.

D. Intersection Control Functions

1. Intersection Controller Access

Access to the intersection controllers shall be controlled by privileges associated with system user logon IDs.

Any field located intersection controllers, connected to the system shall be capable of being represented by objects on the system map.

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The system shall provide database management with full upload, download and control to Econolite ASC/3 controllers.

2. Intersection Status and Operational Details

At a minimum, at all zoom levels the agency-wide map display shall dynamically identify the following status for each traffic signal, in real or near-real time:

- i. Free Operation
- ii. Coordinated Operation
- iii. Transitioning between Free and Coordinated or from one Coordination pattern to another
- iv. Flash
- v. Preemption
- vi. Transit Signal Priority (TSP) Service
- vii. Loss of Communications

When zooming in, the main map shall automatically provide a greater level of detailed information, at user-set and configured zoom levels, including, but not limited to:

- i. Signal colors or overlaps (green, yellow, red)
- ii. Active Coordination pattern (if in Coordination Operation)
- iii. Active Preemption plan (in Preemption only)
- iv. Signal colors for all pedestrian phases in use
- v. Graphical representation of demand on vehicle phases and pedestrian phases
- vi. Graphical representation of active special function outputs
- vii. Detailed timing and controller information to include (when zoomed to intersection level):
 - Coordination Status
 - Programmed and actual cycle length
 - Programmed and actual offset
 - Programmed and actual phase timings
 - Alarm status
 - Overlap timings and status
 - Phase Next

3. Intersection Control Modes

Traffic-Responsive (TR) - A controller shall be considered to be in the TR mode when it is operating on-line under central supervision and responding to system commands for plan selection based on the traffic-responsive algorithm.

Time-of-Day (TOD) - A controller shall be considered to be in the TOD mode when the controller is operating in a pre-determined timing plan based on a TOD schedule stored in the central database.

Manual - A controller shall be operating under the MAN mode when it is responding to system commands for plan selection issued from central control using manual override. From the perspective of the controller, this mode shall be identical to TR or TOD.

Failed - A controller shall be deemed "Failed" when the controller fails one or more monitoring checks. Once failed, a controller shall be in the failed mode until the problem has been corrected and the failure state has been cleared by periodic system retry commands.

Local - A controller shall be in the LOCAL mode when the local intersection controller makes the plan selection decision. The central system can command a local intersection to run in LOCAL mode, or LOCAL mode may result from manual command at the intersection. Communication of detector data and other status information shall continue even when in LOCAL mode.

Flash - Flash mode status shall be logged for each entry or exit from flash. The system shall have the be capable of detecting and reporting Central Flash, Cabinet Flash and Conflict or MMU Flash events provided the controller is able to discriminate between them and report its mode.

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E. System Analysis and Engineering Tools

1. Time/Space Diagrams

The system shall allow the operator to display time-space diagrams. At a minimum, the operator shall be able perform the following:

- i. Display time-space diagrams for both programmed and real-time coordination timings.
- ii. Display sloping progression bands for each direction of travel on the same diagram.
- iii. Dynamically adjust programmed (not real-time) offsets by “clicking” on an intersection’s time bars and “dragging” the bars in either direction.
- iv. The System shall be able to save offset adjustments to the database and download them to the controller.
- v. Display the current offset as a numeric value next to each intersection.
- vi. Select the phases and/or overlaps for progression phases.

2. Split Monitor

The system shall include a real-time split monitor that provides, at a minimum, the following functionality:

- i. It shall be possible to present the operator with an analysis of the splits of an intersection per phase
- ii. The system user shall be able to view and process both programmed and actual real-time data.
- iii. Programmed timing data for each phase shall be obtained from the current database of controller timings stored in the central system.
- iv. Actual real-time data for each phase shall be obtained by monitoring the controller status on a second-by-second basis.
- v. Number of cycles analyzed shall be displayed.
- vi. It shall be possible to select the period for which the data shall be displayed by start and stop time and date, day of week, the last occurrence of a plan, or the last X minutes (where X is defined by the operator).
- vii. Actual splits shall be grouped together in “bins” and histograms used to graphically show the distribution of timings over the data collection period.

3. System and Operational Reports

The system shall provide a list of reports, providing information compiled from data retrieved from the system and any field device capable of logging data. These reports shall include, but not be limited to the following:

- Alerts Log Report
- Detector VOS Data
- Device Communications Configuration Report
- Scheduler Report
- Signal Changes Report
- Signal Detector Events Report
- Split Monitor Report
- System Events Report
- Upload and Compare Report
- Detector VOS Reports
 - o Daily
 - o Hourly
 - o Multi-date / Hourly
 - o Multi-date / Daily

The system shall allow users to modify report filtering and display criteria for any standard report supplied with the ATMS. Users shall be able to save report parameters to named reports for later use and for scheduled report generation.

Section III. General Instructions for Proposal Preparation and Delivery.

A. Requesting the Solicitation Document.

The RFP documents are available on-line at no charge via the Osceola County VendorLink site:

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Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

<https://vendorlink.osceola.org>. **Register as a vendor to download the solicitation documents.** Solicitations may also be viewed and downloaded via the Onvia DemandStar System. Both systems are accessible via links located on the Procurement Services section page of www.osceola.org. Osceola County is not responsible for errors and omissions occurring in the transmission or downloading of any documents from these websites. In the event of any discrepancy between information on these websites and the hardcopy specifications, the terms of the hardcopy specifications shall prevail. For more information call the Procurement Services Office at (407) 742-0900. **Important:** The desire of Osceola County to pursue proposals shall in no way obligate the County to compensate you for your efforts or to execute a contract with your firm.

B. On-Line Service Provider Disclaimer.

Onvia through its DemandStar System has no affiliation with Osceola County other than as a service that facilitates communication between the County and its vendors. Onvia through its DemandStar System is an independent entity and is not an agent or representative of the County. Communications to Onvia or through its DemandStar System do not constitute communications to the County.

C. Solicitation Documents from Third Party Providers.

The Osceola County Procurement Services Office, its VendorLink site and its service provider Onvia through the DemandStar System are the only authorized sources of solicitation documents/forms. Solicitation documents/forms obtained from any other third party source may be an incomplete set of documents. Proposers using solicitation documents/forms obtained from any other third party source are advised to contact the Osceola County Procurement Services Office to provide a contact name, mailing address, phone number, fax number, and email address to obtain a complete set of solicitation documents and to enable notification of required addenda. Reproduction of these documents without the express permission of Osceola County is prohibited.

D. Pre-Proposal Conference.

There will be no pre-proposal conference for this project.

IMPORTANT NOTE: It is imperative that all proposers have a clear understanding of the scope of services requirements. As such, the County reserves the right to **schedule a pre-proposal conference if determined necessary in the County's sole discretion.** Therefore, in the event a mandatory pre-proposal conference is required and/or subsequently scheduled, attendance will be a pre-requisite for submitting a proposal; and proposals will only be accepted from those who are represented at a mandatory pre-proposal conference. Attendance at the pre-proposal conference will be evidenced by the proposer's/representative's signature on the attendance roster. In the event of a mandatory pre-proposal conference, the time, date, and location of the meeting will be noted in the released Addendum notifying such requirement. Please plan your travel time accordingly.

E. Interpretation and Questions.

All questions relating to this RFP document must be in writing and hand-delivered or delivered electronically through email or fax to the designated Procurement Services Office Representative **no later than Friday, July 13, 2012 at 5:00 P. M. Local Time.** Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the Procurement Services Office Representative. Any oral communications will not be authoritative and will not be binding on the County. It is the sole responsibility of the proposer to contact the Procurement Services Office prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with each proposal. Addenda will be available to all proposers on the Osceola County VendorLink site: <https://vendorlink.osceola.org> and via the Onvia DemandStar System; accessible via the link located on the Procurement Services section page of www.osceola.org.

F. Preparation and Format.

Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. Emphasis should concentrate on conformance to the RFP instructions, responsiveness to the requirements, as well as completeness and clarity of content.

G. Page Limitation.

There is not page limitation.

H. Completeness.

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Proposals shall contain the information as required in this solicitation. Failure to submit all information as requested may result in a lowered evaluation score of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the County. The following list details the appropriate proposal format:

1. Selection dividers with tabs labeled. **Tab "A" through Tab "F"**, to identify each required criteria in Section V;
2. All attachments shall be placed under the appropriate tab for that sub-section.
3. Currently valid Certificates of Insurance; and Local Business Tax Receipt (formerly known as Occupational License) shall be placed under Tab "A" of your proposal.

I. Execution.

Proposals must be **signed** by an **authorized** representative or contracting agent of the firm.

J. Proposal Reproduction.

Please submit four **(4) copies of the proposal package**, one (1) unbound original and three **(3)** bound copies. The submittal **MUST** also include a single CD-ROM or memory stick containing the entire submittal formatted to be read with Microsoft® software products or Adobe® PDF software.

K. Proposal Submittal and Delivery.

Sealed proposals must be received and date stamped in the Osceola County Procurement Services Office by the **Tuesday, July 31, 2012 at 2:00PM local time deadline.** Proposals received after the stated date and time will not be accepted and will be returned unopened. **No exceptions will be made.** Proposals shall be submitted and delivered to the below address in a sealed, opaque envelope or packaging material, plainly marked on the outside with the following:

Osceola County Procurement Services Office
1 Courthouse Square, Suite 2300
Kissimmee, Florida 34741
RE: Solicitation **RFP-12-03016-RJ**
Solicitation Title: **ATMS Software**
Date and time proposal is due.

Attention: **Rebecca Jones, Procurement Supervisor**

For your convenience, Attachment "H" has been provided to properly identify and affix to your RFP response.

L. Improper Identification and Timeliness.

The County is not responsible for the failure of a proposer or the proposer's agent to submit responses in a timely manner or for a proposal that is not properly addressed or identified. Proposal delivery by electronic means, such as facsimile and e-mail, is not allowed.

M. Public Opening of Proposals.

Proposals will be announced publicly in the Procurement Services Office on the above appointed date and time or as soon thereafter as possible. Only the names of the respondents will be announced. All other information will be subject to Florida's Open Government Laws to Public Contracting.

N. Withdrawal of Proposals.

Proposals may not be withdrawn for a period of **one hundred eighty days (180)** days after the public opening date.

O. Ownership of Documents.

All documents resulting from this RFP solicitation shall become the sole property of Osceola County.

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Section IV. Proposal Schedule.

Tentative Schedule	
Task	Date
RFP Released to General Public	July 2, 2012
RFP Pre-Proposal Meeting (if applicable)	NONE
Deadline for Questions by Interested Parties	Friday, July 13, 2012
Proposal Due Date and Opening	Tuesday, July 31, 2012
Evaluation and Selection	August 2012
Presentations, if required	August 2012
Board of County Commissioners or County Manager's Approval of Contracts	September 2012

Section V. Proposal Response, Criteria, and Evaluation Point Values.

Evaluation Criteria	
Category	Points
A. Firm Qualifications and Experience	25
B. Similar Projects	30
C. Project Approach	20
D. Price Proposal / Fee Schedule (Attachment F)	25
E. Additional Information	0
Total Points	100

A. Firm Qualifications and Experience – Tab “A” (25 Points).

- Letter of Transmittal.** Provide a letter of transmittal, no longer than two (2) pages, signed by an authorized representative of the proposer, including a brief description of your firm's location, organization structure, and philosophy.
- Individuals and Qualifications.** Identify and include qualifications of specific individuals to be assigned to the project (include names, contact information, and resumes) and specify which services the individuals will provide to Osceola County.
- Sub-Contractors.** List any sub-contractors that may be used to accomplish this service.
- Litigation.** Please list any past and/or pending litigation or disputes relating to the work described herein that your firm has been involved in within the last five (5) years. The list shall include each project name and the nature of the litigation.
- Financial Information.** Provide an official letter from the proposer's financial institution detailing the financial status of the proposer. The letter shall include a contact name, address, phone number, and fax number. The failure to produce financial requirements may be grounds for disqualification of your offer.
- Insurance Certificates.** Provide copy of your current liability and workers' compensation Certificates of Insurance. The successful offeror will be required to provide Certificate(s) of Insurance evidencing coverage as required in Attachment “B” within five (5) business days of the notification of intent to award. **Note:** Policies other than Workers' Compensation shall be issued only by companies authorized to conduct business

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in the State of Florida, with active certificates of authority issued by the State of Florida, Department of Insurance.

7. **Public Entity Crimes.** Proposers must complete the Public Entity Crimes Statement (Attachment "C") and have it notarized.
8. **Conflict of Interest.** Proposers must provide disclosure of any potential conflict of interest due to any other clients, contracts, or property interests for this project only. Complete the Conflict of Interest Statement (Attachment "D") and have it notarized certifying that no member of your firm ownership, management, or staff has a vested interest in any aspect of this solicitation or any department within the Osceola County Government.
9. **Local Business Tax Receipt (formerly Occupational License):** Provide a copy of your Local Business Tax Receipt. Osceola County requires a Local Business Tax Receipt (formerly Occupational License) be held by all its contractors. Please contact the Tax Collector/Local Business Tax Receipt Office directly for information concerning this requirement at (407) 742-4000. In accordance with section 205.065, Florida Statutes, a current Department of Professional Regulation certificate may be provided in lieu of an Osceola Local Business Tax Receipt, with a copy of the corresponding Occupational License of the home state, county, or city.

B. Similar Projects – Tab "B" (30 Points).

To demonstrate experience and success in conducting similar work, the proposer shall provide a minimum of three (3) references of similar size projects in similar circumstances with appropriate reference information, concentrating only on those projects completed within the last two (2) years or currently underway by the proposer's firm, as follows:

1. Client name, address, phone, fax number and email address;
2. Description of all services provided;
3. Performance period; and,
4. Total amount of contract.

Describe any significant or unique awards received or accomplishments made in previous, similar projects.

NOTE: Please do not include projects completed or currently underway with Osceola County Government.

C. Project Approach – Tab "C" (20 Points).

1. State your firm's technical approach to the project and the interpretation of the scope of services required.
2. Define the adequacy of resources, including personnel, labor, equipment and supply resources, and other requirements to provide the requested services.
3. Provide a clear statement of the specific services and tasks to be performed. Include information concerning each task and staff committed to accomplish each task.
4. Provide an implementation schedule for proposed services including any management and planning strategies.
5. Provide information regarding any proposed innovative concepts that may enhance the value and quality of the services to be performed.

D. Fee Schedule – Tab "D" (25 Points).

The Price Proposal and Acceptance of Proposal Terms and Conditions Certification, Attachment "F", shall be completed and included in Tab D. An authorized signatory must sign **the price proposal** attesting to knowledge of scope of services, committing to the prices as offered, and acceptance of the terms and conditions. This form must be notarized. As stewards of public funds, the County maintains all adopted budgetary parameters in the performance of its contracts. The ability of the successful proposer to maintain a sense of fiscal responsibility shall be favorably considered in the evaluation of proposals.

E. Additional Information – Tab "F" (No Assigned Points).

Proposers may include a section for appendixes including promotional material or supporting documentation not otherwise requested herein. Please clearly designate this section in your response. This will be for informational purposes only.

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Section VI. Evaluation Process.

A. Determining Responsibility.

In conjunction with the weighted criteria being used to determine the capability of the proposal, the County may also consider the proposer's ability to meet or exceed the following criteria:

1. The proposer's ability, capacity, and skill to perform the contract or provide the service within the time specified;
2. The quality of performance of previous contracts or services including previous performance with the County;
3. Previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
4. Financial resources of the proposer to perform the contract or provide the service; and,
5. Whether the proposer is in arrears to the County on a debt or a contract; whether the proposer is in default on surety to the County; or whether the proposer's taxes are delinquent.

B. Evaluation Committee.

The Evaluation Committee (EC) is comprised of qualified and recommended Osceola County staff members, professional County advisors, or local government staff or officials which are appointed by the County Manager or Designee in coordination with the requesting department. The EC shall consist of members who have experience, knowledge and/or expertise in the program area and service requirements of the solicitation. The Procurement Services Office Representative shall be the non-voting chair of the committee.

C. Initial Evaluation of Proposals.

The Procurement Services Office Representative shall perform the initial review of all proposals submitted for initial qualifications certification. This process includes, but is not limited to the following:

1. The proposal was submitted by the deadline;
2. All required documents have been submitted;
3. All documents requiring an original signature have been signed and submitted; and,
4. Verification through the professional regulatory agency to ensure proper professional licenses or credentials, as required.

A checklist of the essential items required by the solicitation shall be prepared by the Procurement Services Office Representative and presented to the EC for consideration and action. The County, at its sole discretion, may utilize the services of one or more independent firms, consultants, technical experts, and/or services to assist in the review or to provide an assessment, evaluation, and/or opinion as to the merits or validity of the proposer's response to this RFP.

D. Presentations or Interviews.

The County may request that proposers provide presentations to the EC, County Manager, and/or Board of County Commissioners; and/or conduct interviews with the selected proposers regarding the qualifications, ability to furnish the required services, and all criteria set forth herein. The Procurement Services Office will notify all proposers of the County's decision to request presentations and/or interviews, as applicable. Pursuant to Florida Statute Chapter 286, any portions of a meeting, at which a vendor makes an oral presentation, or answers questions as part of a competitive solicitation, are exempt from Florida Statute 286.011 and Statute 24(b), Article I of the State Constitution.

E. Best and Final Offer and Negotiations.

The County may request that the respondents provide a Best and Final Offer submittal before final determination for recommendation of contract award. The contract negotiation team will include, at a minimum, a member from the Procurement Services Office and a member from the end use department. The County reserves the right to negotiate any and all elements of a contract resulting from this request for proposal. Pursuant to Florida Statute Chapter 286, any portion of a meeting, at which negotiation strategies are discussed, or negotiations with a vendor is conducted, are exempt from Florida Statute 286.011 and Statute 24(b), Article I of the State Constitution.

F. Right to Cancel or Reject.

A solicitation may be canceled, or any or all submittals in response to a solicitation issued by the County may be rejected, in whole or in part, without recourse, when it is in the best interest of the County in accordance with the Administrative Code, Chapter 3. The County reserves the right to accept or reject any or all proposals, or any part thereof, with or without cause, without recourse, to waive technicalities or irregularities, and to accept or reject

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proposals which, in its judgment, best serve the interest of the County. The County also reserves the right to reject the proposal from a proposer who has previously failed to perform properly, or complete on time contracts of a similar nature, or who investigation shows is not in a position to perform the contract. The cost of submittal of this proposal is considered an operational cost of the proposer and shall not be passed on to or be borne by the County.

G. EC Tabulation

The tabulation of the EC evaluation will be posted via the Osceola County VendorLink site: <https://vendorlink.osceola.org>. Tabulation of proposal selections may also be viewed via the Onvia DemandStar System; accessible via the link located on the Procurement Services section page of www.osceola.org. Interested proposers may also call the Osceola County Procurement Services Office for results.

H. Protests.

Any proposer or respondent, who is not the awarded Contractor, but is aggrieved in connection with the award of a Contract, may file a Notice of Protest, in writing, with the Procurement Services Office, within seventy-two (72) hours after Board or County Manager approval in accordance with the Osceola County Administrative Code, Section V. The decision of the Board of County Commissioners is final.

I. Award of Contract.

1. The County Manager, or designee, shall review the fees and rates of compensation for reasonableness prior to execution of contract or submittal of a recommendation of contract or agreement to the Board. The County Attorney's Office may review all contract documents. Other experts may be consulted to assist in this process.
2. The Procurement Services Office and the requesting Department will prepare the required award documents and make recommendations for approval to the Board of County Commissioners or County Manager. Upon award, the Chairman/Vice Chairman or County Manager, as applicable, will execute the agreement. The Board of County Commissioners retains full discretion to award or reject a contract, or authorize expenditures in the best interest of the County.
3. Non-Exclusive Contract: Award of this project shall impose no obligation on the County to utilize the successful proposer for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest.
4. Ownership and Rights in Data: Any work, product or deliverable report provided to the County as a result of work performed while under contract shall be considered the property of the County and may be used in any fashion the County deems appropriate. The County shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by the successful proposer pursuant to the terms of the awarded contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of the awarded contract.

Section VII. General Terms and Conditions.

A. Fund Availability.

Any contract resulting from this solicitation is deemed effective only to the extent that funds are available. Osceola County abides by the provisions set forth in Florida Statutes relative to the appropriation of funds.

B. Prompt Payment Act.

Payments will be made pursuant to section 218.70, Florida Statutes, Florida's Prompt Payment Act.

C. Local Business Tax Receipt (formerly Occupational License).

Osceola County requires a Local Business Tax Receipt (formerly Occupational License) be held by all its contractors. Please contact the Tax Collector/Local Business Tax Receipt Office directly for information concerning this requirement at (407) 742-4000.

D. Permits, Licenses, or Fees.

Any permits, licenses, or fees required will be the responsibility of the proposer. The County will not entertain separate payment for these items.

E. Taxes.

Osceola County is tax exempt. As such, the County does not pay State of Florida Sales Tax or Federal Excise

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Tax. The County's State Sales Tax exemption number is 85-80131321398C-5 and the Federal Exemption Identification Number is 59-6000780.

F. Governing Laws and Venue.

Any contractual arrangement between Osceola County and the proposer shall be consistent with, and be governed by, the ordinances of Osceola County, the laws of the State of Florida, both procedural and substantive, and applicable federal statutes, rules, and regulations. Any and all litigation arising under any contractual arrangement shall be brought in the appropriate court in Osceola County, Florida.

G. Conflict of Interest.

All proposers must disclose, with their proposal, the name of any officer, director, or agent who is also an officer or employee of Osceola County. Furthermore, all proposers must disclose the name of any Osceola County officer or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the proposer's firm or any of its branches, subsidiaries, or partnerships. Failure to disclose in this manner will result in the disqualification of the proposer or the cancellation of work. It is the sole responsibility of the proposer to ensure compliance with the County Administrative Code, Chapter 3, Section 3.9, Conflict of Interest. Please complete and submit Attachment "D" with your proposal response. The County may seek damages for the recoupment of losses in having to re-solicit or re-assign this project.

H. Additional Terms and Conditions.

No additional terms and conditions included within the proposal response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the proposer's authorized signature affixed to the proposal signature section attests to this.

I. Liability.

The successful proposer shall act as an independent contractor and not as an employee of Osceola County. The successful proposer will be required to indemnify, defend, and hold and save harmless Osceola County, its officers, agents, and employees, from damages arising from the performance of, or the failure to perform, any task or duty required to be performed by the successful proposer.

J. Indemnification.

1. General Liability: The successful proposer will agree to be liable for any and all damages, losses, and expenses incurred to the County, caused by the acts and/or omissions of the successful proposer, or any of its employees, agents, sub-contractors, representatives, or the like. The successful proposer will agree to indemnify, defend and hold the County harmless for any and all claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the successful proposer, or any of its employees, agents, sub-contractors, representatives or the like.
2. Patent or Copyright: The successful proposer shall indemnify and hold harmless, and defend the County and the Board of County Commissioners, their agents and employees, and anyone directly or indirectly employed by either of them, from and against all liabilities, damages, claims, demands or actions at law or in equity, including court costs and attorney's fees that may hereafter at any time be made or be brought by anyone arising out of any infringement of patent rights or copyrights held by others or for the disclosure or improper utilization of any trade secrets by the successful proposer during or after completion of this project. These obligations shall survive acceptance of any goods, services and/or performance payment therefore by the County.

K. Insurance Requirement.

1. Include a copy of your current liability insurance, workman's compensation insurance certificate, and a copy of your firm's Local Business Tax Receipt (Reference Section VII, letter C) with your proposal submittal.
2. The successful proposer(s) shall provide original certificates of Insurance, evidencing coverage as required in Attachment "B", to Osceola County Procurement Services within five (5) regular business days of the notification of the intent to award the Agreement. Certificates of Insurance shall provide a minimum of a thirty (30) day notice of cancellation to Osceola County and shall name Osceola County Board of County Commissioners as the Certificate Holder.

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3. All insurance certificates shall remain valid and in full force for the term of the Agreement. Failure to maintain binding insurance policies for awarded services will be grounds for termination of awarded Agreement.

L. Public Entity Crimes.

A person or affiliate who has been placed on the convicted contractor list, following a conviction for 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 of real property to any 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, Florida Statutes, in CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted contractor list. By completion and submittal of Attachment "C" and signature on this solicitation, the proposer certifies that it is qualified to do business with Osceola County in accordance with all Florida Statutes.

M. Acceptance of Goods/Services.

Receipt of goods/service shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the performance meets the specifications and/or all conditions. Should the delivered goods/services differ in any respect from the specifications, payment will be withheld pursuant to section 218.70, Florida Statutes, until such time as the successful proposer takes necessary corrective action. If the proposed corrective action is not acceptable to the County, the County may refuse final acceptance of the goods/services.

N. MWBE and SDVBE Programs.

The Osceola County Board of County Commissioners has established a Minority and Woman-owned Business Enterprise (MWBE) Program with a 25% participation goal. The purpose of this program is to promote and encourage the participation of MWBE as Contractor or Subcontractor on County awards.

The Osceola County Board of County Commissioner has established a Service Disabled Veteran's Business Enterprise (SDVBE) Program to address the economic disadvantage of service-disabled veterans. Whenever the County is considering two (2) or more bids, proposals, or responses to a solicitation for the procurement of goods, services and/or construction, which are equal with respect to price, quality and services where at least one (1) response is from a certified SDVBE, the County shall award the agreement to the SDVBE.

O. Drug-Free Workplace Preference.

Certification of an implemented drug-free workplace program must be included with the RFP response when submitted. If your firm has implemented a drug-free workplace program, please complete Attachment "E", Drug-Free Workplace Certification and include with your RFP response.

P. Audits and Records—Responsibilities of Successful Proposer.

Before or after an agreement is prepared and executed, the successful proposer may be required to disclose their financial condition in a specified manner. In addition, subsequent to an agreement being executed, the successful proposer must maintain financial records and reports relating to funds paid by any parties for work on the matters which are the subject of this RFP document, and submit reports to the County in the form and frequency requested. The successful proposer must maintain books, records, documents, and other evidence according to generally accepted accounting principles, procedures, and practices, which sufficiently and properly reflect all costs of any nature expended in the performance of the resulting contract, and retain said copies for a period of no less than three (3) years after termination of the project. The aforesaid records, books, documents, and other evidence shall be subject at all times to inspection, review, or audit by the County Commission Auditor or its designee. The successful proposer shall include these aforementioned audit and record keeping requirements in contracts and subcontracts thereto entered into by the successful proposer with any party for work required in the performance of this project.

Q. Additional Information.

The Osceola County Procurement Services Office reserves the right to request any additional information needed for clarification from any proposer for evaluation purposes.

R. Equal Opportunity.

Osceola County recognizes fair and open competition as a basic tenet of public procurement and encourages

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participation by minority and women owned business enterprises. All proposers are asked to make an affirmative statement as to its support of all applicable equal opportunity and affirmative action requirements. A copy of the County's Equal Employment Opportunity policy is available upon request.

S. Proposal Use by Other Agencies.

All proposers submitting a response to this RFP document agree that such response may also constitute a proposal to other governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this proposal. Each governmental agency desiring to accept this proposal, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this proposal. This agreement in no way restricts or interferes with the right of any governmental agency to competitively procure any or all items.

T. Lobbying; Lobbying Black-Out Period; Questions Regarding the RFP.

1. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the County Manager, any requesting or evaluating department/division personnel and/or any member of the evaluation committee concerning an active solicitation during the black-out period.
2. A lobbying black-out period commences upon the issuance of this solicitation and concludes upon the signing of the agreement. Proposers shall not contact any Board Member, the County Manager, and/or any requesting or evaluating Department/Office personnel during said black-out period concerning an active solicitation. All questions and procedural matters shall be directed to the Procurement Services Office. The Board of County Commissioners and/or the County Manager may disqualify any solicitation response where any Board Member, the County Manager, and/or County Personnel have been lobbied in violation of the black-out period.
3. Any questions relating to the interpretation of specifications or any aspect of the solicitation process shall be addressed to the Procurement Services Office Representative, in writing, at least ten (10) calendar days before the bid opening date or prior to the specific date and time specified in this solicitation for questions.
4. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

U. Office of Record.

The Osceola County Procurement Services Office shall be the official "office of record" for all information transactions and data disbursements associated with this solicitation. The Procurement Services Office may be reached Monday through Friday between 8:00 a.m. to 5:00 p.m. at 407-742-0900 (phone) or 407-742-0901 (fax).

V. Public Records.

Under chapter 119, Florida Statutes, all responses to this solicitation shall be considered public record subject to distribution pursuant to the request for records by any interested party.

W. Time of Performance.

The services described herein and on the attached shall be performed in a prompt and correct manner within the standards of good and ethical productivity as negotiated between the County and the successful proposer. All proposers are asked to provide the best estimate for compliance with the scope of work as established by the solicitation. All contract time lines will be based on the projected scope and the estimated time for performance.

X. Attachments and Exhibits.

All attachments and exhibits hereto are made a binding part of this solicitation by this reference.

Y. Cost of Submittal.

The proposer understands that any and all costs related to the submittal of a proposal is considered an operational cost of the Proposer and shall not be passed on to, or be borne by, the County.

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Z. Certification of Independent Price Determination.

By submission of a response, the Proposer certifies that in connection with this proposal: The prices in this proposal have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor.

AA. Responsibility of Proposer.

By submitting a proposal, the Proposer certifies that the Proposer has fully read and understands this RFP document and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.

BB. Employment Eligibility Verification (E-Verify): In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of an Agreement resulting from this solicitation is or will be funded using state or federal funds, the Bidder/Contractor must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the Bidder/Contractor must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the RECIPIENT is a state or local government, the Bidder/Contractor may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontract(s), such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>

CC. Sovereign Immunity: The County expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section, article or paragraph of this Solicitation to the contrary, nothing in this Solicitation shall be deemed as a waiver of sovereign immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of County for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Solicitation shall inure to the benefit of any third party for the purpose of allowing any claim against the County which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

DD. Public Emergencies. It is hereby made a part of this proposal that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God, Osceola County shall require a "First Priority" for goods and services. It is vital and imperative that the health, safety, and welfare of the citizens of Osceola County are protected from any emergency situation that threatens public health and safety as determined by the County. The Proposer agrees to rent/sell/lease all goods and services to the County or governmental entities on a "first priority" basis. The County expects to pay contractual prices for all products and/or services under the awarded Agreement in the event of a disaster, emergency, hurricane, tornado, flood, or other acts of God. Should the Proposer provide the County with products and/or services not under the awarded Agreement, the County expects to pay a fair and reasonable price for all products and/or services rendered or contracted in the event of a disaster, emergency, hurricane, tornado, flood, or other acts of God.

[This space intentionally left blank]

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Attachment "A"
Statement of "No Proposal Submittal"

If you do not intend to submit on this requirement, please complete and return this form prior to date shown for receipt of proposals to: Osceola County Procurement Services Office, 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741.

I/WE HAVE DECLINED TO PROPOSE TO **RFP-12-03016-RJ**, titled "ATMS Software" for the following reason(s):

- ☐ _____ Proposal requirements too "restrictive".
- ☐ _____ Insufficient time to respond to Request for Proposal.
- ☐ _____ We do not offer this service.
- ☐ _____ Our schedule would not permit us to perform.
- ☐ _____ Unable to meet requirements.
- ☐ _____ Unable to meet insurance or bond requirements.
- ☐ _____ Scope of Services unclear (please explain below).
- ☐ _____ Other (please specify below).

REMARKS: _____

Typed Name and Title _____

Company Name _____

Address _____

Signature and Title _____

Date ____/____/____

Telephone Number _____

Fax Number _____

E-mail Address _____

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
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Attachment "B"
Insurance Requirements

- A. Insurance.** The successful Proposer/Contractor shall not commence any work in connection with an agreement until it has obtained all of the required types of insurance and has provided proof of same to the County, in the form of a certificate *prior* to the start of any work, nor shall the successful Proposer/Contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- B. Limits.** The successful Proposer/Contractor and/or subcontractor shall maintain the types of insurance, with the respective limits as outlined in the provided hereto sample Acord 25 Certificate of Liability Insurance.
- C. County as Additional Insured.** The successful Proposer/Contractor and/or subcontractor shall name the "Osceola County Board of County Commissioners and Osceola County" as an Additional Insured, to the extent of the services to be provided hereunder, on all required insurance policies, and provide the County with proof of same.
- D. Certificates of Insurance.** The successful Proposer/Contractor and/or subcontractor shall provide the County's Procurement Services Office with a Certificate of Insurance evidencing such coverage for the duration of this Agreement. Said Certificate of Insurance shall be dated and show:
1. The name of the insured Contractor,
 2. The specified job by name and job number,
 3. The name of the insurer,
 4. The number of the policy,
 5. The effective date,
 6. The termination date,
 7. A statement that the insurer will mail notice to the County at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy, and;
 8. The Certificate Holders Box must read as follows:
- Osceola County Board of County Commissioners
c/o Director of Human Resources
1 Courthouse Square, Suite 4700
Kissimmee, Florida 34741**
- Any other wording in the Certificate Holders Box shall not be acceptable.** Non-conforming certificates will be returned for correction.
- *NOTE – FOR CONTRACTING PURPOSES THE CERTIFICATE OF INSURANCE MUST BE DELIVERED TO OSCEOLA COUNTY PROCUREMENT SERVICES, 1 COURTHOUSE SQ., SUITE 2300, KISSIMMEE, FL 34741**
- E. Waiver.** Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the successful Proposer's/Contractor's obligation to fulfill the insurance requirements specified herein.
- F. Subcontractors.** The successful Proposer/Contractor shall ensure that any sub-contractor(s), hired to perform any of the duties contained in the Scope of Services of an Agreement, maintain the same insurance requirements set forth herein. In addition, the successful Proposer/Contractor shall maintain proof of same on file and make readily available upon request by the County.
- G. Loss Deductible Clause.** The County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the successful Proposer/Contractor and/or subcontractor providing such insurance.

Initials of Signatory: _____ Date: _____

The County reserves the unilateral right to modify the insurance requirements set forth at anytime during the process of solicitation or subsequent thereto.

>>>Failure to submit this form may be grounds for disqualification of your submittal<<<

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

ACORD 25 FORM - SAMPLE CERTIFICATE OF LIABILITY INSURANCE

Service A – [REVISE AS APPLICABLE]

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Attachment "C"
Public Entity Crimes Statement

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, ITN, or Contract Number **ITB-12-03016-RJ**, for **ATMS Software**.
2. This sworn statement is submitted by _____ whose business address is _____
[Name of entity submitting sworn statement] _____ 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: _____).
3. My name is _____ and my relationship to the above is _____
[Please print name of individual signing]
4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that "affiliate" as defined in section 287.133(l) (a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in section 287.133(l) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **[Please indicate which statement applies].**

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who is active in the management of the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **[Please indicate which additional statement applies].**

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
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____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the State of Florida, Department of Management Services.]**

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in Attachment "C", Public Entity Crimes, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____
COUNTY OF _____

The foregoing instrument was executed before me this ____ day of _____, 20____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp) _____
NOTARY PUBLIC, State of _____

PLEASE COMPLETE AND SUBMIT WITH RFP
>>>>Failure to submit this form with your RFP response may disqualify your submittal. <<<<

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
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Title : Advanced Traffic Management System Software		

Attachment "D"
Conflict of Interest Statement

STATE OF _____)
COUNTY OF _____)

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

- A. I am the _____ of _____ with a local office
(Insert Title) (Insert Company Name)
in _____ and principal office in _____.
- B. Said entity is submitting this proposal/offer to **RFP-12-03016-RJ**, titled **"ATMS Software"**.
- C. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
- D. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- E. Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
- F. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
- G. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- H. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any County Office or Department.
- I. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within Osceola County government.
- J. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the County in writing.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____
COUNTY OF _____

The foregoing instrument was executed before me this ____ day of _____, 20____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

NOTARY PUBLIC, State of _____

(stamp)

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>>Failure to submit this form with your PROPOSAL may disqualify your response. <<<<

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Attachment "E"
Drug-Free Workplace Certification

The drug-free certification form below must be signed and returned with the RFP response.

In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the first paragraph.
- (4) In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in Attachment E, Drug-Free Workplace Certification, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____
COUNTY OF _____

The foregoing instrument was executed before me this ____ day of _____, 20____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp) _____
NOTARY PUBLIC, State of _____

PLEASE COMPLETE AND SUBMIT WITH RFP RESPONSE – IF APPLICABLE

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Attachment "F"

Price Proposal SUMMARY and Acceptance of Proposal Terms and Conditions Certification

A DETAILED EXPLANATION OF SERVICES PROVIDED UNDER EACH LINE ITEM SHALL BE ATTACHED TO YOUR PROPOSAL. Failure to provide the requested detailed explanation may be cause for rejection of your proposal.

Item	Description	Unit Price	Quantity Required	Extended Price
1.	Software Package	\$		\$
2.	Training – 8 Hour Training Day	\$	3	\$
3.	<u>ANNUAL</u> Maintenance	\$		\$
4.	TOTAL RFP PRICE			\$

I/we, the undersigned, as authorized signatory to commit the firm, do hereby accept in total all the terms and conditions stipulated and referenced in this RFP document and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFP document or as negotiated pursuant thereto. The undersigned, having familiarized him/herself with the terms of the RFP documents, local conditions, and the cost of the work at the place(s) where the work is to be done, hereby proposes and agrees to perform within the time stipulated, all work required in accordance with the scope of services and other documents including Addenda, if any, on file at the Procurement Services Office for the price set forth herein in Attachment "F". The signature(s) below are an acknowledgment of my/our full understanding and acceptance of all the terms and conditions set forth in this RFP document or as otherwise agreed to between the parties in writing.

Contracting Party Signature

Contracting Party Printed Name

Title

Date

Mailing Address: _____

Phone/Fax/E Mail Address: _____

NOTARY:

STATE OF _____)

COUNTY OF _____)

Sworn and Subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Notary Public - State of: _____ Commission Expires: _____

Authorized Signature: _____ Date: _____

>>>Failure to submit this form may disqualify your response<<<

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Attachment "G"
Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # _____ through # _____ Initial: _____ Date: _____
Company Name	Company Address
Person Completing RFP Document (Signature):	
Name (Printed):	Title:

>>>Failure to submit this form may disqualify your response<<<

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
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Title : Advanced Traffic Management System Software		

Attachment "H"
Solicitation Response Identification Label

NOTICE TO ALL RESPONDENTS: For your convenience, the label below has been provided to properly identify your solicitation submittal. Place your submittal in a sealed envelope or package, type or print the company name and address in the area provided below, and affix the label on the outer surface of the envelope or package.

Osceola County requests that all visitors check-in at the Procurement Services reception desk. If you are hand-delivering a solicitation, a time/date stamp is available at the reception desk. The solicitation submittal envelope or package and label will be date stamped by a receptionist who will notify the appropriate Procurement staff. A record of all deliveries and delivery times will be documented at the Procurement Services reception desk and such record will be retained by Procurement Services.

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO YOUR SOLICITATION REPLY ENVELOPE OR PACKAGE.

Cut out the label and tape it to the outer sealed solicitation envelope or package.

✂-----

DO NOT OPEN - Sealed Solicitation - DO NOT OPEN SOLICITATION #:RFP12-03016-RJ Attention: Rebecca Jones Title: ATMS Software SOLICITATION To Be Opened On: <u>July 31, 2012</u> AT <u>2:00 P.M.</u> From: _____ _____ _____ Deliver To: Osceola County Procurement Services 1 Courthouse Square, Suite 2300 Kissimmee, Florida 34741	
--	--

RFP-12-03016-RJ	Due Date & Time: July 31, 2012 at 2:00PM, Local Time	Advertised Date: Sunday, July 1, 2012 and Thursday, July 5, 2012
Procurement Analyst: Rebecca Jones Email: rjon2@osceola.org	Respond to: 1 Courthouse Square, Suite 2300, Kissimmee, Florida 34741 Phone: (407) 742-0900 Fax: (407) 742-0901	
Title : Advanced Traffic Management System Software		

Attachment "I"
Vendor Demographics Survey

Company Name: _____
Company Address: _____
City, State, and Zip: _____
Telephone: _____ Fax: _____ Email: _____

1. How many people comprise your workforce? _____
2. Based on your current workforce, how many employees are residents of Osceola County? _____
3. Is your company currently certified as a minority, woman, or service-disabled veteran owned business (MWBE or SDVBE) with Osceola County? (For more info, call (407) 742-0900 prior to RFP due date.)
_____ Yes _____ No

If yes, please enclose a copy of your Certificate with your RFP submission.

4. Based on your total workforce, please provide the number of workers your company employees by the ethnic affiliations listed in the chart below.

	Male	Female
Hispanic / Latino		
Caucasian / White		
African American/Black		
Asian / Pacific Islander		
American Indian / Native American		

Thank you for participating in this survey.

Preparer's Name (print please): _____

Preparer's Signature: _____

Date: _____

County Staff Use Only	Solicitation No: RFP-12-03016-RJ	
	Percentage of Local Employees	
	Percentage of Female and Minority Employees	