

PART I – INTRODUCTION/INFORMATION

01. PURPOSE

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide **Electronic Inventory Forms Management Software Reporting System** for the City's Fire/Rescue Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact Procurement Specialist James Hemphill at (954) 828-5143 or email at jhemphill@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale.

05. PRICING/DELIVERY

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs stated on the Proposal pages.

All pricing must include delivery costs and be quoted FOB: Destination.

06. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

07. AWARD

The City reserves the right to award to that proposer who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the

solicitation process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this solicitation.

08. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - RFP SCHEDULE

Release RFP	3/15/11
Last Date for Receipt of Questions of a Material Nature	3/22/11
Addendum Release (If required)	3/24/11
PROPOSAL DUE (Prior to 2:00 PM EST)	3/28/11

PART III - SPECIAL CONDITIONS

01. GENERAL CONDITIONS

RFP General Conditions Form G-107 Rev. 11/10 (GC) are included and made a part of this RFP.

02. NEWS RELEASES/PUBLICITY

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

03. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

04. CONTRACTORS' COSTS

The City shall not be liable for any costs incurred by Contractor in responding to this RFP.

05. RULES AND PROPOSALS

The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.

06. INVOICES/PAYMENT

A payment schedule based upon agreed upon deliverables may be developed with the awarded vendor.

Payment terms will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award.

07. RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

08. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

09. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor

shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

10. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

11. PUBLIC ENTITY CRIMES

NOTE: Contractor, by submitting a proposal attests they have not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

12. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

13. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at: <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> .

14. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

Fire-Rescue Department Business Inventory Forms Management Software

GENERAL INFORMATION

The City of Fort Lauderdale is actively seeking proposals from qualified vendors for the purchase of an Electronic Inventory Forms Management Software Reporting System.

The City is requesting proposals for a fully functional Electronic Inventory Forms Management Software Reporting System including software components that may be required in order to provide a comprehensive system to perform the functions outlined in the RFP specifications.

Fort Lauderdale Fire Rescue consists of 11 Fire Stations, 13 Frontline Engines, 3 Frontline Aerials, 13 Frontline Rescues and 11 Spare Vehicles. The department's goal is to electronically track and manage all of the inventory replacement and/or repair requests for all of the apparatus and station equipment, while maintaining the import/export functionality into different applications.

BACKGROUND DETAILS

The Fire-Rescue Department has an on-going problem with their forms and paperwork management process that they want to resolve with the purchase of a specialized forms inventory management software program. The Fire-Rescue Department's forms and paperwork were created utilizing the Microsoft Excel and Word Programs. These programs allow the user to modify the forms and paperwork.

The forms and paperwork are currently stored on a computer server that utilizes a shared 'public' folder. The employee often modifies the forms and paperwork; and destroys the reliability of the document.

The forms and paperwork are generated on the computer, printed, signed and forwarded through the chain-of-command, utilizing the inter-office mail system, resulting in the paperwork getting misplaced or lost.

SOFTWARE PROBLEMS THAT REQUIRE A SOLUTION:

- **Improve and Enhance Communications:** Currently our template forms are stored on a shared drive in a "public folder". The form is downloaded and data is entered and saved, however the newly created document cannot be accessed or shared among all users, and there is no record-locking safety feature. Other employees cannot track and monitor items that have been written up.
- **Increase Forms Security and Reliability:** At this time employees can change forms that were created utilizing Microsoft Excel or Word to accommodate their needs for apparatus inventories, equipment repair and exchange, uniform requisitions, etc.

- Improve Administrative Tracking and Productivity: Currently managers (Division and Battalion Chiefs) and line personnel (Lieutenants, Driver-Engineers and Firefighter/Paramedics) have to search through 3-ring binders to track the readiness of their equipment and station requests. Paper copies can be misplaced, lost or not placed in the binders.
- Maintaining the Chain-of-Command Process: Presently managers and line personnel have to fill-out forms on the computer, print, sign and send the form(s) via interoffice mail for supervisor's signatures. Thru this routing procedure paperwork may not be routed correctly thru the chain of command, and improved control is needed.
- Increase the Tracking and Accountability of Paperwork: At present the paperwork that has been generated may be misplaced and lost.
- Improve Storage and Retrieval Functions: Presently paperwork is located in an employee's personal drive, or shared drive. The paperwork storage and retrieval function is limited to the individual. Therefore the storage and retrieval of these documents is not functional.
- Enhance Simplicity and Functionality: The current process for creating forms, generating documents, and controlling the routing and flow of paperwork is not functional.

SYSTEM SPECIFICATIONS

These are some of the specifications requested by the City:

- File Sharing Functionality: Software should have file sharing functionality of the software and the record-locking safety feature. Paperwork shall be stored in a central location. Employees should be able to quickly track and monitor items that have been written up through a search capability of the software.

Does your offering comply with this specification?

YES _____

NO _____

- Forms Security: Only an Administrator of the software program should be able to create forms. Employees should not be able to change forms. This should ensure they are utilizing the proper form.

Does your offering comply with this specification?

YES _____

NO _____

- Administrative Tracking and Productivity: Managers and the line personnel should be able to quickly view through the search functionality of the software.

Does your offering comply with this specification?

YES_____

NO_____

- Chain-of-Command Routing: Provides form routing so that employees can e-mail forms thru the proper chain of command and obtain digital signatures. Enables the employee to generate effective workflow.

Does your offering comply with this specification?

YES_____

NO_____

- Tracking and Accountability of Paperwork: Inventories and forms should be automatically dated. This will provide Managers the ability to easily track the adherence to directives.

Does your offering comply with this specification?

YES_____

NO_____

- Digital signatures: Should allow the locking of fields to ensure that paperwork is not changed, lost or deleted. Digital signatures will ensure compliance with Sarbanes-Oxley, HIPPA, and federal mandates that require the integrity of information.

Does your offering comply with this specification?

YES_____

NO_____

- Storage and Retrieval Functions: All forms should be stored electronically, and then properly routed to the appropriate personnel for approval or resolution. Having an electronic workflow will drastically reduce the number of misplaced forms allowing for faster resolution to issues.

Does your offering comply with this specification?

YES_____

NO_____

- Enhance Simplicity and Functionality: The form fields should be stored in a database. Employees should have the capability to fill-in forms by simply typing and tabbing on the keyboard. The forms should be automatically organized so that any employee can search, sort, print, fax and e-mail them. Other improvements may include drop-down lists; import and export of information from the forms for use in multiple applications. The conversion of paperwork to and from *Adobe PDF, Microsoft Word, WordPerfect, Quark*, or any other Windows file format should also be possible. In addition to the ability to convert or export existing forms, we would like the ability to create and design new forms and templates. We also need the ability to have rich text formatting and spell check functionality.

Does your offering comply with all of these specifications?

YES _____

NO _____

- Support : A one year maintenance agreement shall be required. This cost must be included in your lump sum bid price. This should include 24/7 (7days a week, 365 days/yr.) telephone support and any / all upgrades.

Does your offering comply with all of these specifications?

YES _____

NO _____

- Training: Training shall be provided for the users that will be designing the new forms and converting the old forms. This training should be a web based training session. This training shall be provided at no additional charge. A four hour block of training shall be included in your bid price.

Does your offering comply with all of these specifications?

YES _____

NO _____

- Licenses: Ten licenses shall be included for City staff that will be 'designing' the forms and five hundred (500) licenses should be included for the city's end-users. If you are offering a concurrent licensing structure, than 500 will not be required. In that case, 150 licenses will be required.

Does your offering comply with all of these specifications?

YES _____

NO _____

PART V - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Department, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS (7) COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS

THE ABOVE REQUIREMENT TOTALS 8 COPIES OF YOUR PROPOSAL. CONTRACTOR SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets may be used, but they should reference each issue and be presented in the same order.

Tab 1: BID/PROPOSAL SIGNATURE PAGE

Tab 2: NON-COLLUSION STATEMENT

Tab 3: LETTER OF INTEREST
Summarize in a brief and concise manner, the proposer's understanding of the requirements and make a positive commitment to perform.

Tab 4: QUALIFICATIONS / EXPERIENCE
(a) An assessment of firm's capability to perform the scope of service.
(b) Technological capabilities and other resources.

Tab 5:

SCOPE OF WORK

Proposals should discuss their approach to scope of work. In particular, discuss your offerings ability to meet the following requirements as outlined and described in the technical specifications:

File Sharing Functionality

Forms Security

Administrative Tracking and Productivity

Chain-of-Command Routing

Tracking and Accountability of Paperwork

Digital signatures

Storage and Retrieval Functions

Enhance Simplicity and Functionality

- § Support: A one year maintenance agreement shall be required. This cost must be included in your lump sum bid price. This shall include 24/7 telephone support and any / all upgrades.
- § Training: Training shall be provided for the users that will be designing the new forms and converting the old forms. This training should be a web based training session. This training shall be provided at no additional charge. A four hour block of training shall be included in your bid price.
- § Licenses: Ten licenses shall be included for City staff that will be 'designing' the forms and five hundred (500) licenses shall be included for the city's end-users. If you are offering a concurrent licensing structure, than 500 will not be required. In that case, 150 licenses will be required.

Explain your licensing structure.

Tab 6:

INSTALLATION

Proposers shall provide a proposed timeline schedule, from date of City award, to complete the delivery of all system components, including all equipment, hardware, software, and related City staff training in order to provide a completed, satisfactory system installation. The delivery time shall be stated in calendar days from the date of City notice to proceed with delivery.

Tab 7:

REFERENCES

List of six clients/references for whom you have provided similar services in the last three years; Provide agency name, E-mail (current e-mail required), address, telephone number, contact person, and date service was provided.

Tab 8:

ITEMS NOT INCLUDED IN YOUR PROPOSAL

Discuss / explain any requirements of the RFP that are not included in your proposal. Items that your firm/product will/can not provide.

Tab 9: Any additional attachments to your proposal.

PART VI – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City for such services, as presented in the narrative proposal; Response to Scope of Work (Tab 5); Installation timeline; Items not included in your proposal; Additional information (Tab 9).	40%
Experience, qualifications and past performance of the proposing firm, including Technological capabilities, resources and references.	25%
Cost to the City	35%
TOTAL PERCENT AVAILABLE:	100%

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one; the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible proposer. The lowest, responsive, responsible proposer receives the maximum allowable points. When using this formula, a proposer that submits a cost or fee which is two times greater than the cost/fee of the lowest responsive, responsible proposer, will result in receiving zero points for cost.

2^{nd} lowest cost minus lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points minus Z = points assigned to 2^{nd} lowest vendor and so on.

PART VII - PROPOSAL PAGES – COST PROPOSAL

Proposer agrees to provide all labor, materials, components, and all other incidentals for a fully functional **Electronic Inventory Forms Management Software Reporting System** including software components that may be required in order to provide a comprehensive system to perform the functions outlined in the RFP specifications, at the prices bid below in accordance with the terms, conditions, and specifications contained in this RFP.

TOTAL COST: \$ _____

Make Bid _____ Model Bid _____