

RFP 2010-05: METROPLAN ORLANDO Web Site Redesign

Scope of Services

About METROPLAN ORLANDO

METROPLAN ORLANDO is the metropolitan planning organization for Orange, Osceola, and Seminole Counties. The organization provides the forum for local elected officials, their staff, and industry experts to work together to improve transportation options for Central Florida residents, businesses, and visitors. Metropolitan planning organizations originated in federal law and are now also included in state statute. Generally, METROPLAN ORLANDO is responsible for long range transportation planning and determining how federal and state transportation dollars are spent in the three-county area.

Federal and/or state requirements of particular importance to this scope of services include:

- Federal Law (i.e. SAFETEA-LU):
 - o The metropolitan planning organization shall, to the maximum extent practicable:
 1. Employ visualization techniques to describe plans; and
 2. Make public information available in electronically accessible format and means, such as the World Wide Web
 - o A transportation plan involving Federal participation shall be published or otherwise made readily available by the metropolitan planning organization for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web
- Florida Statute:
 - o Provisions related to public meetings, including public notice; and
 - o Provisions related to records, public inspection

Background

METROPLAN ORLANDO is soliciting proposals to redesign its current Web site (<http://www.metroplanorlando.com>) and the accompanying content management system.

METROPLAN ORLANDO also owns the following domain names, which direct visitors to specific sections of the METROPLAN ORLANDO site:

- www.cleanairteam.org
- www.bikeorlando.org

The current Web site was designed in 2004 to include information about the transportation planning process, board and committee members, meeting times, agendas and contact information. The site has been expanded in subsequent years to provide information about specific projects undertaken by METROPLAN ORLANDO.

The primary use of the organization's Web site generally involves the following activities: (1) electronic publication of plans, reports, documents, and information; (2) promoting upcoming events and providing public notice for upcoming meetings; (3) soliciting feedback through online polls and/or comment forms; and (4) documenting the planning process.

To improve outreach to the Hispanic community in Central Florida, the Web site contains a page in Spanish which describes how to obtain more information about transportation planning in the Spanish language.

Current Features

The navigation bar on the left expands as users click on various sections for easier navigation. Layout of the home page is fixed with either static content or information fed through the content management system. The **calendar section**, which provides upcoming meeting dates, links to corresponding meeting agendas and supporting materials, and the **downloads section**, which includes planning documents and reports, receive the most visits when compared to other portions of the Web site.

Citizens can sign up for the quarterly newsletter on the Web site and press releases are posted to assist members of the media. The Web site contains a Really Simple Syndication (RSS) feed so that journalists and other interested persons can receive updates as soon as they are posted in a feed reader format. The meeting and event calendar and the newsletter sign-up are constant features on the homepage. The top blue box on the right side of the homepage features the most current press release. The remaining blue boxes on the right are used to call attention to timely topics and meetings.

A special section was added to the Web site in 2008 for the development of the 2030 Long Range Transportation Plan (<http://www.metroplanorlando.com/site/lrtp>). This section has its own content management system and contains many visual and interactive elements which currently are not transferrable to other sections of the site, including surveys, question of the month posting with ability to accept comments, video section, and photo gallery. These features are important visualization elements and we would like them to be available for use in all areas of the redesigned site.

The Web site also provides links to other transportation-related organizations and agencies, along with transportation-related campaigns on the local and national level. Though the organization receives frequent requests to include a logo on the homepage to link to a particular event or issue, the current Web site configuration does not provide that capability.

Current Assessment

The volume and diversity of material posted on the Web site has steadily increased since 2004. As a result, a number of difficulties are present:

- Users are frustrated by the one-size-fits-all approach to information on the Web site and often cannot easily find information. Visitors are diverse, including local government planners, METROPLAN ORLANDO board and committee members, and members of the general public. Some users are interested in technical information and are very familiar with the transportation planning process. Other users have little to no knowledge of the organization and transportation planning. Each audience expects localized, dynamic, and enriched content, as well as powerful search capabilities.

- The visualization elements (surveys, question of the month with ability to approve comment posting for propriety, video section, photo gallery) in the 2030 Long Range Plan section of the site are not available for use in other sections of the site. These elements offer an opportunity for two-way communication with the public, especially those who would not generally attend public meetings, and it would be beneficial for METROPLAN ORLANDO to incorporate these into outreach strategies for various transportation issues. Additionally, photo galleries and video galleries are accessed through an outside source (YouTube, Flickr), a characteristic that reduces the seamless experience for those using the site.
- From time to time, METROPLAN ORLANDO needs to disseminate timely information and would like to make better use of the Web site. The homepage is very static and the content management system does not allow the posting of occasional breaking news alerts or calls to action. Other than the ability to update content in the navigation bar and in the blue boxes on the right side of the page, there is no flexibility for updating information on the homepage (including pictures in the banner).
- Board and committee agendas are currently posted to the Web site as a single .pdf. This approach generates a large file size, which is difficult to navigate and download. A better approach would allow users to access independent portions of the agenda, while maintaining a simple upload process through the site's content management system.
- METROPLAN ORLANDO publishes various planning documents and reports on the Web site. The current site provides long URLs that are not conducive to the distribution of marketing materials.
- The organization would like to publish more reports online, to reduce printing costs. In addition to the URL challenge previously identified, the current Web site provides little flexibility for publishing a long, complex report beyond a standard .pdf.
- Interactive tools, like a virtual Transportation Improvement Program plan, an online Bicycle/Pedestrian mapping tool, and a crash database (currently under development), are accessible through the METROPLAN ORLANDO Web site. These elements are developed and hosted by the project consultant for each tool. An unintended result of this approach is an inconsistent design for portions of the Web site. The redesign should provide a standard shell or identify graphic standards for consultants who are developing specific tools for the Web site.
- Vulnerabilities in the current content management system make the Web site susceptible to hacking in a number of areas.
- The overall look of the Web site is dated.

Goals

Technology plays an important role in providing information to and obtaining input from the community. In an increasingly interconnected society, citizens expect to access information 24 hours a day, seven days a week. The current site (structure and design) was developed several

years ago and requires significant redesign to take advantage of new online communication tools and the growing demand for electronic access to information.

The redesigned METROPLAN ORLANDO site should have a more customer-centered design, allowing simple electronic access to transportation planning information, while at the same time providing the organization a public involvement tool.

The redesigned Web site should organize information in a manner that is appropriate for a diverse audience. Visitors to the METROPLAN ORLANDO site generally fall into three categories:

1. Board and Committee Members – Members of our board and committees are specifically interested in the calendar section and regularly access meeting agendas, rosters, and associated meeting materials. Occasionally, this category accesses transportation plans and documents. They also participate in discussions on the *Question of the Month* page in the 2030 Long Range Plan section of the site and occasionally take surveys posted in the same section.
2. Government Planners – Planners from local governments use the site to access our technical documents, including transportation plans, reports, and other research materials. A bulk of downloads on the current Web site are from this category of users. Additionally, they are most likely to use the interactive planning tools (Transportation Improvement Program, Crash Data Base and Bicycle/Pedestrian components).
3. General Public – METROPLAN ORLANDO is the regional transportation planning organization for Central Florida and as such, provides information to the public on a wide range of transportation-related topics. Members of the general public usually access the site to find reports, plans on what is going on in their areas, or transportation statistics. They also participate in discussions on the *Question of the Month* page in the 2030 Long Range Plan section of the site and occasionally take surveys posted in the same section. The current Web site is most cumbersome for this category of users, as the one-size-fits-all approach leaves those with little to no knowledge about transportation planning little direction on how to navigate the Web site and identify what is of interest.

The new site should provide more versatile content management capabilities. Ideally, the new Web site would provide an option for each category of visitors to customize the way they view the site by selecting what type of user they are: board/committee member, government planner, or general public. The same information would appear in each view, but be presented and arranged according to user needs and usage of the site.

Desired Features

Site Structure

Navigation

Site navigation and structure should be streamlined so that transitioning from any one section to another and back again is seamless. Main content areas should be simplified and

organized so that information is logically grouped. The information displayed will be the most recent and comprehensive information available.

Powerful Search Capability

Because of the large volume of documents available on the METROPLAN ORLANDO site, powerful search capability is a must. The search bar should include an auto-complete feature (similar to Google).

Content Management System

The content management system put into place should allow METROPLAN ORLANDO staff to update any section of the site at any time. In addition, user permission levels should be provided so that only authorized personnel can perform edits. The CMS should include a utility for checking link integrity and generating dead link reports, or as alternative, specify third-party link-checking utilities that may be integrated. The CMS should also have content quality checks in place for spelling, grammar, and Section 508 compliance (see ADA Accessibility section below). The CMS must generate or provide the user the ability to create human readable and search-engine-friendly URLs for published content.

Design

The selected web developer should provide the infrastructure of the site consisting of the "shell" with file access, categories and sitemap, survey capabilities, banner placement, video streaming and collecting and storing data. Proposers should create a "free verse" option to write and post information, similar to a blog or online guestbook format. Overall design of the site should be logical, uncluttered and visually appealing.

Future Capabilities

Though we are implementing a limited Spanish content section at this time, the Web site and design should be multilingual capable for future growth. The site should also be able to support additional and future domains.

Minimum Requirements

The Web site should, at minimum, run on Internet Explorer, Firefox, and Safari browsers, and if appropriate, Google Chrome.

FTP

METROPLAN ORLANDO often needs to transfer large files to consultants and members of the public, and vice versa. The Web site must include a separate FTP service for easy data transfer.

Web Analytics

The ability for the Web site administrator to determine how content is being used is critical to making the site easier to navigate and identifying future web offerings. A comprehensive web analytics tool should be included in the content management system, allowing detailed reports to be generated such as (but not limited to) list of orphaned pages, number of unique visitors, number of visitors to each page, click streams, etc.

Search Engine Optimization

The current METROPLAN ORLANDO site enjoys strong search engine optimization. The web developer should take measures to ensure the new Web site is created in a way that optimizes search engine results.

Content

Customizable Homepage

The Web site should include a homepage that is visually-appealing and uncluttered. Content on the homepage, including text and photos, should be easily updated via the content management system. Other features on the homepage should include: meeting and events calendar, search bar, and news section with RSS feed.

Ideally, the new Web site would provide an option for a visitor to customize the way they view the site by clicking on what type of user they are: board/committee member, government planner, general public. The same information would appear in each view, but would be arranged according to the user's needs and main usage of the site.

Integration of Social Media

The site should include the ability to integrate various types of social media, such as YouTube (for videos), Twitter, etc. Each page should have the option to easily incorporate videos and/or photos. An independent photo gallery should also be included in the site (i.e. not at link to a third party provider such as Flickr) to document the organization's activities. Videos posted via a third-party provider, such as YouTube, should be visible in the structure of the Web site and not direct users to another Web site.

Additionally, a *Question of the Month* feature allowing users to submit comments on an article (similar to a blog or online guestbook format) should be included. Prior to a user's comment posting, the site administrator should receive immediate notification of comment submittal and have the discretion to approve or reject the comment. All comment forms should include a security question to minimize spam.

Surveys

The Web site should include the capability to administer online surveys, including multiple-choice, multiple selection, and free response format. The site should also include support for online form creation and submission. All comment forms should include a security question to minimize spam.

Newsletter Sign Up

METROPLAN ORLANDO sends out both electronic and hard copy versions of its quarterly newsletter. The Web site should allow visitors to sign up to receive either an electronic or hard copy newsletter.

Meeting and Events Calendar

The calendar is one of the most visited sections of the METROPLAN ORLANDO site. The calendar on the redesigned site should include a title and description for the event as well as options to RSVP, send in a comment, link meeting agendas, photos or supporting materials. Event listings should also be searchable by date or event. Timeouts should be

set on calendar listings so that they will automatically expire and no longer appear after the date of the event. All comment forms should include a security question to minimize spam.

Translation

For the initial launch, the site shall be viewed in English, with select pages available in Spanish (home page, about us, contact us). The Web site design should seamlessly accommodate future growth in this area, providing the capability to incorporate additional languages and the opportunity to expand additional language choices beyond the previously identified sections.

Written Content

METROPLAN ORLANDO will provide the written content for the site. Material will be developed based on two factors: (1) information necessary to appropriately identify the organization and its related activities and (2) recommendations by the selected consultant related to word count and organization of information to utilize the redesigned Web site to the maximum extent possible.

Assets

At our option, METROPLAN ORLANDO may conduct an internal asset evaluation and present media for use on the new Web site. This includes photographs, text, graphic, and video content. Also, all existing materials from the current Web site will be evaluated for inclusion in the new site, and modified if and when necessary. The selected web developer shall offer creative support in detailing what items are needed to fit content requirements if assets do not currently exist. METROPLAN ORLANDO may develop additional assets, if necessary, to fulfill approved site specifications.

Licensing

METROPLAN ORLANDO will handle all aspects of licensing, copyrights and trademarked items used on the Web site.

Accessibility

ADA Accessibility

METROPLAN ORLANDO has many customers with disabilities that use “assistive technology” to enable them to use computers and access the Internet. Visually impaired citizens who cannot see computer monitors may use screen readers – devices that speak the text that would normally appear on a monitor. People who have difficulty using a computer mouse can use voice recognition software to control their computers with verbal commands. People with other types of disabilities may use still other kinds of assistive technology.

In an effort to make transportation planning information easily available to all publics, the METROPLAN ORLANDO Web site redesign shall be compliant with the requirements of Section 508 (29 U.S.C. § 794d) for accessibility. For more information, go to http://www.ada.gov/websites2_prnt.pdf.

Support for Mobile Devices

Web content is being viewed on more devices and in more formats now than in the past – including RSS readers, cell phones, tablets, and PDAs. The Web site should include

support for these portable web-enabled devices to provide easy, quick access to transportation planning information.

Proposal Requirements

Experience and References

Proposer should describe completed projects that demonstrate creativity in government and/or private sector Web site development. Proposer should provide a minimum of five comparable Web sites (may include government agencies, private companies, or both) designed by the firm. Include the Web site address, company/agency contact person, address, and telephone number. These companies/agencies may be contacted for references.

Describe the project team, including sub-consultants, and discuss each person's role and responsibility for the project. Brief resumes should be included for each team member.

Project manager should have a minimum of five years experience in executing Web site design, including integrating complex content management systems.

Project Approach

The proposal should include a narrative as to how METROPLAN ORLANDO's goals for the new Web site and desired features outlined in this scope will be met. Proposer should critique the existing Web site and comment on any additional Web site features the proposer believes would be beneficial to METROPLAN ORLANDO.

Proposer should indicate any subcontracted services needed/required to meet the specifications of the proposal or clearly indicate what portion, if any, of the services are not included in the proposal.

Security

The proposal should discuss security measures to be included in the site. Proposer should discuss if their system is susceptible to any of SANS Top 20 security vulnerabilities for Windows described at:

- <http://www.sans.org/top20>, or
- OWASP Top 10 critical web application security vulnerabilities described at http://www.owasp.org/index.php?OWASP_Top_Ten_Project.

If proposer's system does have vulnerabilities, proposal should discuss which ones and what the timetable is for correcting the vulnerabilities.

Cost Proposal

The budget for redesign of the Web site will not exceed \$87,000, inclusive of all costs associated with development of the Web site, staff training and customer support in the six (6) months following launch of the Web site.

The proposal should contain the total project cost, as well as detailed "line item" costs for the following component/phases of the project:

- Site Architecture

- Concept Design and Development
- Site Production and Technical Development
- Programming and Application Development
- Site Review, Testing, Problem Solving (prior to and following launch)
- Staff Training
- 6 months of continuing site support after launch

All hourly rates and fees, charges, costs and anticipated reimbursable costs must be clearly stated.

Proposer should list the software that would be used to create the site, including all graphics software and recommend software and licenses that METROPLAN ORLANDO will need to purchase for the continued maintenance of the site.

Any and all website development shall be done on the Proposer's server site and equipment. Developed site shall run parallel for 30-60 days before being loaded to METROPLAN ORLANDO'S host server or equipment.

While this proposal does not include hosting, the proposer may include suggestions and pricing for hosting options. METROPLAN ORLANDO will make the final decision on hosting during the redesign of the Web site.

Timeline and Work Plan

Please note – this Web site redesign is part of an accelerated schedule to meet deadlines associated with the end of the organization's fiscal year. Strong preference for work to be completed by June 30, 2010.

The proposal should include an estimated timeline for the following project phases (additional phases may be included, if necessary):

- Site Architecture
- Concept Design and Development
- Site Production and Technical Development
- Programming and Application Development
- Site Review and Testing
- Staff Training

The timeline should be as realistic as possible, as this is part of the contractual agreement. Proposer should also submit information regarding a detailed work plan describing the approach to designing, managing, and coordinating this project. The description should include all tasks listed in the scope of work for all phases of the project.

Staff Training

Proposer should provide a training session for relevant METROPLAN ORLANDO staff on using the content management system to update the Web site. Proposal should include number of hours, costs associated with the session (see previous Cost Proposal section), and not exceed the allotted budget for the overall project.

Maintenance Plan

While some of the site maintenance will be performed using the content management tool outlined in this proposal, the remainder will initially be performed by the selected web developer. For this reason, the proposer should establish a six-month maintenance plan to ensure a trouble-free site operation, with an additional option of a six-month extension, if needed. After the initial maintenance period is complete, METROPLAN ORLANDO will re-evaluate its needs to determine if additional web support is needed. Only companies that provide full-time tech support will be considered for this project.

Communication with Web Developer

Proposer should include information on what process or communication system is in place to facilitate communication between METROPLAN ORLANDO and the web developer during the redesign process.

Confidentiality and Care of Data

The successful proposer agrees to restrict the use of any files, data, or other material pertaining to this contract solely for the purpose of performing this contract. The successful proposer shall take all steps necessary to safeguard data, files, reports, or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the proposer when such loss or damage occurred through its negligence.

METROPLAN ORLANDO retains ownership rights of all data, files, reports, or other information associated with the development and maintenance of the Web site. Moreover, the successful proposer shall be responsible for providing or ensuring the return of all files necessary to operate the Web site. All source code and Intellectual property that is created and/or developed under this Proposal by selected proposer employees shall be retained by METROPLAN ORLANDO.

In addition to requirements listed in the **Bidding Instructions** of this RFP, the proposal shall:

- Written responses to elements covered in the Scope of Services should not exceed 15 printed pages. (Note: This page count is exclusive of requirements outlined in **Bidding Instructions** requirements below such as cover page, transmittal letter, and DBE/MBE certifications if applicable and cost estimate/hourly rate information).
- Whenever possible, the proposal should provide examples, critiques, and appropriate responses on an interactive CD (or DVD) to allow the selection committee to view each response with ease.
- An organized proposal will include table of contents, clearly identifying which items are included in the printed document and which items are on the CD (or DVD).
- The proposer must submit seven (7) copies of the complete response.

Evaluation Criteria

Prior to review by the selection committee, proposal must meet the following requirements, as identified in the scope of services:

- Proposal does not exceed amount budgeted

- Proposal presents a timeline that meets the June 30, 2010 deadline preference
- Project manager has a minimum of five years experience executing Web site design, including integrating complex content management systems
- Proposal provides a minimum of five comparable Web sites designed by the firm, including the Web site address, company/agency contact person, address, and telephone number
- Proposer is capable of providing full-time tech support
- Identified process or communication system in place to facilitate communication

The selection committee will review and evaluate all proposals based on the following criteria:

- Creative and innovative project approach (30 points)
- Vendor qualifications/experience (25 points)
- RFP fulfillment as described above for redesign (25 points)
- Proposed Budget (20 points)

BIDDING INSTRUCTIONS

The work is to be completed on a turnkey, fixed fee basis for a total contract not to exceed \$87,000. Hourly rates must be quoted and work billed on an as completed basis. The responding interested parties are requested to provide a proposed cost for this project, including a cost estimate of total hours, hourly rates, and direct and indirect expenses. All bids shall contain a signed transmittal letter by an officer of the company with authority to enter into a contract should they receive the bid award. Bid covers shall clearly list the company name, address, phone number, email contact if available, and clearly state which proposal they are bidding on. Interested bidders should call the Office of Finance and Administration at 407-481-5672 ext. 310, or visit the web site www.metroplanorlando.com, for a complete description of the bid specifications, scope, objectives and other requirements.

Seven (7) sealed packets of all proposals and price quotations and one (1) PDF copy on CD or DVD must be received, no later than **2:00 p.m., March 9, 2010**, addressed to METROPLAN ORLANDO at the address listed below. METROPLAN ORLANDO reserves the right to accept or reject any and all bids without cause, to waive technicalities, and/or to award to the lowest responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bid and whose award will, in the sole opinion of METROPLAN ORLANDO, be in the best interest of and most advantageous to METROPLAN ORLANDO.

Director of Finance and Administration
METROPLAN ORLANDO
One Landmark Center
315 E. Robinson Street Suite 355
Orlando, Florida 32801

Questions:

Phone: (407) 481-5672 ext. 310 (Jason Loschiavo)

E-mail: rfp@metroplanorlando.com

Proposals will be evaluated on the creative and innovative project approach, qualifications and experience of the consultant, RFP response to fulfillment of the goals and desired features, demonstrated technical ability and experience, ability to meet the cost parameters and participation by minority business enterprises. If warranted, METROPLAN ORLANDO, at their sole discretion, may request consultants to provide an oral presentation. Detailed evaluation criteria and point assignment will be determined by a selection committee comprised of staff and related communications and technical industry professionals. The evaluation criteria is listed above. All proposals received by METROPLAN ORLANDO are considered to be public record. Questions related to this RFP should be submitted in writing or by e-mail by 2:00 p.m., March 5, 2010 to the address listed above. All questions and responses will be posted on the web at www.metroplanorlando.com within 2 business days of receipt.

DISADVANTAGED BUSINESS PROGRAMS

THIS WILL NOT USE FHWA FUNDS

DBE REQUIREMENTS WHEN FEDERAL HIGHWAY (FHWA) FUNDS ARE INVOLVED

Disadvantaged business enterprises are encouraged to respond to this Request for Proposals/Quotes. METROPLAN ORLANDO has two different DBE/MBE programs. For contracts using Federal Highway Administration (FHWA) planning funds, the Florida Department of Transportation (FDOT) DBE policy must be followed. The FDOT DBE Plan can be found at:

Control click on this link to see a copy of the FDOT DBE plan.

<http://www.dot.state.fl.us/equalopportunityoffice/Files/dbeplan.pdf>

1. All bids with PL (or other FHWA) funds as the payment source will not have DBE as part of the evaluation scoring process, i.e. evaluation and award will be race and revenue neutral. The evaluation scoring sheets should not have points on it.
2. The DBE goal for FY 2006/2007 is 8.18%. This goal changes annually in October as set by FDOT.
3. All Bids will require submission in a separate envelop (i.e. not bound in the proposal book or document) of the following forms:
 - DBE Participation Statement Form 375-030-21 (form located on the METROPLAN ORLANDO website)
 - Bid Opportunity List Form 275-030-10 (form located on the METROPLAN ORLANDO website)
 - Copy of the UCP certification certificates (these can be found at <http://www.bipincwebapps.com/biznetflorida/>) *NOTE – ONLY UCP DBE certifications are accepted for FHWA funded contracts. *Certifications by local governments who are not UCP certifying members are not acceptable on these contracts.*

ALL OTHER CONTRACTS NOT INVOLVING FEDERAL HIGHWAY FUNDS

METROPLAN ORLANDO has an overall goal of 20% percent of the dollar value of work awarded to go to MBEs in contracting opportunities for goods and services that are bid in accordance with our procurement policy. Please include MBE Certification in your proposal if applicable.

METROPLAN ORLANDO's Internal Operating Procedures Section XI MINORITY BUSINESS ENTERPRISE PROGRAM shall be followed. (Policy located on the METROPLAN ORLANDO website) All the above will be followed with the EXCEPTION that in the evaluation criteria MBE participation shall be a separate criterion and shall carry the weight of at least 15 points out of 100. Points shall be awarded as follows:

MBE PARTICIPATION PERCENTAGE	EVALUATION POINTS EARNED
0%	0
1% - 10%	5
11% - 19%	10
20% OR GREATER	15

METROPLAN ORLANDO shall include the DBE Program language provided below in all contract agreements with their primes.

Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

1. *Policy: It is the policy of METROPLAN ORLANDO that disadvantaged businesses, as defined by **49 Code of Federal Regulations, Part 26**, shall have an opportunity to participate in the performance of METROPLAN ORLANDO contracts in a non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.*
2. *METROPLAN ORLANDO, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of METROPLAN ORLANDO in a non-discriminatory environment.*

METROPLAN ORLANDO shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts.

*This policy covers in part the applicable federal regulations and the applicable Statutory references contained therein for the **Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.***

It is understood and agreed that if the Consultant at any time learns that the certification it provided METROPLAN ORLANDO in compliance with 49 CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to METROPLAN ORLANDO. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

Contract Assurance

METROPLAN ORLANDO will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Prompt Payment

The MPO will ensure that the following requirements will be placed in every USDOT-assisted contract and subcontract:

(A) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the prime contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the prime contractor pursuant to an agreement with a subcontractor, as approved by the MPO for payment. The MPO shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors and suppliers.

(B) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors or suppliers within such 30-day period.

Each invoice on a contract with DBE participation will be required to be submitted on our standard invoice format requiring DBE breakout and the above Prompt Payment statement attached to it.

Confidentiality of Proposals

Proprietary Information:

"In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto

are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law."

Please note that Sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain ***areas***, which are designated **"confidential" or "exempt from disclosure"**. If your proposal contains such information you are required to advise METROPLAN ORLANDO with **specificity** the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that information is "confidential" will not suffice.**

Failure to provide the Department of Finance and Administration with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure, may result in your proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.