

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. IB9090-3/13-3

Contract  
 Re-Bid     Other    LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: RQID1300088    TERM OF CONTRACT 3 YEAR(S) WITH 3 YEAR(S) OTR

Requisition /Project Title: ENFOCUS SOFTWARE/LIC/MAINT & TECH SUP SVC

Description: The purpose of this solicitation is to establish a contract for the Internal Services Department's Print Shop for the purchase of Enfocus software maintenance, licenses and technical support services for the Switch software application and to procure licenses for PitStop Pro and PitStop Server software applications.

Issuing Department: IDS    Contact Person: Margaret Brown    Phone: 305 375 4914

Estimate Cost: 60,000.00    Funding Source:  GENERAL     FEDERAL     OTHER  
Internal Svs

**ANALYSIS**

<b>Commodity Codes:</b> <u>920-45</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>	<u>ALL SYSTEMS INTEGRATION INC</u>		
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	<u>\$20,000.00</u>	<u>\$</u>	<u>\$</u>
Comments:			

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
<b>SBE</b>				

Basis of recommendation:

Signed: <u>Margaret Brown</u>	Date sent to SBD: <u>3/20/13</u>
	Date returned to DPM:

RECEIVED  
 DEPT. BUSINESS DEV.  
 2013 MAR 20 PM 6:07



**BID NO.:**

**OPENING: 2:00 P.M.  
FRIDAY  
APRIL , 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND  
TECHNICAL SUPPORT SERVICES**

**FOR INFORMATION CONTACT:**

**MARGARET BROWN, 305-375-4914, mwater@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

**Bid Title:** ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL SUPPORT SERVICES

**Procurement Officer:** Margaret Brown, CPPB

Bids will be accepted until 2:00 p.m. on Friday, April \_\_, 2013

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** ISD Procurement Management Division (PMD) business hours are 8:00am to 5:00pm, Monday through Friday. Additionally, the PMD is closed on holidays observed by the County. Each Bid submitted to PMD shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by PMD prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by PMD after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

SECTION 1  
GENERAL TERMS AND CONDITIONS

TITLE

ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL  
SUPPORT SERVICES

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

DRAFT

**SECTION 2**  
**SPECIAL CONDITIONS**

**TITLE**

**ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL  
SUPPORT SERVICES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of Enfocus software maintenance, licenses and technical support services for Switch software application. Licenses will be purchased for PitStop Pro and PitStop Server software applications. This solicitation is being solicited on behalf of the Internal Services Department in conjunction with the County's needs to be utilized for annual maintenance support fees, as well as consulting and technical support services on an as needed when needed basis.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for thirty-six (36) months and upon completion of the expressed and/or implied warranty periods.

**2.3 OPTION TO RENEW FOR (3) ADDITIONAL YEARS(S)**

The initial contract prices resultant from this solicitation shall prevail for a three (3) year period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional three (3) year(s) period on a year-to-year basis. Prior to completion of each exercised contract term, the County may consider an adjustment to price based on mutual agreement.

**2.4 METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer will be rejected. The County will award the total contract to a single vendor.

**2.5 PRICES**

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

**2.6 METHOD OF PAYMENT**

Invoices shall be submitted in accordance with Section 1, Paragraph 1.34. Any and all support and maintenance services under the resultant agreement shall be compensated for by means of an annual flat rate. The fees are due for payment annually in advance upon invoicing by Licensor.

**SECTION 2**  
**SPECIAL CONDITIONS**

**TITLE**

**ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL  
SUPPORT SERVICES**

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Margaret Brown at (305) 375-4914 email – [mwater@miamidade.gov](mailto:mwater@miamidade.gov).

**2.8 CERTIFICATIONS**

The successful bidder must be certified by Enfocus as a Value Added Reseller.

**2.9 SUPPORT AND MAINTENANCE SERVICES**

Licensor shall provide the County with the following support and maintenance services:

Telephone Support. For the term of this Agreement, Licensor shall provide telephone support in the following manner: Queries for specific technical problems and failures are possible at any time. For this purpose, the County will generally leave a message indicating the exact problem description and a classification in the following priority and error levels:

- a) Level A: System does not work.
- b) Level B: System works with limited functions.
- c) Level C: System basically working. Just errors/problems with specific functions.

Licensor ensures the following response times (via phone or e-mail) to the County:

- a) Level A: Response within the two hours of notification (Monday - Friday, 8 a.m. until 5 p.m. eastern standard time).
- b) Level B: Response within twenty-four hours or less (Monday - Friday, 8 a.m. until 5 p.m. eastern standard time).
- c) Level C: Response within the next working (Monday - Friday, 8 a.m. until 5 p.m. eastern standard time).

Email Support. For the term of this Agreement, Licensor shall provide support via email. The error and priority levels set forth above and the response times indicated therein are applicable.

**2.10 PROJECTS AND SERVICES**

The parties anticipate that from time to time they will be in contact regarding the County's needs for assistance on clearly defined Projects ("Projects") in the areas of business strategy, business integration, business process improvement, training, management development, project management, computer programming, systems integration, data processing, software development and other specific activities related to improving the County's computer systems, training or personnel to operate the same, creation or modification of software, and related consulting activities ("Services").

**SECTION 2**  
**SPECIAL CONDITIONS**

**TITLE**

**ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL  
SUPPORT SERVICES**

**2.11 STATEMENT OF WORK**

Prior to the commencement of Services for any Project, the County and the Contractor shall mutually agree upon the terms and conditions required to complete a Statement of Work ("SOW") for the specific Project that shall define in detail the Services to be performed. After the SOW has been accepted a detailed requirements and detailed design document shall be submitted illustrating the complete financial terms that govern the SOW, proposed Project staffing, anticipated Project schedule, and other information relevant to the Project. The SOW will be billed on a time and materials basis with the fixed hourly rates provided in the awarded bidder's response. Each SOW executed hereunder shall automatically incorporate the terms and conditions of this Agreement.

**2.12 ANNUAL APPROPRIATION**

The County's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Board of County Commissioners. Cancellation will not cause any penalty or expense to the County, except as to the portions of payments agreed upon and for which funds have been appropriated and budgeted. Service/Maintenance can be cancelled at any time that the Licensor is notified in writing, at least thirty (30) days prior to cancellation. There will be no early termination charges from the Licensor for canceling service/maintenance during the year.

**2.13 NONASSIGNABILITY**

Licensor shall not assign this Agreement or its rights hereunder without the prior written consent of the County.

**2.14 SEVERABILITY**

If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**TITLE**

**ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL  
SUPPORT SERVICES**

**3.1 SCOPE OF WORK**

The Miami-Dade County Internal Services Department (ISD) is soliciting bid responses for Enfocus software licenses for:

- 1) Switch – 2 versions (MAC & PC)
- 2) PitStop Pro (either MAC or PC versions)
- 3) PitStop Server (PC version)

In addition, the ISD Print Shop requires continued maintenance, consulting, and technical support services for Switch, 2 versions – both MAC and PC versions, and the custom flows currently in use.

**3.2 SERVICES TO BE PROVIDED**

The successful bidder shall provide the following services to the County:

**A. Licensing, Maintenance and Support**

- Annual maintenance and support services for the Enfocus Switch 11, PC version and MAC version
  - ✓ Modules, both PC & MAC versions: Switch Core Engine, Configurator, Metadata, Scripting, Switch Client and Performance Module

**B. Additional Licensing**

- 1) Enfocus PitStop Pro 10 – 8 licenses (either MAC or PC versions)
- 2) Enfocus PitStop Server 11 – 1 license (PC version)

**C. Technical Support Services (Consulting) Requirements**

- 1) Be certified as a Value Added Reseller of Enfocus, An EskoArtwork Company (Please submit copy of certification with bid response, per Section 2.8)
- 2) Have a minimum of 3-years' experience performing custom programming for automation using PowerSwitch and PitStop Server to create Adobe Portable Document Format (PDF) files.
- 3) Experience collecting multiple PDF files and automatically placing them in a specified folder on a remote server.
- 4) Experience scripting for Adobe InDesign actions as an integrated part of a Switch workflow is required.
- 5) Experience with integration with Job Definition Format (JDF) compliant pre-press systems such as Heidelberg Prinect software.
- 6) Experience with integration in both Microsoft and MAC environments.

SECTION 3  
TECHNICAL SPECIFICATIONS

TITLE

ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL SUPPORT SERVICES

**Note: Two samples of "Statement of Work" are attached to this solicitation as Attachment A for illustrative purposes only regarding the type of services that may be required by ISD during the term of the resultant contract.**

**3.3 COUNTY OBLIGATIONS**

- Provide appropriate access for the awarded bidder's personnel to facilitate response to support requests for ISD server(s).
- Provide remote access to equipment as required to fulfill support requests.

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SECTION 4  
BID SUBMITTAL FORM

**Submit Bid To:**  
ISD Procurement Management  
Division  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, Suite 1300  
Miami, Florida 33128-1983

**OPENING: 2:00 P.M.**  
**FRIDAY**  
**APRIL , 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by:  
ISD/PM

Date Issued:  
**March 20, 2013**

This Bid Submittal Consists of  
Pages **5** through **10**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the PMD at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**

ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL  
SUPPORT SERVICES

A Bid Deposit in the amount of N/A the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of N/A the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 920-45	
Procurement Contracting Officer: Margaret Brown	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4  
BID SUBMITTAL FOR:**

**ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE  
AND TECHNICAL SUPPORT SERVICES**

**FIRM NAME:** \_\_\_\_\_

I am a certified Value Added Reseller of Enfocus, An EskoArtwork Company as required in the bid specifications.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I meet or exceed the Technical Support Services (Consulting) Requirements listed in Section 3, Technical Specifications.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Pricing provided will be evaluated as per Section 2.4, "Method of Award" and in accordance with Section 3, "Technical Specifications". Failure to offer pricing for all line items below may render your bid non-responsive.*

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	8 ea.	Enfocus PitStop Pro Licenses	\$ _____	\$ _____
2.	1 ea.	Enfocus PitStop Server License	\$ _____	\$ _____
3.	1 ea.	Three-year Maintenance for the Enfocus Switch 11 - <b>PC version</b> : Modules – Switch Core Engine, Configurator, Metadata, Scripting, Switch Client and Performance	\$ _____	\$ _____
4.	1 ea.	Three-year Maintenance for the Enfocus Switch 11 - <b>MAC version</b> : Modules – Switch Core Engine, Configurator, Metadata, Scripting, Switch Client and Performance	\$ _____	\$ _____
<b>GRAND TOTAL (ITEMS 1-4)</b>				<b>\$ _____</b>

**SECTION 4  
BID SUBMITTAL FOR:**

ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE  
AND TECHNICAL SUPPORT SERVICES

FIRM NAME: \_\_\_\_\_

**OPTIONAL SERVICES**

OPTIONAL SERVICES TO RENEW (OTR)	MAINTENANCE AND SUPPORT	PRICE
OTR 1	Annual Maintenance for the Enfocus Switch 11: PC and MAC version	\$ _____
OTR 2	Annual Maintenance for the Enfocus Switch 11: PC and MAC version	\$ _____
OTR 3	Annual Maintenance for the Enfocus Switch 11: PC and MAC version	\$ _____
	<b>TOTAL</b>	\$ _____

**TECHNICAL SUPPORT SERVICE (CONSULTING) FEE SCHEDULE**

POSITION DESCRIPTION	HOURLY RATE

SECTION 4  
BID SUBMITTAL FOR:

ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE  
AND TECHNICAL SUPPORT SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_

Bid Title: ENFOCUS SOFTWARE LICENSING, CONSULTING, MAINTENANCE AND TECHNICAL SUPPORT SERVICES

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission



**ATTACHMENT A**  
**TWO SAMPLES**  
**OF**  
**“STATEMENT OF WORK”**



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## Project Document

# Tax collector, Miami Dade

**Authors** Bert van Rooijen (bertvr@enfocuss.com)  
Training Coordinator

**Created** 24/04/08

**Last saved** 8/05/08

**Version** 1, Draft 2

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### Unleash the power of PDF

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Enfocus International  
Kortrijksesteenweg 1095  
B-9051 Gent Belgium  
P +32 9 216 92 11  
F +32 9 216 98 54  
info@enfocuss.com  
www.enfocuss.com

Enfocus US  
16000 Ventura Boulevard, Suite 910  
Encino, California 91436 USA  
P +1 818 501 2380  
F +1 818 501 2387  
info@enfocuss.com  
www.enfocuss.com

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Tax collector, Miami Dade

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Tax collector, Miami Dade

## 1. Project description

This project aims at using Enfocus PowerSWITCH together with one or more custom written scripts in order to do the following:

- Split a multi-page PDF
- Retrieve the folio number and use this to rename the single pages
- Collect all files coming from the same original multi-page file at the end of the flow

### 1.1. Technologies used

The project will be implemented using Gradual PowerSWITCH 07 update 5

### 1.2. Implementation deadline

A.s.a.p.



## 2. Project Implementation

This chapter describes the different parts of the proposed solution.

### 2.1. Input

All multi-page files will be dropped in a designated folder, which will be watched by PowerSWITCH.

These multi-page PDF files will have the folio number in white text on all of the pages.

### 2.2. Split multi-page PDF in single pages or multi-page PDF files

The multi-page PDF files will be split into single PDF files all seen as separate jobs.

In this step, you can decide what the number of pages per single PDF file needs to be.

The configurator used for this step will be 'Adobe Acrobat Professional'.

The variable property will be as such:

- Save as: SPLIT
  - Pages per file: number of pages per single PDF file  
*Here you can choose how many pages should exist in the single PDF file after splitting*

### 2.3. Rename single PDF files to folio number

By using a custom script the folio number will be added to the name of the file.

As said the folio number will be available in the PDF in white text with the following structure "%\*XX-XXXXXX%\*".

A script property will allow you to choose on which page the folio number is retrieved.

- Property name: "Folio on page"
- Property value: fixed number

The file name structure after this script will look as follows:

"Originale file name"\_"folio number"

To allow using the original file name at a later point it should be added as private data in the jobticket.



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**Tax collector, Miami Dade**

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## 2.4. Collect files

By using a custom script all single PDF files coming from the same original multi-page PDF file will be collected as one job folder and be processed accordingly.

### 1. Collect:

- a) PowerSWITCH will collect all single PDF files coming from the same original multi-page PDF file based on a number of files e.g. 16,000.
  - i) A script property will allow you to change the number of files that need to be collected in the same job folder.
    - o Property name: "Number of files"
    - o Property value: number
- b) The script will look at the "original file name" in jobticket to determine the link between the single PDF files and job folder (*linked to the original multi-page PDF file*).

### 2. Waiting time:

This determines how long the script will wait for single PDF files coming from the same original multi-page PDF file. If the requested total (number of files) is not met before this time, it will fail the job folder (all single PDF files in the job folder at that moment). *This has the advantage the script will not be waiting for no reason and will streamline your processes.*

A script property will allow you to change the waiting time.

- Property name: "Waiting time"
- Property value: minutes (default: 120 minutes)

## 2.5. Distribute according to status

The collect step will have 2 output options (success and failure) depending on the number of files which one job folder should have e.g. 16,000 pages before it is sent off.

Success:

What is counted as Success?

- The script retrieves all single PDF files coming from the same original multi-page PDF file (based on the property value of the collect step) within the provided time range (*waiting time*).

What happens when being a success job?

- Job folder with all single PDF files coming from the same original multi-page PDF file is send to next step.



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**Tax collector, Miami Dade**

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**Fail:**

**What is counted as Fail?**

- The script is not able to retrieve all single PDF files coming from the same original multi-page PDF file (based on the property value of the collect step) within the provided time range (*waiting time*).

**What happens when failing?**

- A message is added to the 'messages' log:  
"Job folder not complete (files missing) within time range."
- Job folder is placed in separate (Fail) folder. In this job folder: all files available at moment of time limit expired.



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Tax collector, Miami Dade

### 3. Quote

The following table lists a summary of anticipated tasks and associated implementation times. While the different parts of this list are estimates and might change slightly, we feel confident we can perform the tasks expressed in this document in the time listed below.

The table also includes a quote based on the given time estimates and our professional services rates (daily rate is 1.000,- euro or 1,300.- USD).

This quote remains valid for 1 month after the date it was supplied.

Project Item	Implementation Time
Project management	2 hours
Flow & script development	5 hours
Testing, quality control and adjustments	1 hours
Total project time	1 day

MEMO

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# Ballot Printing Automation

Written by: David van Driessche, [davidvd@gradual.com](mailto:davidvd@gradual.com)  
Chief Operating Officer  
Saved on: Sunday, December 16, 2007  
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## Gradual Software NV

Kleindokkaai 3,  
B-9000 Gent, Belgium

Phone: +32 9 267 69 60  
Fax: +32 9 267 69 69

[info@gradual.com](mailto:info@gradual.com)  
[www.gradual.com](http://www.gradual.com)

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Ballot Printing Automation

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# 1 Project Description

This project aims at using Gradual PowerSWITCH together with one or more custom written scripts in order to solve a specific automation problem. Ballots received for elections need to be combined according to specific rules in order to be efficiently printed. Information about the combinations made to print the different ballots needs to be tracked in order to be able to manage the process.

Where the process today is a manual one, the aim is to provide a semi-automated workflow that automates all easy bits from the process. It is acceptable to have part of the ballot combination process still executed by a human, but the goal nevertheless should be to make the manual work minimal and easily integrated into the overall automated workflow.

## 1.1 Technology used

The project will be implemented using Gradual PowerSWITCH on a Microsoft Windows server. Adobe Acrobat will be used to do PDF file merging and Microsoft Excel can be used to track information to Excel spreadsheets as needed.

## 1.2 Implementation deadline

Final deadline for this project is end of February 2008 (at the latest). At that time the solution should have been tested and proven to perform well in lab environments and with real world (production) files.

## 2 Project Implementation

This chapter describes the different parts of the ballot merging flow.

### 2.1 Input

The input for the project consists of PDF files. These PDF files are supplied by outside sources and are released to the ballot merging workflow at a given time. These PDF files are *simple enough* that they can be merged to multipage PDF files without fear of causing problems (specifically font issues).

Each incoming PDF file follows a strict naming convention that contains a number of important parts:

- The *election ID*, which identifies which election this particular ballot belongs to. The election ID is in the form of a date, such as "081108".
- The *quantity*, which is a number that identifies how much impressions of a ballot need to be made.

See section 3.1 for more information on the exact file name convention.

For the input part, the following assumptions can be made

- All ballots belonging to a particular election will be available almost at the same time. Preferably the merging algorithm should not count on this too much; meaning that it is conceivable that a good algorithm expects all files to be available in an input folder within a 30 minute period for example.

*This assumption is important as the ballot merging algorithm (described further) is an optimization process that ideally needs to have all jobs available.*

- Only one election at a time will be processed. This means that an algorithm does not need to check to which election a ballot belongs as it is merging them.  
*Dropping this requirement would not be overly difficult, but being able to assume this simplifies life.*

### 2.2 Ballot merging

#### 2.2.1 Merging algorithm

Ballots need to be merged (meaning that one big PDF file needs to be created with the pages of all merged files) in groups of 3. This merging process needs to be performed using the following algorithm:

- If 3 ballots are found in the input having the same quantity, they can be merged directly. There is no sub-optimization, any three files that have the same quantity will do.

*Remark that this step does not require all ballots to be available – it can be executed as soon as three suitable ballots are found.*

- If no ballots are available with the same quantity, three ballots with quantities that are close together (for example with a difference of at most 100) are merged. The *delta* from which ballots are merged in this step needs to be flexible (in other words it needs

## Ballot Printing Automation

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to be a property of the script which does the merging) in order to fine-tune the results of the algorithm.

*Remark that this step can only be executed after all files satisfying the first condition have been processed. Remark also that it might be useful at some point to implement two different deltas in this step: run this step using a delta of 100 and run it again with a delta of 500 for example. This would ensure enough files are matched automatically by this step while still increasing the chance of merging those files which are close together. Implementing this extra complication would not add too much complexity.*

- If the first two steps are run and ballots are still available, they need to be sent to a special output folder where they will be manually paired per three ballots.

The output of the merging step is a job folder containing the three files that need to be merged, or – for those files that weren't selected for merging automatically – single files sent to an error folder for manual merging. The name of the job folder in this step is not important (because the manual merging step will also generate meaningless job folder names; the final PDF file name will have to be calculated afterwards).

### 2.3 Manual merging

In the flow a folder will exist that is not connected to the rest of the flow. In this error folder those ballots which cannot be merged automatically are dropped. An operator needs to:

- Look at all ballots and select three files which are suitable to be merged
- Drop those ballots into a separate input folder for the flow
- Repeat these steps until all ballots have been processed

This *manual input folder* accepts incoming files and creates job folders for them (a job folder for each three incoming ballots). By setting up the process this way, the rest of the flow can be identical for the manually paired ballots.

### 2.4 Calculating the merged PDF file name

The merged PDF file needs to have a specific name, which refers to the election, quantity and three separate ballot file names and includes a running count per election. For the exact merged PDF file name, see section 3.2.

For each new election, the running count restarts at 001. This assumes no election will have more than 999 merged files (or thus more than 2997 ballots).

The calculated merged file name is attached to the job as private data, so that it is available at any later point in the flow.

### 2.5 Reporting on the merging process

At this point the flow contains a Visual Basic script that drives Microsoft Excel. Per election a spreadsheet is created (in a folder specified as a property of the script) where information about the merging process is logged. For the exact format of the logged information, see section 3.3.

## Ballot Printing Automation

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The name of each spreadsheet is "YYMMDD – plate information.xls" where YYMMDD stands for the election ID.

**2.6 Merging ballots**

For each job folder containing three ballots, the merging step merges them into one big PDF file using the Adobe Acrobat configurator. The order in which the three ballots are merged is not important.

**2.7 Imposition step**

Once there is one big PDF file, an extra step (not described in this specification) will add printer information to the PDF file. The work in this step is not included in this project. It is assumed that this step will consume the merged PDF file and return a changed PDF file. It is also assumed this step does not change the name of the PDF file.

**2.8 Output step**

The merged PDF file needs to be passed to a Prinect system. It is the intention to pass additional information to the Prinect system by writing a custom JDF in the output folder next to the output PDF file.

It has not yet been determined how this JDF file should look.

### 3 Implementation Examples

This chapter contains samples of file names, file structures etc. to illustrate the specifications in the previous chapters.

#### 3.1 Input file name

The input file name of incoming PDF ballots is structured as follows:

NNNNNN...\_QQQQ...\_EEEEEE.pdf

The different parts of this filename are separated by underscores ("\_") and are:

1. NNNNNN...: a variable number of characters forming the name of this ballot (*ballot name*).
2. QQQQ...: a variable number of digits forming the quantity for this ballot (*ballot quantity*).
3. EEEEE: six digits forming the date of the election for this ballot, also used as the *ballot ID*. The form of the date is year (2 digits), month, day.

Example ballot names:

- D002-2\_5350\_080129.pdf
- R005-1\_16075\_080129.pdf

#### 3.2 Merged PDF file name

The name of the merged PDF file is determined by the input ballot files and by how many merged files have been created for this particular election so far.

The merged PDF file is formed as follows:

CCC\_EEEEE\_NNNN1...\_NNNN2...\_NNNN3....pdf

The different parts of this filename are separated by underscores ("\_") and are:

1. CCC: a running counter consisting of 3 digits starting at 001 for each election.  
Merged files are numbered sequentially for each collection.
2. EEEEE: the election ID taken from the ballots.
3. NNNNx...: the name of the corresponding ballot.

As an example, if three ballots are merged with the following names:

- D002-2\_5350\_080129.pdf
- R005-1\_16075\_080129.pdf
- D007-2\_5350\_080129.pdf

The resulting merged PDF file would have the following name if it is the seventh merged PDF file for this particular election:

007\_080129\_D002-2\_D007-2\_R005-1.pdf



# **APPENDIX**

## **AFFIDAVITS INFORMAL BIDS**



Miami-Dade County  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Federal Employer**  
 Contract No. : \_\_\_\_\_ Identification Number (FEIN): \_\_\_\_\_

Contract Title: \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

<p>1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code</p>	<p>6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code</p>
<p>2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code</p>	<p>7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code</p>
<p>3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) f the County Code</p>	<p>8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code</p>
<p>4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95</p>	<p>9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code</p>
<p>5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code</p>	<p>10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code</p>

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm	Date	
Address of Firm	State	Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

*Subscribed and sworn to* (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ He or she is personally known to me  or has produced Identification

Type of identification produced \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Serial Number \_\_\_\_\_

Print or Stamp of Notary Public \_\_\_\_\_ Expiration Date \_\_\_\_\_ Notary Public Seal \_\_\_\_\_



