

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. _____
 Contract _____
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RFP14-06
 TERM OF CONTRACT: 2 YEAR(S) WITH 2 1YEAR OTRs
 Requisition /Project Title: Automated Fare Collection System

Description:

This contract was established under full and open competition by the Miami Parking Authority (MPA). The Request for Proposal was advertised on the MPA's procurement website and was awarded to PayByPhone Technologies Inc. The access to this contract was requested by the Information Technology Department (ITD), tasked by the Miami-Dade Department of Transportation and Public Works (DTPW) IT Steering Committee. MDT intends to allow riders to pay for parking by selecting parking locations via the existing PaybyPhone App for ad-hoc daily parking. Corporate Discount Members will also have the ability to pay by phone and eliminate manually printed hang tags issued monthly.

Issuing Department: ITD
 Contact Person: Juliana Manjarres
 Phone: 305-375-3065
 Estimate Cost: \$76,000.00
 Funding Source: Operating Funds

ANALYSIS

Commodity Codes: 91829
 Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:
See RFP document

Signed: Juliana Manjarres
 Date sent to SBD: 04/27/2016
 Date returned to ISD Procurement: _____

**REQUEST FOR PROPOSALS
FOR
PAY BY PHONE SERVICES**

RFP No. 14-06- PAY BY PHONE SERVICES



Contracting Officer: Arthur Noriega, V.
Chief Executive Officer
Telephone: (305) 373-6789

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN
May 19, 2014 by 10:00 AM (Local Time)**

At

**Miami Parking Authority
Procurement Department
40 N.W. 3rd Street, Suite #1103
Miami, FL 33128**

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO MIAMI PARKING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. MIAMI PARKING AUTHORITY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE.

MIAMI PARKING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE, SEXUAL ORIENTATION OR DISABILITY.

PUBLIC NOTICE

The Department of Off-Street Parking of the City of Miami d/b/a Miami Parking Authority ("MPA" or the "Authority") is seeking Submissions ("Proposals" or "Responses") for PAY BY PHONE Services ("Services").

Interested firms may pick up a copy of the Request for Proposals ("RFP") to be issued on **March 31st, 2014** at 40 Northwest Third Street, Suite #1103, Miami, Florida 33128. The RFP contains detailed and specific information about the scope of services, Submission requirements and selection procedures.

One (1) original, five (5) bound copies, and one (1) copy on CD-ROM in PDF format of the completed and executed Submission must be delivered to the administrative office of the **Miami Parking Authority, 40 Northwest Third Street, Suite #1103, Miami, Florida 33128 no later than 10:00 a.m., on or before May 19, 2014.** Submissions received past such deadline and/or submitted to any other location or office shall be deemed not responsive and rejected. The Chief Executive Officer and/or the Board reserves the right to accept any timely Submission deemed to be in the best interest of Miami Parking Authority, to waive any minor (e.g. not material) technicalities, omissions, or irregularities in any Submission and/or reject any or all Submissions, and re-advertise, at MPA's option, for new Submissions.

A pre-bid meeting will be held on **April 23, 2014** in order to answer any questions or to clarify any doubts that may arise after preliminary review of this document. This pre-bid meeting will not be mandatory and failure to be present will not be a cause for disqualification. Any prospective bidder that is not in attendance must submit any questions in writing by no later than **April 25th, 2014 at 5:00 pm.** Proposers may fax or mail their requests to the attention of Rolando Tapanes, Procurement Manager, 40 N.W. 3rd Street, Suite #1103, Miami, Florida 33128. The facsimile number is (305) 371-9451; email is: rtapanes@miamiparking.com. All responses to questions/clarifications will be sent to all prospective bidders in the form of an addendum.

Interested firms/individuals are responsible for visiting MPA's website or contacting Rolando Tapanes, rtapanes@miamiparking.com, to obtain and/or download information pertaining to the RFP.

This RFP is also available on our website: www.miamiparking.com.

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1	Introduction to Request For Proposals
2	Statement of Services
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5	Implementation/Testing/Acceptance
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7	RFP Timetable & Evaluation/Selection Process

1. INTRODUCTION TO REQUEST FOR PROPOSALS

1.1 INTRODUCTION

The Miami Parking Authority (MPA) is seeking proposals from qualified companies to host Parking Pay-By-Phone/App Services to the general public served by the Miami Parking Authority (MPA). The company shall be qualified and experienced in the industry and propose best practices currently being used by Government Parking Agencies. The MPA currently has a mixture of Pay-by-Phone, Pay-by-Plate, Pay-and-Display and single space meters in place. The MPA would like to continue to improve the customer experience when using any of the parking payment options and would like to aid enforcement of parking policies.

1.2 BACKGROUND

The MPA is responsible for the oversight of public parking locations within the City limits. The Agency develops parking policies and plans for specific facility expansion to serve the parking demand throughout the City.

The present parking inventory consists of 6 garages and 64 surface lots owned and/or operated by the MPA. The number of on-street spaces managed by MPA which are controlled with a combination of multi-space pay stations, single space parking meters and pay-by-phone total 10,200 spaces.

1.3 GOAL AND OBJECTIVES

The MPA would like to continue to enhance a customer's experience when paying for parking via cell phone; allow customers to receive a call or text message when their parking time is nearing expiration; allow customers to increase parking time with a cell phone credit card payment, and allow customers to easily make payments and retrieve information from their accounts. The solution will allow MPA to verify customer payments, as well as create meaningful and accurate reports.

The Pay-By-Phone/App Services will continue to enhance the daily business activities and service provisions undertaken by the MPA. The project involves software subscription licensing with hosting services, secure website for customers, secure credit card payment processing, instructional signs and stickers for customers and training for system users. The Pay-By-Phone/App Services will result in improved service delivery to customers. Additionally, the Successful Proposer(s) shall provide to the MPA, training on the use of its software, electronic means by which payments can be verified and enforced, technical support services, and marketing of the program to potential Pay by Phone customers.

The MPA's objective is to procure a system (or systems) that will do the following:

- Allow customers to manage their parking payment account online including passwords, vehicle information, credit card information and review of parking history.
- Provide parking expiration notification via phone call or text messaging to customers.
- Interface real-time with existing multi-space meter software and handheld enforcement citation devices as indicated in Attachment D.

- Support existing zones, rates, time limits, days and hours of enforcement.
- Provide financial audit information and history for reconciliation purposes.
- Provide decision-quality management reporting for business analysis, problem resolution and overall efficiency.
- Enhance the MPA's image with customers utilizing easy-to-use phone and interactive web interfaces using real-time information.

The proposal should address the following parking business functional areas:

- Customer Account Management
- Enforcement Management
- Payment Collection Management
- Parking Rate Configuration
- Accounts Receivable
- Reporting

All Proposals shall be submitted in accordance with this RFP document. The RFP contains detailed and specific information regarding MPA's standards and expectations for the Services.

Proposals must be delivered to the Procurement Department of MPA located at 40 NW 3rd Street, Miami, Florida 33128 by **10:00 a.m. (EDT) on May 19th, 2014** and will be publicly opened at that time.

The Board reserves the right to accept any Proposal deemed to be in the best interest of MPA, to waive any irregularities in any Proposal and/or to reject any or all Proposals for any reason, and to re-advertise for new Proposals.

1.4 INVITATION

Thank you for your interest in this RFP process. MPA through its Purchasing Department invites Proposals which offer to provide the services ("Services") in response to the Scope listed in Section 2.0:

1.5 AGREEMENT

The Proposer qualified and selected to provide the Services (the "Successful Proposer") shall be required to execute a Professional Services Agreement ("PSA" or "Agreement") with MPA in substantially the form attached as **Attachment G** hereto. The award to the Successful Proposer(s) will be made subject to an express condition precedent of negotiation of a PSA satisfactory to MPA, and the Proposer(s), and if such negotiation does not successfully conclude the award will not be made to the Proposer(s).

1.6 DEADLINE FOR RECEIPT OF REQUEST FOR ADDITIONAL INFORMATION/CLARIFICATION

Any request for additional information or clarification must be received in writing **no later than 5:00 p.m. (EDT), April 25th, 2014**. Proposers may fax or mail their requests to the attention of Rolando Tapanes, Manager of Procurement and Administration, 40 N.W. 3rd Street, Suite #1103, Miami, Florida 33128. The facsimile number is (305) 371-9451 or email: rtapanes@miamiparking.com.

1.7 LETTER OF INTENT TO RESPOND

The MPA must receive a letter of intent to respond ("LIR") by the date and time indicated in the timetable. This letter can be mailed, delivered, faxed or e-mailed to:

Rolando Tapanes
Manager of Procurement and Administration
Miami Parking Authority
40 NW 3rd Street, Suite #1103 Miami, FL 33128
Phone: (305) 373-6789 Ext. 297
E-Mail: rtapanes@miamiparking.com Fax: (305) 371-9451

This is a mandatory requirement. Failure to submit an LIR by the deadline specified will result in the disqualification of any Proposal submitted by the Proposer.

Submission of the LIR constitutes the Proposer's acceptance of the procedures, evaluation criteria, and other administrative instructions of this RFP.

LIR's may be withdrawn at any time before the Submission deadline.

1.8 CONE OF SILENCE

MPA is exempted from the City of Miami Cone of Silence Ordinance, Section 18-74(c)(r).

1.9 ADDITIONAL INFORMATION OR CLARIFICATION

Requests for additional information or clarifications must be made in writing and received by the Procurement Manager, specified on the Public Notice section of this RFP, in accordance with the deadline for receipt of questions specified in the RFP (see Section 1.3) and the Cone of Silence (see Section 1.5). The request must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, and facsimile number.

Electronic facsimile requesting additional information will be received by the Procurement Manager for this RFP at the fax number (305) 371-9451. Facsimiles must have a cover sheet which includes, at a minimum, the Proposer's name, name of Proposer's contact person, address, number of pages transmitted, phone number, facsimile number, and RFP number and title.

The MPA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

1.10 AWARD OF CONTRACT

The Agreement will be awarded to the Successful Proposer(s) by the Board based upon the minimum qualification requirements reflected herein. The MPA reserves the right to recommend multiple providers as successful proposers and as such reserves the right to execute or not to execute, as applicable, an Agreement with the Successful Proposer(s) that is determined to be in the MPA's best interests.

If the MPA and the Successful Proposer(s) cannot negotiate a mutually acceptable Agreement, MPA may terminate the negotiations and begin negotiations with the second-ranked Proposer. This process may continue until an Agreement has been executed or all Submissions have been rejected. No Proposer shall have any rights in the subject project or against MPA arising from such negotiations. The Agreement will be furnished by the MPA; will contain certain terms as are in the MPA's best interests, and may be executed on a project by project basis.

1.11 AGREEMENT EXECUTION

An Agreement will be negotiated and executed between the Successful Proposer(s) recommended for award and the MPA. The successful operation of this Agreement requires that the Successful Proposer(s) and MPA agree to act in good faith in all matters relating to carrying out the works, derivation of rates and interpretation of this document. At, and after execution of the Agreement, Proposer(s) should be referenced by its proper business name or "Consultant".

1.12 UNAUTHORIZED WORK

The Successful Proposer shall not begin work until the above referenced PSA is executed by the parties, and an MPA "Purchase Order" is received. The Purchase Order(s) shall specify the price and period of time allotted for the completion of the work. Both of these actions will be conditions precedent to the Proposer commencing any work.

1.13 INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit Responses in accordance with the requirements of this RFP. PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.

The entire set of documents constitutes the RFP. The Proposer must return these documents with all information necessary for the MPA to properly analyze Proposer's response in total and in the same order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed. **All Proposals shall be returned in a sealed envelope or package with the RFP number and opening date clearly noted on the outside of the envelope.**

Proposer(s) must provide a response to each requirement of the RFP. Responses should be prepared in a concise manner with an emphasis on completeness and clarity.

1.13.1 PRIORITY OF PROVISIONS

If there is a conflict with the Request for Proposal and/or the Response to Request for Proposal and this Agreement, this Agreement shall prevail. The MPA reserves the right to resolve any contradictions and to correct any errors contained in its proposal documents. Any conflicts between the Request for Proposal and Addendum shall be resolved in favor of the provisions of this Agreement.

If there is a conflict or inconsistency between any term, statement requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into the Agreement Documents by reference and a term, statement, requirement, the specifications and plans prepared by the Consultant, or provision of the Agreement documents the following order of precedence shall apply:

- Revisions (Amendments) to the Agreement which are executed shall govern over the Agreement.
- The Agreement shall govern over the RFP, any Addendum to the RFP, and the RFP Response.
- The RFP shall govern over the RFP Response.

1.14 CHANGES/ALTERATIONS

Proposer may change or withdraw a Proposal at any time prior to the Submission deadline; however, no oral modifications will be allowed. Written modifications shall not be allowed following the Submission deadline.

1.15 SUBCONTRACTORS OR SUBCONSULTANTS

A Sub-Consultant, herein known as Sub-Contractor(s) is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFP. A Sub-Contractor shall be paid through Proposer or Proposer's firm and not paid directly by the MPA. Sub-Contractors are allowed by the MPA in the performance of the services delineated within this RFP. Proposer must clearly reflect in its Proposal the major Sub-Contractors to be utilized in the performance of required services. The MPA retains the right to accept or reject any Sub-Contractors proposed in the response of Successful Proposer or prior to Agreement execution. Any and all liabilities regarding the use of a Sub-Contractor shall be borne solely by the Successful Proposer and insurance for each Sub-Contractor must be maintained in good standing and approved by the City of Miami's Risk Management Department throughout the duration of the Contract. Neither Successful Proposer nor any of its Sub-Contractors are considered to be employees or agents of the MPA. Failure to list all Sub-Contractors and provide the required information may disqualify any proposed Sub-Contractors from performing work under this RFP.

Proposers shall include in their Proposal the requested Sub-Contractor information and include all relevant information required of the Proposer. In addition, within five (5) working days after the identification of the award to the Successful Proposer(s), the Proposer shall provide a list confirming the Sub-Contractors that the Successful Proposer intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, location of the place of business for each Sub-Contractor, the services Sub-Contractor will provide relative to any Agreement that may result from this RFP, any applicable licenses, references, ownership, and other information required of Proposer.

1.16 DISCREPANCIES, ERRORS AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the MPA's Purchasing Department. Should it be necessary, a written addendum will be incorporated to the RFP. The MPA will **NOT** be responsible for any oral instructions, clarifications, or other communications.

1.17 DISQUALIFICATION

The MPA reserves the right to disqualify Proposals before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Proposals; to reject any or all Responses in whole or in part, or to reissue a Request for Proposals.

1.18 SUBMISSION RECEIPT

Sealed Proposals will be accepted in accordance with the instructions detailed on the cover of this RFP. After that date and time, Responses will **not** be accepted. The Proposer shall file all documents necessary to support its Proposal and shall include them with its Proposal. Proposers shall be responsible for the actual delivery of Proposals during business hours to the exact address indicated on the cover and in the RFP. Proposals that are not received by **MPA'S OFFICE** by the deadline established in the RFP shall **not** be accepted or considered by the MPA.

1.19 CAPITAL EXPENDITURES

The Successful Proposer understands that any capital expenditures that the Successful Proposer makes, in order to perform the Services required by the MPA in this RFP, is a business risk which the Successful Proposer may include in its proposed price. The MPA, however, is not, and shall not, pay or reimburse any capital expenditures or any other expenses, incurred by any Proposer, in anticipation of an Agreement award nor to maintain the approved status of the Successful Proposer if an Agreement is awarded.

1.20 PROPOSERS RESPONSIBILITY

Before submitting a Proposal, each Proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. Lack of knowledge of such conditions and requirements resulting from failure to make such investigations and examinations will not relieve the Successful Proposer from any obligation to comply with every detail and with all provisions and requirements of the agreement documents, and will not be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Proposer.

2. STATEMENT OF WORK

The Statement of Work provided in Attachment A describes the responsibilities of the Successful Proposer for the implementation of, and the on-going support/maintenance for, the Pay-By-Phone/App Services. This encompasses both the tasks and deliverables associated with the project's management, configuration, process gaps, customizations, testing, training, marketing of the program, implementation, maintenance and support.

3. MPA's ROLE AND RESPONSIBILITIES

3.1 The MPA will be responsible for and will assume the following roles during the project.

3.1.1 MPA's PROJECT MANAGER

The Project Manager will be the lead in defining the needs of the project and will ensure the project objectives are met. The Project Manager will be responsible for:

- Oversight of the project scope and schedule in collaboration with the Successful Proposer's Project Manager.
- Scheduling and participating in all meetings.
- Assisting in the coordination of the implementation, configuration, and use of the System.
- Assisting in the System training and updating of documentation as necessary based on the changes in business practices.
- Enforcing System site standards (layouts, security processes, etc.) with assistance from department experts.
- Ensuring adequate procedures and controls are in place for stable System administration.
- Managing project risks and escalating incidents as appropriate.

3.1.2 DEPARTMENT EXPERTS

MPA's Department Experts will represent specific business units, providing strategic insight, feedback, and direction for the project strategy. The MPA's experts will be from the following groups:

- On-Street Parking Division
- Information Technology
- Finance
- Public Relations
- Enforcement Division

3.1.3 The MPA's Department Experts will be responsible for:

- Representing the interests of their department and/or business units.
- Assisting in the coordination of the implementation, configuration and use of the System.
- Assisting in the System training and updating of documentation as necessary based on the changes in business practices.
- Collecting and communicating feedback from department staff.

- Reporting operational issues with the System environment to the Project Manager as they are discovered.
- Assisting in the testing of new or existing system features as needed to ensure optimal performance.
- Suggesting potentially useful upgrades or enhancements to the System environment as they relate to current business processes or anticipated changes in business processes.
- Providing ongoing assessments of what works well; what requires improvement; are the standards still appropriate; how can business processes improve; do communication gaps exist; can inefficiencies be reduced or eliminated?

3.2 COORDINATION WITH THE MPA

The Successful Proposer shall identify the Project Manager to work in close coordination with the MPA's Project Manager. The Project Manager shall be MPA's point of contact.

During the term of the contract, the Successful Proposer's Project Manager shall meet on-site with the MPA's Project Manager for the purpose of discussing and coordinating work to be performed, or performance of work.

4. PROPOSER SUBMITTALS

4.1 PROJECT PLAN

The Proposer(s) must provide best practice recommendations utilized in previous Pay-By-Phone/App Services implementation experiences similar to the MPA's requirements along with the detailed work tasks with resource role assignments and estimated durations and start/finish dates. The project plan should include all tasks associated with implementation and ongoing support of the Pay-By-Phone/App Services. The project plan shall be delivered within a contractually specified timeframe after contract signing.

The following implementation and support functions should be addressed in the project plan with designations for each implementation/deployment phase recommended:

- Project Planning/Execution
- Communications Planning/Execution
- System Environment Configuration
- Business Review and Application Configuration/Validation
- Testing (System, Performance and User Acceptance Testing)
- Training and Documentation
- Marketing
- Implementation
- Operations, Maintenance and Support

4.2 ARCHITECTURAL PLAN

The Proposer(s) must provide detailed descriptions of all software and hardware included in the proposal. The Proposer(s) must include an architecture schema of the hosting environment and application support platforms.

The Proposer(s) must depict how all the modules integrate from entry points through back office systems, including but not limited to credit card processing. The Proposer(s) must describe, in detail, all of the equipment it proposes to use. Proposer(s) must also describe in detail its plan for auditing and reconciliation procedures that track electronic revenues from payment receipt to the financial clearinghouse. The clearinghouse system must conform to International Standards Organization (ISO) and Payment Card Industry (PCI) data security standards for messages. A detailed description of data, intrusion and transaction security measures must be included.

4.3 TRAINING PLAN

The Proposer(s) must provide best practice recommendations utilized in previous Pay-By-Phone/App Services training experiences as they relate to MPA's requirements. The plan should incorporate a variety of training strategies targeted for different levels of users including but not limited to: MPA Managers, Administrators and General Staff.

4.4 OPERATIONAL PLAN

The Proposer(s) must provide an organizational chart with narrative description outlining the methods of operation, operational structure, and services to be provided by the Proposer(s). This description should fully and completely demonstrate the Proposer(s)'s intended methods for servicing the MPA's requirements. The Proposer(s) are also encouraged to provide any other pertinent information that will assist the MPA in evaluating the proposed method of operation.

4.5 REQUIREMENTS RESPONSE

The Proposer(s) must provide responses for all requirements specified in Attachment B, Parking Functional and Non-Functional Requirements utilizing the following instructions to ensure accurate responses:

- Enter one (1) response per requirement using the legend below; more detailed descriptions of each is provided in the attachment:
 - o SF: Standard Functionality
 - o NR: Provided in Next Release
 - o MD: Modification Required
 - o RQ: Provided through a Reporting or Query Tool
 - o TP: Third Party Software Required
 - o NA: Cannot Meet Requirement

- List the third party product name(s) required to meet the requirement

Changes should not be made to the format of the requirements attachment and the response should be submitted in Excel format.

4.5.1 SUBMISSION REQUIREMENTS

The following documents must be submitted as part of the Response to this RFP: Each submittal must contain the following documents, each fully completed, and signed as required. Submittals which do not include all required documentation, or are not submitted in the required format, or do not have the appropriate signatures on each document, may be deemed to be non-responsive. Non-responsive submittals will receive no further consideration.

A. CONTENTS OF PROPOSAL STATEMENT

1. Table of Contents

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.

2. Proposal Letter

Provide a Letter of Interest indicating the specific project(s) for which the firm is applying. Provide a narrative which addresses the scope of work, the proposed approach to the work, and any other information called for by the RFP.

3. Responses to Services Questionnaire

4. Qualifications of the Firm

Indicate the firm's number of years of experience in providing PAY BY PHONE services. Licenses and any other pertinent information shall be submitted. The minimum qualification requirements for this RFP are described below. Submittals which do not contain such documentation may be deemed non-responsive. (Please refer to Section 2.2)

5. Qualifications of the Firm's Supervisory Team

List the members of the firm's supervisory team. Provide a list of the personnel to be used on each project and their qualifications. A brief resume including education, experience, licenses and any other pertinent information shall be included for each team member, for each project, including sub-consultants to be assigned to each project. Provide any other documentation which demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals which do not contain such documentation may be deemed non-responsive.

6. Previous Similar Services Offered:

A list of similar services must be submitted. Information should include:

- * Client Name, address, phone number.
- * Description of work.
- * Year the project was completed.
- * Total of fees paid to firm.
- * Total cost of the services, estimated and actual.

(References and contact information provided must be current and shall not exceed five (5) years from the year 2014)

7. Minority/Women Participation

For Proposer(s) seeking M/WBE consideration, if any, in the evaluation process, Proposer(s) must be certified by the City of Miami, State of Florida, Miami-Dade County School Board or Miami-Dade County as an M/WBE **prior to the Submission deadline**. Additionally, the following documents must be submitted with Proposal, if applicable:

- City of Miami Minority/Business Affairs Registration Affidavit or an Affidavit from one of the above listed entities

8. Business Located in Miami-Dade County

Proposer(s) **must** be a firm located within the Miami-Dade County, or have an office located within the Miami-Dade County. Qualification as a "firm located within Miami-Dade County" will be determined and approved based on the entity's filings with the Florida Department of State, Division of Corporations. Qualification as a Proposer(s) having "an office located within Miami-Dade County" shall be a Proposer(s) who has an additional office, one other than corporate headquarters, having been established within the boundaries of the County of Miami-Dade at least six (6) months prior to the release of the RFP.

**9. Acknowledgment of Addenda and Respondent Information Forms
(Section 6) "RFP Response Forms" (see check list).**

Any firm(s) involved in a joint venture in its Proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

Proposer(s) must clearly reflect in its Proposal, any Sub-Consultants proposed to be utilized, and provide for the sub-consultant the same information required of Consultant. The MPA retains the right to accept or reject any Sub-Consultants proposed.

Throughout this RFP, the phrases "must" and "shall" will denote mandatory requirements. Any Proposer(s)'s proposed system that does not meet the mandatory requirements is subject to immediate disqualification.

When responding to this RFP, all Proposers shall adhere to the guidelines defined below. Any and all Responses that do not follow the prescribed format are subject to immediate disqualification.

A. Completed Response forms, including all required forms included with this RFP. Refer to Checklist(s) for guidance on the information and documentation to be provided with Response.

B. Copy of Current City Business Tax Receipt, where applicable

C. Additional forms and Acknowledgments

- Proposers shall complete and submit as part of its Proposal all of the following forms and/or documents:

- 6.1 RFP Information Form
- 6.2 Certificate of Authority
- 6.3 Indemnification & Insurance Requirements
- 6.4 Statement of No Bid/Response
- 6.5 Debarment and Suspension Certificate
- 6.6 Statement of Compliance with Ordinance 10032
- 6.7 Proposer's Qualification Statement
- 6.8 Proof of current M/WBE Certification, if applicable
- 6.9 Proof of Proposer's Occupational License
- 6.10 Conflict of Interest, if applicable
- 6.11 Acknowledgment of receipt of each addendum issued by MPA
- 6.12 Complete Proposal, including all required documentation Licenses, etc.

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

4.5.2 RESPONSE FORMAT

One (1) loose original, five (5) bound copies, and one (1) copy on CD-ROM in PDF format of your complete response to this RFP must be delivered to:

**Miami Parking Authority
Procurement Department
40 NW 3rd Street, Suite #1103
Miami, Florida 33128**

Responses must be clearly marked on the outside of the package referencing **RFP NO. 14-06 PAY BY PHONE SERVICES.**

Responses received after the date and time stated in the RFP will not be accepted and shall be returned unopened to Proposer. **Responses received at any other location than the aforementioned or after the Proposal submission date and time shall be deemed non-responsive.**

Responses should be signed by an official authorized to bind the Proposer(s) to the provisions given in the Proposal. Responses are to remain valid **for at least 180 days**. Upon award of a Contract, the contents of the Proposal of the Successful Proposer(s) may be included as part of the Contract, at the MPA's discretion.

Proposers must provide a response to each issue. Responses should be prepared in a concise manner with an emphasis on completeness and clarity.

4.6 CONTRACT TERMINATION FOR DEFAULT

Termination for default is defined as notice to stop performance delivered by the Proposer(s) due to the Proposer's nonperformance or poor performance and the issue of performance was either not litigated due to inaction on the part of the Proposer(s); or litigated and determined that the Proposer(s) was in default.

If the company has had a contract terminated for default in this period, submit full details including the other party's name, address, and the phone number. Present the company's position on the matter. MPA will evaluate the facts and may, at its sole discretion, reject the RFP on the grounds of its past experience.

4.7 CONTRACT LITIGATION/LEGAL PROCEEDINGS

The Proposer(s) shall identify any pending lawsuits, past litigation relevant to subject matter of this RFP, providing a statement of any litigation or pending lawsuits that have been filed against the Proposer's company in the last five years.

If an action has been filed, state and describe the litigation or lawsuit filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or lawsuit has been filed against the Proposer's company, provide a statement to that effect. For joint venture or team Proposers, submit the requested information for each member of the joint venture or team.

4.8 CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN

Briefly describe the Proposer's method(s) for backing up the proposed solution and recovering in the event the proposed server or required client component becomes inoperable. This section provides MPA the understanding on how to rebuild, or in the event the service is covered under contractual agreement, the Proposer(s) would recover the solution from bare metal.

4.9 SOFTWARE SUBSCRIPTION, HOSTING SERVICES, SUPPORT AND MAINTENANCE AGREEMENTS

Provide a copy of the following:

- Software Subscription
- Hosting Services Agreement
- Maintenance and Support Agreement
- Third party Agreement, if applicable

Note: MPA may consider use of said agreements; however MPA may negotiate otherwise.

4.10 PROJECT TEAM QUALIFICATIONS

The Proposer(s) must submit information for the proposed project team members documenting their technical and management capabilities as required to support the implementation and support of the proposed solution.

The Proposer(s) must include an organizational chart for the project, including any subcontracted team members. Comparable resources must be guaranteed throughout the course of the project. The Proposer(s) must specifically identify the team members who will be assigned to this project and provide the following information for each by role (Project Manager, Functional Leads, Technical Leads, etc.):

- Length of service with Proposer(s).
- Experience and responsibilities.
- Relevant qualifications.
- Education.
- Other appropriate summary information.

4.11 SECURITY REQUIREMENTS

The Successful Proposer(s) will comply with industry best practices for Information Security. After completing ATTACHMENT C - ASP (SaaS) SECURITY STANDARDS, MPA's Information Technology Office will evaluate the provider's ability to comply with Information Security in the areas of confidentiality, integrity and availability. Please complete ATTACHMENT C - ASP (SaaS) SECURITY STANDARDS fully, but note that the IT Office will evaluate the information based on a number of factors, including protection commensurate with the type of data being hosted.

4.12 EXCEPTIONS TO THE RFP

Proposers may take exceptions to the RFP, unless the RFP specifically states where exceptions are prohibited. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the MPA a meaningful opportunity to evaluate and rank proposals, and the cost implications of the exception (if any). **Exceptions to Attachment B, Parking Functional & Non-Functional Requirements are prohibited.**

Where exceptions are taken, the MPA shall determine the acceptability of the proposed exceptions. The MPA may accept, modify or reject the exceptions. Where exceptions are rejected, the MPA may insist that the Proposer(s) furnish the services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this RFP. However, MPA is under no obligation to accept any exceptions. Proposers shall be deemed to have accepted all terms and conditions to which no exception complying with this section have been taken.

5. IMPLEMENTATION/TESTING/ACCEPTANCE

5.1 The Project Manager as designated by the Successful Proposer(s), in consultation with the MPA's Project Manager shall prepare a final implementation plan detailing the steps to set up, install, configure, test, provide training for and deliver the System. The plan shall serve as a guide for the overall implementation process.

5.2 A checklist will be provided by MPA for final acceptance of the system.

5.3 Maintenance and Support will begin upon the successful implementation and final acceptance by MPA of the system.

5.4 PROPOSED COMPENSATION/FEEES

All proposed fees shall be identified and set forth in the response (Attachment E & Attachment F). The Proposer(s) shall provide a schedule of rates, fees and charges. Please detail your fees to include:

- Amount
- Fees to set up and transition the plan
- Communication and Education Fees
- Service Center Fees
- Trustee/custody Fees
- Recordkeeping Fees
- Administration Fees
- All other fees (specify)

TOTAL FEES FOR PROPOSAL

6.0. RFP RESPONSE FORMS

CHECK LIST

This checklist is provided to help you conform to all form/document requirements stipulated in this RFP and attached herein.

	<u>Submitted With Proposal</u>
6.1 RFP Information Form This form must be completed, signed, and returned with Proposal.	YES _____
6.2 Certificate of Authority , to be completed, signed and returned with Proposal. Complete applicable form only. 6.2.1. Certificate of Authority (if Corporation) 6.2.2. Certificate of Authority (if Partnership) 6.2.3. Certificate of Authority (if Joint Venture) 6.2.4. Certificate of Authority (if Individual)	YES _____
6.3 Indemnification & Insurance Requirements Acknowledgment of receipt of information on the insurance requirements for this RFP (must be signed)	YES _____
6.4 Statement of No Bid/Response (if applicable)	YES _____
6.5 Debarment and Suspension Certificate (must be signed)	YES _____
6.6 Statement of Compliance with Ordinance 10032 (must be signed)	YES _____
6.7 Proposer's Qualification Statment (must be signed)	YES _____
6.8 Proof of Current M/WBE Certification (if applicable) See 3.6 of General Conditions Provide copy of registration.	YES _____
6.9 Proof of current Business Tax Receipt Provide copy of registration.	YES _____
6.10 Conflict of Interest, if applicable See 4.2.4 of Special Conditions of Proposed Agreement	YES _____
6.11 Acknowledgment of receipt of each addendum issued by MPA, if applicable	YES _____
6.12 Complete Proposal with all required documentation See 5.1 of Instructions for Submitting a Response	YES _____

6.1. RFP INFORMATION FORM

I certify that any and all information contained in this RFP is true; and I further certify that this RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting an RFP for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFP, and certify that I am authorized to sign for the Proposer firm. Please print the following and sign your name:

Firm's Name: _____

Principal Business Address: _____

Telephone: _____ Fax: _____

E-mail address: _____@_____

Name: _____

Title: _____

Authorized Signature: _____

6.2.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the

a corporation existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as President of the Corporation, be and is hereby authorized to execute the Proposal dated, _____, 20____, to The Miami Parking Authority and this corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.2.2

CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the

organized and existing under the laws of the State of _____, held on _____, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby authorized to execute the Proposal dated, _____ 20_____, to The Miami Parking Authority and this partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.2.3

CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the

organized and existing under the laws of the State of _____ held on _____, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint Venture be and is hereby authorized to execute the Proposal dated, _____ 20_____, to The Miami Parking Authority official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20_____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE.

6.2.4

CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that as an individual, _____
(Name of Individual)

_____ and as a d/b/a (doing business as) _____
(if applicable)

_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Proposal dated, _____, 20____, to The Miami Parking Authority as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of this attestation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20____.

NOTARY PUBLIC: _____

Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)

Driver's License # _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE.

6.3. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

Successful Proposer shall indemnify, defend and hold harmless the MPA, the City and their respective officials, employees and agents (collectively referred to as "Indemnitees") and each of them from and against all loss, cost, penalties, fines, damages, judgments or decrees, actions, debts, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property, contractual or business relations, proprietary or business interests arising out of, resulting from, or in connection with (i) the performance or non-performance of the services contemplated by the Agreement which is or is alleged to be directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Successful Proposer or its employees, agents, or subcontractors (collectively referred to as "Proposer"), regardless of whether it is, or is alleged to be, caused in whole or part (whether joint, concurrent, or contributing) by any act, omission, default or negligence (whether active or passive) of the Indemnitees, or any of them; or (ii) the failure of the Successful Proposer to conform to statutes, ordinances, resolutions, rules, or other regulations or requirements of any governmental authority, local, federal or state, conditions or requirements; or currently prevailing standards of care, normal protocols, and best practices in connection with the performance of the Agreement ; or (iii) Successful Proposer further expressly agrees to indemnify and hold harmless the Indemnitees, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Proposer, or any of its subcontractors, as provided above, for which the Successful Proposer's liability to such employee or former employee would otherwise be limited to payments under State Workers' Compensation or similar laws; or (iv) a breach or a failure to comply with any terms and conditions of this Agreement, as amended, by the Proposer, including actions or omissions of Proposer's agents, representatives and assigns; or (v) any and all claims, and/or suits for labor and materials furnished by the Successful Proposer or utilized in the performance of the Agreement or otherwise. The foregoing indemnity shall also include liability imposed by any doctrine of strict liability; and the Successful Proposer shall hold harmless and indemnify the MPA and the City for any errors in the provision of services and for any fines which may result from the fault of the Successful Proposer

These indemnifications shall survive the term or cancellation of this Agreement. In the event that any action or proceeding is brought against the City or MPA by reason of any such action, claim or demand, Successful Proposer shall, upon written notice from MPA, or the City Attorney, resist and defend such action or proceeding by counsel satisfactory to MPA and the City Attorney.

The Successful Proposer shall furnish to MPA c/o Procurement Department, 40 NW 3rd Street, Suite #1103 Miami, Florida 33128, Certificate(s) of Insurance prior to Agreement execution which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

I. Commercial General Liability

- A. Limits of Liability
 - Bodily Injury and Property Damage Liability
 - Each Occurrence \$ 1,000,000
 - General Aggregate Limit \$ 2,000,000
 - Personal and Adv. Injury \$ 1,000,000
 - Products/Completed Operations \$ 1,000,000

B. Endorsements Required

City of Miami included as an Additional Insured
Employees included as insured
Contractual Liability

II. Business Automobile Liability

- A. Limits of Liability
 - Bodily Injury and Property Damage Liability
 - Combined Single Limit
 - Any Auto
 - Including Hired, Borrowed or Non-Owned Autos
 - Any One Accident \$ 1,000,000

B. Endorsements Required

City of Miami included as an Additional Insured

III. Worker's Compensation

Limits of Liability
Statutory-State of Florida
Waiver of Subrogation

IV. Employer's Liability

- A. Limits of Liability
 - \$100,000 for bodily injury caused by an accident, each accident
 - \$100,000 for bodily injury caused by disease, each employee
 - \$500,000 for bodily injury caused by disease, policy limit

V. Professional Liability/Errors and Omissions Coverage

Combined Single Limit
Each Claim \$1,000,000
General Aggregate Limit \$1,000,000
Deductible- not to exceed 10%

The MPA and the City is required to be named as additional insured. **BINDERS ARE UNACCEPTABLE.**

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Successful Proposer.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The Company must be rated no less than "A" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by the City of Miami's Risk Management Department prior to insurance approval.

Certificates will indicate no modification or change in insurance shall not be made without thirty (30) days written advance notice to the certificate holder.

NOTE: MPA RFP NUMBER AND/OR TITLE OF RFP MUST APPEAR ON EACH CERTIFICATE.

Compliance with the foregoing requirements shall not relieve the Successful Proposer of his liability and obligation under this section or under any other section of this Agreement.

The Successful Proposer(s) shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option terms that may be granted to the Successful Proposer(s).

--If insurance certificates are scheduled to expire during the contractual period, the Successful Proposer(s) shall be responsible for submitting new or renewed insurance certificates to the MPA at a minimum of ten (10) calendar days in advance of such expiration.

--In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the MPA shall:

- A) Suspend the Agreement until such time as the new or renewed certificates are received by the MPA in the manner prescribed in the RFP.
- B) The MPA may, at its sole discretion, terminate the Agreement for cause and seek re-procurement damages from the Successful Proposer in conjunction with the violation of the terms and conditions of the Contract.

The undersigned Proposer acknowledges that they have read the above information and agrees to comply with all the above MPA requirements.

Proposer: _____ Signature: _____
(Company name)

Date: _____ Print Name: _____

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE.

6.4 STATEMENT OF NO BID/RESPONSE

NOTE: If you do not intend to submit a Proposal on this commodity or service, please return this form in the Bid envelope on or before Bid opening. Failure to respond either by submitting a bid or this completed form will be cause for removal from the vendor/Bidder's list.

Miami Parking Authority
Procurement Office
40 NW 3rd Street, Suite #1103
Miami, FL 33128

We, the undersigned, have declined to submit a Bid on your **Bid No. RFP 14-06 PAY BY PHONE SERVICES** for the following reasons:

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Request for Proposal.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Remove us from your Bidders' list for this commodity or service.
- Other (specify below).

Remarks: _____

We understand that if this statement is not completed and returned, our company may be deleted from the Miami Parking Authority Bidders' list for this commodity or service.

Company Name: _____

Signature: _____

Title: _____

Telephone: _____

Date: _____

6.5. DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the Chief Executive Officer, after consultation with the Chief Procurement Officer, the City Attorney, shall have the authority to debar a contractual party for the causes listed below from consideration for award of MPA contracts. The debarment shall be for a period of not fewer than three (3) years. The Chief Executive Officer shall also have the authority to suspend a contractor from consideration for award of MPA contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend contractors shall be exercised in accordance with regulations which shall be issued by the Chief Procurement Officer after approval by the Chief Executive Officer, the City Attorney, and the Board.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private agreement or subcontract, or incident to the performance of such agreement or subcontract;
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Responses;
4. Violation of agreement provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of an agreement or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;
5. Debarment or suspension of the contractual party by any federal, state or other governmental entity;
6. False certification pursuant to paragraph (c) below; or
7. Any other cause judged by the Chief Executive Officer to be so serious and compelling as to affect the responsibility of the contractual party performing MPA contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the MPA shall contain a certification that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations set forth above or debarred or suspended as set forth in paragraph (b) (5).

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).

Company name: _____

Signature: _____

Date: _____

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.6. STATEMENT OF COMPLIANCE WITH ORDINANCE NO. 10032

Respondent certifies that (s)he has read and understood the provisions of City of Miami Ordinance No. 10032 (Section 18-105 of the City Code) pertaining to the implementation of a "First Source Hiring Agreement."

Respondent will complete and submit the following questions as part of the RFP.

Violations of this Ordinance may be considered cause for annulment of an Agreement between the Successful Respondent(s) and the MPA.

A. Do you expect to create new positions in your company in the event your company was awarded a Agreement by the MPA?

Yes _____ No _____

B. In the event your answer to Question "A" is yes, how many new positions would you create to perform this work? _____

C. Please list below the title, rate of pay, summary of duties, number of positions, and expected length or duration of all new positions which might be created as a result of this award of a Contract.

POSITION/TITLE	RATE OF PAY Hourly/Weekly	DUTIES	NUMBER OF POSITIONS	EXPECTED LENGTH OR DURATION
----------------	------------------------------	--------	------------------------	-----------------------------------

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

(Use additional sheets if necessary)

FIRM/RESPONDENT'S NAME: _____

SIGNATURE/TITLE: _____

DATE: _____

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY RESPONSE.

6.7 PROPOSER'S QUALIFICATION STATEMENT

INSTRUCTIONS:

This questionnaire is to be included with your Response. **Do not leave any questions unanswered.** When the question does not apply, write the word(s) "None", or "Not Applicable", as appropriate. Please print.

COMPANY NAME: _____

COMPANY OFFICERS:

President _____ Vice President _____

Secretary _____ Treasurer _____

COMPANY OWNERSHIP:

_____ % of ownership
_____ % of ownership
_____ % of ownership
_____ % of ownership

LICENSES:

1. County or Municipal Business Tax Receipt No. _____
(attach copy with Bid)
2. Business Tax Receipt _____
3. Business Tax Receipt Expiration Date: _____
4. Metro-Dade County Certificate of Competency No. _____
(attached copy if requested in Bid or RFP)
5. Social Security or Federal I.D. No. _____

EXPERIENCE:

6. Number of Years your organization has been in business: _____
7. Number of Years experience BIDDER/PROPOSER (person, principal of firm, owner) has had in operation of the type required by the specifications of the Bid or RFP: _____
8. Number of Years experience BIDDER/PROPOSER (firm, corporation, proprietorship) has had in operation of the type required by the specifications of the Bid or RFP: _____

FAILURE TO FULLY COMPLETE, AND RETURN THIS FORM SHALL DISQUALIFY YOUR BID.

6.8 CURRENT M/WBE CERTIFICATION (Attach proof of certification if applicable)

INFORMATION SHEET

MINORITY/WOMEN CLASSIFICATION AND PARTICIPATION

1. Indicate MINORITY/WOMEN CLASSIFICATION OF BUSINESS ENTERPRISE (Bidder):

() Black () Hispanic () Women () Other (Non-Minority)

2. Detail MINORITY/WOMEN PARTICIPATION within your firm, or as it may apply to this bid, if awarded:

A. JOINT VENTURE: Provide information regarding Minority/Women firm participating as such, and the extent of participation.

<u>Firm Name/Address</u>	<u>Gender/Ethnicity</u>	<u>% of Bid</u>
--------------------------	-------------------------	-----------------

B. SUBCONTRACTORS: Provide information regarding Minority/Women firms which will be subcontractors for this Bid, and their extent of the work.

<u>Firm Name/Address</u>	<u>Gender/Ethnicity</u>	<u>% of Bid</u>
--------------------------	-------------------------	-----------------

C. SUPPLIER: Provide detail regarding Minority/Women firms that will supply you with goods or services, and the extent.

<u>Firm Name/Address</u>	<u>Gender/Ethnicity</u>	<u>% of Bid</u>
--------------------------	-------------------------	-----------------

6.10 NO CONFLICT OF INTEREST, NON-COLLUSION CERTIFICATION

Submitted this _____ day of _____, 2014.

The undersigned, as Proposer/Respondent, declares that the only persons interested in this RFP are named herein; that no other person has any interest in this RFP or in the Agreement to which this RFP pertains; that this response is made without connection or arrangement with any other person; and that this response is in every respect fair and made in good faith, without collusion or fraud.

The Proposer/Respondent agrees if this response/submission is accepted, to execute an appropriate MPA document for the purpose of establishing a formal contractual relationship between the Proposer/Respondent and the MPA, for the performance of all requirements to which the Response/submission pertains.

The Proposer/Respondent states that this response is based upon the documents identified by the following number: Bid/RFP No. _____.

The full names and residences of persons and firms interested in the foregoing bid/proposal, as principals, are as follows:

Name	Street Address	City	State	Zip

The Proposer/Respondent further certifies that this response/submission complies with Section 4(c) of the Charter of the City of Miami, Florida, that, to the best of its knowledge and belief, no Commissioner, Mayor, or other officer or employee of the MPA has an interest directly or indirectly in the profits or emoluments of the Contract, job, work or service to which the response/submission pertains.

SIGNATURE

PRINTED NAME

TITLE

Company Name

7.0 RFP TIMETABLE AND EVALUATION/SELECTION PROCESS

RFP Available to Public	March 31, 2014
Letter of Intent to Respond	March 31, 2014 @ 2:00 P.M. (EDT)
Pre-bid Meeting	April 23, 2014 @ time to be determined
Deadline for Receipt of Questions	April 25, 2014 @ 5:00 P.M. (EDT)
Proposal Submission Deadline	May 19, 2014 @ 10:00 A.M. (EDT)
Evaluation of Proposals	June 2014
Recommendation to the Board of MPA	June 2014
Agreement Award	June 2014

Copies of this RFP package can be obtained by visiting, phoning or writing Miami Parking Authority 40 NW 3rd Street, Suite #1103 Miami, Florida 33128 telephone (305) 373-6789. The RFP is also available on MPA's website: www.miamiparking.com. There is no charge for the first copy of the solicitation package. A fee of \$5.00 will be charged for each additional package requested by any person or entity. An additional \$5.00 fee will be charged to mail the package.

To request the RFP package through the United States Postal Service, mail your request with the following information: the RFP number and title, the name of the prospective Proposer's contact person, mailing address, telephone number and fax number, along with a \$5.00 check or money order made payable to Miami Parking Authority.

Proposers who obtain copies of this Solicitation from sources other than the Authority risk the potential of not receiving addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Proposers are solely responsible for those risks.

THE PROCEDURE FOR RESPONSE EVALUATION AND SELECTION IS AS FOLLOWS:

1. Request for Proposals issued.
2. Receipt of responses.
3. Opening and listing of all responses received.
4. A Certification Committee consisting of MPA staff and/or professionals will review each Submission for compliance with the Submission requirements of the RFP, including verifying that each submission includes all documents required. In addition, the Certification Committee will ascertain whether the provider is qualified to render the required services according to State regulations.
5. An Evaluation Committee, appointed by the Chief Executive Officer, shall meet to evaluate each certified response in accordance with the requirements of this RFP. The Committee may select a minimum of three (3) firms for each project deemed to be the most highly

qualified to perform the required service, unless fewer than three Proposals are received, to provide brief public presentations.

6. The Evaluation Committee shall forward its recommendation to the Chief Executive Officer who will make a recommendation to the Board.

EVALUATION CRITERIA

Responses shall be evaluated based upon the following criteria and weight:

<u>Criteria</u>	<u>Weight</u>
Experience	15.0
Client/Customer Service Support	20.0
Reporting & Record Keeping	15.0
Public Relations & Marketing	15.0
Systems Capabilities	15.0
Fee & Expense	15.0
References	5.0

TOTAL OF 100 POSSIBLE POINTS

7. After considering the recommendation(s) of the Evaluation Committee, the Chief Executive Officer shall recommend to the Board, the response or responses which the Chief Executive Officer deems to be in the best interest of the MPA. The Board shall consider the Chief Executive Officer's and the Evaluation Committee's recommendation(s) and, if appropriate and required, approve the Chief Executive Officer's recommendation(s). The Board of Directors may also reject any or all responses.