DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

ANALYSIS

Commodity Codes: 920-45

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

| Contractor: ALL SYSTEMS INTEGRATION INC |
| Small Business Enterprise: |
| Contract Value: $20,000.00 |

Comments:

Continued on another page(s): ☑ YES  ☑ NO

RECOMMENDATIONS

<table>
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<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
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Basis of recommendation:

Signed Margaret Brown Date sent to SBD: 3/20/13

Date returned to DPM:
MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

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
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.
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:

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 YEAR(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.

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").
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.
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 Procurement Contracting Officer 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.

Do not write in this space

Accepted _____ Higher than Low _____
Non-Responsive _____ Non-Responsive _____
Date B.C.C. _____ No Bid _____
Item Nos. Accepted
Commodity Code: 920-45

Procurement Contracting Officer: Margaret Brown

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.
FIRM NAME: ____________________________

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

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<tr>
<th>Optional Services to Renew (OTR)</th>
<th>Maintenance and Support</th>
<th>Price</th>
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<tr>
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<td>Annual Maintenance for the Enfocus Switch 11: PC and MAC version</td>
<td>$__________</td>
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<tr>
<td>OTR 2</td>
<td>Annual Maintenance for the Enfocus Switch 11: PC and MAC version</td>
<td>$__________</td>
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<tr>
<td>OTR 3</td>
<td>Annual Maintenance for the Enfocus Switch 11: PC and MAC version</td>
<td>$__________</td>
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**Total $__________**

### Technical Support Service (Consulting) Fee Schedule

<table>
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<th>Position Description</th>
<th>Hourly Rate</th>
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</table>
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
is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program
For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes __________ No __________

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes __________ No __________

Firm Name: 

Street Address: 

Mailing Address (if different): 

Telephone No.: __________________ Fax No.: __________________

Email Address: __________________ FEIN No. __________

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: ________________________________ (Signature of authorized agent)

**"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."

Print Name: ______________________________ Title: ______________________________

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.
ATTACHMENT A

TWO SAMPLES
OF
"STATEMENT OF WORK"
Project Document

Tax collector, Miami Dade

Authors    Bert van Rooljen (bertvr@enfocus.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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F +1 818 501 2381
info@enfocus.com
www.enfocus.com
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<td>2.5. Distribute according to status</td>
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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.
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 jetticket 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.
Tax collector, Miami Dade

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.
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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
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<tbody>
<tr>
<td>Project management</td>
<td>2 hours</td>
</tr>
<tr>
<td>Flow &amp; script development</td>
<td>5 hours</td>
</tr>
<tr>
<td>Testing, quality control and adjustments</td>
<td>1 hour</td>
</tr>
<tr>
<td>Total project time</td>
<td>1 day</td>
</tr>
</tbody>
</table>

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Ballot Printing Automation

Written by: David van Driessche, davidvd@gradual.com
Chief Operating Officer
Saved on: Sunday, December 16, 2007
Version: 1.0
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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

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

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. `EEEEEE`: 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_EEEEEE_NNNN1..._NNNN2..._NNNNN3..._.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. `EEEEEEE`: the election ID taken from the ballots.
3. `NNNNN...`: 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`
MIAMI-DADE COUNTY

Miama-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 Affidavit 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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Section of the County Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Miami-Dade County Ownership Disclosure</td>
<td>Sec. 2-8.1 of the County Code</td>
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<tr>
<td>2.</td>
<td>Miami-Dade County Employment Disclosure</td>
<td>County Ordinance No. 90-133, amending Section 2-8.1(c)(2) of the County Code</td>
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<td>3.</td>
<td>Miami-Dade County Employment Drug-free Workplace Certification</td>
<td>Section 2-8.1(lb) f the County Code</td>
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<tr>
<td>4.</td>
<td>Miami-Dade County Disability Non-Discrimination</td>
<td>Article 1, Section 2-8.1.3 Resolution R182-00 amending R-385-95</td>
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<td>5.</td>
<td>Miami-Dade County Debarment Disclosure</td>
<td>Section 10.38 of the County Code</td>
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<td>6.</td>
<td>Miami-Dade County Vendor Obligation to County</td>
<td>Section 2-8.1 of the County Code</td>
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<td>7.</td>
<td>Miami-Dade County Code of Business Ethics</td>
<td>Article 1, Section 2-8.1(b) and 2-11(b)(l) of the County Code through (5) and (6) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code</td>
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<td>8.</td>
<td>Miami-Dade County Family Leave</td>
<td>Article V of Chapter 11 of the County Code</td>
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<tr>
<td>9.</td>
<td>Miami-Dade County Living Wage</td>
<td>Section 2-8.9 of the County Code</td>
</tr>
<tr>
<td>10.</td>
<td>Miami-Dade County Domestic Leave and Reporting</td>
<td>Article 8, Section 11A-60 11A-67 of the County Code</td>
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__________________________
Printed Name of Affiant
__________________________
Printed Title of Affiant
__________________________
Name of Firm
__________________________
Address of Firm
__________________________
State
__________________________
Zip Code

__________________________
Signature of Affiant
__________________________
Date

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

Page 1 of 3

Revised 1/12/12
FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date
In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Subcontractor/Subconsultant</th>
<th>Principal Owner</th>
<th>Scope of Work to be Performed by Subcontractor/Subconsultant</th>
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<tr>
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<table>
<thead>
<tr>
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<th>(Enter the number of male and female owners by race/ethnicity)</th>
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<tbody>
<tr>
<td>Gender</td>
<td>Race/Ethnicity</td>
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<td>F</td>
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<table>
<thead>
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<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Principal Owner</th>
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<td>M</td>
<td>F</td>
</tr>
<tr>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at http://new.miamidade.gov/business/business-development.asp.

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent ___________________________ Print Name ___________________________ Print Title ___________________________ Date ___________________________

SUB 100 Rev. 6/12