

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

Rev 1

**New contract**   
  **OTR**   
  **CO**   
  **SS**   
  **BW**   
  **Emergency**   
 Previous Contract/Project No.

**Re-Bid**   
  **Other**

LIVING WAGE APPLIES:  YES  NO

Requisition/Project No: RFP879

TERM OF CONTRACT: 18 months with 0 options-to-renew

Requisition/Project Title: PortMiami Security and Strategic Plan Consultant

**Description:** Miami-Dade County, hereinafter referred to as "the County", as represented by the Security Division of Miami-Dade County Seaport Department, hereinafter referred to as "PortMiami", is soliciting proposals for qualified and experienced security and strategic planning consultants to develop and implement a multi-year Strategic Plan (Plan) that will evaluate and measure the reliability and cost-efficiency of the PortMiami's existing security initiatives.

User Department(s): PortMiami

Issuing Department: ISD/PM

Contact Person: Lydia Osborne

Phone: (305) 375-1291

Estimated Cost: \$300,000

Funding Source: Federal, Port Security Grant Program Round I Funds

REVENUE GENERATING:       

**ANALYSIS**

Commodity/Service No: <u>918-93</u>		SIC: _____	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
<b>EXISTING</b>		<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

**Basis of Recommendation:**


Signed: *Paul Deibel* for Lydia Osborne

Date to SBD: June 10, 2013

Date Returned to DPM: \_\_\_\_\_

RECEIVED  
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*This document is a draft of a planned solicitation and is subject to change without notice.*

**REQUEST FOR PROPOSALS (RFP) NO. 879  
FOR  
PORTMIAMI SECURITY AND STRATEGIC PLANNING CONSULTANT**

**PRE-PROPOSAL CONFERENCE TO BE HELD:**

\_\_\_\_\_, 2013 at \_\_:00 AM (local time)

Port of Miami  
1015 North America Way, Miami, Florida  
Second Floor, Main Conference Room

**ISSUED BY MIAMI-DADE COUNTY:**

Internal Services Department, Procurement Management Division  
for  
Seaport (PortMiami)

**COUNTY CONTACT FOR THIS SOLICITATION:**

Name and Title: Lydia Osborne, Procurement Contracting Officer II  
Address: 111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128  
Telephone: (305) 375-1291  
E-mail: [lydiaos@miamidadade.gov](mailto:lydiaos@miamidadade.gov)

**PROPOSALS ARE DUE AT THE CLERK OF THE BOARD NO LATER THAN:**

\_\_\_\_\_, 2013 at 2:00 PM (local time)

at  
CLERK OF THE BOARD  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, Suite 202  
Miami, Florida 33128-1983

The Clerk of the Board business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County.

All proposals received and time stamped by the Clerk of the Board prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped by the Clerk of the Board after the proposal submittal deadline will be evaluated by the procuring department in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

The submittal of a proposal by a Proposer will be considered by the County as constituting an offer by the Proposer to perform the required services at the stated prices. A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal.

Requests for additional information or inquiries must be made in writing and received by the County's contact person for this Solicitation. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date. Proposers who obtain copies of this Solicitation from sources other than the County's Internal Services Department website at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm) or the Vendor Assistance Unit risk the possibility of not receiving addenda and are solely responsible for those risks.

**1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS**

**1.1 Introduction**

Miami-Dade County, hereinafter referred to as "the County", as represented by the Security Division of Miami-Dade County Seaport Department, hereinafter referred to as "PortMiami", is soliciting proposals for qualified and experienced security and strategic planning consultants to develop and implement a multi-year Strategic Plan (Plan) that will evaluate and measure the reliability and cost-efficiency of the PortMiami's existing security initiatives.

The County anticipates awarding a contract until project completion, anticipated to be eighteen months, at the County's sole discretion.

The anticipated schedule for this Solicitation is as follows:

Solicitation issued:

Pre-Proposal Conference: See front cover for date, time and place. Attendance is recommended but not mandatory. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375-2013 or email [hjwrig@miamidade.gov](mailto:hjwrig@miamidade.gov) at least five days in advance.

Deadline for receipt of questions:

Proposal due date: See front cover for date, time and place.

Evaluation process:

Projected award date:

**1.2 Definitions**

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity or organization, as stated on Form A-1, submitting a response to this Solicitation.
4. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
5. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
6. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
7. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

**1.3 General Proposal Information**

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. A proposal shall be the Proposer's firm commitment to provide the goods and services solicited in the manner requested in the Solicitation and described in the proposal. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional

information from any respondent regarding respondent's responsibility after the submission deadline as the County deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". The Proposer shall not submit any information in response to this Solicitation which the Proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. Under no circumstances shall the County request the withdrawal of the confidentiality restriction if such communication would in the County's sole discretion give to such Proposer a competitive advantage over other proposers. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible. To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

#### **1.4 Cone of Silence**

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in

writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

### **1.5 Public Entity Crimes**

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

### **1.6 Lobbyist Contingency Fees**

- a) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

### **1.7 Collusion**

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer or the principals thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership interest in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

## **2.0 SCOPE OF SERVICES**

### **2.1 Background**

PortMiami is among America's busiest ports and is recognized throughout the world with the dual distinction of the Cruise Capital of the World and the Cargo Gateway of the Americas. More than \_\_\_ million cruise passengers traveled through the Port in FY 2012, as well as \_\_\_ million tons and \_\_\_ TEUs (twenty-foot equivalent units) of cargo. The commercial trade contributes approximately \$17 billion annually to the South Florida economy and helps provide direct and indirect employment of 176,000 jobs. PortMiami's primary goal is to promote growth in both the cruise and cargo industries in the County. PortMiami continues to be at the forefront in environmental responsibility, is recognized world-wide as an innovative leader in safety and security, and was recently recognized by the Florida Department of Law Enforcement, as one of Florida's most-secure ports.

For more about PortMiami, visit the County's website at <http://www.miamidade.gov/portofmiami>.

This project is 100% federally funded by the Department of Homeland Security, Port Security Grant Program Round II, Specs for Support and Development of Security Projects.

**Phillip please feel free to provide additional information for Background here if you can.**

## **2.2 Preferred Qualification Requirements**

The preferred requirements for this Solicitation are that the Proposer should:

- 1) Hold certifications such as a) Certified Protection Professional (CPP), or b) Physical Security Professional (PSP).
- 2) Have a minimum of five year experience in the maritime industry.
- 3) Have developed and implemented a minimum of three similar Security and Strategic Plans for other security port areas, port authorities, U.S. Coast Guard Area Maritime Security Committees (AMSC), or similar organizations.

## **2.3 Services to be Provided**

The County will issue a Notice to Proceed (NTP), when the contract award requirements have been met. The selected Proposer shall participate in an in-person project planning meeting with the County, to include representatives from PortMiami, and other representatives, as determined by the County, to be scheduled by the County's Project Manager. The initial planning meeting shall take place no later than seven (7) days after NTP.

A. The selected Proposer shall develop and implement the Plan that will:

- 1) Evaluate and measure the reliability and cost-efficiency of PortMiami's existing security initiatives.
- 2) Recommend future studies to assess, and address remaining gaps and security risks in the new and existing security initiatives.
- 3) Incorporate any other relevant recommendations regarding the management and operations of PortMiami.

B. The selected Proposer shall:

- 1) Perform an in-depth assessment and analysis of PortMiami's operations as it relates to security initiatives.
- 2) Provide a work schedule for the Scope of Services that will propose a completion date **no later than June 30, 2014.**
- 3) Establish a baseline by evaluating the reliability and cost-efficiency of PortMiami's security initiatives, such as cameras, sensor detection systems, and alarms, as authorized under the Seaport Security Requirements of MTSA CFR 105.235.
- 4) Measure how PortMiami's existing initiatives have addressed security risks and gaps, identified in the 2009 Miami Area Port-wide Risk Management/Mitigation and Business Continuity/Resumption of Trade Plan, conducted by layered Security Solution, Inc., and the U.S. Coast Guard Area Maritime Security Committee (AMSC).

Note: The Proposer can obtain a copy of the 2009 Miami Area Port-wide Risk Management /Mitigation and Business Continuity/Resumption of Trade Plan, and any other confidential, proprietary, or Sensitive Security Information (SSI), regarding PortMiami, by completing Exhibit 1, Qualifications Questionnaire, and executing Exhibit 2, Confidentiality Agreement.

- 5) Recommend future risk studies, threat/vulnerability assessments, security projects, security services and other initiatives that PortMiami should implement over the next three years, to address remaining gaps and security risks.

Note: Recommendation of these initiatives should be supported by a description, and a preliminary cost estimate of those remaining gaps and security risks.

#### **2.4. Implementation and Support Services**

In an effort to continue to become more competitive in the maritime industry, the County may consider a larger framework or roadmap for security that the County may want to develop and implement at PortMiami. This framework would address other planning studies, including, but not limited to, feasibility analysis. Consequently, the Port intends to create guidelines, procedures and adopt policies across these attributes. The County, at its option, may require the selected Proposer to:

- 1) Attend additional meetings as the project progresses.
- 2) Provide ongoing implementation and support services.
- 3) Develop a range of guidelines, procedures and policy recommendations with pros and cons, that would enable the County to accommodate the outcomes of the Plan's recommendations.
- 4) Provide monthly project status updates to the County's Project Manager throughout the duration of the project. Meetings may be held on-site or via teleconference, video conference or web conference.
- 5) Present a project status update to the County's Project Manager, periodically during the assessment and analysis process on-site or via teleconference, video conference or web conference. The County Project Manager will advise the selected Proposer at the in-person project planning meeting about the frequency of status updates.

The County recognizes that some of the sources of data that the selected Proposer may require to perform the Scope of Services are the proprietary data of the County, and are maintained in centralized applications. The County will prepare the data sources, and make them readily available to the selected Proposer in electronic format. Refer to Section 5.0, Terms and Conditions, Articles 28 & 29, regarding Confidentiality and Proprietary information respectively.

#### **2.7 Criminal Background Check**

All selected Proposer's employees, subcontractors and/or agents working at the Port must undergo an extensive background investigation, to be completed prior to providing service to the Port. The selected Proposer may obtain these background checks from a private source, or may select to utilize the services of Miami-Dade County Employment Relations Department at the established cost of the requested service. The selected Proposer shall assume all related cost.

### **3.0 RESPONSE REQUIREMENTS**

#### **3.1 Submittal Requirements**

In response to this Solicitation, Proposer should **return the entire completed Proposal Submission Package** (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

### **4.0 EVALUATION PROCESS**

#### **4.1 Review of Proposals for Responsiveness**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation,

includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

**4.2 Evaluation Criteria**

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Evaluation/Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer’s relevant experience, qualifications, and past performance	35
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	15
3. Proposer’s approach to providing the services requested in this Solicitation	35
<u>Price Criteria</u>	<u>Points</u>
4. Proposer’s proposed price	15

**4.3 Oral Presentations**

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

**4.4 Selection Factor**

A Selection Factor is not applicable to this Solicitation due to source of funding.

**4.5 Local Certified Service-Disabled Veteran’s Business Enterprise Preference**

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer’s proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran’s preference provided in this section and shall be limited to the applicable SBE preference.

**4.6 Price Evaluation**

After the evaluation of the technical proposal, in light of the oral presentation(s) if necessary, the County will evaluate the price proposals of those Proposers remaining in consideration.

The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer’s understanding of the County’s needs described in this Solicitation, the Proposer’s assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the

right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

#### **4.7 Local Preference**

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Evaluation/Selection Committee will recommend that a contract be negotiated with said local Proposer.

#### **4.8 Negotiations**

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor or designee with their recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. In his sole discretion, the County Mayor or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

#### **4.9 Contract Award**

Any contract, resulting from this Solicitation, will be submitted to the County Mayor or designee for approval. All Proposers will be notified in writing when the County Mayor or designee makes an award recommendation. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County's decision of whether to make the award and to which Proposer shall be final.

#### **4.10 Rights of Protest**

A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

### **5.0 TERMS AND CONDITIONS**

The anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

#### **a) Vendor Registration**

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, the new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed. The Vendor Registration Package, including all affidavits can be obtained by downloading from the website at <http://www.miamidade.gov/procurement/vendor-registration.asp> or from

the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL. The recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate, at the time they submitted a response to the Solicitation, by completing an Affirmation of Vendor Affidavit form.

b) Insurance Requirements

The Contractor shall furnish to the County, Internal Services Department, Procurement Management Division, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

c) Inspector General Reviews - Not applicable due to source of funding.

d) User Access Program – Not applicable due to source of funding.

**6.0 ATTACHMENTS**

Appendix 1: Qualifications Questionnaire

Appendix 2: Confidentiality Agreement

Form of Agreement

Proposal Submission Package

**Walters, Vivian (RER)**

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**From:** Bethel, Pearl (ISD)  
**Sent:** Monday, June 10, 2013 11:22 AM  
**To:** Walters, Vivian (RER)  
**Cc:** Johnson, Laurie (RER)  
**Subject:** RFP879, PortMiami Security and Strategic Plan Consultant  
**Attachments:** Input Doc-Project Measure Worksheet.doc; RFP879, PortMiami Security and Strategic Planning Consultant.docx

Hi Vivian

This project is being sent on behalf of Lydia Osborne. Please review the attached RFP for a determination of the SBE measure to be applied. A copy of the input doc/project measures worksheet is also attached. The expenditures for this project is approximately \$300,000 for 18 months. My recommendation is no measures since this is fully Federally Funded by Port Security Grant Program Round I funds.

Pearl P. Bethel, Procurement Contracting Officer 2  
Miami-Dade County Internal Services Department  
111 NW 1st Street, Suite 1300, Miami, Florida 33128  
305-375-2102 Phone 305-372-6128 Fax  
<http://www.miamidade.gov/dpm/>  
**"Delivering Excellence Every Day"**

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure*