

**DEPARTMENTAL INPUT**

**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No.

Contract

EPP-RFP676

Re-Bid     Other

LIVING WAGE APPLIES:     YES     NO

Requisition No./Project No.: RQID1400110    TERM OF CONTRACT: 3 YEAR (S) WITH 3 YEAR OTR

Requisition /project title: EFI's WEB-TO-PRINTER COMMERCE SOFTWARE

Description: The purpose of this solicitation is to establish a contract for the purchase of EFI's, Digital StoreFront, Web-to-Print eCommerce Software technical support, software updates and customizations for our existing self-hosted version for the Miami-Dade Internal Services Department (ISD) for the ordering of print jobs and billing.

Issuing Department: ISD    Contact Person: Lluís Gorgoy    Phone: 305-375-1075

Estimate Cost: \$95,004.00

Funding Source:    GENERAL: 95,004    FEDERAL:    OTHER:   

**ANALYSIS**

<b>Commodity Codes:</b>	600-41	600-43	600-46	600-47	920-02
	920-04	920-29	920-39	920-40	920-45

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

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	Canon Business Solutions		
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$117,788.00		

Comments:

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

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

Basis of recommendation:

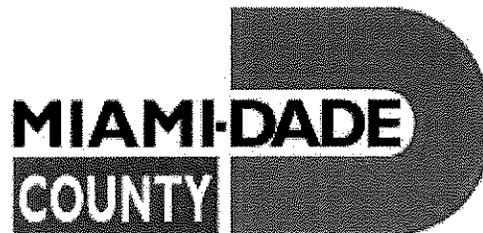
Signed: Lluís Gorgoy    Date sent to SBD: 6/5/2014  
Date returned to DPM:

RECEIVED  
 DEPT. BUSINESS DEV.  
 2014 JUN -5 AM 11:21

**Solicitation FB-00090**

**EFI'S WEB-TO-PRINTER COMMERCE SOFTWARE**

**Bid designation: Public**



**Miami-Dade County**

## Bid FB-00090 EFI'S WEB-TO-PRINTER COMMERCE SOFTWARE

Bid Number **FB-00090**  
Bid Title **EFI'S WEB-TO-PRINTER COMMERCE SOFTWARE**

Bid Start Date **In Held**  
Bid End Date **Jun 27, 2014 6:00:00 PM EDT**  
Question & Answer End Date **Jun 20, 2014 5:00:00 PM EDT**

Bid Contact **Lluís Gorgoy**  
**Procurement Contracting Officer 1**  
**Internal Services**  
**305-375-1075**  
**gorgoyl@miamidade.gov**

Contract Duration **36 months**  
Contract Renewal **See Specifications**  
Prices Good for **Not Applicable**

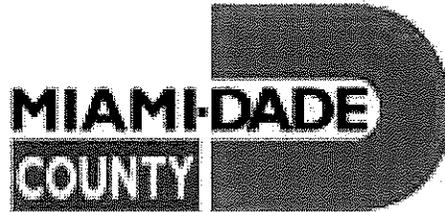
Bid Comments The purpose of this solicitation is to establish a contract for the purchase of EFI's, Digital StoreFront, Web-to-Print eCommerce Software technical support, software updates and customizations for our existing self-hosted version for the Miami -Dade Internal Services Department (ISD) for the ordering of print jobs and billing.

### Item Response Form

Item **FB-00090--01-01 - EFI'S WEB-TO-PRINTER COMMERCE SOFTWARE**  
Quantity **1 each**  
Unit Price   
Delivery Location **Miami-Dade County**  
Miami-Dade County  
generic location  
Miami FL 33128  
**Qty 1**

**Description**  
Please use section 4 for pricing.

BID NO.: FB-00090  
OPENING: 6:00 P.M.  
EFI'S WEB-TO-PRINTER COMMERCE SOFTWARE  
Jun 27, 2014



MIAMI-DADE COUNTY, FLORIDA

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

TITLE:  
EFI'S WEB-TO-PRINTER COMMERCE SOFTWARE

BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON Jun 27, 2014

FOR INFORMATION CONTACT:  
Lluis Gorgoy, 305-375-1075, gorgoyl@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION 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.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.

**SECTION 1****GENERAL TERMS AND CONDITIONS:**

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

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

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-2.pdf>

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**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

**PLEASE NOTE THE FOLLOWING:**

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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SOLICITATION TITLE: DIGITAL STOREFRONT

SOLICITATION NO. FB-00090

**SECTION 2 – SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of EFI's, Digital StoreFront, Web-to-Print eCommerce Software technical support, software updates and customizations for our existing self-hosted version for the Miami-Dade Internal Services Department (ISD) for the ordering of print jobs and billing.

**2.2 TERM**

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 Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for three (3) years and upon completion of the expressed and/or implied warranty periods. The contract shall expire on the last day of the last month of the contract term.

**2.3 OPTION TO RENEW**

Miami-Dade County shall have the option to renew this pre-qualification pool for two additional 3 (3) year terms. Continuation of the pre-qualification pool beyond the initial period is a County prerogative, and not a right of the vendor(s). This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

**2.4 METHOD OF AWARD: TO A SINGLE LOWEST PRICE VENDOR IN THE AGGREGATE**

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 ADDITIONAL QUANTITY OF ITEMS OR UNITS TO BE SERVICED**

Although this solicitation and resultant contract states a specific or an estimated number of items or units to be serviced, it is understood and agreed that the County may purchase additional services from the vendor; provided that these additional maintenance services represent the same manufacturer, model or brand, and unit price stipulated within the contract.

SOLICITATION TITLE: DIGITAL STOREFRONT

SOLICITATION NO. FB-00090

**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF SERVICE**

It is the intent of Miami-Dade County to obtain EFI's, Digital StoreFront, Web-to-Print eCommerce Software's technical support, software updates and customizations for our existing self-hosted version for the Miami-Dade Internal Services Department (ISD) for the ordering of print jobs and billing. The successful bidder will provide all needed software licenses, professional services, and customizations, upgrade installation, integration, training, and maintenance and support services as specified in this bid document.

**3.2 DIGITAL STOREFRONT, WEB-TO-PRINT ECOMMERCE SOFTWARE**

Miami-Dade County's Internal Services Department, Policy, Legislation and Business Services Division will enter into an agreement to purchase software license upgrades, professional services, and customizations, upgrade installation, integration, training, and maintenance and support services for our existing self-hosted version of Digital StoreFront to include:

- 1) **2014 upgrade** – professional services required to upgrade from DSF 6.7 to DSF 7.x are described in item #4.1.a – d. The bidder will list the cost of these services in the pricing section of this bid. All necessary 2014 Upgrade Licenses for StoreFront and Fusion Pro, Technical Support and Support for Existing Customizations has been paid in full and should not be included in the prices quoted.
- 2) **2014 Enhancement Options** – Some or all of these option will be purchased depending on the cost and feasibility as described in item #4.2.a – e. The prices provided will break down the associated costs into two components: a) development and installation; b) 3-years of technical support.
- 3) **3-Years** – 2015, 2016 and 2017 Upgrades of Digital StoreFront, Design Studio, JDF export and Fusion Pro – Annual Version Upgrade Licenses, Technical Support and Support for Existing Customizations as listed in item 4.1.
- 4) **Professional Services and support for new customizations** that may, in the future, be required to install version upgrades or provide additional enhancements will be priced based on hourly or daily rates that are stated in the pricing section of this bid. The time needed for these professional services will be developed as part of each Statement of Work (SOW). The County's project manager will sign the statement of work to authorize each upgrade or enhancement project.

**3.3 CURRENT INTEGRATION WITH HEIDELBERG DIGITAL PRINT MANAGER TO BE MAINTAINED**

Currently Job Definition Format (JDF) information created by the client during the ordering process in Digital StoreFront is routed and accepted by Heidelberg's Prinect Digital Print Manager. This level of integration must be maintained after version upgrades of the StoreFront.

**3.4 2014 UPGRADE – FROM DSF 6.7 TO DSF 7.x**

The upgrade is projected to take place in October 2014.

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SOLICITATION NO. FB-00090

- 1) List of Required Deliverables:
  - a. Clean installation of DSF 7.x with Fusion Pro 9.x on a virtual Window Server 2012 64-bit OS. The data will reside in an SQL server farm, while PDF and other uploaded files will reside in network area storage (NAS).
  - b. The current version of DSF will remain in production during the installation of DSF 7.x. However, Fusion Pro will be disabled and the Fusion Pro license will be moved to the new DSF installation.
  - c. Remote installation and testing of software upgrades
  - d. Modify customizations as needed to maintain existing functionality:
    - i. Tivoli Access Manager LDAP Synchronization/Authentication to Digital StoreFront
    - ii. Customized job ticket and delivery ticket
    - iii. Printect Hybrid Workflow Job Import link from DSF to Heidelberg PrintReady
    - iv. Modify the Bypass Manual Quote customization to maintain existing functionality
    - v. Three-years of support for all customizations
  
- 2) List of Enhanced Customizations that may be purchased depending on cost and feasibility:
  - a. Provide a method for operators to replace a PDF in a live order of a static product
  - b. Allow operators to change charge codes while the order is in process
  - c. Develop a custom report that lists the 3-year order history of a select static product. The report – sorted most recent order first – needs to display Work Order Number, Date Entered, Job Name, Clients Name, Quantity Ordered and Total Price.
  - d. The "Continue Shopping" option creates a problem for our workflow process. Remove the "Continue Shopping" button from view. Then all the customer will see is the big bold blue continue shopping button.

### 3.5 LEVEL OF TECHNICAL SUPPORT REQUIRED

A toll free technical support phone number must be staffed by knowledgeable technicians Monday through Friday from 7:00 am to 7:00 pm. These technicians must have sufficient knowledge to remotely trouble shoot and correct malfunctions of our Digital StoreFront installation. This level of support along with licenses for one version upgrade, and Professional Services to correct malfunctioning with existing customizations will be included in the annual maintenance agreement payment.

- 1) **Response Time** – The awarded vendor shall provide telephone support Monday through Friday 7:00 am to 7:00 pm eastern standard time and shall respond to the County within one (1) hour after the County places the initial telephone service call. In addition, the awarded vendor shall provide a resolution within eight (8) hours, as further detailed below ("Escalation Procedure for Unresolved Issues"), from the time the authorized County personnel places a service call.
  
- 2) **Escalation Procedure for Unresolved Issues** - In the event issues of technical support are not resolved within the initial four (4) hours, the vendor's technical support agent shall escalate the technical issue to higher-level resources for timely resolution.

Additional support in the form of professional services must be available. A detailed Statement of Work will be prepared for system enhancements, revisions of existing enhancements to maintain functionality with version

SOLICITATION TITLE: DIGITAL STOREFRONT

SOLICITATION NO. FB-00090

upgrades, new customizations and installation of upgrades. Miami-Dade staff will work with professional services engineers to prepare for the Statement of Work which will include the hours necessary and the cost of services computed using the rates provided in the pricing section of this proposal.

**All Maintenance expires on November 28, 2014.**

MIAMI-DADE

SOLICITATION TITLE: Digital Storefront

SOLICITATION NO. \_\_\_\_\_

## Pricing

**A. Upgrades and Maintenance and Technical Support Services**

The following are prices for the described Application and Services as per this Agreement and is inclusive of all related Services and Delivery and any freight charges.

Description	Price	Price: 3-Years of Technical Support
<p><b>2014 upgrade</b> – professional services required to upgrade from DSF 6.7 to DSF 7.x as described in item #4.1.a – d</p> <p><i>All necessary 2014 Upgrade Licenses for StoreFront, Design Studio, JDF export and Fusion Pro, Technical Support and Support for Existing Customizations has been paid in full and should not be included in the prices quoted.</i></p>	\$ _____	
<p><b>Additional 3-Years</b> – 2015, 2016 and 2017 Upgrades of Digital StoreFront and Fusion Pro – Annual Version Upgrade Licenses, Technical Support and Support for the five (5) current existing customizations as listed in item 4.2.1.d.i – v</p>		
Enhancement Options for 2014	Price of Development	Price: 3-Years of Technical Support
<p>Enhanced customizations option may be purchased depending on cost and feasibility as described in item #4.2.a – e</p>		
a. Provide a method for operators to replace a PDF in a live order of a static product.	\$ _____	\$ _____
b. Allow operators to change charge codes while the order is in process	\$ _____	\$ _____

SOLICITATION TITLE: Digital Storefront

SOLICITATION NO. \_\_\_\_\_

<p>c. Develop a custom report that lists the 3-year order history of a select static product. The report – sorted most recent order first – needs to display Work Order Number, Date Entered, Job Name, Clients Name, Quantity Ordered and Total Price.</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p>d. The “Continue Shopping” option creates a problem for our workflow process. Remove the “Continue Shopping” button from view. Then all the customer will see is the big bold blue continue shopping button.</p>	<p>\$ _____</p>	<p>\$ _____</p>

**B. Additional Services**

The following is a list of additional services offered by the Licensor at the following rates as may be requested by the County at some time during the period of performance:

Description	Price	
Professional Services – Off-Site: includes all Custom Programming, Custom Report Programming and Training.	<p>\$ _____</p>	<p>Hourly Rate</p>
Professional Services – On-Site, which requires a two day minimum, includes all travel related expenses.	<p>\$ _____</p>	<p>Daily Rate</p>
Additional Seat License for Fusion Pro Desktop Designer.	<p>\$ _____</p>	<p>Per License</p>



**Miami-Dade County  
Procurement Management Services  
Solicitation Submittal Form**

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. FB-00090		Solicitation Title: <b>EFFS WEB-TO-PRINTER COMMERCE SOFTWARE</b>	
Legal Company Name (include d/b/a if applicable): <input style="width:100%;" type="text"/>		Federal Tax Identification Number: <input style="width:100%;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width:100%;" type="text"/>		State Incorporated/Organized: <input style="width:100%;" type="text"/>	
Company Operating Address: <input style="width:100%;" type="text"/>		City: <input style="width:100%;" type="text"/>	State: <input style="width:100%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width:100%;" type="text"/>		City: <input style="width:100%;" type="text"/>	State: <input style="width:100%;" type="text"/>
Company Contact Person: <input style="width:100%;" type="text"/>		Email Address: <input style="width:100%;" type="text"/>	
Phone Number (include area code): <input style="width:100%;" type="text"/>	Fax Number (include area code): <input style="width:100%;" type="text"/>	Company's Internet Web Address: <input style="width:100%;" type="text"/>	
<p>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 prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if Bidder/Proposer has such conviction to disclose to comply with this requirement.</p>			
<p><b>LOCAL PREFERENCE CERTIFICATION:</b> 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 has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; 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.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer 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.</p>			
<p><b>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:</b> For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP. LHP is not applicable to qualitative solicitations issued, including but not limited to, Requests for Proposals and Request for Qualifications.</p> <p>The address of the Locally-headquartered office is: <input style="width:100%;" type="text"/></p>			
<p><b>LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:</b> 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.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.</p>			
<p><u>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)</u></p>			

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder/Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide your Certification Number: \_\_\_\_\_

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:**

By executing this bid through a duly authorized representative, the Bidder/Proposer certifies that the Bidder/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 Bidder/Proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder/Proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_ In such event, the Bidder/Proposer shall furnish together with its bid response 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 Bidder/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 Bidder/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.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

Bidder/Proposer's Authorized Representative's Signature:

Date

\_\_\_\_\_

\_\_\_\_\_

Type or Print Name:

\_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/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 BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

**Miami-Dade County**

**Contractor Due Diligence Affidavit**

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. :  Federal Employer Identification Number (FEIN):

Contract Title:

Printed Name of Affiant       Printed Title of Affiant       Signature of Affiant

Name of Firm       Date

Address of Firm       State       Zip Code

**Notary Public Information**

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

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

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

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

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

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



**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



**SUBCONTRACTOR/SUPPLIER LISTING**  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

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/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this 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/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

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 recommender/Bidder/Proposer demonstrates to the County prior to award that the race, gender and ethnic information is not reasonably available at that time, the Bidder/Proposer 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.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other

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 department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>

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

Signature of Bidder/Proposer \_\_\_\_\_ Print Name \_\_\_\_\_ Print Title \_\_\_\_\_ Date \_\_\_\_\_

SB 10 Rev. 07

**Question and Answers for Bid #FB-00090 - EFI'S WEB-TO-PRINTER  
COMMERCE SOFTWARE**

**OVERALL BID QUESTIONS**

**There are no questions associated with this bid. If you would like to submit a question,  
please click on the "Create New Question" button below.**