





**RFP EVENT No.: EVN0000390**  
**FIXED ROUTE SCHEDULING SOFTWARE**

**SCOPE OF WORK**

**MIAMI-DADE COUNTY:**  
Department of Transportation and Public Works

Rev 9-19-23

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## 1. SCHEDULING SOFTWARE

### 1.1. Background

Department of Transportation and Public Works (DTPW) is the public transit provider for unincorporated Miami Dade County (population 2.7 million and 2.4 million square miles) and surrounding rural areas within unincorporated Miami Dade County and DTPW transit service Bus and Rail to the public, individuals with disabilities and seniors in Unincorporated Miami Dade County with commuter bus routes that connect rural communities to one another. DTPW is looking for a robust multi modal fixed route scheduling software.

**Table of Peak Vehicle Requirements November 2021**

LOCATIONS	WEEKDAY					WEEKEND	
	AM PEAK 6:00a-9:00a	BASE 11:00a-1:00p	PM PEAK 3:30p-6:30p	NIGHT	OWL	SAT PEAK	SUN PEAK
<b>BUS GARAGES</b>							
Central	198	151	215	65	7	123	101
Coral Way	195	101	205	33	8	74	66
Northeast	180	100	194	33	6	74	66
<b>TOTAL</b>	<b>573</b>	<b>352</b>	<b>614</b>	<b>131</b>	<b>21</b>	<b>271</b>	<b>233</b>
Contracted	48	34	47	0	2	26	23
<b>BUS TOTAL:</b>	<b>621</b>	<b>386</b>	<b>661</b>	<b>131</b>	<b>23</b>	<b>297</b>	<b>256</b>
<b>METROMOVER</b>							
<b>TOTAL CAR:</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>		<b>19</b>	<b>19</b>
<b>RAIL DIVISION</b>							
Green	48	32	48	20		20	20
Orange	36	24	32	16		16	16
<b>TOTAL CARS:</b>	<b>84</b>	<b>56</b>	<b>80</b>	<b>36</b>		<b>36</b>	<b>36</b>

The County is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. Accordingly, the County has adopted sustainability policies which are incorporated into this Solicitation. The County will continue to explore and pursue sustainable procurement, development, and business practices that: (a) reduce greenhouse gases; (b) foster and integrate Contractor small business opportunities; (c) support safe and fair labor practices and ethical behavior throughout the supply chain, and (d) maximize fiscally responsible "high value, high impact" actions.

### 1.2. General

The County is seeking the ability to:

- A. Cut, copy, and paste, undo/redo functionality in all schedule modules (trip building, blocking, runcutting)
- B. Have GIS, Mapping Functionality and Geocoding
- C. Have validations and warnings to alert of data integrity, errors, and/or omissions such as place capacity violations, Rail track conflicts, illegal runs and illegal rosters, etc.
- D. Ability to easily build conflict free Rail timetables.
- E. Ability to maintain a calendar of schedules in production.
- F. Ability to be able to export feeds in multiple formats including, but not limited to, General Transit Feed Specifications (GTFS), XML, comma delimited, and text.
- G. Displaying time units in AM/PM and military (24-hour) time.
- H. Include tools to select objects based on characteristics.
- I. The ability to sort and filter on columns.
- J. Have Rail yard balancing tool.
- K. Add and/or integrate additional features or enhancements as technology progresses, needs are identified, or funds become available.

- L. Have configurable lists to include options to print and export the content of the list (into Excel format for example)
- N. Have configurable lists with the ability to show lists related to a primary list. For instance, a list of runs with a related list of trips.
- O. The ability to maintain notes/comments and address them to drivers, schedulers, and/or the public such, but not limited to timepoints or trip.
- P. Capability to operate separate simultaneous database environment to support training and/or testing needs.
- Q. Ability to have Bus Stop Functionality including but not limited to (stop definitions, stop locations, stop distances, supplemental stop data, etc.)
- R. Capability to import ridership data.
- S. Capability to import Automatic Passenger Counters (APC) and Automatic Vehicle Location (AVL) data.
- T. Have an analysis tool that will recommend runtimes and minimum layover.
- U. Ability to store historical bus stop records.

### 1.3. Data Organization and Functionality

- A. Rapidly copy/paste signup period scheduling data (patterns, running times, trips and blocks, runs and rosters)
- B. Rapidly switch between signup period schedules to compare.
- C. Rapidly "Save as" of blocking and run-cutting for versioning and scenario analysis.
- D. Quickly view multiple routes timetables at the same time and to be able to review and modify trips in this screen.
- E. Create, maintain and manage multiple numbers of schedule databases for handling current, previous, future and simulation types of schedules.
- F. Migrate all current online scheduling system data into the new system.
- G. Have clear organization of data.
- H. Drill down to details of trips, blocks, and runs with a click of the mouse.
- I. Create and compare cost/labor scenarios quickly.

### 1.4. Revenue and Non-Revenue Running time

- A. Allow for different running times and dwell times between time points by direction, time of day, day of week, route/line.
- B. Automatically have runtimes "smoothed" between time periods.
- C. Be capable of computing non-revenue/deadhead trips by time of day and day of week.
- D. Route running time in seconds.
- E. View average speed of route running time and non-revenue deadheads.
- F. Non-revenue service (pull/deadhead) analysis (including new depot locations)

### 1.5. Trip Building-Scheduling

- A. Create Routes and Trip Patterns including but not limited to (distances, running times, route definitions, pattern traces, etc.)
- B. Build trips and automatically synchronize return trips using user defined minimum layover.
- C. To calculate trip frequency based on a specified number of vehicles.
- D. Calculate trips based on user-specified headways.
- E. Calculate running time between any pair of timing points.
- F. Create trips manually.
- G. Quickly cut trips from one route block and paste onto a block that contains another route.
- H. Copy/paste trips and blocks from one schedule into another.
- I. Shift trips at timing points.
- J. Assign Destination Sign by pattern.
- K. Modify selected trips, for instance to change the origin, the destination, the running time, and the trip pattern.
- L. Identify trips within the software structure to denote revenue, non-revenue, and opportunity trips.

### 1.6. Automatic Blocking

- A. Have auto blocking features that optimize vehicle blocks by considering advanced rules that penalize, forbid, or encourage. An example would be a rule that forbids the interlining of a specific route but allowing the interlining of other routes.
- B. In autoblocking to permit trip shifting to reduce vehicles.
- C. Automatically generate blocking scenarios to achieve optimized vehicle blocking solutions.
- D. Allow users to freeze certain blocks manually so that the automated blocking process will not change them.
- E. Have advanced features that help identify interlining opportunities between different routes/lines at common terminals without manual intervention.
- F. Automatically renumber blocks based on user-specified sorting order and criteria.
- G. Link trips at different terminals to reduce vehicles.
- H. Apply specified minimum/maximum layovers when autoblocking at global, at trips start at trip end, by place, by route, by schedule type, by time of day, and by combinations of these, and as a fixed value or as a percentage.
- I. Specify desired number of total vehicles with which to block the schedule.
- J. Assign vehicle types to routes and blocks.
- K. Create blocks considering electric bus requirements with their additional layer of complexity to scheduling due to the necessity to consider vehicle range, charging locations, and charging durations.
- L. Create, delete, and modify deadhead trips automatically.
- M. Display blocking graphically on a horizontal time scale and display information such as times at time points.

### 1.7. Automatic Runcutting

- A. Automatic runcutting that utilizes an advanced algorithm to create cost efficient and legal runcuts that are equal to or better than DTPW's current runcuts.
- B. Have advanced rule writing capabilities for the automatic runcut that can encourage certain preferences as well as forbid undesirable outcomes. An example would be a rule encouraging a specific operator relief location versus another that is not as desirable.
- C. Create and run multiple crew schedules at the same time, with multiple variations of work rules so that the best solution can be implemented.
- D. Target maximum number of total operators desired and ratio of specific run types.
- E. Cut, copy/paste runs from one runcut into another.
- F. Define different types of reliefs (on-street, pull-out/into garage, car relief)
- G. Automatically build travel time into run assignments based on relief point.
- H. Freeze certain runs manually so that the automatic runcut does not change them.
- I. Automatically renumber runs based on user-specified sorting order and criteria.
- J. Schedule crew "drop backs", either single or double for Rail automatic runcutting
- K. Schedule automated batch jobs.
- L. Improve solutions feature with the ability to do a quick partial runcut/rebuild.
- M. Add a trip or blocks of trips to a crew schedule that the improve solutions can quickly produce a solution.
- N. Optimize reliefs in layover to reduce cost.
- O. Manually edit automatic runcuts.
- P. Compare/evaluate multiple runcut solutions on a single screen.
- Q. Modify trips and blocks from within the runcut.
- R. Schedule coupling and uncoupling of trains for **Rail** schedules.

### 1.8. Rostering

- A. Have a fully automated rostering system.
- B. Rostering module rules and parameters that produce quality legal solutions.
- C. Define rules and parameters, such as but not limited to minimum rest time and consecutive days off.
- D. Optimize rosters while in compliance with DTPW hard and soft rules, and government regulations.
- E. Automatically renumber rosters based on user-specified sorting order and criteria.
- F. Create both four-day and five-day work weeks.

## 1.9. Rules and Parameters

- A. Configure via rules and parameters in compliance with DTPW rules/regulations and union contract provisions (hard and soft rules) including but not limited to (min/max work time, percentage ratios, spread times, spread premiums, report times, travel times, overtime and guarantees).
- B. Create and make changes to numerous rules and parameters.
- C. Rapidly "Save as" rules and parameters.
- D. Store and easily view numerous rules and parameters.

## 1.10. Reporting & Postproduction

- A. Export and report comparative Crew and Vehicle schedule statistics that can be broken down for reporting and analysis.
- B. Export and report data with date range capability.
- C. Report total number of scheduled vehicles.
- D. Replicate current reports used at DTPW Scheduling department, including but not limited to Operator Bid Report, Lineup Indicators, Omnibus Report, Rotary/Headway Report, Summary of Runs, Wait & Travel, Disposition Sheets, Fringe Breakdown, Yard Utility, Instruction Card, and Paddles.
- E. Report miles and hours of revenue and non-revenue trips.
- F. Report the number of trips.
- G. Create additional custom reports using standard database access tools, and readily usable and well documented report interfaces.
- H. Export all reports into MS Excel, CSV, PDF, HTML and XML format.
- I. Reports generated to be fully modifiable and configurable by DTPW staff.
- J. Related reports can be grouped together within a menu structure for ease of use.
- K. Users may construct and save customized queries in the form of screens, forms, or reports.
- L. Ability to include an unlimited number of user-defined fields in reports.
- M. Lock and unlock schedules by users (controlled by user level security)
- N. Compare schedule feature that automatically highlights any trips that are different between two schedules.
- O. Allow reporting from a separate database so as not affect application performance.
- P. Ability to create ad-hoc reports.

## 1.11. Planning

### 1.11.1 General

- A. Undo/redo functionality.
- B. Create various service scenarios for either individual routes and/or service areas or entire networks. This includes route design and overall service levels.
- C. Be capable of analyzing ridership data to determine capacity needs to better service demand levels and impact between versions based on the loaded origin and destination data set.
- D. Capability to denote bus stops required for Automatic Vehicle Announcements (AVA) by trip pattern.

### 1.11.2 Timetabling

- A. Adjust and create timetables including the ability to modify routes/lines and evaluate impacts.
- B. Trip building and blocking features using optimization functions.
- C. Create timetables that minimize customer wait time.
- D. Calculate vehicle counts by time of day.

### 1.11.3 Mapping

- A. Current, interactive basemap with aerial view, drag and drop to draw new and/or modify routes and stops.
- B. To zoom in/out and pan quickly on the basemap without delay.
- C. Have GTFS capabilities including the ability to import and export.

- D. Be compatible with shapefiles (ability to import/export), with the user-friendly ability of importing/viewing/analyzing census block data. This data is auto generated within the basemap and updated as necessary.
- E. Import any field related work in real-time to update bus stop inventory.
- F. Include information regarding bus bay capacity at terminals in the bus stop inventory database.

**1.12. Hosted Solution and Data Requirements**

- A. Cloud based software as a service (SaaS), using industry-standard browsers for the Solution.
- B. Implement all applicable and available software upgrades and patches during the implementation and warranty periods and resolve any compatibility issues with other parts of the overall system due to such upgrades or patches.
- C. The system and facility should have a 99.25% availability or higher with redundant and high-availability infrastructure that meets the County's Cybersecurity requirements (need attachment)
- D. The Proposer shall also host a testing environment where County staff has the ability to test functionality and/or modifications without altering or affecting the production environment's data and/or state.
- E. Disaster Recovery.
- F. Ensure the hosting agreement to include all services necessary to maintain and make available for daily use fix route/demand response scheduling software back-office system.

**1.12.1 Reporting**

- A. Ability to create visual presentation.
- B. Travel time comparison.
- C. Costing features.
- D. Schedule statistics features (i.e., number of buses by time of day, number of trips and revenue hours including all potential recovery time)
- E. Include infographics/KPIs that quickly display costing information, fleet requirements, etc.
- F. Easily generate reports, maps, and graphics which also feed into the scheduling system.
- G. Capable of comparing different statistics between propose and current scenarios such as Demographics information (uploaded Census data)
- H. Public outreach tools using web-based to present the proposed vs current scenarios.

**1.12.2 On-Demand**

- A. The County is seeking to have On-Demand planning features and capabilities to determine projected ridership and number of vehicles needed based on service area and response time.

**1.12.3 Title VI**

- A. The County is seeking to have the ability to generate Title VI reports from uploaded census data, and ability to compare routes and networks

**1.13. Interfaces**

For the County to understand how Proposers intend to deliver the identified interfaces detailed below, the Proposer's response shall provide the appropriate response code as defined below in the Response column. Proposers should provide a detailed description in the Detailed Explanation column for each item listed in chart, regardless of response code. Exhibits may be included and referenced where applicable.

County requires all work to be completed prior to Go-Live so that adequate testing can be performed to validate the interface.

The new Solution shall provide interfaces to various third party and internal County system. All data derived from the Solution shall be made available via the API. Proposer should conduct a thorough review / assessment of all interfaces to be provided. The County's middleware will be utilized via APIs to consume and transfer data as appropriate. Noted below are the definitions of application interfaces required for the new Solution.

The column heading "**Frequency of Data Flow**" describes the anticipated occurrence or regularity of the interface's data transfer.

- **Real-time:** Indicates an interface that must operate dynamically on demand between systems.
- **Batch:** Indicates a grouped, multiple record/transaction-based interface between systems. Typically, file based in

Commented [RP(1)]: Request clarification the reason for on demand on fixed route



nature, and often on a predetermined interval (e.g., hourly, daily, weekly, monthly, etc.)

The column heading “**Mode**” describes the direction of the interface between the proposed Solution and the external system.

- **Data Exchange:** Signifies a bidirectional functional interface between systems where data is exchanged between systems.
- **Two-way / Query:** Signifies an interface with a request transaction which receives a data response from the queried system.
- **One-way / Application:** Signifies a unidirectional interface between systems in which data is pushed from the system to the application.

<u>Application</u>	<u>Description</u>	<u>Frequency of Data Flow</u>	<u>Mode</u>
Trapeze OPS	Dispatch Workforce Management - Line-up/sign-up/service pick, and/or route modifications on a one or multiple route basis	Batch	One-way
Bus Stop Maintenance	County GIS/geospatial application for bus stop inventory management	Real Time	Data Exchange
GIS	Integration with County GIS/geospatial application providing: - County Geofile - All County layers & boundaries - Street network - Common places - Postal Address Validation	Real Time	One-way
Salesforce	Customer Relationship Management solution	Real Time	Data Exchange
APC	Automatic Passenger Counter (APC)	Real Time	One-way
CAD/AVL	CAD/AVL	Batch	One-way

#### 1.14. Training and Implementation Support

The Proposer shall:

- A. Submit training curriculum, schedule and documentation for review and approval by DTPW in advance.
- B. Coordinate all training with the County in regards to dates/times
- C. Conduct training onsite at County designated location.
- D. Perform training for the operation, configuration, and administration of the new Solution.
- E. Provide technical training County employees responsible for the operation, maintenance, repair, integration, and configuration of the Solution, prior to the implementation.
- F. Provide detailed documentation, such as user manuals, technical procedures, training documents, FAQs, maintenance and support procedures etc., both hard and electronic copies prior to implementation.
- G. Additional training shall be made available via on-line videos or updated documentation on an ongoing basis throughout the term of the contract.

#### Initial Identified County Staff to be trained

Department of Transit and Public Works Scheduling and Planning Divisions (User)	Information Technology Department (User/Technical)	TOTAL
15	5	20

**1.15. Technical Support Services and Communication**

The selected Proposer shall be responsible for providing technical support services to ensure optimal performance of the proposed Solution, including all components, throughout the term of the resultant contract, including any optional renewal periods. Proposer shall provide fixes due to any conflicts with mandatory operation Solution security patches (to be resolved as Severity Level 1, as defined in Section 1.15).

The selected Proposer shall, in a reasonably timely manner, address functionality revisions as requested by the County. When the selected Proposer can directly satisfy the County’s request, the selected Proposer will do so; otherwise, the selected Proposer will suggest a reasonable accommodation (“work around”).

The County is seeking technical support services available to authorized County staff in the form of unlimited email and telephone support 24 hours per day, seven days per week, including holidays. In conjunction with live telephone support the County prefers the selected Proposer shall provide an electronic helpdesk ticketing system to allow authorized County staff to submit incidents and service requests electronically.

The selected Proposer shall have the ability to do the following:

- A. Log all calls received.
- B. Track all calls throughout the process until the Solution or information is relayed back to the customer.
- C. Give every call a unique number for tracking purposes, preferably a "ticket #".
- D. Produce a report of all outstanding County tickets in a given time period.
- E. Produce a report of all closed tickets in a given time period.
- F. Ability to view all tickets and ability to search all tickets by any field
- G. Track all work requests, complaints, and informative calls.
- H. Support copy and paste with other Windows applications.
- I. Assign authorized County staff to access the issue tracking system.
- J. Track resolution time to severity level.

**The County desires Severity definitions and response times for the Solution as listed below:**

Severity	Definition	Response Time	Resolution Time	Status Frequency Update
1=Critical	A critical component of the Solution is in a non-responsive state and affects Users' productivity or operations. A high impact problem which affects all Users.	15 minutes	One (1) Hour	15 minutes
2=Urgent	Any component failure or loss of functionality not covered in Severity 1, which is hindering operations, such as, but not limited to: excessively slow response time (exceeds maximum defined response times); functionality degradation; error messages; backup problems; or issues affecting the use of a module or the data.	One (1) Hour	Four (4) Hours	One (1) Hour
3=Important	Lesser issues, questions, or items that minimally impact the work flow or require a work around.	4 hours	Twenty-Four (24) Hours	Four (4) Hours
4=Minor	Issues, questions, or items that don't impact the work flow. Issues that can easily be scheduled such as an upgrade or patch.	8 hours	Seventy-two (72) hours for an acceptable work around until final resolution	Weekly

#### 1.15.1 Technical Support Communication

The County prefers an electronic support request ticketing system with the ability to add attachments, which will be in addition to the help line outlined above that is live person answered (an IVR system may not have greater than 1 selection to reach the live person). Additionally, the County prefers, at a minimum, a weekly report of all outstanding, open service tickets and a reporting tool that enables customized reporting. Such reports may include and be searchable by:

- A. Ticket number
- B. Location or site
- C. Date/time opened
- D. Date/time of initial vendor response
- E. Date/time closed (if applicable)
- F. Opened by Username
- G. Division or Business unit (as defined by the County)
- H. Severity level
- I. Brief description of issue
- J. Agency point of contact/lead
- K. Vendor assigned point of contact
- L. Date/time of resolution
- M. Description of resolution

#### 1.16. Hosted Solution and Data Requirements

- A. The solution shall be a web-based application.
- B. System should use a robust database engine.
- C. Most current Database platform version.
- D. All data collected should be backed up so that no data is lost.
- E. Historical data to be available in a format that is directly accessible by or importable into common database management and analysis tools.
- F. System should support multiple browsers, and update to ensure compatibility with new browser versions.
- G. Operations and performance data will be stored in a historical database that will provide rapid access for common and recurring operational reports and a database reporting tool for developing ad hoc reports.
- H. Commuter/fixed route data to be GTFS compatible and open source is preferred.
- I. Capacity to integrate third-party data.
- J. All data is the property of DTPW and will not be shared with third parties unless authorized by DTPW.
- K. Make the data available to DTPW to comply with all federal requests Upon termination of the contract arising out of this RFP, the Contractor

#### 1.16.1 Data Conversion

The County requires that the selected Proposer provide the capability to migrate all County fixed route scheduling data to the proposed Solution. Fixed route scheduling data is currently stored in a Miami-Dade County on-premise Oracle database. The selected Proposer shall be responsible for mapping of the data to the database structure of the Solution. The selected Proposer is required to extract, transform and import the data into the proposed Solution. Proposer shall address data conversion and migration issues. County staff will consult to answer questions about the data to be loaded into the Solution's database. The selected Proposer shall ensure and provide:

- A. Verification that all data records were successfully converted. Have a data integrity tool to validate data accuracy and/or completeness.
- B. Have strong audit trails to track data insertion, progression, modification, and/or deletion.
- C. Allow for the creation of service shells as services.
- D. Allow toggles between screen/modules (keep open/alive) without the need to restart each.
- E. Include session logs to assist with application errors/messages/troubleshooting.

#### 1.17. Security

The County is seeking a secure Solution that is consistent with County standards and practices as outlined in Attachment

C - Cloud Service Usage Policy – Miami Dade, and Attachment B - IT Security Matrix. Proposers should provide detailed explanation on how their Solution meets or does not meet the County security standards in the Proposer Information Section. The proposed Solution must provide support for role-based access controls (RBAC).

- A. The proposed Solution must provide for multiple levels of users to be established and configured (e.g., drivers, coaches, supervisors, managers, safety officers, HR staff, etc.) each having an appropriate levels of access, update permissions, parameter setting authority, etc. established by a County administrator.
- B. The proposed Solution must support multi-organizational security that will provide organizational segregation of selected data and restrict access to distinct data for different organizational units.
- C. The proposed Solution should enable reporting on user actions, including logins. Logging should be configurable by the security administrator. Log entries should be customizable by the security administrator to handle the different requirements of the County but at minimum should contain the user name and ID, date and time.

#### **1.18. Disaster Recovery Operations**

The County requires the proposed Solution to have appropriate fully automated backup capabilities for the purpose of disaster recovery.

This should include the following:

- A. Backup of all database and application data.
- B. Support for differential backup schedules configurable by the system administrator.
- C. Backup and recovery processes that are subject to auditing and reporting.
- D. Solution backups shall be accomplished without taking the application out of service and without degradation of performance or disruption to operations.

## **2. DELIVERABLES**

The Contractor, in accordance with the requirements specified herein, understands that the County The County is seeking to have final approval on all Deliverables. In reviewing the Deliverables, the Contractor understands that the County will provide the Contractor with written notification of the County's approval, A written notification that each Deliverable is approved subject to the Contractor providing prompt correction of a minor deficiency, or, In the case of a Deliverable that does not meet the requirements of the Agreement, a written notification of the County's disapproval. The County's disapproval notification will state with reasonable detail to sufficiency advise the Contractor of the basis on which the Deliverable was determined to be unacceptable. The County understands that failure by the County to provide a notice of approval or disapproval by the end of the forty-five (45) business day period as further defined will constitute approval. Furthermore: i.

For each Deliverable made hereunder, the County The County is seeking to have thirty (30) calendar days commencing the first business day after receipt by the County of the Deliverable, determine and notify the Contractor in writing whether the Deliverable is approved as submitted, is approved subject to the correction by the Contractor of minor discrepancies or whether it is unacceptable and therefore disapproved. ii. Unless the extension of time has been granted by the County pursuant to Article 42, "Extension of Time", within forty-five (45) business days after the receipt of the County's notification of "disapproval", the Contractor. The County is seeking to deliver to the County the necessary revisions and/or modifications for a second review by the County.

If after the second review period the Deliverable remains unacceptable for the County's approval, the County may direct the Contractor to: a) Proceed with the Services subject to the correction of all outstanding deficiencies which led to the County's determination that a Deliverable was not acceptable for approval on or before a specific date established by the County for correcting such deficiencies; or, b) Suspend all Services being performed in regard to the execution of the Agreement, except those services necessary for the correction of outstanding deficiencies, until such time that all such outstanding deficiencies have been corrected by the Contractor and resubmitted to the County for approval. Any suspension of the Services under this provision The County is seeking to not alter the County's right to assess the liquidated damages.

### **2.1. Schedule**

Schedule(s) The Contractor agrees that time is of the essence for the performance of each of the Contractor's obligations hereunder. The Contractor The County is seeking to complete the work in accordance with the schedule set forth in the Solicitation and provide schedule progress reports, if applicable, in a format acceptable to the County and at intervals established by the

County. The County will be entitled at all times to be advised, at its request, as to the status of the work being performed by the Contractor and of the details thereof.

Either Party may request and be granted a conference. If, at any time prior to completion of the work, the Contractor determines that the work is not progressing according to the schedule, the Contractor The County is seeking to immediately notify the County in writing and The County is seeking to provide a description of the cause of the delay, the effect on the schedule, and the recommended action to meet the schedule. An extension of time for performance The County is seeking to be the Contractor's sole and exclusive remedy for any delay of any kind or nature caused by the County.

## **2.2. Implementation Services**

The selected Proposer shall be responsible for providing Implementation Services to include planning, design, configuration, customizations, testing, and on-site installation for the proposed Solution. The County expects the selected Proposer to install and perform configuration of proposed Solution with County staff on site to allow County personnel to observe, assist with, and document the installation and configuration process. County staff will install Server operating system software and implement network configurations to support the Proposer's proposed Solution.

The County prefers a concurrent Implementation master schedule including the proposed timeline and milestones for each of the departments (DSWM and DTPW) that provides a multi-phased, multi-vehicle implementation. In conjunction with County staff, the selected Proposer shall be responsible for testing the proposed Solution and ensuring proper functionality, prior to Go-Live. The selected Proposer must perform all Implementation Services in accordance with applicable laws, ordinances, rules, and regulations. The selected Proposer should perform any Implementation Services during and outside of the course of normal business hours (i.e., Monday through Sunday: 8:00 a.m. to 5:00 p.m.), with the understanding that production deployment of Go-Live may be conducted at an off-peak date and time to minimize operational impact.

The selected Proposer will be responsible for project organization and management, to include the various project stages and milestones, change of Scope management, and implementation. The selected Proposer shall develop a comprehensive project plan, and actively manage the responsibilities of their internal management team, and work with County staff as required to complete the project.

## **2.3. Project Management and Deliverables**

The selected Proposer will be responsible for project organization and management, throughout the implementation of the proposed Solution, to include the various project stages and milestones, change of Scope of Services management, and implementation. The selected Proposer will develop a comprehensive project plan, and actively manage the responsibilities of their internal management team, and work with County staff as required to complete the Work. The selected Proposer shall designate a Project Manager(s) who shall be assigned to County for the duration of the Implementation Services. The Project Manager must have good communication and interpersonal skills, be technically qualified, have project leadership experience, and be familiar with and committed to the proposed Solution's objectives and requirements in Section 2.2. The Project Manager(s) shall be responsible for communicating all Work-related affairs to the project team and management of the County, as well as controlling the activities of the selected Proposer's personnel and its subcontractors. The selected Proposer shall provide comprehensive documentation throughout the life of the Work. It is imperative that these documents, in particular, the project management plan, provide a comprehensive roadmap for how an organization of this size will implement an integrated Solution.

Deliverables for documentation will be expected during Implementation Services, and may include but are not limited to:

- A. Project Management Plan
- B. Project Schedule
- C. Organizational Chart
- D. System Design
- E. Organizational Change Management Plan
- F. Assessment
- G. Reengineering
- H. Business Process Re-engineering Plan
- I. Validation
- J. Reengineering
- K. Requirements Traceability Matrix
- L. GAP Analysis

- M. Risk Assessment and Management Plan
- N. Knowledge Transfer/Training Plan
- O. QA Plan/Approach
- P. High level QA approach
- Q. Testing and promotion
- R. System Testing (i.e., integration, conversion, regression, usability)
- S. Test Plans/Case Development
- T. User Acceptance Testing
- U. Data Conversion / Migration Plan
- V. Application Configuration / Customizations Specifications (as built)
- W. Interface Specs (internal systems)
- X. Integration / information exchange specs (external applications)
- Y. Best Practices and Industry Standards documentation
- Z. Workflow design and specs
- AA. Hardware/Software Specs

In addition, as part of the planning process for Implementation Services, the selected Proposer shall provide change management to assist with organizational transformation, change management and business process re-engineering. An effective implementation incorporates an organizational change management effort to address the various changes taking place with not only the technology, but also the business process and the people-focused changes. The selected Proposer shall review and interpret County business requirements to articulate the business needs. The scope and magnitude of the Work mandates that change management administration must incorporate a mutually accessible mechanism to document and track all changes to the project, scope and their resulting outcome.

#### 2.4. System Testing and Acceptance

The selected Proposer, in conjunction with County staff, shall be responsible for testing the proposed Solution and ensuring proper functionality, prior to Go-Live. The resultant contract will include a payment milestone schedule with a Final Acceptance milestone dependent in part on the completion of the testing phase, as defined below, and addressing of defects identified during testing. A decision to approve Final Acceptance without meeting the criteria for addressing defects identified below will be at the sole discretion of the County.

Testing activities include but are not limited to:

- A. Test plan development by Proposer, for approval by County staff.
- B. Proposer must provide a pass or fail validation report outlining their equipment's functionality.
- C. Creating test scripts for:
  - User Acceptance Testing, by County staff with assistance from Proposer.
  - Solution Testing, created by Proposer.
- D. Proposer to perform:
  - Solution testing.
  - Interfaces testing.
  - Integration testing, with assistance from County staff as needed.
  - Data Setup and Configuration testing.
- E. Infrastructure validation and Solution load testing carried out by Proposer with assistance from County staff, including:
  - Performance testing.
  - Hardware and network capacity testing.
  - Application Load testing.
  - Infrastructure redundancy and failover processes testing.
- F. Disaster Recovery environment and processes.
  - Security testing shall be performed by the proposer and approved by ITD Security team

- User Acceptance Testing, to be completed by County staff.

It is the expectation and requirement of the County that the selected Proposer shall complete testing prior to County User Acceptance Testing ("UAT"). The selected Proposer shall provide all documentation related to proposed Solution testing for County verification, validation and approval prior to UAT. All test results by the selected Proposer shall be documented and shared with the County, both at individual test case and test summary levels.

The selected Proposer shall provision tools to simulate or generate real application transaction load as part of the application load testing. All associated costs for load testing shall be factored into the proposed implementation timeline and price proposal Form 1 and 2.

The County expects assistance as necessary throughout the testing process from the selected Proposer in the form of advice, product information, and guidance in relation to the proposed Solution in order to ensure that it is able to document and perform its required testing activities effectively and efficiently.

Defects identified during implementation will be categorized as per the criteria described in Section 1.15 Technical Support Services.

Any defects identified through testing will be addressed as below:

- A. Correction of all Severity 1 and Severity 2.
- B. Addressing of Severity 3 issues either by correction prior to Go-Live, or by a mutually agreed upon future date.
- C. Addressing of Severity 4 issues through regularly scheduled future maintenance releases of the Solution, prior to or within one year of Go-Live.
- D. Prior to Final Acceptance, the County requires a period of thirty (30) calendar days of continuous operation without a Severity 1 or Severity 2 defect as defined in Section 1.15 Technical Support Services. The occurrence of a Severity 1 or Severity 2 defect within the 30 calendar days will result in failure to achieve Final Acceptance and County payment of the associated payment milestone.

## **2.5. Software Support and Maintenance**

The selected Proposer shall provide maintenance services to the County throughout the term of the resultant contract, including any optional renewal periods.

Through the duration of the Project through final acceptance, the Proposer shall be able to perform additional work as required by the County with no service interruptions. Upon Final System Acceptance and "Go-Live", the Proposer shall provide the County with software maintenance support services as described herein.

At a minimum, maintenance services should include updates and upgrades to the proposed Solution. Such updates and upgrades shall include correction of substantial defects, fixes of any minor bugs, any fixes due to any conflicts with mandatory operating system security patches, enhancement to Solution functionality, as well as upgrades to new version releases and must maintain compatibility with all customizations and interfaces. The software maintenance plan may include the option of installation of new releases by the selected Proposer. Any Solution downtime associated with maintenance services must be conducted during non-business, off-peak times and requires preapproval of the County.

The Solution shall provide for system administrator to test software and hardware updates on a staging environment (software Solution and hardware) before deployment to production devices.

Maintenance of other non-production environments, such as the test environment shall be included as part of the maintenance services provided.

All maintenance services as outlined below shall be provided for the proposed Solution in its entirety, including any modifications or customizations, including interfaces, to the Solution:

1. All software must be of the most recent release and all software upgrades issued by the selected Proposer must be available to the County at no additional charge.
2. Access to the proposed Solution should be designed in such a manner where an upgrade or change to the proposed

Solution does not require staff to go to a computer to manually update. If installation is needed on an individual workstation, that software should be self-managed and be able to be updated on-demand without interaction from Miami-Dade County ITD staff.

3. Periodic updates of the Solution may incorporate:
  - a) corrections of any substantial defects.
  - b) fixes of any minor bugs.
  - c) fixes due to any conflicts with mandatory operating Solution security patches, to be resolved as Severity Level 1.
  - d) enhancements made to any Solution components that the County has licensed.

Additionally, updates to the Solution must be provided as determined by legally mandated requirements, such as amendments to local, state or federal laws.

In order to ensure a smooth transition and minimize complications, the County seeks Post Implementation Support on-site after Go-Live period, at minimum of ninety (90) calendar days. Post-implementation support shall be available for affected users and fleet throughout a phased roll-out approach to ensure that each functional area and location are successfully transitioned to the proposed Solution.

#### **2.6. Ongoing Training**

During the life of the resulting contract, the County may require additional training hours/sessions for new users or as a refresh. Proposers shall provide prices per hour, per diem, and on-site or remotely sessions.

The proposed Solution should provide the following:

- Recommended training materials and videos based on driving behaviors and coaching effectiveness.
- Training on soft skills and best practices for coaching.
- Access to a web-based knowledge base for self-support on Solution utilization and best practices.

#### **2.7. Documentation**

The County seeks thorough documentation for the installation and configuration of the proposed Solution. The proposed Solution documentation should be provided in Microsoft Office format for the County to distribute as needed.

The selected Proposer should, at no additional charge to the County, provide updated Technical documentation when the proposed Solution changes or updates occur, such as new version and updated releases. All new versions and updated releases should be accompanied by updated documentation clearly outlining the new functionality, features, corrections, etc. This documentation should be consistent in content and appearance with the original documentation. Further, the selected Proposer's online help files should also be updated to reflect the proposed Solution changes and updates.

Technical Documentation shall include all components of the proposed Solution's installed environment, such as:

- Network schematics
- Server/Infrastructure layout
- Solution diagram
- Process flow diagrams
- Database: Data dictionary, table layouts and Entity Relationship Diagrams (ERD)
- Interface specifications
- APIs
- Stored queries and procedures
- Reports
- Configuration Management





**Request for Proposal (RFP)**  
**Event No. EVN0000390**  
**Event Title: Fixed Route Scheduling SOFTWARE**

**PRE-PROPOSAL CONFERENCE TO BE HELD ON:**  
(See Section 1.1 for details)

**ISSUED BY MIAMI-DADE COUNTY:**  
Strategic Procurement Department  
for  
The Department of Transportation and Public Works

**MIAMI-DADE COUNTY CONTACT FOR THIS SOLICITATION:**  
Brian Webster, Procurement Contracting Officer  
111 NW 1st Street, Suite 1300, Miami, Florida 33128  
E-mail: [brian.webster@miamidade.gov](mailto:brian.webster@miamidade.gov)

**PROPOSAL DUE:**  
On the date and at the time specified in INFORMS. Check INFORMS for potential updates.

**IT IS THE POLICY OF MIAMI-DADE COUNTY (COUNTY) THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION.  
(SEE IMPLEMENTING ORDER 7-7)**

**Electronic Proposal responses to this RFP are to be submitted through a secure mailbox at Integrated Financial Resources Management System (INFORMS) until the date and time as indicated in this document.** It is the sole responsibility of the Proposer to ensure its Proposal reaches INFORMS before the Solicitation closing date and time. Proposers should allow sufficient time to ensure successful submission of their proposal by the time specified. Proposers are strongly encouraged to submit their proposal well in advance of the Deadline for receipt of electronic proposals as internet connectivity and file size may affect proposal submission timeframes. There is no cost to the Proposer to submit a Proposal in response to a Miami-Dade County Solicitation via INFORMS. 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. All Proposals received and time stamped through the County's system, INFORMS, prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped after the Proposal submittal deadline will be evaluated by the issuing 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 technical difficulty 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).

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 submitted using the question/answer feature provided by **INFORMS** at <https://supplier.miamidade.gov>. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary via written addenda issued prior to the Proposal due date and time (see Mandatory Online Forms and Addendum Acknowledgement Section of INFORMS site). Proposers who obtain copies of this Solicitation from sources other than through INFORMS risk the possibility of not receiving addenda and are solely responsible for those risks.

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## 1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITION

### 1.1 INTRODUCTION

- A. Miami-Dade County, hereinafter referred to as “the County”, as represented by the by the Department of Transportation and Public Work (DTPW) is soliciting Proposals from vendors to provide a multi modal fixed route scheduling software. DTPW is the public transit provider for unincorporated Miami Dade County (population 2.7 million and 2.4 million square miles) and surrounding rural areas within unincorporated Miami Dade County. DTPW provides transit services, Bus and Rail, to the public, including individuals with disabilities and seniors.

The County anticipates awarding this contract for a period of five (5) years, with one (1), five (5)-year Option to Renew, at the County's sole discretion.

- B. The anticipated schedule for this Solicitation is as follows:

Pre-Proposal Conference: TBD, 2023 at 10:00am via Zoom, please use the link below to join the webinar:  
**Webinar ID: 817 8601 5776**

Please click the link below to join the webinar:

<https://miamidade.zoom.us/j/81786015776>

Or One tap mobile :

+17866351003,,81786015776# US (Miami)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 786 635 1003 US (Miami)

Webinar ID: 817 8601 5776

International numbers available: <https://miamidade.zoom.us/j/81786015776>

#### **Attendance is recommended but not mandatory.**

Should you need an ADA accommodation to participate in Pre-Proposal Conference (i.e., materials in alternate format, sign language interpreter, etc.), please contact the Internal Services Department's ADA Office five days prior to scheduled conference to initiate your request. The ADA Office may be reached by phone at (305) 375-3566 or via email at: [Skarlex.Alorda@miamidade.gov](mailto:Skarlex.Alorda@miamidade.gov) or [Heidi.Johnson-Wright@miamidade.gov](mailto:Heidi.Johnson-Wright@miamidade.gov). TTY users may reach the ADA Office by calling the Florida Relay Service at 711.

Deadline for Receipt of Questions: See INFORMS for the scheduled date and time

Proposal Due Date: See INFORMS for the scheduled date and time

Evaluation Process: TBD

Projected Award Date: TBD

### 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 words Competitive Selection Committee to mean the group of individuals who are tasked with reviewing, evaluating and scoring the Proposals submitted in response to this RFP.
2. 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”.
3. The word “County” to mean Miami-Dade County, a political subdivision of the State of Florida.

4. The words "Joint Venture" to mean an association of two or more persons, partnerships, corporations, or other business entities under a contractual agreement to conduct a specific business enterprise for a specified period with both sharing profits and losses.
5. The word "Proposal" to mean the properly signed and completed written good faith commitment by the Proposer via its submission for Services, in accordance with this solicitation, and as amended or modified through negotiations.
6. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Submittal Form, submitting a Proposal to this Solicitation.
7. The words "Scope of Work" to mean Attachment A of this Solicitation, which details the work to be performed by the Contractor.
8. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
9. 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.
10. 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 Work, and the terms and conditions of this Solicitation.

### 1.3 GENERAL PROPOSAL INFORMATION

**Nothing in this RFP shall in any way be utilized to request documentation relating to or authorizing consideration of a proposer's social, political, or ideological interests when determining if the proposer is a responsible vendor or give a preference to a proposer based on the proposer's social, political, or ideological interests.**

The County may, at its sole and absolute discretion, reject any and all or parts of any or all Proposals; accept parts of any and all Proposals; 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 Proposals received as a result of this process. 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 Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.

The Proposer's Proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the Proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a Contract substantially in the terms herein. Proposer's Proposal 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 and time, or upon the expiration of eight (8) months after the opening of Proposals.

As further detailed in the Submittal Form, 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 (the "Public Record Law").

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 code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

#### 1.4 ASPIRATIONAL POLICY REGARDING DIVERSITY

Pursuant to Resolution No. R-1106-15, County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of Solicitations unless permitted by law.

#### 1.5 CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended (the "Code"), 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 Competitive Selection Committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County's contact on the face of the Solicitation), provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- oral communications at pre-Proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners (the "Board") during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, 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 is 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).

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to the Procurement Contracting Officer with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

#### 1.6 COMMUNICATION WITH COMPETITIVE SELECTION COMMITTEE MEMBERS

Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, to individual Competitive Selection Committee Members or, to the Competitive Selection Committee as a whole, **are expressly prohibited**. Any oral communications with Competitive Selection Committee Members other than as provided in Section 2-11.1 of the Code, are prohibited.

#### 1.7 PUBLIC ENTITY CRIMES

Pursuant to Paragraph 2(a) of Section 287.133 of the 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 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

### 1.8 LOBBYIST CONTINGENCY FEES

- a) In accordance with Section 2-11.1(s) of the Code, 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.

### 1.9 COLLUSION

In accordance with Section 2-8.1.1 of the Code, 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, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers 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 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 REQUIRED SERVICES

The County is seeking the following functions and capabilities for the fixed route scheduling software:

- a) Clear Organization of data
- b) Trip Building
- c) Blocking
- d) Runcutting
- e) Rostering
- f) Rail Scheduling Features
- g) Advanced rules, parameters, and algorithms
- h) Rail Yard balancing tool
- i) Reporting features
- j) Interface capabilities including DTPW systems
- k) Planning Module
- l) Bus Stop Functionality including but not limited to (stop definitions, stop locations, stop distances, supplemental stop data, etc.)
- m) GIS, Mapping Functionality and Geocoding
- n) Ability to export feeds including General Transit Feed Specifications (GTFS)
- o) Capability to import Automatic Passenger Counters (APC) and Automatic Vehicle Location (AVL) data
- p) Analysis tool that will recommend runtimes and minimum layover

All work shall be performed in accordance with *Attachment A: Scope of Work*. See *Attachment C: Draft Form of Agreement* for additional terms and conditions, and requirements.

### 3.0. RESPONSE REQUIREMENTS

#### 3.1. SUBMITTAL REQUIREMENTS

In response to this Solicitation, Proposer should complete and return the entire Proposal Submission Package. Proposers should carefully follow the format and instructions outlined therein. All forms and affidavits listed under Section 7.0, *Attachments*, must be fully completed and signed as required and submitted in the manner described.

The Proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services, in accordance with Section 5.0, *Proposal Submission Requirements*, of the RFP. However, overly elaborate Proposals are not requested or desired.

Suppliers/Vendors are encouraged to access the links below to assist with the submission of responses to the Solicitation.

#### 3.2. RECORDED ESUPPLIER WORKSHOP

[https://www.miamidade.gov/global/news-item.page?Mduid\\_news=news1652724628268780](https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780)

Password: q37%t+pG

#### 3.3. SUBMIT A BID JOB AID

<https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf>

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**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 a Competitive Selection Committee, which will evaluate and rank Proposals on criteria listed below. The Competitive Selection Committee will be comprised of executives, professionals and subject matter experts within the County or from private or non-profit sectors, other governmental/quasi-governmental organizations, and retired executives with the appropriate experience and/or knowledge, striving to ensure that the Competitive 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 thousand (1000) points per Competitive Selection Committee Member.

<u>Technical Criteria</u>	<u>Points</u>
A. <u>Project Approach</u> Proposer’s approach to providing the software specified, in accordance with the Scope of Work (Attachment A), in accordance with Section 5.1.	<b>350</b>
B. <u>Relevant Experience of Proposer</u> Proposer’s relevant experience, qualifications, and past performance. 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, in accordance with Section 5.2.	<b>250</b>
C. <u>Project Schedule</u> Proposer’s preliminary Project Schedule that identifies the tasks necessary for the successful implementation of the specified software, in accordance with Section 5.3.	<b>200</b>
<u>Financial Criteria</u>	<u>Points</u>
D. <u>Proposal Price Schedule</u>  Proposer’s offer to the County, in accordance with Attachment B, <i>Proposal Price Schedule</i> .	<b>200</b>
<b>Total: 1000</b>	

Any Proposer, whether a joint venture or otherwise, may proffer the experience or qualifications of its corporate parent, sister, or subsidiary (collectively “an Affiliated Company”). However, given the unique nature of individual corporate relationships, Proposers seeking to rely on the experience or qualifications of an affiliated company are advised that the Competitive Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience or qualification on a case-by-case basis. Competitive Selection Committee may base such decision on the particulars of the relationship between the Proposer and the Affiliated Company, as evidenced by the information and documentation provided in Section 5, *Proposal Submission Requirements*, during Oral Presentations, or otherwise presented at the request of the Competitive Selection Committee.

Additionally, pursuant to County Resolution No. [R-62-22](#), the Competitive Selection Committee shall be provided with all reports and findings (collectively “Reports”) of the Miami-Dade Office of the Inspector General (“OIG”) and/or the Miami-Dade County Commission on Ethics and Public Trust (“COE”) regarding any Proposer and their proposed subcontractor(s) under deliberation by the Competitive Selection Committee to be considered in accordance with the evaluation of each applicable criteria identified in the Solicitation. In the event the OIG and/or COE issues Reports after the Competitive Selection Committee has scored and ranked the Proposers, the County



Mayor or County Mayor's designee may re-empanel the Competitive Selection Committee to consider if such Reports would change the rankings. If the Competitive Selection Committee determines that Reports would change the rankings of the Proposer(s) identified in the Reports, then the Competitive Selection Committee shall re-score the Proposer(s) identified in the Report solely based on the impact the information identified in the Report would have on the scoring of the Proposer(s) in accordance with the applicable criteria identified in the Solicitation, re-rank the Proposers, and submit a written justification for the revised rankings to the County Mayor or County Mayor's designee. Upon review of such re-ranking and the justification, the County Mayor or County Mayor's designee may accept or reject the revised rankings. The County Mayor shall, in any recommendation to the Board of County Commissioners, either attach all Reports issued by the OIG and/or the COE or provide a description of such Reports and a link to where such Reports may be viewed.

#### 4.3 ORAL PRESENTATIONS

Upon evaluation of the criteria indicated above (Technical and Price), rating and ranking, the Competitive Selection Committee (may choose to conduct an oral presentation with the Proposer(s) which the Competitive Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See "Lobbyist Registration Affidavit" regarding registering speakers in the Proposal for an oral presentation and/or recorded negotiation meeting or sessions). The County may request a Software/product demonstration as part of the presentation and may furthermore request sample material/equipment to be used for completion of the Work. Any presentation or demonstration shall be conducted at the Proposer's sole expense. Upon completion of the oral presentation(s), the Competitive 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

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's Proposal. Pursuant to Sections 2-8.1.1.1.1 and 2-8.1.1.1.2 of the Code, Proposer shall have all the necessary licenses, permits, registrations and certifications, to include SBE certification, to perform a commercially useful function in the provision of the type of goods and/or services required by this Solicitation. For certification information, contact Small Business Development Division at (305) 375-3111, visit <http://www.miamidade.gov/smallbusiness/> or, e-mail your inquiries directly to: [Sbdcert@miamidade.gov](mailto:Sbdcert@miamidade.gov).

The SBE 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 term may remain on the Contract.

Any Proposer may enter into a Joint Venture with a Small Business Enterprise firm for the purposes of receiving an SBE Selection Factor. Joint Ventures will be considered as one entity by the County during the evaluation of the Proposal in response to this Solicitation. Joint Ventures must be pre-approved by Small Business Development and meet the criteria for the purposes of receiving an SBE Selection Factor pursuant to this Section.

Joint Ventures must submit their joint venture agreements for approval by SBD, no later than thirty (30) calendar days prior to the date set for receipt of proposals on an eligible project. SBD shall review the joint venture agreements for approval by considering the following factors:

1. Allocation of profits and losses to each venture partner;
2. allocation of the management and control; and
3. capital investment from each venture partner.

As a Joint Venture under the SBE programs, a written joint venture agreement must be completed by all parties, lawfully established with the State of Florida, and executed before a notary public, which clearly delineates the rights and responsibilities of each member or partner. The agreement must state that the Joint Venture will continue for the duration of the project, at minimum.

A proposal submitted by a Joint Venture that does not include a written joint venture agreement approved by SBD, shall be deemed a non-qualified Joint Venture, and ineligible to receive Selection Factor consideration. An eligible Joint Venture will receive a Selection Factor based on the percentage ownership of the SBE, as follows:

1. Less than ten percent (10%) SBE ownership will result in a 0% bid preference or 0% selection factor.

2. Between ten percent (10%) to twenty percent (20%) SBE ownership will result in a 3% bid preference or 3% selection factor.
3. Between twenty-one (21%) to fifty percent (50%) SBE ownership will result in a 5% bid preference or 5% selection factor.
4. Fifty-one percent (51%) and greater SBE ownership will result in a 10% bid preference or 10% selection factor.

#### 4.5 LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE

This Solicitation includes a preference for Miami-Dade County Local Certified Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code. "Local Certified Veteran Business Enterprise" or "VBE" is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code and (b) prior to Proposal or bid submittal is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. A VBE that submits a Proposal in response to this Solicitation is entitled to receive an additional five percent of the evaluation points scored on the technical portion of such vendor'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. At the time of Proposal submission, the firm must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the Submittal Form.

#### 4.6 PRICE EVALUATION

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 Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. If, following the completion of final rankings by the Competitive 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 highest ranked local Proposer shall have the opportunity to proceed to negotiations and the Competitive Selection Committee (or Review Team) will recommend that a contract be negotiated with said local Proposer.

#### 4.8 NEGOTIATIONS

The Competitive Selection Committee will evaluate, score and rank Proposals, and submit the results of the evaluation to the County Mayor or designee with its recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any. The County Mayor or designee, at their sole discretion, may direct negotiations with the highest ranked Proposer, by taking into consideration Local Preference to determine whether to direct negotiations with the highest ranked local Proposer recommended by the Competitive Selection Committee (or Review Team) pursuant to the Local Preference Section above, if any, **and/or** may request a better offer. In any event the County engages in negotiations with a Proposer and/or requests a better offer, the discussions may include price and conditions attendant to price.

Notwithstanding the foregoing, if the County and said Proposer 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. 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 Non-Collusion Affidavit, in accordance with Section 2-8.1.1 of the Code. (If a Proposer fails to submit the required Non-Collusion Affidavit, said Proposer shall be ineligible for award). Attendees actively participating in negotiation with Miami-Dade County shall be listed on the Lobbyist Registration Affidavit or registered as a lobbyist with the Clerk of the Board. For more information, please use the following link to access the County's Clerk of the Board Lobbyist Online Registration and Information System: <https://www.miamidade.gov/Apps/COB/LobbyistOnline/Home.aspx>

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an

explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.

- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.
- c) Disclosure of any lawsuits which include allegations of discrimination in the last ten years prior to date of Solicitation, the disposition of such lawsuits, or statement that there are NO such lawsuits, in accord with Resolution No. [R-828-19](#).

#### 4.9 CONTRACT AWARD

Any proposed contract, resulting from this Solicitation, will be submitted to the County Mayor or designee. All Proposers will be notified in writing of the decision of the County Mayor or designee with respect to contract award. 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 may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the Code, as amended, and as established in Implementing Order No. 3-21.

### 5.0 PROPOSAL SUBMISSION REQUIREMENTS

#### 5.1 PROJECT APPROACH

##### A. GENERAL REQUIREMENTS

Section 5.1 specifies key information to be provided in the Proposer's proposal as follows:

1. Describe Proposer's Project Management methodology and recommended strategies for the implementation of fixed route scheduling software ("Software") described in the Scope of Work, Attachment A. The Proposer shall describe its approach to project organization and management, to include the various stages and milestones, change of scope management, implementation and training strategies, responsibilities of Proposer's management, deliverables and necessary Proposer and County staffing.
2. Provide a detailed timeline for complete implementation, including completion of customizations, configuration, integration, training, testing, and final acceptance.
3. Provide a detailed explanation of the proposed maintenance services. Including but not limited to the Proposer's policy regarding new software releases, software upgrades, updates, patches, bug fixes, optional software features, etc. Specify which are included as part of the proposed Software. Include approximate frequency at which updates and/or upgrades are released as well as the method for deploying such updates and/or upgrades.
4. Describe how many upgrades and key features/functionalities and/or technical improvements were developed within the last two years. Provide an outline of the major enhancements and future direction of the Software within the next two years.
5. Provide a detailed description of Proposer's technical support services including telephone and email support, response times, escalation procedures, days and hours available, etc..
6. Provide a detailed description of the training services that is offered as part of the Proposal to the County. Provide recommended number of training hours, as well as any other type of training, including, but not limited to on-line tutorials, web seminar training, training documentation, etc..

7. Describe the proposed hosting model, including hosting, integration, help desk, provisioning and desktop management capabilities, deployment model (dedicated servers, shared environment, etc.), impact to the County's network and bandwidth, and any partners that may be involved in service delivery.
8. Describe the Proposer's data center and storage facilities, including locations, staffing, physical security, environmental controls (including redundant power), redundancy/load balancing capabilities, data backups and disaster recovery capabilities.
9. Describe the Proposer's firm's logical security, including firewall security, authentication controls, and data encryption capabilities.
10. Describe the Proposer's change management, upgrade, and patch management policies and practices, including testing of the patches/upgrades.
11. Describe the Proposer's systems administration/management capabilities including, but not limited to, monitoring of performance measures, intrusion detection, and error resolution.
12. Provide details of your testing environment (or sandbox), how it will be implemented and provide your Final Acceptance procedures.
13. Provide a complete description on how the Software will maintain a high system availability.
14. List all key positions that will be required by Miami-Dade County for all phases of this project.
15. Describe the role and responsibility for each position.
16. Describe the estimated level of effort and associated timeframes (e.g., percentage of an FTE) that will be required by each of the identified role for each phase of the project.

## B. SOFTWARE FUNCTIONALITY

In accordance with Section 1 of the Scope of Work:

17. Provide a complete description of the Software's data organization and functionality.
18. Provide a complete description of the Software's revenue and non-revenue running time.
19. Provide a complete description on the Software's trip building scheduling.
20. Provide a complete description of the Software's automatic blocking.
21. Provide a complete description of the Software's automatic runcutting.
22. Provide a complete description of the Software's rostering rules and parameters.
23. Provide a complete description of the Software's reporting postproduction.
24. Provide a complete description of the Software's database hosting solutions.
25. Provide a complete description of the Software's interfacing.

## 5.2 RELEVANT EXPERIENCE OF PROPOSER

## A. CORPORATE EXPERIENCE

26. Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.
27. Submit a minimum of three (3) references within the past five (5) years demonstrating the successful implementation of Software under which you provide the same as the specified that is consistent with the general requirements of the Scope of Work. All three references must be fully deployed and in operation. demonstrating the successful implementation of fixed route scheduling software in a high urban density environment.

In lieu of the comparable contracts from the Proposer, the County will consider the contractual experience from Proposer's proposed Subcontractor or proposed key personnel, in accordance with Resolution No. 1122-21.

28. The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer/key personnel/Subcontractor was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).
29. List all contracts which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that "a Bidder's or Proposer's past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts." As such, the Proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the County Department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) County contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project.
30. List and describe all bankruptcy petitions (voluntary or involuntary) which has been filed by or against the Proposer, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.

## B. RELEVANT EXPERIENCE OF KEY PERSONNEL AND SUBCONTRACTORS

31. Provide an organization chart showing all key personnel, including their titles, to be assigned to this project. This chart must clearly identify the Proposer's employees and those of the subcontractors or subconsultants and shall include the functions to be performed by the key personnel.

Key personnel include all partners, managers, technical and other professional staff that will perform work and/or services in this project. The staffing plan, shall specifically include:

- a. Proposer's Program Manager. Responsible for the overall program management of the Software. Coordinates directly with DTPW project management.
- b. Installation Manager. Responsible for managing the entire installation project on a day-to-day basis on behalf of the Proposer and for seeing that all installations are carried out in a professional manner and in compliance with the agreed upon procedures.
- c. Subcontractor Project Manager(s). Note, depending on the Proposer's implementation approach, there may be one or more subcontractor project managers needed to successfully deliver the project.
- d. Integration Lead. Responsible for leading the software integration activities.
- e. Network Design Lead. Responsible for leading the design of the Software.

- f. Senior Trainer. Responsible for leading the training efforts.
  - g. Safety Manager. Responsible for safety programming and compliance with safety processes, procedures, safety training, and safety reporting.
  - h. Quality Assurance Manager. Responsible for defining and leading quality assurance processes.
32. Identify Subcontractors, if any. List the names and addresses of all first tier subcontractors and describe the extent of work to be performed by each first tier subcontractor. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of the Subcontractors who will be assigned to this project.
33. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of Subcontractors, who will be assigned to this project. Please include: (i) names; (ii) titles; (iii) roles/functions to be performed; and (iv) copies of applicable certifications/accreditations. Address relevant experience, qualifications and other vital information on previous similar contracts, that qualifies the key personnel to perform the services as specified in Appendix A – Scope of Services. Provide resumes, if available, with job descriptions including any key personnel of subcontractors who will be assigned to this contract.

### 5.3 PROJECT SCHEDULE

31. Provide a preliminary Project Schedule that identifies the tasks necessary for the successful implementation of the Software.
32. The preliminary Project Schedule shall specifically include the detailed timeline for complete implementation, including completion of all customization, configuration, integration, training, testing, and final acceptance.

**Note:** Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s). Only those exceptions identified herein will be considered by the County. Exceptions not specifically delineated will not be accepted from any Proposer(s) that may be invited to participate in Negotiations as outlined in Section 4.8 of the RFP.

**Note:** After proposal submission, but prior to the award of any contract issued as a result of this Solicitation, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

## 6.0 TERMS AND CONDITIONS

The County's **draft Form of Agreement** is attached. Proposers should review the document in its **ENTIRETY**. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

**a) Supplier/Vendor Registration**

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Supplier/Vendor Registration Package. For online Supplier/Vendor registration, visit the **Supplier Portal**: <https://supplier.miamidade.gov>.

**b) Insurance Requirements**

The Contractor shall furnish to the County, Strategic Procurement Department, 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**

In accordance with Section 2-1076 of the Code, the Office of the Inspector General may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if

applicable, shall be one quarter (1/4) of one (1) percent of the total Contract amount and the cost shall be included in any proposed price. The audit cost will be deducted by the County from progress payments to the Contractor, if applicable.

## **7.0 ATTACHMENTS**

Proposal Submission Package, including:  
Web Forms – Submittal Form, Subcontracting Form

### **7.1 ATTACHMENTS TO THE RFP**

- Attachment A Scope of Work
- Attachment B Proposal Price Schedule
- Attachment C Draft Form of Agreement (for review and information only)
- Attachment D Lobbyist Registration Affidavit (for an Oral Presentation and/or Recorded Negotiation Meeting or Sessions)
- Attachment E Contractor Due Diligence Affidavit
- Attachment F Requirements Matrix
- Attachment G IT Security Matrix

### **7.2 EXHIBITS TO THE RFP**

- Exhibit 1 Implementation Timeline
- Exhibit 2 Scheduling Software Milestone Payments