

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

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No. N/A
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other (Government Access)	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQCR1500004 TERM OF CONTRACT: 5 year with 3 one-year options-to-renew

Requisition/Project Title: Inmate Video Visitation System

Description: Soliciting proposals from experienced individuals, group(s), or company(s), to install, maintain, and share revenues for an Inmate Video Visitation System

User Department(s): Miami-Dade Corrections and Rehabilitation

Issuing Department: ISD Contact Person: BRAD SKINNER Phone: 305.375.1075

Estimated Cost: Cost to be borne by supplier of system Funding Source: N/A REVENUE GENERATING: Y

ANALYSIS

Commodity/Service No:	840-69	SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

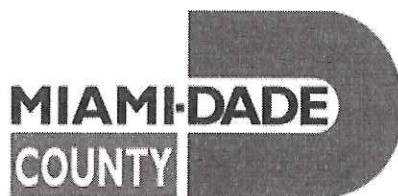
RECOMMENDATIONS

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

Basis of Recommendation:

Signed: Brad Skinner Date to SBD: _____
Date Returned to PM: _____

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



**REQUEST FOR PROPOSALS (RFP) No. 00000
FOR
INMATE VIDEO VISITATION SYSTEM**

PRE-PROPOSAL CONFERENCE TO BE HELD:

_____, 2014 at __:00 AM (local time)
111 NW 1st Street, 13th Floor, Conf. Rm. __, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY:

Internal Services Department, Procurement Management Services Division
for
_____ Department

COUNTY CONTACT FOR THIS SOLICITATION:

_____, Procurement Contracting Officer
111 NW 1st Street, Suite 1300, Miami, Florida 33128
Telephone: (305) 375-____
E-mail: @miamidade.gov

**PROPOSAL RESPONSES DUE:
INSERT DATE AND TIME**

Electronic proposal responses to this RFP are to be submitted through a secure mailbox at BidSync until the date and time as indicated in this document. It is the sole responsibility of the Proposer to ensure its proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. All proposals received and time stamped through the County's third party partner, BidSync, 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 procuring department in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by 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. For competitive bidding opportunities available, please visit the County's Internal Services Department website at: <http://www.miamidade.gov/procurement/>.

Requests for additional information or inquiries must be made in writing and submitted using the question/answer feature provided by BidSync at www.bidsync.com. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date (**see addendum section of BidSync Site**). Proposers who obtain copies of this Solicitation from sources other than through BidSync risk the possibility of not receiving addenda and are solely responsible for those risks.

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

1.1 Introduction

Miami-Dade County, herein referred to as the "County," as represented by the Internal Services Department – Procurement Management Services Division (ISD) and the Miami-Dade Corrections and Rehabilitation Department (MDCR), is soliciting Proposals from experienced individuals, group(s), or company(s), to install, maintain, and share revenues from Video Visitation Systems installed at the following four facilities:

- Pre-Trial Detention Center
- Metrowest Detention Center
- Turner Guilford Knight Correctional Center
- Training and Treatment Center

The County anticipates awarding a contract for a INSERT TERM period, with INSERT TERM, INSERT TERM -year options to renew, at the County's sole discretion.

The anticipated schedule for this Solicitation is as follows:

Solicitation Issued:

Pre-Proposal Conference:

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

Deadline for Receipt of Questions:

Proposal Due Date:

See front cover for date and time.

Evaluation Process:

Projected Award Date:

1.2 Definitions

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

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposal" to mean the properly signed and completed written submission in response to this solicitation by a Proposer for the Services, and as amended or modified through negotiations.
4. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Solicitation Submittal Form, submitting a response to this Solicitation.
5. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
6. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
7. 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.
8. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

1.3 General Proposal Information

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

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

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

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

1.4 **Cone of Silence**

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

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

The provisions do not apply to, among other communications:

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

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

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 Cone of Silence shall not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting or communications in writing at any time with any county employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP, RFQ or bid documents. 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.

1.5 Communication with Selection Committee Members

Proposers are hereby notified that direct communication, written or otherwise, to Selection Committee members or the Selection Committee as a whole are expressly prohibited. Any oral communications with Selection Committee members other than as provided in Section 2-11.1 of the Miami-Dade County Code are prohibited.

1.6 Public Entity Crimes

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

1.7 Lobbyist Contingency Fees

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

1.8 Collusion

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

1.9 Contract Measures

This Solicitation includes contract measures for Miami-Dade County Certified Small Business Enterprises (SBE's) pursuant to Section 2-8.1.1.1.1 of the Code of Miami-Dade County as follows:

Set-aside:

This Solicitation is set-aside for SBE's.

Subcontractor Goal:

_____% SBE subcontractor goal is applicable. The purpose of a subcontractor goal is to have portions of the work under the prime contract performed by available subcontractors that are certified SBEs for contract values totaling not less than the percentage of the prime contract value set out in this Solicitation. Subcontractor goals may be applied to a contract when estimates made prior to solicitation advertisement identify the quality; quantity and type of opportunities in the contract and SBEs are available to afford effective competition in providing a percentage of these identified services. Proposers shall submit a completed Schedule of Intent Affidavit (Form SBD 504) at the time of proposal identifying all SBEs to be utilized to meet the subcontractor goal. The Schedule of Intent Affidavit shall specify the scope of work and commodity code the SBE will perform. The Schedule of Intent Affidavit constitutes a written representation by the Proposer that to the best of the Proposer's knowledge the SBEs listed are available and have agreed to perform as specified, or that the Proposer will demonstrate unavailability. The Schedule of Intent form can be found at <http://www.miamidade.gov/business/library/forms/sbe-soi.pdf>.

The participating SBE firms (or joint ventures) must have a valid Miami-Dade County SBE certification by the proposal submittal deadline of this Solicitation, as well as, meet all other requirements. Additional information regarding Miami-Dade County's Small Business Enterprise Program, including new amendments to the program, is available on the Small Business Development's website <http://www.miamidade.gov/business/business-certification-programs-SBE.asp>.

(If Selection Factor use Section 4.4 and delete above section.)

2.0 SCOPE OF SERVICES

2.1 **Background**

The Miami-Dade Corrections and Rehabilitation Department (MDCR) currently operates multiple facilities in the Miami Metro area. The MDCR intends to implement a state-of-the-art Video Visitation System (VVS) at four facilities that offers the public both onsite and remote web-based visitation opportunities. MDCR is seeking proposals from qualified companies to install, maintain, and share revenues from Video Visitation Systems installed at the four facilities.

The facilities included in this RFP are:

- Pre-Trial Detention Center, 1321 NW 13th Street Miami, Florida 33125. Capacity of 1,712 inmates
- Metrowest Detention Center, 13850 NW 41st Street, Miami, Florida 33178. Capacity of 3,098 inmates
- Turner Guilford Knight Correctional Center, 7000 NW 41st Street, Miami, Florida 33166. Capacity of 1,300 inmates
- Training and Treatment Center, 6950 NW 41st Street, Miami, Florida 33166. Capacity of 1,265 inmates

The primary objectives of the new VVS are:

- reduce the amount of contraband entering the facilities;
- increase the security at the facilities by eliminating inmate movement related to visitation;
- reduce the amount of staff involvement in the visitation process; and
- improve the efficiency of visits conducted between inmates and visitors.

The new VVS will provide the Owner with a technologically advanced IP-based system. The proposed system shall be flexible and easily expanded to meet future needs and be specifically designed for use in correctional facilities. The systems and solutions proposed shall be capable of performing all of the functions described within the RFP document. Detailed requirements are contained in Attachment A – Technical Specifications, Attachment B – Compliance Matrix, Attachment C – Visitation Station Schedule, and Attachment D – Furniture.

2.2 **Minimum Qualification Requirement**

The minimum qualification requirement for this Solicitation is

- The Proposer shall outline the company's background, including a brief history of the Proposer, a description of the Proposer's present organizational structure, and available resources. Include the number of years providing Video Visitation Systems to correctional facilities, relationship with Video Visitation equipment manufacturer or provider, if applicable, and length of time Proposer has manufactured Video Visitation equipment or has had a relationship with the Video Visitation equipment manufacturer or provider.

- The Proposer shall provide a company organization chart with information concerning the personnel who will be assigned to this contract. This section must include the experience, education, and professional qualifications of each individual included on the organization chart.
- Provide a minimum of three (3) correctional references, of equal or larger size than the system to be implemented at the Owner's facilities. At least one of the systems shall have been operational for a minimum of five years. Include the name, address, and owner of facility, contact person including their title and phone number, completion date of the project, and total number of public and inmate stations.

2.2.1 Proposed Systems Capabilities, Technical Description, and System Architecture

This section will address each of the topics listed below regarding the proposed Video Visitation System solution.

1. General Information/System Overview – include an executive summary of the proposed system detailing its capabilities and features that clearly defines all of the functions of the system as they relate and adhere to the system specifications and infrastructure specifications provided herein.
2. Application Security – include details on the application's security mechanisms, administrative capabilities, and group and user level permissions.
3. Reporting – include a list of standard reports available.
4. Interfaces & Technology – include detailed technical information regarding what interfaces the system is capable of implementing along with details regarding how these interfaces with other information systems are accomplished; include information on the software and database platform that is utilized as the basis of the proposed system.
6. System Architecture – include a detailed system architecture diagram and recommended internet connectivity/bandwidth requirements for remote visitation.
7. System Equipment – include equipment cutsheets, manufacturer names, and details regarding the physical components of the proposed system.
8. Web-based Registration and Scheduling Interface – Provide URL of public website for registration and scheduling, include a user name and password to allow the Owner's personnel to login for evaluation purposes.

2.2.2 Revenue Model

Describe in detail the proposed revenue sharing model. Include information on revenue share method, the basis for determining amount of commission to be paid to the Owner, remittance of commission, usage detail reports, payment processing, and conflict resolution. Include revenue generation projections based on project requirements.

2.2.3 Customer Service & Support

Provide a detailed written description of vendor's approach to support for the project. Include descriptions of available service plans.

2.2.4 Project Approach

Proposer shall describe the process for the implementation of the new digital Video Visitation system. Provide a detailed Project Schedule in Gantt format outlining the work activities and major milestones at each facility required to complete the project. Schedule will take into consideration the Owner's standard jail access procedures and restrictions. Requirements for cabling, conduit and power necessary for the new system installation shall be detailed. Describe proposer's approach to final system startup and commissioning. Include the name of any subcontractors that will be utilized to complete the work as described herein along with a description of the portion of the work they will perform.

2.3 Tasks

The system and solutions proposed shall meet or exceed all conditions and specifications listed in this RFP and in all Attachments. The following is the required scope of work to be used as a guideline for the proposed implementation of a new Video Visitation System for the Miami-Dade Corrections and Rehabilitation Department. The new system will be completely digital. **Analog-based systems are not acceptable.** The work shall include all materials, labor, supervision, engineering, equipment, tools, insurance, taxes and all other items required to furnish and install the new digital hardware for the Video Visitation System. This includes any new equipment, connections, or installation needed for a complete and fully operational system. Equipment proposed must be new and unused and shall be standard off the shelf components from a name brand, national manufacturer such as Intel®, NEC, etc.

Proposer will coordinate, furnish, and install all new Video Visitation station electronics to include monitors, flat panel displays,

cameras, Ethernet switches, interface cards, workstations, power supplies, transformers, surge suppressors, wire management, labeling, signage, final documentation, as-builts, cable records, panel schedules, drawings, and software as to provide a completed Video Visitation System.

2.3.1 Visitation Stations, Public Kiosks, Scheduling Displays, and Workstations

Proposer shall provide Video Visitation stations, public scheduling kiosks, public displays, and administration workstations at each facility. Refer to Attachment A – Technical Specifications for minimum equipment requirements.

1. Furnish and install new Inmate and Visitor Stations at facility/facilities in quantities as described in Attachment C – Visitation Station Schedule.
2. Furnish and install (1) new Public Scheduling Kiosk at each facility.
3. Furnish and install (1) new Administrative Workstation at each facility
4. Furnish and install (1) new Monitoring Workstation at each facility

2.3.2 Infrastructure and Networking Equipment

1. Proposer shall provide new Gigabit Ethernet network switches capable of supporting concurrent visits as required. The network infrastructure will be installed as a dedicated network for Video Visitation. It must allow for remote connectivity for outside access by authorized personnel. The video signal for all stations connected locally shall be full motion for local participants. The video signal shall have no degradation in the quality of the signal and have no distortion such as snow, shadows, or audio and video synchronization issues, regardless of how many stations are in visit sessions simultaneously.
2. Proposer shall provide necessary servers and storage. Servers shall include RAID hard drives. Visitation recordings shall be available to review or copy for up to 90 days. Servers will be installed onsite at each facility. Offsite servers or cloud based storage are not acceptable.
3. Provide UPS units at each equipment room sized to provide to 15 minutes of backup power at 150% of load.
4. Provide all necessary equipment racks or cabinets to house Video Visitation networking equipment, servers, UPS units, etc.

2.3.3 Software

Proposer shall provide software necessary to manage and control the complete Video Visitation System. **The proposed software must address all of the requirements outlined in this RFP and all Attachments.** The proposed system must support future expansion and additional connectivity beyond the current deployment.

1. The Video Visitation Software shall be a current commercially available product (i.e., not in development and not a proprietary implementation).
2. The Video Visitation Software must be based on IP standards and must support connectivity to any and all of the inmate and visitor stations.
3. The system shall not require licensing on a per port basis.

2.3.4 Professional Services

1. The VVS Proposer shall be responsible for the engineering, coordination, fabrication, assembly, and installation of a fully operational Video Visitation System as specified.
2. Proposer shall assign a competent Project Manager with verifiable experience in design, coordination, and installation of VVSs on projects comparable in size and complexity
3. Provide coordination of any work above the ceiling, in chases, under slab, and in wall systems with the work of other trades and an Owner's designee to insure proper space utilization and conformance to Owner requirements. Conflicts arising from the Proposer's failure to coordinate will be the responsibility of the Proposer to resolve. Conflicts are to be brought to the attention of the Owner's designee prior to re-routing or modifications being performed.

2.3.5 Miscellaneous Requirements

1. The cost of all Permits, Test, and Inspection Fees associated with this work shall be paid for by the Proposer.

2. The Proposer is responsible for furnishing and installing all required appropriate security fasteners including caulking of seams where any new cabinetry and/or fixtures are secured to walls and/or floors.
3. The Proposer is required to meet all fire codes where necessary as related to this Scope of Work.
4. The Proposer is responsible for continuous cleanup to assure that all work areas are left in a clean, safe, and organized condition at the end of each work day. All debris generated during the course of work shall be removed by the Proposer.
5. The Proposer is required to provide all necessary grounding and bonding including surge suppression for the Video Visitation equipment.

2.3.6 Project Closeout

1. Final System Testing shall be conducted in advance of overall system acceptance prior to submitting final request for payment. Final System Testing shall be demonstrated for the Owner designee insuring that the Video Visitation System is functioning as specified by the equipment manufacturer.
2. Training shall be included in the proposal covering the technical and operational aspects of the Video Visitation System to include user training on the visit management software and related applications for up to twenty (20) staff members at each facility. Training shall include both operation and system maintenance.
3. Vendor Service Capability -The Proposer for the Video Visitation System shall have a technical support center that provides technical services to their customers. The technical support center shall be staffed with trained and certified technicians/engineers. Proposer will include in the RFP response the cost to provide unlimited telephone support coverage during the hours of operation for inmate visitation (8:00 am until 6:00 pm EST, Monday through Friday, 365 days a year, including Holidays). Incoming phone calls for support must be answered by a live operator.
4. Provide all system final documentation to the Owner including, but not limited to; as-builts, drawings, O&M manuals, training manuals, schedules, and cable records.
5. Provide a one-year warranty on all parts, components, and software to begin at system completion.

2.3.7 Work Provided by Owner

The Owner will provide all installation components and services to the successful Proposer. Proposer must provide in their response the requirements of the proposed system in respect to the work to be provided by the Owner as listed below.

1. The Owner will provide all electrical service and outlets for Video Visitation stations, kiosks, workstations, switches, and servers.
2. The Owner will provide CAT6 network cabling from each new Video Visitation station, kiosk, workstation, and display to the equipment rack located in a local equipment room.
3. The Owner will provide fiber optic cabling for network backbone from each local equipment room to the main equipment room in each facility.
4. The Owner will provide the necessary internet connection, service and bandwidth to support remote web based visitation services and a VPN connection for vendor to provide service and support.
5. The Owner will provide all raceways and conduits for any new electrical and/or communications cabling required to support the digital Video Visitation equipment.

2.4 Proposal Pricing

Provide a detailed cost proposal inclusive of software licenses, technical infrastructure, maintenance and support, training and implementation services for the Video Visitation System inclusive of all services necessary to provide a complete and operational system. The proposal pricing must include all costs related to implementing the detailed requirements in this RFP whether such implementation requires customization to the software or not. Include pricing for any recurring costs such a licensing or annual support plan.

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 documents and information 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. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

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

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance	20
2. Service and Support – Ability to support the VVS	20
3. Proposer's approach to providing the services requested in this Solicitation	20

<u>Price Criteria</u>	<u>Points</u>
4. Proposer's proposed price	20
5. Revenue Share Model	20

4.3 Oral Presentations

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

4.4 Selection Factor

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs-SBE.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

OR

A Selection Factor is not applicable to this Solicitation.

OR

(If no points are assigned to evaluation criteria, include the following in addition to above paragraph):

Whenever there are two best ranked proposals that are substantially equal and only one of the two so ranked proposals is submitted by a Proposer entitled to a selection factor, the selection factor shall be the deciding factor for award.

4.5 Local Certified Service-Disabled Veteran's Business Enterprise Preference

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

4.6 Price Evaluation

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

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

4.7 Local Preference

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

4.8 Negotiations

The County may award a contract on the basis of initial Proposals received. Therefore, each initial Proposal should contain the Proposer's best terms from a monetary and technical standpoint.

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

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

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

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.

4.9 Contract Award

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

4.10 Rights of Protest

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

5.0 TERMS AND CONDITIONS

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

a) Vendor Registration

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, the new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed. The Vendor Registration Package, including all affidavits can be obtained by downloading from the website at <http://www.miamidade.gov/procurement/vendor-registration.asp> or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL. The recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate, at the time they submitted a response to the Solicitation, by completing an Affirmation of Vendor Affidavit form.

b) Insurance Requirements

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

c) Inspector General Reviews

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which 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.

d) User Access Program

Pursuant to Section 2-8.10 of the Miami-Dade County Code, any agreement issued as a result of this Solicitation is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Solicitation and the utilization of the County contract price and the terms and conditions identified therein, are subject to the two percent (2%) UAP.

6.0 ATTACHMENTS

- Attachment A – Technical Specifications
- Attachment B – Compliance Matrix

Attachment C – Visitation Station Schedule
Attachment D - Furniture
Draft Form of Agreement
Proposal Submission Package