

## DEPARTMENTAL INPUT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. L8763-2/21

Re-Bid   
  Other- Legacy   
 LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: RQHR2000002   
 TERM OF CONTRACT 5 YEAR(S) WITH 1 2 YEAR OTRs

Requisition /Project Title: Live Scan Background Solution

Description: Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Human Resources Department (HR), is soliciting proposals for the purchase of a Livescan background check Solution (Solution). The Solution desired shall be capable of providing Level 2 Screenings and Re-screenings in accordance with Chapter 435, 984 and 985 of the Florida Statutes. The selected Proposer will be responsible for providing all required software licenses, hardware, installation and configuration, training, user manuals, maintenance and technical support services, including replacement of hardware, throughout the contract term including any renewals or extensions issued by the County.

Issuing Department: Finance   
 Contact Person: Juliana Manjarres   
 Phone: 305-375-3065

Estimate Cost: \$120,000

Funding Source: General Funds

### ANALYSIS

<u>Commodity Codes:</u>	<span style="border: 1px solid black; padding: 2px;">92045</span>				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>		
<b>Contractor:</b>					
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>					
<u>Comments:</u>					

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

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

Basis of recommendation:

See bid document

<u>Signed:</u> Juliana Manjarres	<u>Date sent to SBD:</u> <span style="border: 1px solid black; padding: 2px;">04/10/2020</span>
	<u>Date returned to ISD Procurement:</u> <span style="border: 1px solid black; padding: 2px;"></span>

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



**REQUEST FOR PROPOSALS (RFP) No. 00000  
FOR  
LIVSCAN BACKGROUND SOLUTION**

**ISSUED BY MIAMI-DADE COUNTY:**  
Internal Services Department, Strategic Procurement Division  
(Through the Expedited Purchasing Program)  
For the  
Human Resources Department

**MIAMI-COUNTY CONTACT FOR THIS SOLICITATION:**

Juliana Manjarres, Procurement Contracting Officer  
111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128  
Telephone: (305) 375-3065  
E-mail: [Juliana.Manjarres@miamidade.gov](mailto:Juliana.Manjarres@miamidade.gov)

**PROPOSALS DUE:**  
**INSERT DATE AND TIME**

**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 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](http://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, hereinafter referred to as the County, as represented by the Miami-Dade County Human Resources Department (HR), is soliciting proposals for the purchase of a Livescan background check Solution (Solution). The Solution desired shall be capable of providing Level 2 Screenings and Re-screenings in accordance with Chapter 435, 984 and 985 of the Florida Statutes. The selected Proposer will be responsible for providing all required software licenses, hardware, installation and configuration, training, user manuals, maintenance and technical support services, including replacement of hardware, throughout the contract term including any renewals or extensions issued by the County.

The selected proposer must implement the Solution no later than three months one-year after contract execution.

The County anticipates awarding a contract for an initial five (5) year term period, with one two ~~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:	TBD
Deadline for Receipt of Questions:	TBD
Proposal Due Date:	See front cover for 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:

- 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".
- The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
- The word "Livescan" to mean the technology used by law enforcement agencies and private facilities to capture and transmit fingerprints and palm prints electronically, without the need for the more traditional method of ink and paper. Livescan technology is currently being used by the County to obtain background checks from FDLE and other law enforcement agencies.
- The word "Proposal" to mean the properly signed and completed written good faith commitment by the Proposer submission in response to this Solicitation by a Proposer for the Services, and as amended or modified through negotiations.
- The word "Proposer" to mean the person, firm, entity or organization, as stated on the Submittal Form, submitting a proposal to this Solicitation.
- The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
- The word "Solicitation" to mean this Request for Proposals (RFP) document, and all associated addenda and attachments.
- 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.
- ~~The~~ word "Transaction" to mean an ordered set of interdependent sequential actions that need to be successfully completed in order to achieve a goal. A background check transaction is the set of necessary system events that are needed in order to obtain a criminal history from a set of fingerprints.
- 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 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

Commented [MJ(1)]: Please advise when you need the Solution to be implanted by

Commented [MJ(2)]: OTR? Please advise

Commented [MJ(3)]: Please provide definition for Transaction which is mentioned throughout the Proposal Information Section

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 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 180 calendar days 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, popularly known as 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, Miami-Dade 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, 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 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, with Competitive Selection Committee members or 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 of Miami-Dade County 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 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.

#### **1.9 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, 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.

#### **1.10 Expedited Purchasing Program**

Pursuant to Section 2-8.1.6 of the Code of Miami-Dade County, the County created the Expedited Purchasing Program (EPP). Due to the expedited nature of County projects issued under the EPP, prospective Proposers should anticipate a shortened solicitation timeline for submission of proposals. Technical, professional and legal staff may be used to determine best value as set forth in the Solicitation documents without the need to utilize the formal Competitive Selection Committee process established by the County. The County Mayor's or designee's written recommendation to award a contract under the EPP shall be sufficient to commence the bid protest period and terminate the Cone of Silence. Any legislation contrary to the provisions of the EPP shall be deemed suspended or amended as necessary to give effect to the intent of this Program.

1.11 **Contract Measures**

This Solicitation includes contract measures for Miami-Dade County Certified Small Business Enterprises (SBE's) pursuant to Sections 2-8.1.1.1.1 and 2.1.1.1.2 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 contract performed by available subcontractors that are certified SBEs for contract values totaling not less than the percentage of the 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 an executed Certificate of Assurance Affidavit at the time of proposal acknowledging the project SBE Measure. After proposals are opened, and prior to a recommendation for award, the Small Business Development Division (SBD) will send a notice to the Proposers directing them to complete the Utilization Plan via the County's web-based, Business Management Workforce System (BMWS), identifying the certified subcontractors to be utilized to meet the subcontractor goal. The Utilization Plan shall specify the scope of work and commodity code the SBE will perform. The Certificate of Assurance Affidavit and the completed Utilization Plan, submitted via BMWS listing the subcontractors, shall constitute an agreement by the Proposer that the specified work and the percentage of work will be performed by the SBE subcontractor.

The participating SBE firm(s) or joint venture(s) must have a valid Miami-Dade County SBE certification by the Proposal due date and time, 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 Division's website <http://www.miamidade.gov/smallbusiness/>

(If Selection Factor, use Section 4.4 and delete above Section 1.11)

**2.0 SCOPE OF SERVICES**

2.1 **Background**

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Human Resources Department (HR), is soliciting proposals for the purchase of a Livescan background check Solution (Solution). The Solution desired shall be capable of providing Level 2 Screenings and Re-screenings in accordance with Chapter 435, 984 and 985 of the Florida Statutes. The selected Proposer will be responsible for providing all required software licenses, hardware, installation and configuration, training, user manuals, maintenance and technical support services, including replacement of hardware, throughout the contract term including any renewals or extensions issued by the County.

The current solution has been customized and includes Livescan workstations and additional server front-end and back-end processes. (See Exhibit A for a diagram of ~~the current~~ Simplified Livescan Layout)

2.1.1 **Current Process**

The County's current process for the provision of Livescan background checks is as follows:

2.1.1.1 **Pre-enrollment**

County has developed pre-enrollment functionality that gathers all required candidate demographic information in database format. County can make this information available to any Livescan solution in a variety of formats:

- XML files
- \_\_\_\_\_
- \_\_\_\_\_

Commented [RSB(4)]: I don't think subcontractors will be involved in this solicitation.

Commented [MJ(5R4)]: We will leave language in.

Commented [MJ(6)]: Is this a desirable layout? Or this is the current layout? I was unable to open this document in my computer

Commented [AC7R6]: Current

Commented [MJ(8R6)]: Please forward copy of Exhibit A

- Oracle dbase records
- MS-SQL dbase records
- Microsoft Access records

Commented [AC9]: Excel

The proposed Solution should configure the Livescan system to accept at least one of the above-mentioned methods for pre-population of enrollment records for new candidates and provide a Pre-enrollment module.

Commented [MJ(10)]: Moved to Section 2.3.2

**2.1.1.2 – Enrollment**

**2.1.1.2**

**Enrollment-record creation**

- ~~Functionality that allows creation of new candidate enrollment records from scratch without using pre-enrollment~~
- ~~Functionality that allows HR to access and complete candidate enrollment-records already created by the above-mentioned pre-enrollment function.~~
- ~~Functionality that allows creation of new candidate enrollment-records, without using pre-enrollment.~~
- Data validation for all fields in compliance with all enrollment conditions described in Exhibit B – FDLE Interface Control Document.
- Editing functionality for all fields.
- Maintenance functionality for all validation tables.
- Compliance with all FDLE requirements for fingerprint capture and correction as described in Exhibit B.

Commented [MJ(11)]: Please forward Exhibit B

**2.1.1.3 Enrollment-record storing**

- Provide database structure for enrollment-records storage in compliance with all conditions described in Exhibit B.
- Allow storage of incomplete enrollment-records for future completion.
- Allow storage of completed enrollment-records for future transmission.
- Ability to search/access/edit enrollment-records that have not been transmitted.

**2.1.1.4 Submission to FDLE**

- Validate enrollment-records in compliance with submission conditions described in Exhibit B.
- Allow submission of enrollment-records only if they are correctly validated.
- Generate on-screen error messages for invalid record submission.
- Store invalid enrollment-records to allow correction and re-submission.
- Compliance with all FDLE requirements for enrollment-records submission as described in Exhibit B.
- Background request records should be submitted to FDLE only by the Livescan central server
- Submission could happen at the time the enrollment-record is written to the server, or it could be processed as part of a periodic scheduled process.
- Once in the server, background request submittal should not be delayed more than one hour.

**2.1.1.4.2.1.5 Results from FDLE**

The results acquisition process is and will continue to be entirely handled in its entirety by HR.

Commented [MJ(12)]: Please provide details (applications, server information) about the current environment

**2.1.2 Current Operating Environment**

HR is currently using a background check solution customized by Gemalto Cogent, Inc., including Livescan workstations and additional server front-end and back-end processes. Our current environment is comprised of:

- Microsoft virtual server 2019 using active directory
- Microsoft Windows workstation version: Windows 10 Enterprise
- Oracle server 12.1.0.2
- SQL server 2019
- Virus protection Trend-Micro Office Scan V 12.0.5427

**Commented [AC13R12]:**

Solution should interact with our current environment which is comprised of:

- Microsoft virtual server 2019 using active directory
- Microsoft Windows workstation version: Windows 10 Enterprise
- Oracle server 12.1.0.2
- SQL server 2019
- Virus protection Trend-Micro Office Scan V 12.0.5427
- Microsoft Office 2013 and 365 Plus
  - Outlook
  - Word
  - Excel
- Centrally managed network firewall

- Microsoft Office 2013 and 365 Plus
  - Outlook
  - Word
  - Excel
- Centrally managed network firewall

**Commented [MJ(14)]:** Please advise who at ITD approved this document. We need to receive approval directly from ITD for any systems that are going to use the County's network.

**2.32.2 Minimum Qualification Requirements**

Proposers must be qualified to submit fingerprints electronically to the Florida Department of Law Enforcement (FDLE). As such, Proposers must be listed in the FDLE's "List of Applicant Livescan Vendors and Service Providers Who Have Established Submission Approval from FDLE", at the time of response to this Solicitation.

**Commented [MJ(15)]:** Is this the correct name of the list? Please confirm - this is correct.

**2.42.3 Objectives**

HR is seeking to move away from a highly-customized environment and procure a simplified background check Solution that will meet basic operational needs. The proposed Solution shall avoid customization, relying instead on basic Livescan built-in features, configurations ~~and in-house County applications and web services, see Section 2.1.2 Current Operating Environment, see attached Livescan System diagram.~~

**Commented [MJ(16)]:** Please provide a list of "in-house" County applications

**Commented [AC17R16]:** Eliminate "and in-house County applications and web services."

The Solution is required to provide a complete fingerprint-based background check system that will allow the County to enroll employment candidates, contractors, interns, volunteers and other vendors with fingerprints and demographic information. It should provide confidential secure means of transmission of enrollment records to FDLE with the purpose of requesting background checks.

The proposed Solution should include:

1. Livescan software and corresponding workstation and server licenses for the central Livescan server(s) that will manage security, administration, information storage and information transmission to FDLE
2. Ability to configure the Livescan system to accept at least one of the methods listed in Section 2.1.1.1 for pre-population of enrollment records for new candidates.
3. Web-based pre-enrollment module, so applicants can provide the information to begin the process for a background check
4. ~~2.4~~ Livescan online workstation software for (5) laptops configured to capture all enrollment data necessary to produce background requests as required by FDLE
5. ~~3.5~~ Livescan hardware, including five (5) laptops and five (5) fingerprint scanners, including driver and configuration software for the scanners
- 4.6. Installation and configuration of all system components so ~~the software that it~~ can properly communicate and interact with County's network (as described in Section 2.1.2) and FDLE background requests system
5. ~~End User training for County personnel and training for system administrators~~
- 6.7. ~~User training for system administrators~~
- 7.8. Workstation user manuals, online web application manuals, and server administrator manuals
- 8.9. Technical support, including real time chats and/or personnel-related response
- 9.10. Solution maintenance
- 10.11. Replacement of laptops and scanners when either not functioning or obsolete. Replacement should occur within five (5) business days from when the request is made.

**Commented [MJ(18)]:** Were you able to verify that there are multiple companies that offer this module?

**Commented [MJ(19)]:** What is the difference between the "Livescan Software" and the Livescan Online Software"?

**Commented [AC20R19]:** Eliminate "online"

**Commented [MJ(21)]:** Additional information required about the County's network

**Commented [AC22R21]:** As described in 2.1.2

**Commented [MJ(23)]:** What does this mean?

~~The proposed Solution shall:~~

1. ~~Comply with current FDLE Live Scan transmission specifications.~~
1. ~~Comply with ANSI/NIST-ITL 1-2011 with Update 2013 or more current published version G03~~
2. ~~Comply with FBI EBTS V10 (including updates) or more current published version and be backward compatible (OC ABI System is FBI EBTS 9.3 compliant)~~

**Commented [MJ(24)]:** Are all of this requirements part of the FDLE approved vendors list?

**Commented [RSB(25R24)]:** Yes

**Commented [MJ(26R24)]:** In Section 2.2 we already say that Proposer must be listed on the FDLE's list of approved vendors. No need to mention it again.

**Commented [MJ(27)]:** I am unclear about this requirement

**Commented [RSB(28R27)]:** HR has an Agreement with FDLE and an O.R.I. number – will provide the information to you.

**Commented [MJ(29R27)]:** I still don't understand why we need to include this in the RFP.

**2.52.4 General Requirements**

- The County will use an existing Originating Agency Identifier O.R.I. for the Care Provider Background Screening Clearing House.



~~Selected Proposer shall provide a demonstration of the Livescan process, including ease of use and accuracy standards.~~

**Commented [RSB(30):** Where do we communicate that the top 2-3 vendors will be required to provide a demonstration of the Livescan solution?

**Commented [MJ(31R30):** We will conduct oral presentations during the evaluation phase. Please refer to Section 4.3 of the RFP Document

**Commented [MJ(32):** What are the required Solution functionalities? The ones listed here are not functionalities

**2.5 Solution Functionality**

The proposed Solution shall provide the necessary functionality to facilitate handling fingerprint and demographic data at all stages:

- Web based pre-enrollment module and also the ability to provide onsite enrollment
- Livescan software and corresponding workstation and server licenses, if applicable
- Livescan hardware including desktops, laptops, servers, fingerprint scanners
- Installation and configuration of all system components so that it can properly communicate and interact with MDC network and FDLE background requests system
- User training for fingerprint technicians and system administrators
- Workstation user manual, server administrator manual and online training guides
- Maintenance and technical support

**2.6 Reporting**

Miami-Dade County will develop all system reports. The proposed solution shall provide Miami-Dade developers with full access to all database tables containing candidate demographics, FDLE transaction codes and actions dates. This should cover both historic records and records pending for processing

**Commented [MJ(33):** What are the County's requirements for reporting?

**Commented [AC34R33]:** Miami-Dade County will develop all system reports. The proposed solution shall provide Miami-Dade developers with full access to all dbase tables containing candidate demographics, FDLE transaction codes and actions dates. This should cover both historic records and records pending for processing

~~2.7.1 Data~~

~~There will not be a need for data conversion, as the current data is maintained by County administrators. All data related to background checks will be stored in County virtual server(s).~~

**Commented [MJ(35):** I do not recall reading anything data in the scope provided. Once the date is collected by HR and forwarded to FDLE, who keeps the data? Is HR required to keep it, and/or any background checks received from the FDLE? There is one question in the Proposer Information Section about data migration, but no requirements or specifications have been listed in the RFP

**Commented [AC36R35]:** described on Exhibit B, Point #3 beginning on page 7

**2.9.2.7 In-House County Applications**

Configuration of all Windows and Livescan software components to the extent that all proposed Solution parts can be reasonably maintained while interacting with County's network environment:

- MDC network
- MDC virus protection software
- MDC firewall system
- MDC file transmission to FDLE

**2.9.2.8 Solution Maintenance and Technical Support Services to be Provided**

**2.9.12.8.1 Solution Maintenance**

The proposed Solution must be of the most recent release and the selected Proposer will provide maintenance services for the proposed Solution throughout the term of the contract. These services shall include updates and upgrades to the Solution, including corrections of any substantial defects, fixes of any minor bugs, and fixes due to any conflicts with mandatory operating system security patches as well as upgrades to new version releases.

**2.9.22.8.2 Technical Support Services**

The County requires an escalation and response time as listed below:

Severity	Definition	Response Time	Resolution Time	Status Frequency Update
1=Critical	A major component of the Solution, whether hardware or software, is in a non-responsive state and severely affects users' productivity or operations.	15 minutes or Immediate	One (1) Hour	15 minutes

2=Urgent	Any <u>system or software</u> 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; functionality degradation; error messages; backup problems; or issues affecting the use of a module or the data.	One (1) Hour	Four (4) Hours	30 minutes
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	<del>Q</del> Issues, questions, or items that <u>will not</u> <del>don't</del> impact the work flow. Issues that can easily be scheduled such as an upgrade or	8 hours	72 hours for an acceptable work around until final resolution	Weekly Status Call

Commented [MJ(37)]: Please review and provide feedback

**2.402.9 Implementation**

The proposed Solution shall be fully implemented, including completion of any required customization, configuration, testing, user training, within ~~22~~three months of the contract start date.

The County will have a permanent group of qualified employees to the task of operators and administrators of the Solution. These employees will be available during the implementation of the Solution to facilitate the configuration tasks related to the County's network.

Commented [MJ(38)]: Has ITD reviewed your Scope of Services?

**2.442.10 Training**

On-site training shall be provided to approximately four (4) operators. In addition, the Selected Proposer shall provide continuously accessible web training throughout the life of the contract. The selected Proposer shall be responsible for providing all audio/visual and other necessary materials and equipment for scheduled on-site training sessions. The County shall provide a facility, inclusive of computer workstations with internet connectivity, to serve as the training site.

**2.422.11 Responsibilities of the County**

The County will provide and maintain a Windows virtual server or an array of virtual servers, as required by the selected Proposer.

**2.11.1 Data**

There will not be a need for data conversion, as the current data is maintained by County administrators. All data related to background checks will be stored in County virtual server(s).

Commented [MJ(39)]: I do not recall reading anything data in the scope provided. Once the date is collected by HR and forwarded to FDLE, who keeps the data? Is HR required to keep it, and/or any background checks received from the FDLE? There is one question in the Proposer Information Section about data migration, but no requirements or specifications have been listed in the RFP

Commented [AC40R39]: described on Exhibit B, Point #3 beginning on page 7

**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.

Commented [MJ(41R39)]: Please provide Exhibit B

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate proposals 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 a Review Team which will evaluate and rank proposals on criteria listed below. The Review Team 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 Review Team 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 Review Team member.

Proposer's relevant experience, references and qualifications including key personnel of the Proposer and any key personnel of subcontractors that will be assigned to this project, and qualifications of subcontractors.	15
Proposed timeline and schedule to complete Solution implementation, configuration, integration, training and testing.	15
The proposed Solution is user-friendly and allows the user to easily complete each step of the background check process.	10
Solution Functionality: Proposer's capability to meet the functional and technical specification requirements described in this Solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in this Solicitation.	25
Proposer's provision of maintenance and technical services; response time and problem resolution and customer satisfaction; include provision of upgrades, updates, etc.	20
<b>Price Criteria</b>	
Proposed price will be evaluated based on the solution proposed and overall best value to the County.	15
<b>Total Points Per Evaluation/Selection Committee Member:</b>	<b>100</b>

**Commented [MJ(42):** There is no mentioning of required integration in the RFP document.

**Commented [MJ(43):** How is this going to be evaluated?

Proposer's approach and methodology to providing the services requested in this Solicitation including Solution usability, configuration, implementation, training, data conversion, hosting, maintenance, and technical support services. Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.	15 45
Proposed timeline for complete Solution implementation, including completion of all customization, configuration, integration, testing, and final system acceptance. Proposer's approach and methodology to providing the services requested in this Solicitation including Solution usability, configuration, implementation, training, data conversion, hosting, maintenance, and technical support services.	10 45
Proposed timeline for complete Solution implementation, including completion of all customization, configuration, integration, testing, and final system acceptance.	15 40
Solution Functionality: Proposer's capability to meet the functional and technical specification requirements described in this Solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in this Solicitation including but not limited to: A) General Solution Functionality B) Solution Transaction Recording Functionality	35 15

**Commented [MJ(44):** Again, what data? How? Who owns the data?

**Commented [MJ(45):** Please confirm this will be a vendor hosted Solution

**Commented [MJ(46):** Too much information is being requested in this Section for only 15 points. Please review

**Commented [MJ(49):** Too much information is being requested in this Section for only 15 points. Please review

**Commented [MJ(47):** Again, what data? How? Who owns the data?

**Commented [MJ(48):** Please confirm this will be a vendor hosted Solution

**Commented [MJ(50):** Language from sample provided

**Commented [MJ(51):** Language from sample provided

<p>C) <u>Solution Security Functionality</u> <u>External Interfaces.</u></p>	
<p><del>Price Criteria</del> <u>Solution Functionality: Proposer's capability to meet the functional and technical specification requirements described in this Solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in this Solicitation including but not limited to:</u></p> <ul style="list-style-type: none"> <li><del>)-</del> <u>General Solution Functionality</u></li> <li><del>)-</del> <u>Solution Transaction Recording Functionality</u></li> <li><del>)-</del> <u>Solution Security Functionality</u></li> </ul> <p><u>External Interfaces:</u></p>	<p><del>—</del> 35</p>
<p><u>Proposed price will be evaluated based on the solution proposed and overall best value to the County.</u></p>	<p>10</p>
<p><del>Total Points Per Evaluation/Selection Committee Member:</del> <u>Proposed price will be evaluated based on the solution proposed and overall best value to the County.</u></p>	<p><del>100</del> 10</p>
<p><del>Total Points Per Evaluation/Selection Committee Member:</del></p>	<p>400</p>

Commented [MJ(52)]: Are you allocating any points to Timeline? I thought this was a time sensitive project

Commented [MJ(52)]: Are you allocating any points to Timeline? I thought this was a time sensitive project

**4.3 Oral Presentations**

Upon evaluation of the criteria indicated above (Technical and Price), rating and ranking, the Review Team may choose to conduct an oral presentation with the Proposer(s) which the Review Team 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 Review Team 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 Division 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 Division at (305) 375-2378 or <http://www.miamidade.gov/smallbusiness/>

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 term 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 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 of Miami-Dade County. "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 of Miami-Dade County 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 of Miami-Dade County, 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 Review Team 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 Review Team will recommend that a contract be negotiated with said local Proposer.

**4.8 Negotiations**

The Review Team 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, 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 better offers. In any event the County engages in negotiations with a single or multiple Proposers and/or requests better 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 Section 2-8.1.1 of the Code of Miami-Dade County. (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 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. 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 Code of Miami-Dade County, as amended, and as established in Implementing Order No. 3-21.

**5.0 TERMS AND CONDITIONS**

The County's anticipated form of agreement is attached. Proposers should review the draft in its entirety.

**6.0 ATTACHMENTS**

Proposal Submission Package:  
Draft Form of Agreement  
Annex A – Security Addendum  
Annex B – Certification Form  
Proposer Information Section  
Form 1 – Price Proposal Schedule

Web Forms\* – Proposal Submittal Form, Fair Subcontract Practices Affidavit, Subcontractor Listing, Lobbyist Registration Form, and Contractor Due Diligence Affidavit

\*Note 1 – The Web Forms are provided via BidSync for electronic submission.

\*\*Note 2 – The Proposer Information Section, and Form 1 – Price Proposal Schedule have been posted to BidSync in the form of fillable Microsoft Word documents.