

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

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

Requisition /Project Title:

Description:

Issuing Department:
 Contact Person:
 Phone:

Estimate Cost:
 GENERAL
 FEDERAL
 OTHER

Funding Source:

ANALYSIS

Commodity Codes:	<input type="text" value="92593"/>	<input type="text" value="55080"/>	<input type="text" value="55081"/>	<input type="text" value="55091"/>	<input type="text"/>
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.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Small Business Enterprise:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Contract Value:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Comments: <input type="text"/>					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basis of Recommendation:

Signed: <input type="text" value="Arlene Campbell"/>	Date sent to SBD: <input type="text" value="7/11/20220"/>
	Date returned to SPD: <input type="text"/>

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



**REQUEST FOR PROPOSALS (RFP) No. 00043
FOR
FLEET TELEMATICS DRIVER SAFETY SYSTEMS**

PRE-PROPOSAL CONFERENCE TO BE HELD:

_____, 2022 at __:00 AM (local time)
111 NW 1st Street, — Floor, Conf. Rm. __, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY:

Internal Services Department, Procurement Management Services Division
for
Information Technology Department

MIAMI-COUNTY CONTACT FOR THIS SOLICITATION:

Arlene Campbell, Procurement Contracting Officer II
111 NW 1st Street, Suite 1300, Miami, Florida 33128
Telephone: (305) 375-5650
E-mail: Arlene.campbell@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. 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 after referred to as the County, as represented by the Information Technology Department (ITD) is soliciting proposals for a turnkey, vendor hosted state of the art Fleet Telematics Driver Safety Solution (Solution), to support the Department of Solid Waste Management (DSWM) and Department of Transportation and Public Works (DTPW). Through the use of the Solution, the County intends to modernize its fleet management and safety operations to increase driver safety and reduce the number of accidents and work-related injuries. The Solution shall be inclusive of Licensed Software, Equipment/Hardware, Implementation Services, Customization, Interface Development, Training, Maintenance and Technical Support, and Escrow as further described herein. The County intends to enter into an agreement with a Contractor for the provision of a turnkey Solution, inclusive of all services required to successfully implement, host, support, and maintain the Solution for the duration of the Contract.

The County intends to complete payment of the turnkey Solution via a payment schedule that will be negotiated with the selected Proposer. The payment schedule will be negotiated with a view of accommodating the County's budget priorities based on annual appropriation of funds and will provide for payment based upon the Contractor's successful completion of project milestones and deliverables, including a payment upon Final Acceptance.

The County anticipates awarding a contract for five (5) year term, with one (1) five (5) year option to renew term, at the County's sole discretion.

The anticipated schedule for this Solicitation is as follows:

Solicitation Issued:	See front cover for date and time.
Pre-Proposal Conference:	See front cover for date, time, and place. Attendance is recommended but not mandatory. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375-2013 or email hjwrig@miamidade.gov at least five days in advance.
Deadline for Receipt of Questions:	See BidSync for date and time.
Proposal Due Date:	See front cover for date and time.
Evaluation Process:	September 2022
Projected Award Date:	February 2023

1.2 Definitions

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

1. The words "Competitive Selection Committee" to mean the group of individuals who are tasked with reviewing, evaluating and scoring the Proposals submitted in response to this RFP.
2. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
3. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
4. The words "Equipment/Hardware" to mean any physical component of the Solution required for the Solution to operate.
5. The word "Final Acceptance" shall mean the County's written notice that all Work has been completed and the System, including all components, has successfully achieved Go-Live and is operating in conformance with the Scope of Services of any contract awarded as a result of this Solicitation. Furthermore, the criteria described in Appendix ___ "Acceptance Procedures", as later and further developed as part of the Implementation Plan (as described and set forth in Appendix A "Scope of Services") by which the County will test the System and its functional components and measure its conformance with the final acceptance specifications in the Scope of Services.
6. The words "Go-Live" shall mean the date that the fully developed System components, accepted by the County, will be placed into a production environment.
7. The words "Joint Venture" to mean an association of two or more persons, partnerships, corporations, or other business entities under a contractual agreement to conduct a specific business enterprise for a specified period with both sharing profits and losses.
8. The words "Post Implementation Support" shall mean the project phase after the System Go-Live date as further detailed in Section 2.9.2.

9. 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.
10. The words "Project Manager" to mean the County Mayor or the duly authorized representative(s) designated to manage the Project.
11. The word "Proposer" to mean the person, firm, entity or organization, as stated on the Proposal Submittal Form, submitting a proposal to this Solicitation.
12. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
13. The word "Solicitation" to mean this Request for Proposals (RFP) document, and all associated addenda and attachments.
14. The word "Solution" to mean the total complement of Licensed Software, Services, customizations, all other items, tangible and intangible, designed to operate as an integrated group in order to provide the goods and services outlined in the Scope of Services.
15. 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.
16. The word "System" to mean the total complement of hardware, software, goods and services, peripherals and all other items, tangible and intangible, designed to operate as an integrated group to provide the services described in Section 2.0.
17. 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 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 one hundred eighty (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, (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 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 Services Section, the responsible Procurement 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 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 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 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.

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

1.6 Communication with Competitive Selection Committee Members

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

1.7 Public Entity Crimes

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

1.8 Lobbyist Contingency Fees

- a) In accordance with Section 2-11.1(s) of the Code 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 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 2-8.1.1.1.2 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 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 Affidavit 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 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's website <http://www.miamidade.gov/smallbusiness/>

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

2.0 SCOPE OF SERVICES**2.1 Sustainable Procurement Practices**

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

2.2 Background**Department of Solid Waste Management**

DSWM provides residential collection and disposal services to over 344,000 homes in Miami-Dade County. DSWM has 3 regional transfer stations and 2 satellite transfer stations that have 142 truck tractors and trailers that visit the waste-to energy plant known as Resources Recovery, they have a combined length of approximately 60 Feet. DSWM provides twice a week garbage collection using 205 automated side loading garbage trucks (36 ft.) that average 1,200 homes per route and 31 rear loading garbage trucks (longest is 35 ft.) that include commercial accounts. The Bulky Waste Collections operations uses the following vehicle types: 56 cranes (33 ft.) and 62 trash (33 ft.) trucks (single axle dumps) that collect large piles in front of the homes using an on-demand system through the 311-call center.

DSWM has 12 Trash and Recycling Centers that operate using 59 roll off trucks (35 ft.) and 1 Trash and Recycling Center located in the Sunset Kendall Area that uses 12 truck tractors and trailers, the same configuration as the transfer operation. DSWM has a workforce of approximately 504 full-time and 18 part-time drivers/operators.

DSWM provides waste collection and recycling services to unincorporated County and the cities of Aventura, Cutler Bay, Doral, Miami Gardens, Miami Lakes, Opa-Locka, Palmetto Bay, Pinecrest, Sunny Isles Beach, and Sweetwater. Curbside recycling services are also provided to the following cities that have inter-local agreements with the County: El Portal, Florida City, Medley, Miami Beach, Miami Springs, North Bay Village, South Miami, Virginia Gardens, and West Miami. The Solution should be flexible enough to accommodate the addition of other service areas in Miami-Dade County while remaining flexible enough to address each service area's unique needs.

Waste collection is provided twice each week and recycling every other week. Customers can schedule two bulky waste pickups each calendar year and have access to thirteen (13) Neighborhood Trash and Recycling Centers and two Home Chemical Collection Centers.

DSWM owns and operates three landfills and three Regional Transfer Stations for waste disposal and owns the Resources Recovery Facility where waste is converted into energy that is used to power the plant and exported to the power grid.

Department of Transportation and Public Works

DTPW is the 15th largest transit system in the United States (based on unlinked passenger trips and passenger miles), with a service area of approximately 306 square miles. It is composed of 34 individual municipalities with a County population of approximately 2.7 million. DTPW operates four (4) modes of transit service: bus (Metrobus), heavy rail (Metrorail), automated people mover (Metromover), and Paratransit Special Transportation Services (STS).

The Metrobus system provides service throughout the County 365 days a year with a workforce of approximately 1,625 full-time and 100 part-time bus operators. Bus operations has a fleet size of approximately 754 buses (composed of 662 forty-foot low floor buses; 89 articulated sixty-foot low floor buses; and three (3) thirty-foot low floor buses). Service is available from Miami Beach and Key Biscayne to West Miami-Dade, as far north as Broward County and as far south as Homestead, Florida City and the Middle Keys, designed to intersect with Metrorail and Metromover. DTPW's bus system serves all major shopping, entertainment, and cultural centers; as well as major hospitals and schools.

DTPW connects people to places by providing a high-quality, safe, reliable, clean, and efficient mass transit system that meets the travel needs of the County's growing population, as well as provide vital transportation infrastructure systems and services.

DTPW provides all traffic signals countywide, along with all traffic control signs, street signage and pavement markings, and all County and State-owned streetlights. DTPW builds, operates and maintains moveable and fixed bridges, swales, roadway surface repairs, guardrails, and along County Road rights-of-way. In addition, DTPW also operates and maintain the Rickenbacker and Venetian Causeways.

The Road, Bridge and Canal Maintenance (RBCM) Division is responsible for conducting maintenance and repairs on all Miami-Dade County maintained rights-of-way infrastructure including roadways, bridges, guardrails, swales and sidewalks; and overseeing the maintenance and operations of all County drawbridges and stormwater management system.

- Maintains and repairs 7,671 paved lane miles of roadway in UMSA and County roads within municipalities, 2,557 linear miles of sidewalks, including guardrail repairs, and mechanical street sweeping on 1,462 miles of roadways with curbs and gutters.

- Maintains and repairs 163.1 miles of secondary stormwater drainage canals, 18 pump stations and over 88,000 structures of tertiary drainage system.
- Maintains and repairs all County bridges and operates drawbridges. This is a total of eight (8) movable bridges, 188 fixed bridges and 14 pedestrian bridges.

RBCM has a workforce of approximately 212 full-time and four (4) part-time employees and 101 heavy fleet drivers/operators. RBCM has approximately 200 heavy fleet vehicles as part of their maintenance and operations.

The Traffic Signals and Signs (TSS) Division operates and maintains over 4,000 traffic control devices in Miami-Dade County, including nearly 2,900 traffic signals.

- Monitors and controls the County's Automated Traffic Management System (ATMS) at the Traffic Control Center (TCC)
- Maintains and operates all traffic devices, which include signals, signs, school zone flashing signals and beacons and arterial roadway streetlights
- Fabricates traffic signs
- Installs pavement markings

TSS has a workforce of approximately 116 full-time employees and 70 heavy fleet drivers/operators. TSS has approximately 62 heavy fleet vehicles/equipment as part of their maintenance and operations.

2.3 Objective

The Solution is expected to include all hardware, software license, equipment, materials, labor, installation labor, planning, design, configuration, interfaces development, testing, training, documentation, implementation, supervision, project management and all other items necessary to install an integrated turnkey Solution for the County, as well as subsequent software and hardware maintenance, escrow, and technical support services throughout the term of the resultant contract. The County is seeking a single Solution.

Additionally, DSWM and DTPW will need to be implemented simultaneously, but each as a standalone operation since functionalities needs may vary from one department to another. The Solution should be flexible enough to accommodate the addition of other County department for the standardization of the County Fleet operations while remaining flexible enough to address each County department unique needs.

Key objectives of this project are as follows:

- Improve driving safety as measured by reduced accidents, reduced citations, reduced complaints from the public regarding vehicle operators, and reduced costs associated with risk management.
- Improve / streamline resolution of customer service issues.
- Streamline and improve the accuracy of accident investigations (effective exonerations).
- Obtain a proactive approach to training prior to operators being involved in an accident.
- Identify near-misses and near-collisions to comply with "The Moving Ahead for Progress in the 21st Century Act" (MAP-21).

2.4 Current Operating Environment

Currently DSWM and DTPW have a manual tracking process to mitigate fleet incidents, but the departments do not have a Fleet Telematics Driver Safety System with video analytics capabilities.

In calendar year 2021, DSWM had a total of 201 vehicle collisions (preventable and non-preventable). The current DSWM administrative collision process is as follows:

1. When a collision occurs, the applicable division within the department sends the Vehicle Collision Report with supporting documents to the Department of Solid Waste Management Safety Section for review.
2. The DSWM Safety Section reviews the Vehicle Collision Report/documents, requests a police report, and forwards documents to the Internal Services Department, Office of Safety for ruling on preventability.
3. When a collision is determined non-preventable, no further action is taken, and the file is documented accordingly.
4. When a collision is determined preventable, the employee is advised in writing of the opportunity to appeal the collision within 5 business days to the Accident Review Committee (ARC).

5. If the collision is appealed within the timeframe allotted and the preventable ruling is sustained by the ARC, the file is processed for appropriate administrative action.
6. If the collision is appealed within the timeframe allotted and the preventable ruling is overturned by the ARC, no further action is taken, and the file is documented accordingly.
7. When a collision is determined preventable and is not appealed or the appeal is not submitted within the timeframe allotted, the file is processed for appropriate administrative action which may consist of the following: Memorandum to File, Record of Counseling, Disciplinary Action, refresher training, referral to Employee Support Services, etc.

In calendar year 2021, DTPW had a total of 1,302 vehicle collisions (preventable and non-preventable). The current DTPW administrative collision process is as follows:

When a collision occurs:

1. Bus Operator:
 - Contacts Bus Traffic Control (BTC) and notifies them of the accident
 - Operator is Post Accident Tested if incident meets FDOT Criteria
 - Operator completes and submits written report to Dispatcher
2. BTC:
 - Dispatches Transit Operations Supervisor (TOS), Police and Fire Rescue if required
 - Completes Incident Report (IR) and provides Operator the IR#
 - Make appropriate notification based on calling Matrix
3. TOS:
 - Completes Supervisor Portion of the Incident Report and submit electronically to appropriate staff
4. Dispatcher:
 - Time stamps the Operator's report and submit to Training
5. Training Unit
 - Reviews accidents daily and schedules operator for retraining sessions prior to grading of accidents
 - Receives and review the Operators' and Supervisors' Reports.
 - Reads, classify and scan Operator's Reports.
 - Read and classify Supervisor's Reports in the Clever Report System.
 - Gathers all reports for grading by the Accident Grading Committee.
6. Accident Grading Committee:
 - Accident Committee is composed of
 - Reviews all accident reports and video
 - Votes on the Accident Status of Preventable or Non-Preventable
 - Submits Final Grading to all divisions.

Preventable Graded Accidents:

- Operator with preventable accident can appeal the grading with 60 days of notification.
- All appeal accidents are reevaluated by the Accident Grading Committee.
- If still held preventable, the operator can appeal the accident to the Office of Safety and Security.

Bus Management (At the Divisions)

- Will contact and advise operator that their accident was graded preventable.
- Update the operator files
- Investigate the operators record and proceed with administrative action

Department of Transportation and Public Works

2.5 Solution Functionality

The County intends to standardize the deployment of the Solution for all of their heavy-duty fleet vehicles and supervisor vehicles (varies between compact vehicle, SUVs and Pickup Trucks) managed by DSWM and DTPW, with the intent to expand the use throughout other County departments. The Solution should address the following core functionalities:

- Capture risky driving events on video (e.g. harsh braking, collision or near collision, harsh cornering, etc.), based on accelerometer feedback, artificial intelligence, and computer vision technologies as appropriate.
- Associate the identified risky driving events with possible contributing driving habit in need of correction such as following distance, seat belt usage, cell-phone usage, failure to scan the roadway based on artificial intelligence and computer vision technologies or human review as appropriate.
- Provide visibility on vehicle status to include vehicle driver assignment, idle time, and vehicle location.
- Facilitate a supervisor to driver coaching workflow based on risky driving events and driver behaviors.
- Capture vehicle collisions on video to provide an objective view of what occurred before, during, and after an accident.
- Provide access to a reporting and data visualization of all captured data for the purposes of reviewing fleet safety performance
- Alert specified users of risky driving events, and vehicle collisions.
- System is configurable to capture video footage while the vehicle is in use and upon a vehicle operator's initiative to generate triggers or flags (to document any anomalies during their shift that are not already programmed by the solution settings).
- System to provide Automatic Vehicle Localization (AVL) and Global Positioning System (GPS) Tracking.


The proposed Solution should include role-based authentication and authorization based on business disciplines and permissions including, but not limited to:

- 1) Vehicle operators (purpose and functionality of system, coaching interactions)
- 2) Vehicle operator supervisors (coaching best practices, how to navigate the system, standard daily workflow with the system, viewing and commenting on events in system, reporting and dashboard creation)
- 3) Management (viewing events, reporting and dashboard creating)
- 4) Vehicle maintenance team (how to maintain and support hardware)
- 5) Application/system administrators (all features and functionality of system)

Note: The following sub-sections of the scope of services section outline requested functionality, where the Attachment 1 “Functionality Matrix” document goes into further detail on the specifications for the proposed fleet-telematics driver safety system Solution.

2.5.1 Technical Requirements

Technical requirements are noted in the following areas to successfully implement the proposed Solution:

Technical Requirement	Description
Video and Event Capture	The proposed Solution should Identify and record significant driving events and capture them on video for the County to examine the underlying causes of possible risky behaviors and determine which steps are appropriate to develop a training and coaching program to nurture and enhance safe driving habits across DSWM and DTPW.
Vehicle Status Tracking	The proposed Solution should provide real-time monitoring, control capabilities and vehicle status tracking to manage the Equipment/Hardware connected, location, shifts, overall fleet status, etc.
Coaching Workflow	<p>The proposed Solution should provide a coaching workflow that will assist the County in changing risky driving behaviors. For instance, a review of risky driving events, and a discussion between a driver and a supervisor to help minimize risk on the road. The County seeks to implement a process for interpreting data from the proposed Solution to enable supervisors and instructors to coach drivers on driving best practices to help improve vehicle operator safety.</p> <p>Below is an overview of the desired coaching workflow:</p>  <pre> graph LR A[Capture risky driving event (or collision)] --> B[Upload event to system] B --> C[Event is reviewed and filtered by system/service (to minimize false-positives)] C --> D[Supervisor / Instructor reviews event and associated event data] D --> E[Supervisor / Instructor meets with driver to conduct coaching session] E --> F[Driver returns to field] </pre>

Reporting and Business Intelligence	The proposed Solution reporting and business intelligence features should assist the County in the implementation of strategies to positively impact driver safety across DSWM and DTPW.
Automated Alerts	Between DSWM and DTPW there are over 1000 heavy duty vehicles on County roadways on any given day. Because of this, it can be a challenge to know of potential accidents or unsafe driving behaviors at this scale in the absence of automated notifications from a system. The County needs to be proactive regarding safety, and help drivers be safer each day on roadways
Usability and Administrative Functionality	The proposed Solution will be administered by staff at DSWM and DTPW. The departments should have the capability to configure and manage the proposed Solution based on their respective preferences.
Interfaces	The proposed Solution should provide one-way and/or bi-directional interfaces to various third party and internal County systems as further defined in Sections 2.5.1.1 and 2.5.1.2 below. Proposer should conduct a thorough review/assessment of all interfaces to be provided. Noted below are the principal recognized application interfaces required for the proposed Solution

2.5.1.1 Third (3rd) Party System Interfaces

Key Interface related Terms

The column heading “**Req’d for Go-Live**” indicates the need for the specific interface to be operational with the initial deployment of a proposed Solution.

- **Y:** Signifies the interface is required to be operational in order to deploy the proposed Solution.
- **N:** Signifies that an interface is not mandatory in order to initially deploy the Solution. However, the County expects to have the interface operational prior to final user acceptance.
- **O:** Signifies that the interface is not a requirement for the Solution; however, the County is interested in the interface as an enhancement.

The column heading “**Frequency of Data Flow**” describes the anticipated occurrence or regularity of the interface’s data transfer.

- **Real time:** Indicates an interface that must operate dynamically, on demand between systems.
- **Batch:** Indicates a grouped, multiple record/transaction-based interface between systems. Typically, file based in nature, and often on a predetermined interval (e.g. hourly, daily, weekly, monthly, etc.)

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

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

The column “**Type**” describes the current state of the interface as to whether it presently exists or is simply planned for and expected desired of the proposed Solution.

- **Existing:** Identifies an interface that is operational and currently in place.
- **Planned:** Identifies an interface that is not operational but is expected to be deployed with the proposed Solution.

#	Department	Application	Req’d for Go-Live	Vendor	Description	Frequency of Data Flow	Mode	Type (Planned/ Existing)
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1.	DSWM	Vehicle maintenance software (AssetWorks M5)	O	AssetWorks FleetFocus M5	Fleet asset management software for tracking maintenance. The DSWM is interested in supporting a workflow where vehicle pre-trip and post-trip inspections are captured in the fleet-telematics driver safety Solution where this data is then sent to AssetWorks FleetFocus M5 if there is a vehicle issue that needs to be addressed by the maintenance team.	Batch	One-way	Existing
2.	DSWM	Onboard Vehicle Scales (Vishay 9150)	O	Vishay	Enables precise weighing of vehicles during waste loading process to prevent under or over-loaded vehicles. Details on this integration are specified in Attachment 1 – “Feature Requirements Matrix” in the “Interfaces” category.	Real-time	One-way	Existing
3.	DTPW	Trapeze Operations System	Y	Trapeze	DTPW requires an integration for assignments. Details on this integration are specified in Attachment 1 – “Feature Requirements Matrix” in the “Interfaces” category.	Real-time	One-way	Existing
4.	DSWM / DTPW	Onboard Cameras	O	Multiple vendors	Support for integration of a video feed from cameras that are currently equipped on DSWM and DTPW vehicles. The video should be accessible from the Solution so that users can access video content remotely without having to go in-person to a vehicle. Details on this integration are specified in Attachment 1 – “Feature Requirements Matrix” in the “Interfaces” category.	Real-time	One-way	Existing

Listed below are planned projects/initiatives with possible impact to the proposed Solution. Proposers should take note that their proposed Solution may have a direct bearing on the following system interfaces and associated functionality.

Project	Department	Projected Deployment	Note
RouteSmart	DSWM	In-progress	To be used as a planning tool to aid with route optimization.

<p>GIS Enhancements</p>	<p>DSWM</p>	<p>In-progress</p>	<p>DSWM reviews its garbage and recycling routes on a regular basis for performance improvements and load balancing. The processed and sequenced customer information, created in RouteSmart, is currently available in Shapefile format and can be made available in ESRI map service format which allows for dynamic updates. Miami-Dade County's Information Technology Department (GIS Division) also provides additional relevant GIS information via ESRI map services, allowing for the depiction of garbage route polygons, commissioner district, updated road network data and many other layers. The implementation of these map services in the proposed Solution for telematics route planning and improved route efficiency is highly desirable.</p> <p>With the widespread use of live GPS tracking devices, the County highly suggests the vendors to collaborate with ITD's GIS Division to establish a live data stream connection via API, following ESRI standards and utilizing ArcGIS Geoevent Server. This will allow for more sophisticated analyses, combining County data with the information collected from the GPS devices and truck sensors.</p> <p>Miami-Dade County's 311 System tracks all incoming calls from citizens that are related to DSWM, such as missed garbage complaints, broken carts and other scenarios. An API should be able to establish a read/write connection between the Proposer's application and the 311 enterprise system to handle incoming requests that can be closed out in the field utilizing a mobile device. Additionally, 311 needs to be able to review video evidence for missed garbage complaints to rule out incorrect submissions from citizens.</p>
<p>PeopleSoft Implementation (EDGE)</p>	<p>DTPW/DSWM</p>	<p><u>Phased implementation</u></p>	<p>The County is currently in the process of implementing various Oracle ERP software products, including PeopleSoft v9.2.</p> <p>This is a project that will modernize the County's business processes and technologies to enable additional efficiencies. This project involves a replacement of all County financial and administrative systems, all Human Resources systems, Time & Leave and Payroll applications, as well as upgrading Hyperion (a budget</p>

			analysis tool). For the Solution, the County is interested in facilitating user account creation based on employee role – to interface with the Human Resource function of PeopleSoft. Example: All vehicle operators that are part of DSWM in PeopleSoft should automatically have an account created in the Solution with the respective “vehicle operator” role and access level. If a user becomes inactive in PeopleSoft, then they should be set to ‘inactive’ within the Solution – while preserving all of the records associated with the specific vehicle operator.
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2.5.1.2 Internal County System Interfaces

Key Interface related Terms

The column heading “Req’d for Go-Live” indicates the need for the specific interface to be operational with the initial deployment of a proposed Solution.

- **Y:** Signifies the interface is required to be operational in order to deploy the proposed Solution.
- **N:** Signifies that an interface is not mandatory in order to initially deploy the proposed Solution. However, the County expects to have the interface operational prior to final user acceptance.
- **O:** Signifies that the interface is not a requirement for the Solution; however, the County is interested in the interface as an enhancement.

The column heading “Frequency of Data Flow” describes the anticipated occurrence or regularity of the interface’s data transfer.

- **Real time:** Indicates an interface that must operate dynamically on demand between systems.
- **Batch:** Indicates a grouped, multiple record/transaction-based interface between systems. Typically, file based in nature, and often on a predetermined interval (e.g., daily, weekly, monthly, etc.)

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

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

The column “Type” describes the current state of the interface as to whether it presently exists or is simply planned for and expected desired of the proposed Solution.

- **Existing:** Identifies an interface that is operational and currently in place.
- **Planned:** Identifies an interface that is not operational but is expected to be deployed with the proposed Solution.

#	Department	Application	Req’d for Go-Live	Vendor	Description	Frequency of Data Flow	Mode	Type (Planned/
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								Existing)
	DSWM	Geographic Information System (GIS)	N	ITD/Esri	County GIS/geospatial application providing County Geofile All County layers & boundaries Street network Common places Postal Address Validation Facility odor complaint tracking Weather and wind conditions Disposal facility fee addresses Details on this integration are specified in Attachment 1, in the "Interfaces" category.	Batch	Bi-directional	Existing

2.5.2 Standards and Compliance

The County operates under rules and regulations mandated by federal, state, and local government organizations and standards set forth by public safety professional associations. The proposed Solution that conforms to the following referenced codes, regulations, and standards as applicable:

- Federal, State, and Local laws, regulations, and codes.
- National Institute of Standards and Technology (NIST) Best Practices
- Federal Information Processing Standards (FIPS)
- Federal Motor Carrier Safety Administration – Department of Transportation regulations (FMCSA DOT)
- Section 508 of the Rehabilitation Act
- Federal Geographic Data Committee Geospatial Standards
- Florida Department of Transportation (FDOT)
- Miami-Dade County Metrobus Operations/Maintenance Rules and Procedures Manual (Attachment ??)

2.5.3 Archival and Data Purge

The County desires a Solution with the ability to automatically archive, retrieve and purge data. The County expects that purging shall be administrator configurable by multiple parameters, (e.g., date, file, field value, user identification (ID) and location), and that all purges shall be subject to strict audit tracking and reporting. The County also expects that purging shall occur while the Solution is fully operational without degradation of performance.

2.5.3.1 Hardware Specifications

The proposed Solution should include all components and sub-components including, but not limited to harnesses, cabling, hard drives, video recording equipment, and wireless communication hardware. All Solution equipment shall be new, in current production, and the standard products of a manufacturer. In addition, it is the desire of the County to purchase an additional three (3) year extended warranty for the hardware after the initial manufacturer’s warranty has expired. Proposers shall use Price Form .1 and 2 to provide pricing for the extended warranty 1 and 2.

The proposed Solution shall have the ability for the fleet telematics equipment to serve as a wireless hotspot for other devices without the need for a separate data plan. Wireless hotspot equipment specification should support IEEE 802.11ac 2.4GHz and 5GHz at minimum. Example use case for connectivity: a vehicle operator connects a tablet to the in-vehicle hotspot to facilitate day-to-day operations.

Ability to support the following minimum hardware specifications for video recording equipment:

1. Video resolution: 1280X720 (HD) or Better
2. Video type: Color
3. Frame rate for recording: 15 FPS or higher
4. Recording resolution – Camera resolution shall be a minimum of 2MP or higher. The camera shall be a color camera with the capability to capture images in ambient lighting at night. If necessary, the camera may switch to black and white under very low lighting conditions.
5. Original recording needs to be in a legal admissible format (unedited format) – *Language Needs to be carefully review by the County Attorney's Office (CAO)*
6. Export Capabilities such as, AVI, MP4, MOV, WMV, H.265+, MPEG-4. The County's preferred format is a compressed video format such as, but not necessarily H.265+
7. Field of view – The field of view shall be wide angle (2.9mm if practicable) or appropriate for the viewing angle.
8. Storage – short term onboard storage device and cloud storage support
9. Date and time stamp: Embedded on video frame
10. GPS stamp available
11. Waterproof Mini-Dome
12. Minimum operation temperature range: -4 degrees Fahrenheit to 158 degrees Fahrenheit
13. Wi-Fi capabilities (802.11n or newer) and/or cellular capabilities for remote live viewing, system diagnostics and video downloads. If applicable the wireless/cellular antenna to be mounted on the rooftop of the vehicle.
14. The Contractor shall provide options for additional cameras. The design, location, and operation of the additional cameras shall be approved by the County prior to production. The option for the additional cameras shall be priced separately.

The County is requesting a factory warranty to warrant that the Equipment/Hardware components of the Solution are free from defects in design, material, and manufacturing for a minimum of three (3) years from the date of the County's Final Acceptance of the Solution. The Proposer should guarantee availability of parts to complete repairs on the Solution for the life of any resultant contract. The Proposer shall be able to provide a comprehensive equipment/hardware maintenance for the life of any resultant contract. The equipment/hardware maintenance shall start after the warranty of each equipment/hardware expires.

2.5.4 Data Integrity

The proposed Solution should ensure the integrity of the data. Interruptions in processing due to incidents such as aborted transactions, hardware failures, or network unavailability should not result in inaccurate or inconsistent data residing in the proposed Solution. If data transfers occur, the proposed Solution should provide a method of audit validation to ensure all data sent was received.

The proposed Solution should have the ability to download repository of raw, curated, and aggregated data to be used for data analysis via APIs in a third-party tool such as Microsoft Power BI. In addition, the Solution should have the ability to support video and telematics data backups via Wi-Fi and cellular.

2.5.5 Scalability

The proposed Solution should be able to scale up to handle increased load without any performance impact on operations to facilitate demand. Increased loads of up to 100 percent may be the result of temporary surges based on a major event or natural catastrophe, such as a hurricane.

The proposed Solution shall be expandable to allow for future expansion, at the County's sole discretion. The proposed Solution should also be capable of adding optional features or equipment.

2.5.6 Security

The proposed Solution must provide support for role-based access controls (RBAC).

The proposed Solution must provide for multiple levels of users to be established and configured (e.g. drivers, coaches, supervisors, managers, safety officers, HR staff, etc.) each having an appropriate levels of access, update permissions, parameter setting authority, etc. established by a County administrator.

The proposed Solution must support multi-organizational security that will provide organizational segregation of selected data and restrict access to distinct data for different organizational units.

The proposed Solution should enable reporting on user actions, including loggins,. Logging should be configurable by the security administrator. Log entries should be customizable by the security administrator to handle the different requirements of the County but at minimum should contain the user name and ID, date and time.

The County is seeking a secure Solution that is consistent with County standards and practices as outlined in Exhibit _ - Cloud Service Usage Policy – Miami Dade, and Exhibit _ IT Security Matrix. Proposers should provide detailed explanation on how their Solution meets or does not meet the County security standards in the Proposer Information Section.

2.5.6.1 System Availability and Access

The selected Proposer must provide support for system upgrades or changes that require system downtime during County defined maintenance windows, done typically during non-revenue service hours of 1:00AM – 4:00AM.

The proposed Solution shall operate twenty-four (24) hours per day, seven (7) days per week; excluding planned maintenance time.

The Solution should be a high availability/fault tolerant Solution, maintaining availability of 99.25% uptime, calculated annually, not including routine maintenance or administrative procedures to be scheduled during non-business hours with prior approval of the County.

The proposed Solution should be designed to effectively mitigate latency and data speed issues.

The proposed Solution should have appropriate bandwidth required to ensure optimal performance for concurrent application access and data access for normal daily operational use.

Data transfer (Data received, validated and accepted by the Solution software from devices or Subsystems) shall be 100%.

The proposed Solution must be able to process video recordings in each vehicle 24 hours per day, 7 days per week, and 365 days per year when not connected to the internet.

2.5.6.2 Disaster Recovery Operations

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

This should include the following:

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

2.6 Implementation Services

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

The County prefers a concurrent Implementation master schedule including the proposed timeline and milestones for each of the departments (DSWM and DTPW) that provides a multi-phased, multi-vehicle implementation.

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

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

Project Management and Deliverables

The selected Proposer will be responsible for project organization and management, throughout the implementation of the proposed Solution, to include the various project stages and milestones, change of Scope of Services management, and implementation. The selected Proposer will develop a comprehensive project plan, and actively manage the responsibilities of their internal management team, and work with County staff as required to complete the Work. The selected Proposer shall designate a Project Manager(s) who shall be assigned to County for the duration of the Implementation Services. The Project Manager must have good communication and interpersonal skills, be technically qualified, have project leadership experience, and be familiar with and committed to the proposed Solution's objectives and requirements in Section 2.3. The Project Manager(s) shall be responsible for communicating all Work-related affairs to the project team and management of the County, as well as controlling the activities of the selected Proposer's personnel and its subcontractors. The selected Proposer shall provide comprehensive documentation throughout the life of the Work. It is imperative that these documents, in particular, the project management plan, provide a comprehensive roadmap for how an organization of this size will implement an integrated Solution.

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

- Project Management Plan
- Project Schedule
- Organizational Chart
- System Design
- Organizational Change Management Plan
 - Assessment
 - Reengineering
- Business Process Re-engineering Plan
 - Validation
 - Reengineering
- Requirements Traceability Matrix
- GAP Analysis
- Risk Assessment and Management Plan
- Knowledge Transfer/Training Plan
- QA Plan/Approach
 - High level QA approach
 - Testing and promotion
 - System Testing (i.e., integration, conversion, regression, usability)
 - Test Plans/Case Development
 - User Acceptance Testing
- Data Conversion / Migration Plan

- Application Configuration / Customizations Specifications (as built)
- Interface Specs (internal systems)
- Integration / information exchange specs (external applications)
- Best Practices and Industry Standards documentation
- Workflow design and specs
- Hardware/Software Specs

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

2.6.1 System Testing and Acceptance

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

Testing activities include but are not limited to:

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

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

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

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

Defects identified during implementation will be categorized as per the criteria described in Section **Error! Reference source not found.**
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Any defects identified through testing will be addressed as below:

- Correction of all Severity 1 and Severity 2.
- Addressing of Severity 3 issues either by correction prior to Go-Live, or by a mutually agreed upon future date.
- Addressing of Severity 4 issues through regularly scheduled future maintenance releases of the Solution, within one year of Go-Live.
- Prior to Final Acceptance, the County requires a period of thirty (30) calendar days of continuous operation without a Severity 1 or Severity 2 defect as defined in Section 2.7 Technical **Error! Reference source not found.**. The occurrence of a Severity 1 or Severity 2 defect within the 30 calendar days will result in failure to achieve Final Acceptance and County payment of the associated payment milestone.

2.7 Minimum Software Licenses

The County will consider solutions hosted by the Proposer. The Proposer's proposal submission shall include software licenses or cloud-based software pricing. The Solution shall accommodate the estimated number of users as listed below.

Proposer's proposal submission and associated pricing shall include software license(s) to accommodate the estimated number of Users as listed below. The County prefers not to purchase separate licenses for third party applications which are embedded into the proposed Solution. All licenses that may be required by the proposed Solution for third party software are to be included with the proposed Solution and maintained throughout the term of the resultant contract. Licensing must include all licenses required to operate and maintain the testing/staging and training environments. All costs are to be included within the proposal response.

If the proposed Solution requires third party software licenses not embedded into the proposed Solution in order to meet the technical and functional specifications of this Solicitation, the County reserves the right to leverage software license agreements that may be in place between any proposed third-party software copyright holder. This entitles all parties included as "Users" for this Solicitation, with the advantage of reducing software acquisition or maintenance costs. ("Users" includes other entities in addition to the County).

The proposed Solution is not required to use a "Per User" license model; however, the proposed Solution must accommodate, at a minimum, the number of Users listed below. The County prefers an Enterprise License model that does require user counts; however, other software licensing models will be considered that accommodate, at a minimum, the number of Users listed below. In addition, the County must have the ability to add additional Users as needed.

- **DSWM**
 - 600 drivers
 - 50 supervisors
 - 15 managers
 - 50 Other staff

- **DTPW**
 - 2,071 drivers
 - 100 supervisors/instructors
 - 30 managers
 - 428 other staff

The number of users/licenses referenced above is an estimate based on the current environment and subject to change as the proposed Solution is deployed. For "per user" license models, the selected Proposer must agree to adjust the final license price according to the actual number of Users deployed prior to Final Acceptance by the County.

2.7.1 Hosting Services

The County is considering a Proposer-hosted System provided it meets or exceeds the performance criteria listed below:

- 1) 99.25% Network Uptime for Proposer-hosted System.
- 2) Real-Time Video Processing
The proposed Solution must process videos in real time mode when connected to the Internet. The County requires redundancy, including a main and back-up site, to ensure the proposed Solution's availability. The main and back-up site must be updated and synchronized at all times. The proposed Solution must have the ability to remotely access camera view and recordings on-demand in real-time for all cameras on vehicle (user should be able to specify which camera feed they wish to access).
- 3) Stand-Alone Mode
The System must be able to process videos 24 hours per day, 7 days per week, and 365 days per year when not connected to the internet.
- 4) Historical Data
The System must be able to provide access to the System historical data in accordance with Miami Dade County document retention policies (minimum 7 years).

2.8 Maintenance Services

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

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

2.8.1 Software Maintenance Services:

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

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

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

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

1. All software must be of the most recent release and all software upgrades issued by the selected Proposer must be available to the County at no additional charge.
2. Access to the proposed Solution should be designed in such a manner where an upgrade or change to the proposed Solution does not require staff to go to a computer to manually update. If installation is needed on an individual workstation, that software should be self-managed and be able to be updated on-demand without interaction from Miami-Dade County IT staff.

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

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

2.8.2 Equipment/Hardware Maintenance Services

The Equipment/Hardware maintenance services shall include all break-fix, parts and labor required for continued uninterrupted operation of the Solution in accordance with the standards established in Section 2.3.12.1. The County is seeking maintenance services which include all equipment and parts.

This section defines the requirements for technical support, operation and maintenance manuals, training, diagnostic and test equipment, special tools, and spare parts.

The selected Proposer's support personnel shall be available to provide the County with backup support as described in Section 2.9 – Technical Support Services. The selected Proposer's personnel shall fulfill all warranty obligations described within this document that includes the testing, isolation and repair of failed parts and assemblies found to be defective in materials and workmanship and return the repaired items to full operation as quickly as possible.

In the event that the selected Proposer cannot repair the Equipment/Hardware within two (2) months after receipt of the Equipment/Hardware, the selected Proposer's will replace with equal and/or superior part; to include at the County sole discretion and approval non-OEM parts. Repaired items will be returned to their inventory locations. County's Approval will be required for non-OEM parts.

The selected Proposer shall keep records of warranty repair actions for purposes of determining Equipment/Hardware performance and adherence to performance during the warranty period as specified in this Solicitation.

The selected Proposer's technical support personnel shall be thoroughly trained and familiar with the operation of all Equipment/Hardware and proposed Solution being procured. The selected Proposer's personnel shall act in a cooperative manner to increase the County personnel's ability to perform fault location, correction, module change-out and preventive maintenance and shall be competent to provide an on-going extension of the more formalized training specified elsewhere in Section 2.10 Training. The selected Proposer shall permit "shadowing" of support personnel by County staff for training purposes at designated sites and at the selected Proposer's facilities on a reasonable and mutually agreed-to basis. DTPW and DSWM personnel will retain keys to facilities and equipment. Proposer's personnel will receive access to equipment in order to meet the requirements.

The selected Proposer shall be responsible for repair of Equipment/Hardware. The selected Proposer shall maintain and supply an adequate quantity of spare parts and materials during the life of the contract necessary to meet the requirements set forth herein.

2.9 Technical Support Services

The selected Proposer shall be responsible for providing technical support services to ensure optimal performance of the proposed Solution, including all components, throughout the term of the resultant contract, including any optional renewal periods. The selected Proposer must have technical support services available in the form of unlimited email and/or telephone support as well as live help desk support 24 hours per day, seven (7) days per week, including holidays. The selected Proposer shall also provide on-site technical support when required. This on-site support may be requested when it is determined the problem cannot be corrected by telephone/remote support. Proposers shall include description in the proposal response outlining the support services offered and any limitations thereof.

The County's preferred escalation process is outlined below:

Severity	Definition	Response Time	Resolution Time	Status Frequency Update
1=Critical	A critical component of the System, whether hardware or software, is in a non-responsive state and affects Users' productivity or operations. A high impact problem which affects the Users.	15 minutes	One (1) Hour	Fifteen (15) minutes
2=Urgent	Any component failure or loss of functionality not covered in Severity 1, which is hindering operations, such as, but not limited to: excessively slow response time (exceeds maximum defined response times); functionality degradation; error messages; backup problems; or issues affecting the use of a module or the data.	One (1) Hour	Two (2) Hours	Thirty (30) minutes
3=Important	Lesser issues, questions, or items that minimally impact the workflow or require a work around.	4 hours	Twenty-Four (24) Hours	Four (4) Hours
4=Minor	Issues, questions, or items that don't impact the workflow. Issues that can easily be scheduled such as an upgrade or patch.	8 hours	72 hours for an acceptable work around until final resolution and final solution within 2 weeks	Weekly Status Call

2.9.1 Technical Support Communication

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

- Ticket number
- Location or site
- Date/time opened
- Date/time of initial vendor response
- Date/time closed (if applicable)
- Opened by Username
- Division or Business unit (as defined by the County)
- Severity level
- Brief description of issue
- Agency point of contact/lead
- Vendor assigned point of contact
- Date/time of resolution

- Description of resolution

2.9.2 Post-Implementation Support

In order to ensure a smooth transition and minimize complications, the County seeks Post Implementation Support on-site after Go-Live period, at minimum of ninety (90) calendar days. Post-implementation support shall be available for affected users and fleet throughout a phased roll-out approach to ensure that each functional area and location are successfully transitioned to the proposed Solution. Proposers should take into consideration that during this post implementation period, support will be required at multiple County sites where vehicles are serviced and stored.

2.10 Training

A primary factor to the success of this Project is ensuring personnel are trained to an appropriate level of proficiency as the proposed Solution is implemented. As such, the County seeks a comprehensive training plan that strives to ensure that County operational and technical staff are adequately trained to utilize and support the proposed Solution. The approach and methodology to delivering the required training shall be included in the proposal response.

Training shall be provided to, but not limited to the following roles:

- **DSWM**
 - 600 drivers
 - 50 supervisors
 - 15 managers
 - 5 vehicle maintenance team
 - 12 Other staff
- **DTPW**
 - 2,071 drivers
 - 100 supervisors/instructors
 - 30 managers
 - 50 vehicle maintenance team
 - 428 other staff
- Vehicle operators (purpose and functionality of system, coaching interactions)
- Vehicle operator supervisors/trainers (coaching best practices, how to navigate the system, standard daily workflow with the system, viewing and commenting on events in system, reporting and dashboard creation, year-end reports to support annual reviews)
- Management (viewing events, reporting and dashboard creating)
- Vehicle maintenance team (how to maintain and support hardware)
- Human Resources / Safety staff for purposes of accident investigation, evaluations for discipline purposes, etc.
- Application/system/security administrators (all features and functionality of system)

Classes are to be conducted within the County at various sites or remotely at the County's sole discretion. The specific training sites are yet to be determined and will be scheduled based on the selected Proposer's timeline and approach. The County shall provide sufficient space for conducting the training and housing and securing the training equipment.

The County seeks dedicated, Proposer-supplied training personnel, during the bulk of the training regimen to ensure that the training program is properly implemented.

Any proposed training course must be reviewed and approved by the County Project team prior to commencement of that course.

The County foresees the use of a multi-tiered on-site approach to training as delineated below.

- **Tier 1:** Proposer-provided system specific functional area training to targeted users (vehicle operators, vehicle operator supervisors, trainers, management, vehicle maintenance, etc.).
- **Tier 2:** Proposer-provided Train-The-Trainer training.
- **Tier 3:** Proposer-provided System Administrator training for staff identified as problem solvers, configuration specialists, and administrators of the sub-systems.

To meet the needs of the County end-user, training documentation tailored specific to DTPW and DSWM. The County expects to receive final versions of training materials in hardcopy and electronic formats, using the Microsoft Office suite of applications and pdf. The County shall have full authority to edit/customize all Proposer provided end user and system administrator training documentation. The Proposer shall be responsible for providing sufficient training materials and documents such as:

- Instructor manual(s) and how-to videos
- Student training manual(s) and how-to videos
- All manuals in MS Office and pdf format

Given the shift assignments of vehicle operators and supervisory personnel, training courses will often need to be scheduled outside of normal working hours, including weekends.

In the event of unforeseen circumstances (e.g., public emergency) necessitate a disruption or delay of training, the selected Proposer will work with the County to reschedule training in a mutually agreeable manner without additional cost to the County.

2.10.1 Ongoing Training

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

The proposed Solution should provide the following:

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

2.11 Documentation

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

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

2.11.1 Technical Documentation

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

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

- Stored queries and procedures
- Reports
- Configuration Management

2.12 Optional Functional Requirements

Optional functional requirements are also listed in the “Functionality Matrix”. The “optional functional requirements are considered optional services not included in the Scope of Services or cost proposal. Information provided for such optional items will **NOT BE SCORED** as part of the evaluation process but may be considered at the sole discretion of the County in the future resultant contract.

2.13 Optional Data Plan

The County would like to know if the Proposer is able to provide a Data Plan as part of the proposed Solution, and provide with the proposal a description of such plan, and a cost estimate. Information provided for the Optional Data Plan will **NOT BE SCORED** as part of the evaluation process but may be considered at the sole discretion of the County in the future resultant contract.

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 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 Competitive Selection Committee which will evaluate and rank proposals on criteria listed below. The Competitive 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 Competitive Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one thousand (1000) points per Competitive Selection Committee member.

Technical Criteria		Points Per Member
Criteria 1: Proposer’s Relevant Experience and Qualifications: Evaluation of this criteria shall be based upon Proposer’s responses to Questions No. 1 through 8 in the Proposer Information Section.		90
Criteria 2: Proposer’s Approach and Methodology to Providing Implementation: Evaluation of this criteria shall be based upon Proposer’s responses to Questions No. 9 through 14 in the Proposer Information Section.		90
Criteria 3: Proposer’s Approach and Methodology to Providing Ongoing Services: Evaluation of this criteria shall be based upon Proposer’s responses to Questions No. 15 through 25 in the Proposer Information Section.		90
Criteria 4: Solution Functionality: Evaluation of this criteria shall be based upon Proposer’s responses to	Video and Event Capture, and Vehicle Status Tracking	100
	Coaching Workflow	150
	Reporting and Business Intelligence, and Automated Alerts	30

the Functionality Matrix and Questions No. 26 through in the Proposer Information Section 37.	Usability and Administrative Functionality	30
	Interfaces	40
	Archival and Data Purge, Data integrity, Scalability, Security, system availability and Access, Disaster Recovery Operations	25
Criteria 5: Solution Equipment/Hardware: Evaluation of this criteria shall be based upon Proposer's responses to the Functionality Matrix and Questions No. 38 through 40 in the Proposer Information Section.		140
Criteria 6: Proposer's sustainable practices (environmental, social/fair labor standards, and economic) Evaluation of this criteria shall be based upon Proposer's responses to Question No. 41 in the Proposer Information Section.		10
<u>Price Criteria</u>		
Proposed price will be evaluated based on the Solution and associated services proposed and overall best valued to the County based upon the Proposer's response to all sections of Form 1 and 2.		200
TOTAL POINTS		1000

4.3 Oral Presentations

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

4.4 Selection Factor

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/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 <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 Proposal 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 Miami-Dade County 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 Competitive Selection Committee a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Competitive Selection will recommend that a contract be negotiated with said local Proposer.

4.8 Negotiations

The Competitive Selection Committee will evaluate, score and rank proposals, and submit the results of the evaluation to the County Mayor or designee with its recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, 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. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award). Attendees actively participating in negotiation with Miami-Dade County shall be listed on the Lobbyist Registration Affidavit or registered as a lobbyist with the Clerk of the Board.

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

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.
- c) Disclosure of any lawsuits which include allegations of discrimination in the last ten years prior to date of solicitation, the disposition of such lawsuits, or statement that there are NO such lawsuits, in accord with Resolution No. [R-828-19](#).

4.9 Contract Award

Any proposed contract, resulting from this Solicitation, will be submitted to the County Mayor or designee. All Proposers will be notified in writing of the decision of the County Mayor or designee with respect to contract award. 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. 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. For online vendor registration, visit the Vendor Portal: <http://www.miamidade.gov/procurement/vendor-registration.asp>.

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

In accordance with Section 2-1076 of the Code of Miami-Dade County, the Office of the Inspector General may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if applicable, shall be one quarter (1/4) of one (1) percent of the total contract amount and the cost shall be included in any proposed price. The audit cost will be deducted by the County from progress payments to the Contractor, if applicable.

d) User Access Program

Pursuant to Section 2-8.10 of the Code of Miami-Dade County, 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

Draft Form of Agreement

Proposal Submission Package:

Proposer Information Section

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

Form 1 – Price Proposal Schedule for DTPW

Form 2 – Price Proposal Schedule for DSWM

Miami-Dade County Metrobus Operations/Maintenance Rules and Procedures Manual