ERP System Software and Implementation

Request for Qualifications # TS-17-04-A

General Information		
Evaluation of Proposals	Evaluation Committee	See Section 1.5
Question Due Date	January 16, 2018	See Section 1.6
Proposals will be accepted until	2:00 p.m. on January 30, 2018	See Section 1.6
5% Proposal Security / Bid Bond	Not applicable	N/A
100% Payment and Performance Bonds	Not applicable	N/A

THE CITY OF PEMBROKE PINES

PURCHASING DIVISION

8300 SOUTH PALM DRIVE

PEMBROKE PINES, FLORIDA 33025

(954) 518-9020

Table of Contents

SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFQ # TS-17-04-A
ERP System Software and Implementation

Solicitations may be obtained from the City of Pembroke Pines website at http://www.ppines.com/index.aspx?NID=667 and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

This proposal requires a two part submission via BidSync:

A: “RFQ# TS-17-04-A for ERP System Software and Implementation”

B: “RFP# TS-17-04-B for ERP System Software and Implementation”

After vendors are short-listed from the RFQ process, the short-listed vendors will be invited to respond to the RFP process. The City intends to issue the RFP after the RFQ process has been finalized.

Proposals for the RFQ process will be accepted until 2:00 p.m., Tuesday, January 30, 2018. Proposals must be **submitted electronically at www.BidSync.com**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, located on the 4th Floor of City Hall at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms/providers of municipal ERP systems, hereinafter referred to as the Contractor, to provide an innovative and effective solution to meet the city's needs for an Enterprise Resource Planning (ERP) system, in accordance with the terms, conditions, and specifications contained in this solicitation.

The ERP system shall allow the City the flexibility to adapt to any new information needs and workflows processes that may be required. The proposer's product offerings shall meet or exceed the City's current requirements and shall include a robust solution set that will allow the City to continue to leverage this investment well into the future as the needs of the City grow and evolve.

While the City is considering a traditional City-hosted solution, it may consider implementing a Vendor-hosted solution through a licensing model. As such, the City is requesting proposals to include detailed information regarding the Vendors hosting and licensing options.

1.3 BACKGROUND

1.3.1 ABOUT THE CITY OF PEMBROKE PINES

Named "one of the best cities to live in America," Pembroke Pines is a safe and desirable community to over 160,000 residents. The City of Pembroke Pines is located in South Florida and is about 15 miles south of downtown Fort Lauderdale and 20 miles north of downtown Miami. Incorporated in 1960, the City has received numerous awards including "All-America City" and is known for its commitment to the arts and culture, its outstanding schools, exciting South Florida lifestyle for all ages, cultural diversity, numerous parks and forward thinking in an ever-changing world.

Though the City of Pembroke Pines is the 10th largest of Florida's 400+ municipalities, its friendly small-town feel is why so many call it home. The city is popular with retirees but also has plenty of young families, many of which left Miami Dade County to fill its shiny new developments during the housing boom. The 2013 median household income of its citizens is $61,873.

The dynamic city is also known regionally as the premier shopping destination of southwest Broward County and provides easy accessibility to primary highways and interstates, key employment centers, entertainment venues, parks, golf courses, restaurants and retail/commercial destinations. Its 28 superior parks and lush landscaping throughout neighborhoods and public places enhance the City's natural beauty and South Florida charm. Among these attractions for these young families; the city has highly rated City recreational programs, as well as fire/police services and boasts the largest municipal run charter school program in the Country.

The City of Pembroke Pines is the 10th largest of Florida's 400+ municipalities. Pembroke Pines conveniently located in southwest Broward County with easy accessibility to primary highways and interstates, key employment centers, entertainment venues, parks, golf courses, restaurants and retail/commercial destinations.

The city provides a full suite of Governmental services and is comprised of various departments and divisions with a mix of public and private employees totaling roughly 2,000 employees. The City's departments and divisions include; Human Resources, City Clerk's Office, Finance, Contract Management, Budget, Technology Services, Police Department, Code Compliance, Fire Rescue, Early Development Centers (Pre-Schools), Public Services, Parks, Recreation and Cultural Arts, Special Events, Procurement, Fleet Management, Central Warehousing, Engineering, Community Services, Housing, Planning and Development, and Utilities.

Currently, the City of Pembroke Pines utilizes roughly 200 end of life/ legacy software applications and manual processes to perform core business functions including (but not limited to): Utility Billing and Account Management, Fund Accounting, Budgeting, Procurement, Human Resources, Benefits, Risk Management, Payroll, Planning, Permitting, Licensing, Local Business Tax Revenue, Check Reconciliation, Cashiering, Building, Student Information Management, Learning Management, School Lottery and Enrollment, and Work Orders.

The software applications supporting these core business functions are technologically out-of-date and have limitations in their capabilities. Additionally, the lack of integration between the software applications requires duplication of efforts and data across systems, computer tasks and reduced business visibility across each of the city internal business process.

The City intends to move to an integrated, enterprise-wide solution utilizing a robust ERP package that will be used by both the central and operating agencies to perform basic financial and administrative functions.

In preparation for the a centralized Enterprise Resource Planning Solution the city completed a ground rebuild of its core local area network with fiber optic connectivity to remote sites, VOIP based telephony, fully refreshed and redundant data center with Cisco blade server technology using NetApp high availability storage arrays with disk to disk backup solution for data integrity, all supported In VMware virtual host environment. In the next eight months the city will work to complete a deployment to convert from traditional desktops to Virtual desktop delivery using Enterprise Class Citrix NetScaler's for nearly 1,600 desktop computers in a Windows 10 environment. As part of the ERP vision, the City completed a full deployment of Hylands Onbase Electronic Document Management Suite as the organization's core repository for all active and archived documents.

Additionally, the city has active migration to a consolidated Microsoft SQL Server environment for its current business applications to include a standardization SQL application platform; detail documentation of all active databases, all of the infrastructure enhancements and data structure improvements are designed to support a streamline transition to the city's vision for a centralized Enterprise Resource Planning Solution. The City has completed a needs Assessment and the development of both an RFQ and RFP to solicit ERP Proposal submission for evaluation.

Phase I of the deployment will focus on the city core departments Finance, Utilities, and Student Information Systems for the Pines Charter Schools system. Phase II will address Payroll, Budgeting, Procurement, Human Resources, Benefits, Risk Management, Payroll With a final phase focusing on Fund Accounting, Budgeting, Procurement, Planning, Permitting, Licensing, Local Business Tax Revenue, Check Reconciliation, Cashiering, Building, and Work Orders.

The estimated timeline for consideration, procurement and full implementation of the new business processes supporting solutions are planned for 42 months.

1.3.2 CITY OF PEMBROKE PINES CHARTER SCHOOLS

The City of Pembroke Pines, Broward County, Florida, has experienced astronomical growth since 1990, making it one of the fastest growing cities in the United States. The rapid growth in the county made the Broward County School District the fifth largest district in the United States. This caused the city to experience critical overcrowding in local schools. Pembroke Pines' Mayor and City Commission saw an opportunity in this crisis. In 1996, Charter School legislation was passed that would help bring some relief to the overcrowding and would pave the way for Pembroke Pines to realize its vision.

Within 15 months, Pembroke Pines built and opened two elementary schools and a middle school: Pembroke Pines Charter West Elementary and Middle and East Elementary campuses. It then took on the challenge of building the Charter High School which was created as a part of the Academic Village. This campus also includes a regional library, a college, and a performing arts center. Two years later, another elementary and middle school were built, Pembroke Pines Central Charter Elementary and Middle Campus. Pembroke Pines-Florida State University campus is the latest campus to be built; which opened in 2003. In 2014, the Academic Village Campus, was expanded from a High School to a 6^{th} through 12^{th} grade School. This A+ Charter School system currently has 5,939 students registered to attend for the 2017-18 school year and 4,499 students on the waiting list.

1.3.3 BUDGET

A budget for this project has not been fully established at this time, as the total cost of the project could fluctuate depending on which services are implemented and the length of the project which may be implemented over various fiscal years.

The City has an adopted budget of $374.6 million for the 2017-18 fiscal year. In addition, the City's Charter School System has an adopted budget of $53.2 million for the 2017-18 fiscal year. Please note the City's fiscal year starts on October 1st and ends on September 30th, however the Charter School's fiscal year starts on July 1st and ends on June 30th.

The best source for reviewing the scope of services and financials of the City would be to access the City's Comprehensive Annual Financial Report and related reports available under the Finance department web page at http://www.ppines.com/index.aspx?NID=834 and the City's adopted budget at http://www.ppines.com/index.aspx?NID=223.

1.4 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely too all requirements specified herein may be considered non-responsive and eliminated from the process.

All proposals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:

Subject: **RFQ # TS-17-04-A "ERP System Software and Implementation"**

1. Date
2. Name of the Firm
3. Contact Person (including title) authorized to represent your firm
    i. Note: This contact person shall also be listed on Attachment A: Contact Information Form
4. Telephone Number
5. Email Address

Tab 1 - Table of Contents:

Include a clear identification of the material included in the proposal by tab number and page number.

Tab 2 – Business and System Overview (25 points):

1. Letter of Interest (Limit to two pages). Attach a letter of interest that explains your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm including:
    a. Include the size, range of activities, financial history, strength, stability, experience, honors, awards, recognitions, etc.
    b. Summary of abilities and experience of the firms' professional personnel
    c. Summary of past performance of the firm on similar projects

d. Recent, current, and projected workload of the firm, and availability and access to the firms' top level management personnel.

2. Attachment A: Contact Information Form
   a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
   b. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
   c. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
   d. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
   e. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.
3. Attachment N: General Company & Software Overview
   a. Which is an excel spreadsheet that requests information on the following items:
      i. General Company and Software Overview
      ii. Industry
      iii. Language
      iv. Modules
4. Attachment O: Vendor Questionnaire – Company Background
5. Please provide any other information on your system that would help the evaluators understand your proposed solution.

<u>Tab 3 – Functional Requirements (50 points):</u>

The requirements defined in this section contain the overall general functions of the requested software solution. The primary objective of the City in implementing a new system is to provide a more integrated information system environment that will eliminate the redundant entry of data, provide improved system capabilities, provide improved access to data, and streamline overall operations. Together the functional requirements define a system that will operate efficiently in the proposed computer environment while providing a high level of flexibility in meeting the City's current and future data needs.

1. Attachment M: Functional Requirements
   a. The Proposer shall complete the Functional Requirements Excel Spreadsheet and upload the document, in Excel format, to the BidSync website as part of their submittal.

b. For each of the functions or requirements shown in the Functional Requirements Excel Spreadsheet, the proposer will place a "x" in the column that best describes their software's level of functionality:
   i. Supported 'out of the box' with minimal configuration.
   ii. Supported but requires configuration of software.
   iii. Supported but requires customization of base software.
   iv. Supported but requires 3rd party/bolt on.
   v. Not supported or supported with limited functionality.

c. In addition, the proposer shall provide requirement examples and explanations along with any comments or points that will help the evaluators understand the proposer's software functions, features or unique approaches in the specific areas.

Tab 4 - Previous Experience (20 points):

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. Details should include the following:

1. Attachment K: References Form
2. List of ongoing contracts/projects with their current status and projected termination dates

Tab 5 – Other Completed Documents (5 points for Vendor Preference – Local/VOSB):

1. Attachment B: Vendor Information Form and a W-9
   a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. December 2014), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.
2. Attachment C: Non-Collusive Affidavit
3. Attachment D: Sworn Statement on Public Entity Crimes Form
4. Attachment E: Local Vendor Preference Certification
   a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
   b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
   c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.
5. Attachment F: Veteran Owned Small Business Preference Certification

a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

6. Attachment G: Equal Benefits Certification Form
7. Attachment H: Proposer's Completed Qualification Statement
8. Attachment L: Vendor Drug-Free Workplace Certification Form

Tab 6 – Additional Information:

Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

1.5 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFQ. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**

B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria

Criteria	**Points**
Business and System Overview	25 points
Functional Requirements	50 points
Previous Experience	20 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
Total Points	**100 points**

**Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points.*

Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.

Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.

All other vendors shall receive zero (0) points.

C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. The Evaluation Committee shall also have the option to have the firms make presentations and answer questions of clarification as part of its evaluation at an initial meeting or follow-up meeting(s). As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.

D. After the firms have been short-listed, the City intends to issue a separate RFP package to the short-listed firms, which would include detailed pricing information along with additional information that the City may deem appropriate. The short-listed vendors will have additional time to submit responses to this second step of the process and perform onsite system demonstrations of their proposed software solution.

E. After the Evaluation Committee has made a final recommendation, as a result of the RFP process, the recommendation will be presented to the City Commission for a final decision. The City intends for a contract to be awarded to the most responsive/responsible proposer whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria. Recommendations may include the request for the City Manager to negotiate an agreement with the awarded vendor and for a final agreement to be brought back to Commission for approval. However, the City has the right to or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids.

1.6 TENTATIVE SCHEDULE OF EVENTS

Event	**Time &/or Date**
Issuance of Initial Solicitation (RFQ Posting Date)	**December 26, 2017**
Question Due Date	**January 16, 2018**
Anticipated Date of Issuance for the Addenda with Questions and Answers	**January 22, 2018**
Proposals will be accepted until	**2:00 p.m. on January 30, 2018**
Proposals will be opened at	**2:30 p.m. on January 30, 2018**

Evaluation of Proposals by Evaluation Committee and Short-Listing of Vendors	**February 27, 2018**
Issuance of the Second Solicitation (RFP Posting Date)	**March 6, 2018**
Recommendation of Contractor to City Commission award	**June 7, 2018**

1.7 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com **on or before 2:00 p.m. on January 30, 2018.**

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

SECTION 2 - INSURANCE REQUIREMENTS

The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

CERTIFICATES OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation, material change or non-renewal of policies required under the contract. If the carrier will not agree to this notification, the CONTRACTOR or its insurance broker shall notify the CITY of any cancellation or reduction in coverage within seven days of receipt of insurer's notification of cancellation or reduction in coverage.

Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least fifteen (15) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.

2.1 REQUIRED INSURANCE

A. COMMERCIAL GENERAL LIABILITY INSURANCE including, but not limited to: coverage for premises & operations, personal & advertising injury, products & completed operations, Liability assumed under an Insured Contract (including tort liability of another assumed in a business contract), and independent contractors. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - $1,000,000
2. Fire Damage Limit (Damage to rented premises) - $100,000
3. Personal & Advertising Injury Limit - $1,000,000
4. General Aggregate Limit - $2,000,000
5. Products & Completed Operations Aggregate Limit - $2,000,000 **(mostly for construction or equipment sold to the CITY)**

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract. (Increase to 10 years for construction projects) (For construction projects also include: Designated Construction Project(s) General Aggregate Limit)

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. City's Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.

B. WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation : Coverage A – Statutory
2. Employers Liability: Coverage B $500,000 Each Accident
   $500,000 Disease – Policy Limit
   $500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

Coverage shall be included for injuries or claims under the USL&H or Jones Act, when applicable.

C. AUTO LIABILITY INSURANCE covering all owned, leased, hired, non-owned and employee non-owned vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
   Combined Single Limit (Each Accident) - $1,000,000
2. Hired Autos (Symbol 8)
   Combined Single Limit (Each Accident) - $1,000,000
3. Non-Owned Autos (Symbol 9)
   Combined Single Limit (Each Accident) - $1,000,000

If work under this Agreement includes transportation of hazardous materials, policy shall include pollution liability coverage equivalent to that provided by ISO pollution liability-broadened coverage for auto endorsement CA9948 and the Motor Carrier Act endorsement MCS90.

D. **PROFESSIONAL LIABILITY/ERRORS & OMISSIONS INSURANCE,** when applicable, with a limit of liability no less than $1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. (Increase to 10 years for construction projects)

E. **ENVIRONMENTAL/POLLUTION LIABILITY** shall be required with a limit of no less than $1,000,000 per wrongful act whenever work under this Agreement involves potential losses caused by pollution conditions. Coverage shall include: Contractor's completed operations as well as sudden and gradual pollution conditions. If coverage is written on a claims-made basis, coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.** Furthermore, the CITY'S Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.

F. **CYBER LIABILITY including Network Security and Privacy Liability** when applicable, with a limit of liability no less than $1,000,000 per loss. Coverage shall include liability arising from: theft, dissemination and/or use of confidential information stored or transmitted in electronic form, unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, and the introduction of a computer virus into, or otherwise causing damage to, a customer's or third person's computer, computer system, network, or similar computer-related property and the data, software and programs thereon. This coverage shall be maintained for a period of no less than three (3) years after final payment of the contract. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.** Furthermore, the CITY'S Additional Insured status shall extend to any coverage beyond the minimum requirements for limits of liability found herein.

G. **CRIME COVERAGE** when applicable, shall include employee dishonesty, forgery or alteration, and computer fraud in an amount of no less than $1,000,000 per loss. If Contractor is physically located on the City's premises, a third-party fidelity coverage extension shall apply.

H. **BUILDER'S RISK INSURANCE** shall be "All Risk" for one hundred percent (100%) of the completed value of the project with a deductible of not more than five percent (5%) for Named Windstorm and *$20,000* per claim for all other perils. The Builder's Risk Insurance shall include interests of the CITY, the CONTRACTOR and subcontractors of the project. The CONTRACTOR shall include a separate line item for all costs associated with the Builder's Risk Insurance Coverage for the project. The CITY reserves the right at its sole discretion to utilize the CONTRACTOR'S Builder's Risk Insurance or for the CITY to purchase its own Builder's Risk Insurance for the Project. Prior to the CONTRACTOR purchasing the Builder's Risk insurance for the project, the CONTRACTOR shall allow the CITY the opportunity to analyze the CONTRACTOR'S coverage and determine who shall purchase the coverage. Should the CITY utilize the CONTRACTOR'S Builder's Risk Insurance, the CONTRACTOR shall be responsible for all deductibles. If the CITY chooses to purchase the Builder's Risk Coverage on the project, the CONTRACTOR shall provide the CITY with a change order deduct for all premiums and costs associated with the Builder's Risk insurance in their schedule. Should the CITY choose to utilize the CITY'S Builder's Risk Program, the CITY shall be responsible for the Named Windstorm Deductible and the CONTRACTOR shall be responsible for the All Other Perils Deductible.

I. **SEXUAL ABUSE** may not be excluded from any policy for Agreements involving any interaction with minors or seniors.

2.2 REQUIRED ENDORSEMENTS

1. The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability polices required herein
2. Waiver of all Rights of Subrogation against the CITY
3. 30 Day Notice of Cancellation or Non-Renewal to the CITY
4. CONTRACTORs' policies shall be Primary & Non-Contributory
5. All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
6. The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

SECTION 3 - GENERAL TERMS & CONDITIONS

3.1 EXAMINATION OF CONTRACT DOCUMENTS

Before submitting a Proposal, each Proposer should (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work, (b) study and carefully correlate the Proposer's observations with the Proposal Documents; and (c) notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having familiarized themselves with the nature and extent of the work and any local conditions that may affect the work to be done and the services, equipment, materials, parts and labor required.

3.2 CONFLICT OF INSTRUCTIONS

If a conflict exists between the General Conditions and Instructions stated herein and specific conditions and instructions contained in specifications, the specifications shall govern.

3.3 ADDENDA or ADDENDUM

A formal solicitation may require an Addendum to be issued. An addendum in some way may clarify, correct or change the original solicitation (i.e. due date/time, specifications, terms, conditions, line item). Vendors submitting a proposal should check the BidSync website for any addenda issued. Vendors are cautioned not to consider verbal modifications to the solicitation, as the addendum issued through BidSync will be the only official method whereby changes will be made.

3.4 INTERPRETATIONS AND QUESTIONS

If the Proposer is in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and specifications, the Proposer shall submit a question for interpretation or clarification. The City requires all questions relating to the solicitation be entered through the **"Ask a Question"** option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the **"Question Due Date"** stated in the solicitation. Questions received after **"Question Due Date"** shall not be answered. Interpretations or clarifications in response to such questions will be issued via BidSync. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

BidSync Support is also available to assist proposers with submitting their proposal and to ensure that proposers are submitting their proposals correctly. Proposers should ensure that they contact they BidSync support line at 1-800-990-9339 with ample time before the bid closing date and time.

For all other questions related to this solicitation, please contact the Purchasing Division at purchasing@ppines.com.

3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES

The awarded contractor shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, and CITY, which may be applicable to the service being provided. The awarded firm shall have or be responsible for obtaining all necessary permits or licenses required, if necessary, in order to provide this service.

Bidder warrants by submittal that prices quoted here are in conformity with the latest federal price guidelines, if any.

3.6 WARRANTIES FOR USAGE

Whenever a bid is sought, seeking a source of supply for a specified time for materials or service, the quantities or usage shown are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid.

3.7 BRAND NAMES

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Bidders shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the **vendor's responsibility** to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

3.8 QUALITY

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new, the latest model, of the best quality, and highest grade workmanship, unless otherwise noted.

3.9 SAMPLES

Samples, when requested, must be furnished before, or at the bid opening, unless otherwise specified, and delivered free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the bidders expense.

3.10 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this solicitation. All information in the Bid shall be provided at no cost to the City.

3.11 PRICING

Prices should be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from date of bid opening unless otherwise stated by the City or bidder.

3.12 DELIVERY POINT

All items shall be delivered F.O.B. destination, and delivery cost and charges included in the bid price. Failure to do so may be cause for rejection of bid.

3.13 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

3.14 CONTRACT TIME

By virtue of the submission of the Proposal, Proposer agrees and fully understands that the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Proposer agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

In addition, time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders, or part thereof, without obligation if delivery is not made at the time(s) or place(s) specified.

3.15 COPYRIGHT OR PATENT RIGHTS

Bidder warrants that there have been no violations of copyrights or patent rights in manufacturing, producing, or selling other goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by such violation.

3.16 PUBLIC ENTITY CRIMES

"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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

The Public Entity Crime Affidavit Form, attached to this solicitation, includes documentation that shall be executed by an individual authorized to bind the Proposer. The Proposer further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

3.17 CONFLICT OF INTEREST

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of CITY or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer 's firm or any of its branches or affiliate companies.

3.18 FACILITIES

The City reserves the right to inspect the Bidder's facilities at any time with prior notice.

3.19 ENVIRONMENTAL REGULATIONS

CITY reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining a Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the Proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify

CITY immediately of notice of any citation or violation that Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposers.

3.20 SIGNATURE REQUIRED

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature. FAILURE TO PROPERLY SIGN PROPOSAL SHALL INVALIDATE SAME, AND IT MAY NOT BE CONSIDERED FOR AWARD.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and Broward County to provide the goods or perform the services herein described.

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the City Commission of the City of Pembroke Pines and in case of default on the part of the bidder or contractor after such acceptance, the City of Pembroke Pines may take such action as it deems appropriate including legal action for damages or specific performance.

3.21 MANUFACTURER'S CERTIFICATION

The City of Pembroke Pines reserves the right to request from bidder separate manufacturer certification of all statements made in the proposal.

3.22 MODIFICATION OR WITHDRAWAL OF PROPOSAL

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

3.23 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS

All submittals received by the deadline will be recorded, and will subsequently be publicly opened on the same business day at 2:30 p.m. at the office of the City Clerk, located on the 4th Floor of City Hall at 601 City Center Way, Pembroke Pines, Florida, 33025.

All Proposals received from Proposers in response to the solicitation will become the property of CITY and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CITY. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Section 119.071 of the Florida Statutes, sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier.

Therefore, bidders will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening.

However, pursuant to Section 255.0518 of the Florida Statutes, when opening sealed bids that are received pursuant to a competitive solicitation for **construction or repairs on a public building or public work**, the entity shall:

(a) Open the sealed bids at a public meeting.

(b) Announce at that meeting the name of each bidder and the price submitted in the bid.
(c) Make available upon request the name of each bidder and the price submitted in the bid.

For solicitations that are **not** for **“construction or repairs on a public building or public work”** the City shall not reveal the prices submitted in the bids until an intended decision is announced or until 30 days from the opening, whichever is earlier.

3.24 RESERVATIONS FOR REJECTION AND AWARD

The City of Pembroke Pines reserves the right to accept or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids. The City also reserves the right to award a contract on such items(s) or service(s) the City deems will best serve its interests. All bids shall be awarded to the most responsive/responsible bidder, provided the (City) may for good cause reject any bid or part thereof. It further reserves the right to award a contract on a split order basis, or such combinations as shall best serve the interests of the City unless otherwise specified. No premiums, rebates or gratuities permitted, either with, prior to, or after award. This practice shall result in the cancellation of said award and/or return of items (as applicable) and the recommended removal of bidder from bid list(s).

3.25 BID PROTEST

Any protests or challenges to this competitive procurement shall be governed by Section 35.38 of the City’s Code of Ordinances.

3.26 INDEMNIFICATION

The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the subsequent indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.

CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive City’s rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

Additional indemnification requirements may be included under Special Terms and Conditions and/or as part of a specimen contract included in the solicitation package.

General Indemnification: To the fullest extent permitted by laws and regulations, Successful Proposer shall indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequential arising out of or alleged to have arisen out of or in consequence of the products, goods or services furnished by or operations of the Successful Proposer or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

Patent and Copyright Indemnification: Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CITY.

3.27 DEFAULT PROVISION

In the case of default by the bidder or contractor, the City of Pembroke Pines may procure the articles or services from any other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder to accept the Award, to furnish required documents, and/or to fulfill any portion of the contract within the time stipulated. Upon default by the successful Bidder to meet any terms of this agreement, the City will notify the Bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the Contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

A. Failure to perform the Work required under the contract and/or within the time required or failing to use the subcontractor, entities and personnel as identified and set forth, and to the degree specified in the contract.

B. Failure to begin the Work under this Bid within the time specified.

C. Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.

D. Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non-conforming with the terms of the contract.

E. Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful Bidder incapable of performing the Work in accordance with and as required by the contract.

F. Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

Additional provisions may be included in the specimen contract.

3.28 ACCEPTANCE OF MATERIAL

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product to seller at the sellers expense.

3.29 LOCAL GOVERNMENT PROMPT PAYMENT ACT

The City complies with Florida Statute 218.70, Florida Prompt Payment Act.

SECTION 4 - SPECIAL TERMS & CONDITIONS

4.1 OWNER'S CONTINGENCY

While the specifications contained in this solicitation and any ensuing Purchase Orders or contracts have incorporated all anticipated work to be accomplished, there may be unanticipated work required of the vendor in conjunction with a specific project. For this reason, the City Commission may award a project with an "Owner's Contingency". This contingency or allowance authorizes the City execute change orders up to the amount of the contingency without the need to obtain additional Commission approval. The Owner's Contingency is usually based on a specified percent of the proposed project amount and is established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor's overall offer to determine the total potential dollar value of the contract. It is hereby understood and agreed that the vendor shall not expend any dollars in connection with the Owner's Contingency without the expressed prior approval of the City's authorized representative. Any Owner's Contingency funds that have not been utilized at the end of the project will remain with the Owner, the contractor shall only be paid for the proposed project cost as approved by the City Commission along with any Owner Contingency expenses that were approved by the City's authorized representative.

CONTACT INFORMATION FORM

IN ACCORDANCE WITH **“RFQ # TS-17-04-A”** titled **“ERP System Software and Implementation”** attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder’s submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY:

STREET ADDRESS:

CITY, STATE & ZIP CODE:

PRIMARY CONTACT FOR THE PROJECT:

NAME: TITLE:

E-MAIL:

TELEPHONE: FAX:

AUTHORIZED APPROVER:

NAME: TITLE:

E-MAIL:

TELEPHONE: FAX:

SIGNATURE:

B) Proposal Checklist

Did you scan and upload all of the required documents requested in section 1.4 of the bid package? Yes ☐

Did you complete Attachment M “Functional Requirements (Summarized)” and upload the documents in Microsoft Excel format? Yes ☐

Did you complete Attachment N “General Company & Software Overview” and upload the documents in Microsoft Excel format? Yes ☐

(OFFICE USE ONLY) Vendor number:

Please complete this vendor information form entirely along with the IRS Form W-9, scan and upload it to the www.bidsync.com

Vendor Information Form

Operating Name (Payee)			
Legal Name (as filed with IRS)			
Remit-to Address (For Payments)			
Remit-to Contact Name:		**Title:**	
Email Address:			
Phone #:		**Fax #**	
Order-from Address (For purchase orders)			
Order-from Contact Name:		**Title:**	
Email Address:			
Phone #:		**Fax #**	
Return-to Address (For product returns)			
Return-to Contact Name		**Title:**	
Email Address:			
Phone #:		**Fax #**	
Payment Terms:			

Type of Business (please check one and provide Federal Tax identification or social security Number)

☐ **Corporation** **Federal ID Number:**

☐ **Sole Proprietorship/Individual** **Social Security No.:**

☐ **Partnership**

☐ **Health Care Service Provider**

☐ **LLC – C (C corporation) – S (S corporation) – P (partnership)**

☐ **Other (Specify):**

Name of Applicant / Signature ____

Title of Applicant ____________________________________ **Date** ______________

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ________

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien;

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;

• An estate (other than a foreign estate); or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;

• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and

• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the “Limited Liability Company” box and enter “P” in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the “Limited Liability Company” box and in the space provided enter “C” for C corporation or “S” for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the “Limited Liability Company” box; instead check the first box in line 3 “Individual/sole proprietor or single-member LLC.”

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with “Not Applicable” (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity[4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.

[2] Circle the minor’s name and furnish the minor’s SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the “Business name/disregarded entity” name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

City of Pembroke Pines

Attachment C

NON-COLLUSIVE AFFIDAVIT

BIDDER is the ______________________________,

(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature ______________________________

Title ______________________________

Name of Company ______________________________

City of Pembroke Pines

Attachment D

SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).

1. This sword statement is submitted [ ] (name of entity submitting sworn statement) whose business address is [ ] and (if applicable) its Federal Employer Identification Number (FEIN) is [ ]. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: [ ].)

2. My name is [ ] and my
(Please print name of individual signing)

relationship to the entity named above is [ ].

3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime: or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders,

employees, members, and agents who are active in management of an entity.

7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

☐ A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

Bidder's Name/Signature	Company	Date

City of Pembroke Pines

Attachment E

LOCAL VENDOR PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s);** A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

LOCAL PREFERENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor.
In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

☐ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor.
In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

☐ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer <u>WILL NOT</u> qualify for Local Vendor Preference based on their sub-contractors' qualifications.

COMPANY NAME: ______________________

PRINTED NAME / AUTHORIZED SIGNATURE: ______________________

City of Pembroke Pines

Attachment F

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

VETERAN OWNED SMALL BUSINESS (VOSB) PREFEREENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a **"Local Pembroke Pines Vendor" (LPPV)** or a **"Local Broward County Vendor" (LBCV)** as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

VETERAN OWNED SMALL BUSINESS (VOSB) PREFEREENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business.
In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

☐ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.

COMPANY NAME: ______________________

PRINTED NAME / AUTHORIZED SIGNATURE: ______________________

City of Pembroke Pines

Attachment G

EQUAL BENEFITS CERTIFICATION FORM
FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

> **"During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples".**

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

SECTION 1 DEFINITIONS

1. **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.

2. **Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.

3. **Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over $25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.

4. **Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.

6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.

7. **Traditional marriage** means a marriage between one man and one woman.

SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 “City Contractors providing Equal Benefits for Domestic Partners and all Married Couples” of the City’s Code of Ordinances, and certifies the following (**Check only one box below)**:

☐ **A.** Contractor currently complies with the requirements of this section; or

☐ **B.** Contractor will comply with the conditions of this section at the time of contract award; or

☐ **C.** Contractor will not comply with the conditions of this section at the time of contract award: or

☐ **D.** Contractor does not comply with the conditions of this section because of the following allowable exemption **(Check only one box below):**

☐ **1.** The Contractor does not provide benefits to employees' spouses in traditional marriages;

☐ **2.** The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;

☐ **3.** The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;

☐ **4.** The Contractor is a governmental agency;

The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.

COMPANY NAME: ______________________

AUTHORIZED OFFICER NAME / SIGNATURE: ______________________

City of Pembroke Pines

Attachment H

PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title:

Contact Person's E-mail Address:

PROPOSER'S Telephone and Fax Number:

PROPOSER'S License Number:

(Please attach certificate of status, competency, and/or state registration.)

PROPOSER'S Federal Identification Number:

Number of years your organization has been in business

State the number of years your firm has been in business under your present business name

State the number of years your firm has been in business in the work specific to this solicitation:

Names and titles of all officers, partners or individuals doing business under trade name:

The business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☐

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

At what address was that business located?

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

Are you an ☐ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

Describe the firm's local experience/nature of service with contracts of similar size and complexity, it the previous three (3) years:

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

(Company Name)

(Printed Name/Signature)

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD[YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

YOUR COMPANY NAME HERE

INSURER A:
INSURER B,
INSURER C,
INSURER D,
INSURER E,

Companies providing coverage

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AG6REGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DDIYY)	POLICY EXPIRATION DATE (MM/DDIYY)	LIMITS	
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: policy / project / loc	**Must Include General Liability**			EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED EXP (Any one person)	$
					PERSONAL & ADV INJURY	$
					GENERAL AGGREGATE	$
					PRODUCTS - COMP/OP AGG	$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	**SAMPLE CERTIFICATE**				
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT	$
					OTHER THAN AUTO ONLY: EA ACC	$
					AGG	$
	EXCESS LIABILITY OCCUR / CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE	$
					AGGREGATE	$
						$
						$
						$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
					E.L. EACH ACCIDENT	$
					E.L. DISEASE - EA EMPLOYEE	$
					E.L. DISEASE - POLICY LIMIT	$
	OTHER					

Certificate must contain wording similar to what appears below

DESCRIPTION OF OPERATIONS/LOCATIONSIVEHICLES/EXCL

"THE CERTIFICATE HOLDER IS NAMED AS ADDITIONALLY INSURED WITH REGARD TO GENERAL LIABILITY"

CERTIFICATE HOLDER | ADDITIONAL INSURED; INSURER LETTER: | CANCELLATION

City of Pembroke Pines
10100 Pines Boulevard
Pembroke Pines FL 33026

City Must Be Named as Certificate Holder

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION ...AIL 30 DAYS WRITTEN ...LEFT.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (7/97)

CONTRACTUAL SERVICES AGREEMENT

THIS IS AN AGREEMENT, dated the _______ day of ______________, **«Contract_Signature_Year»**, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation of the State of Florida with a business address of **601 City Center Way, Pembroke Pines, Florida 33025** (hereinafter referred to as the "CITY")

and

«Vendor_Name_Upper_Case», a **«Vendor_Business_Type»**, authorized to do business in the State of Florida, with a business address of **«Vendor_Address_Line_1», «Vendor_Address_Line_2»** (hereinafter referred to as the “CONTRACTOR”). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

W I T N E S S E T H:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **«Solicitation_Advertisement_Date»,** the CITY advertised its notice to bidders of the CITY's desire to hire a firm to provide **«Service_Description»** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

«Solicitation_Type_Abbreviation» # «Solicitation_Number»
“«Solicitation_Title»”

1.2 On **«Bid_Opening_Date»,** the bids were opened at the offices of the City Clerk.

1.3 On **«Commission_Award_Date»,** the CITY awarded the bid to CONTRACTOR and authorized the proper CITY officials to negotiate and enter into an agreement with CONTRACTOR to render the services more particularly described herein below.

1.4 Negotiations pertaining to the services to be performed by the CONTRACTOR were undertaken and this Agreement incorporates the results of such negotiation.

ARTICLE 2
SERVICES AND RESPONSIBILITIES

2.1 CONTRACTOR hereby agrees to perform the services for the **«Service_Description»,** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, ("Property") in accordance with the Scope of Services outlined in the specifications, **"«Solicitation_Type_Abbreviation» # «Solicitation_Number»",** attached hereto and made a part hereof as **Exhibit "A"** and CONTRACTOR's response thereto, attached hereto and made a part hereof as **Composite Exhibit "B"**. CONTRACTOR agrees to do everything required by this Agreement, the Sealed Bid Package, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 CONTRACTOR shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONTRACTOR shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner. CONTRACTOR shall comply with all OSHA safety rules and regulations in the operation of equipment and in the performance of the work. CONTRACTOR shall at all times have a competent field supervisor on the job site to enforce these policies and procedures at the CONTRACTOR’S expense.

2.4 CONTRACTOR shall schedule regular meetings with the CITY representatives at least once a month to discuss the progress of the work and maintenance of the **«Service_Description»,** as more specifically described in **Exhibit A**.

2.5 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.6 CONTRACTOR hereby represents to CITY that CONTRACTOR is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, CONTRACTOR agrees to maintain such licenses during the term of this Agreement. If CONTRACTOR's license is revoked, suspended, or terminated for any reason by any governmental agency, CONTRACTOR shall notify the CITY immediately.

2.7 CONTRACTOR shall comply with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to CONTRACTOR, its employees, agents or subcontractors, if any, with respect to the work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

ARTICLE 3
TERM AND TERMINATION

3.1 CONTRACTOR shall perform the maintenance services associated with the Property as identified in **Exhibit "A"** attached hereto and made part hereof, for an initial **«Initial_Contract_Length»** period commencing on **«Commencement_Date»** and ending on **«Termination_Date».**

3.2 This Agreement may be renewed for **«Contract_Renewal_Terms»** upon mutual consent, evidenced by a written Amendment to this Agreement extending the term thereof.

3.3 *Post Contractual Obligations:* In the event that the term of this agreement expires, the CONTRACTOR agrees to continue providing services, at the current rates, on a month to month basis until the CITY establishes a new contract for services.

3.4 *Termination for Convenience:* This Agreement may be terminated by CITY for convenience, upon **«Termination_for_Convenience»** of written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.5 *Default by CONTRACTOR*: In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

ARTICLE 4
COMPENSATION AND METHOD OF PAYMENT

4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR pursuant to the provisions of this Agreement.

4.2 Based on a **«Compensation_Type» «Compensation_Amount_Written» («Compensation_Amount_Numerical»),** which includes an owner's contingency fee of **«Contingency_Fee_Written» («Contingency_Fee_Numerical»),** payable in monthly payments for actual services performed for maintenance services. Future price adjustments, up or down shall be based on a nationally recognized or published index, including fuel surcharge adjustments, relevant to providing these services.

4.3 The CITY shall within thirty (30) days, from the date the City's Public Service Director approves the Application for Payment, pay the CONTRACTOR the amount approved by the City Public Services Director or his or her assignees.

4.4 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

ARTICLE 5
CHANGES IN SCOPE OF WORK

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6
PERFORMANCE BOND

6.1 At the time of the execution of this Agreement, CONTRACTOR shall have in effect a Performance Bond guaranteeing to the CITY the completion and performance of the Scope of Services and work covered in this Agreement. The Performance Bond shall at all times be valid and in force to cover the Work being performed. The Performance Bond shall be executed by a Surety Company approved by the U.S. Treasury Department, licensed to do business in the State of Florida, and having a registered agent in Broward County.

6.2 The CONTRACTOR agrees to keep such Bonds, or a replacement thereof, in force at all times during the course of performance of this Agreement. In addition to the foregoing requirements, such Bond shall contain provisions, whether by attaching endorsements or supplemental agreements, guaranteeing to the CITY the completion of services of the performance of this Agreement. CONTRACTOR may comply with the requirements of this provision by causing said Bond to specifically name the CITY as one of the parties to whom the protection afforded by said Bond is extended or as an alternative, may furnish the CITY with a separate Performance Bond meeting the same criteria provided above.

ARTICLE 7
INDEMNIFICATION

7.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, servants, assigns and employees, from and against any and all claims, demands, or causes of action whatsoever, and the resulting losses, costs, expenses, reasonable attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY or any third party arising out of, by reason of, or resulting from the CONTRACTOR's acts, errors, or omissions or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

7.2 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.

7.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CONTRACTOR.

7.4 Nothing contained herein is intended nor shall be construed to waive City's rights and immunities under the common law or §768.28, Florida Statutes, as may be amended from time to time.

ARTICLE 8
INSURANCE

8.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

8.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

8.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

8.4 Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation or the CONTRACTOR shall obtain written agreement from its Agent to provide the CITY thirty (30) days notice of cancellation.

8.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

8.6 REQUIRED INSURANCE

8.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - $1,000,000
2. Fire Damage Limit (Damage to rented premises) - $100,000
3. Personal & Advertising Injury Limit - $1,000,000
4. General Aggregate Limit - $2,000,000
5. Products & Completed Operations Aggregate Limit - $2,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.

8.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation:	Coverage A –	Statutory
2. Employers Liability:	Coverage B	$500,000 Each Accident
		$500,000 Disease – Policy Limit
		$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

8.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
   Combined Single Limit (Each Accident) - $1,000,000
2. Hired Autos (Symbol 8)
   Combined Single Limit (Each Accident) - $1,000,000
3. Non-Owned Autos (Symbol 9)
   Combined Single Limit (Each Accident) - $1,000,000

8.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than $1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

8.6.5 Sexual Abuse may not be excluded from any policy.

8.7 REQUIRED ENDORSEMENTS

8.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein
8.7.2 Waiver of all Rights of Subrogation against the CITY
8.7.3 30 Day Notice of Cancellation or Non-Renewal to the CITY
8.7.4 CONTRACTORs' policies shall be Primary & Non-Contributory
8.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
8.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

8.8 CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

8.9 Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

8.10 The City reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

ARTICLE 9
NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT

9.1 During the performance of the Agreement, neither CONTRACTOR nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

ARTICLE 10
INDEPENDENT CONTRACTOR

10.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 11
UNCONTROLLABLE FORCES

11.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

11.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

ARTICLE 12
AGREEMENT SUBJECT TO FUNDING

12.1 This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

ARTICLE 13
VENUE

13.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

ARTICLE 14
SIGNATORY AUTHORITY

14.1 CONTRACTOR shall provide CITY with copies of requisite documentation evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

ARTICLE 15

MERGER; AMENDMENT

15.1 This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.

ARTICLE 16
DEFAULT OF CONTRACT & REMEDIES

16.1.1 **Damages.** CITY reserves the right to recover any ascertainable actual damages incurred as a result of the failure of CONTRACTOR to perform in accordance with the requirements of this Agreement, or for losses sustained by CITY resultant from CONTRACTOR's failure to perform in accordance with the requirements of this Agreement.

16.1.2 **Liquidated Damages.** As a breach of the service provided by this Agreement would cause serious and substantial damage to CITY Property, and the nature of this Agreement would render it impracticable or extremely difficult to fix the actual damage sustained by CITY by such breach, it is agreed that, in case of breach of service wherein CONTRACTOR fails to maintain the Property, leaving the said property in disrepair, CITY may elect to collect liquidated damages for each such breach, and CONTRACTOR will pay CITY as liquidated damages, and not as penalty, FIVE HUNDRED DOLLARS ($500.00) for every day of such malfunction. This sum is the agreed upon amount by which CITY will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies CITY may have as to any subsequent breach of service under this Agreement.

16.1.3 **Correction of Work.** If, in the judgment of CITY, work provided by CONTRACTOR does not conform to the requirements of this Agreement, or if the work exhibits poor workmanship, CITY reserves the right to require that CONTRACTOR correct all deficiencies in the work to bring the work into conformance without additional cost to CITY, and / or replace any personnel who fail to perform in accordance with the requirements of this Agreement. CITY shall be the sole judge of non-conformance and the quality of workmanship.

16.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

16.2.1. The abandonment of the Property by CONTRACTOR for a period of more than seven (7) business days.

16.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement or neglect, or refusal to comply with the instructions of the Public Services Director relative thereto.

16.2.3. The failure by CONTRACTOR to observe or perform any of the terms, covenants, or conditions of this Agreement to be observed or performed by CONTRACTOR, where such failure shall continue for a period of seven (7) days after written notice thereof by CITY to CONTRACTOR; provided, however, that if the nature of CONTRACTOR's default is such that more than seven (7) days are reasonably required for its cure, then CONTRACTOR shall not be deemed to be in default if CONTRACTOR commences such cure within said seven (7) day period and thereafter diligently prosecutes such cure to completion.

16.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.

16.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

16.3 **Remedies in Default.** In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct him to comply with all provisions of the Agreement. A copy of such written notice shall be mailed to the Surety on the Performance Bond. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement. The Surety on the Performance Bond shall within ten (10) days of such declaration of default, rectify or cause to be rectified any mismanagement or breach of service in the Agreement and assume the work of CONTRACTOR and proceed to perform services under the Agreement, at its own cost and expense.

16.3.1. Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of default, shall be due and payable to Surety. Thereafter the Surety shall receive monthly payments equal to those that would have been paid by the CONTRACTOR has the CONTRACTOR continued to perform the services under the Agreement.

16.3.2. If such Surety fails to perform, the CITY may complete the Agreement, or any part thereof, either by day labor or re-letting a contract for the same, and procure the equipment and the facilities necessary for the completion of the Agreement, and charge the cost of same to CONTRACTOR and/or the Surety together with the costs incident thereto to such default.

16.3.3. In the event CITY completes the Agreement at a lesser cost than would have been payable to CONTRACTOR under this Agreement, if the same had been fulfilled by CONTRACTOR, CITY shall retain such differences. Should such cost to CITY be greater, CONTRACTOR shall pay the amount of such excess to the CITY.

ARTICLE 17
BANKRUPTCY

17.1 It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

ARTICLE 18
DISPUTE RESOLUTION

18.1 **Arbitration.** In addition to any other remedy provided hereunder, CITY, at its option, may use arbitration to resolve any controversy or claim arising out of or relating to this Agreement if arbitration is elected by CITY. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrators may be entered into by any court having jurisdiction thereof. In the event arbitration is elected by CITY, such controversy or claim shall be submitted to one arbitrator selected from the National Panel of The American Arbitration Association.

18.2 **Operations During Dispute.**

18.2.1 In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to this Agreement, performance or compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement as interpreted by CITY regardless of such dispute.

18.2.2 CONTRACTOR expressly recognizes the paramount right and duty of CITY to provide adequate maintenance of CITY's Property, and further agrees, in consideration for the execution of this Agreement, that in the event of such a dispute, if any, it will not seek injunctive relief in any court, but will negotiate with CITY for an adjustment on the matter or matters in dispute and, upon failure of said negotiations to resolve the dispute, may present the matter to a court of competent jurisdiction in an appropriate suit therefore instituted by it or by CITY.

18.2.3 Notwithstanding the other provisions in this Section, CITY reserves the right to terminate the Agreement at any time, whenever the service provided by CONTRACTOR fails to meet reasonable standards of the trade after CITY gives written notice to the CONTRACTOR of the deficiencies as set forth in the written notice within fourteen calendar (14) days of the receipt by CONTRACTOR of such notice from CITY.

ARTICLE 19
PUBLIC RECORDS

19.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

19.1.1 Keep and maintain public records required by the CITY to perform the service;

19.1.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;

19.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

19.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

19.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth in **Article 16**.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

CITY CLERK
601 CITY CENTER WAY, 4th FLOOR
PEMBROKE PINES, FL 33026
(954) 450-1050
mgraham@ppines.com

ARTICLE 20
MISCELLANEOUS

20.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed.

20.2 **Legal Representation.** It is acknowledged that each party to this agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

20.3 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractors to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries.

20.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

20.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

20.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY
Charles F. Dodge, City Manager
City of Pembroke Pines
601 City Center Way
Pembroke Pines, Florida 33025
Telephone No. (954) 450-1040

Copy To:	Samuel S. Goren, City Attorney Goren, Cherof, Doody & Ezrol, P.A. 3099 East Commercial Boulevard, Suite 200 Fort Lauderdale, Florida 33308	
	Telephone No.	(954) 771-4500
	Facsimile No.	(954) 771-4923
Contractor	**«Vendor_Contact_Title»** **«Vendor_Name»** **«Vendor_Address_Line_1»** **«Vendor_Address_Line_2»**	
	E-mail:	**«Vendor_Email»**
	Telephone No:	**«Vendor_Phone_Number»**
	Cell phone No:	**«Vendor_Cell_Number»**
	Facsimile No:	**«Vendor_Fax_Number»**

20.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

20.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

20.9 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

20.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

20.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. In the event of a conflict between this Agreement, the RFP and the CONTRACTOR's bid proposal, this Agreement shall govern, then the RFP, and then the bid proposal.

20.12 **Waiver.** Failure of CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be constructed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

20.13 **Disputes**. Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit Court in and for Broward County.

20.14 **Attorney's Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

20.15 **Protection of City Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

20.16 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

20.17 **Compliance with Statutes.** It shall be the Contractor's responsibility to be aware of and comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies as applicable; **specifically the Jessica Lunsford Act – Chapter 1012, Florida Statutes, which provides for the screening of individuals who are vendors or contractors with a Florida public school or district**.

20.18 **Additional Background Screening Requirements.** In addition, to any other background screening requirements that may be required in this Agreement and/or by statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies, the CONTRACTOR shall ensure that all employees that are proving services to the CITY, shall complete and pass a **Level II background check**.

THE REMAINDER OF THIS PAGE

HAS BEEN INTENTIONALLY LEFT BLANK

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY:

CITY OF PEMBROKE PINES, FLORIDA

ATTEST:

_________________________________ By: _____________________________________

MARLENE D. GRAHAM, CITY CLERK CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM:

____

OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

«Vendor_Name_Upper_Case»

By: ______________________________________

Name: ____________________________________

Title: _____________________________________

STATE OF ________________)

COUNTY OF ________________)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared ______________________ as ________________ of **«Vendor_Name»**, a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **«Vendor_Name»** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this __________day of _____________, **«Contract_Signature_Year»**.

____

NOTARY PUBLIC

____

(Name of Notary Typed, Printed or Stamped)

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency:

Address:

City/State/Zip:

Contact Name: Title:

E-Mail Address:

Telephone: Fax:

Project Information:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration: Completion (Anticipated) Date:

Size of project: Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency:

Address:

City/State/Zip:

Contact Name: Title:

E-Mail Address:

Telephone: Fax:

Project Information:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration: Completion (Anticipated) Date:

Size of project: Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency:

Address:

City/State/Zip:

Contact Name: Title:

E-Mail Address:

Telephone: Fax:

Project Information:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration: Completion (Anticipated) Date:

Size of project: Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency:

Address:

City/State/Zip:

Contact Name: Title:

E-Mail Address:

Telephone: Fax:

Project Information:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration: Completion (Anticipated) Date:

Size of project: Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency:

Address:

City/State/Zip:

Contact Name: Title:

E-Mail Address:

Telephone: Fax:

Project Information:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration: Completion (Anticipated) Date:

Size of project: Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:

VENDOR DRUG-FREE WORKPLACE CERTIFICATION FORM

SECTION 1 GENERAL TERM

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference may be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after each conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

SECTION 2 AFFIRMATION

☐ Place a check mark here only if affirming bidder **complies fully** with the above requirements for a Drug-Free Workplace.

☐ Place a check mark here only if affirming bidder **does not** meet the requirements for a Drug-Free Workplace.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Drug-Free Workplace Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Drug-Free Workplace Preference based on their sub-contractors' qualifications.

Authorized Signature	Authorized Signer Name	Company Name

			Key Definitions: Out of the Box: requires 'minimal configuration' Configuration: requires 'heavy configuration' Customization: change in source code of the system		[Insert Vendor Name]			
	Introduction: For each of the functions or requirements shown below, please place a "x" in the column that best describes your software's level of functionality.		Supported 'out of the box' with minimal configuration	Supported but requires configuration of software.	Supported but requires customization of base software.	Supported but requires 3rd party/bolt on	Not supported or supported with limited functionality	Optional: Please add any comments or points that will help us understand your software's functions, features or unique approaches in this area.
	Legend:		**Out of the box**	**Configuration**	**Customization**	**3rd party/Bolt on**	**Limited/No support**	**Comments - Key Points**
ID	**Cross-Functional Requirements**	**Requirement Examples and Explanations**						
	System Functionality							
	Ease of navigation capability – the ability to view all information on one screen, or navigate between modules with ease.							
	The ability to provide role-based permissions and parameters by:							
	* User							
	* Group							
	* Department							
	* Fields							
	The ability to attach documents, photos and notes to a system record.							
	The ability to import data into the system from a spreadsheet.							
	The ability to provide visibility of transactional history with audit trail capability.							
	The ability to set up parent-child relationships.							
	The ability to set up multi-site locations.							
	The ability to cross reference items (i.e. fixed asset numbers, facilities, addresses, etc.)							
	The ability to connect remotely to the ERP system.							
	The ability to provide mobile capability (i.e. Phones, tablets, etc.)							
	The ability to provide electronic signature functionality.							
	Work Flows, Notifications and Alerts							
	The ability to provide workflow automation and management:							
	* Workflow tracking							
	* Workflow reporting							
	* Audit trail capabilities							
	* Set up tasks by group or individual							
	* Set up workflows across multiple departments, groups and individuals							
	* Establish points of approval and milestones							
	* Generate alerts and notifications throughout workflows							
	The ability to provide automated flags and notifications in the system.							
	Document Management							
	The ability to provide and store documents in central document repository with revision control.							
	The ability to generate a master list of all documents stored in the repository.							
	The ability to import and export documents.							
	The ability to tag specifics documents related to compliance for regulations, procedures and various authorities.							
	Queries, Reporting and Dashboards							
	The ability to provide user friendly tools to view all data real time.							
	The ability to create and display user defined dashboards and reports.							
	The ability to extract reporting/queries into other formats: CSV, Excel, etc.							
	The ability to do analytics, trend analysis and reporting.							
	The ability to search using wildcard characters.							
	The ability to handle multiple drop down selections.							

	The ability to modify or create custom forms.							
	Web Portals and On-line Payments							
	The ability to provide customer & vendor portals.							
	The ability to support on-line payment functionality.							
	The ability to support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
	The ability to provide Integrated EDI tools and capabilities:							
	* Security-based parameters compliant with Federal, State and County regulations							
	Public Services							
	Engineering							
	The ability to provide Project Management capabilities:							
	* Manage specialized Engineering projects	Can use MS Project						
	* Remote access to document repository	Can access only through ethernet connection						
	* Project lifecycle management	Can use MS Project						
	* Scan / upload of plans to repository and system for use	Currently have scanning capability and can determine destination						
	* Electronic plan reviews (if applicable)	Only have email or drop-box for receiving of plans						
	* Task project work to relevant individual, team or contractor	Can use MS Project						
	* Manage project workflows (approvals, milestones, routing and issues)	Can use MS Project						
	The ability to upload photos and construction plans into system.	Currently have scanning capability and can determine destination						
	The ability to integrate with Accounts Payable (AP) to invoice as needed (i.e. excess water usage, etc.)							
	The ability to standardize interdepartmental data for consistency and integrity:							
	* Standard permit numbering across all department							
	The ability to track improvements for compliance requirements:							
	* FEMA report	Have to manually enter into Excel spreadsheet						
	The ability to provide a Vendor Portal for vendors to:							
	* Receive Engineering requests via email, phone, etc.							
	* View documentation							
	* View status updates for work orders							
	* Request approvals							
	* Enter work order information (updates, issues, follow-up, etc.)							
	The ability to utilize handheld / mobile devices in the field.							
	Facilities Maintenance							
	The ability to interface with Procurement / Contracts & Financing Departments.							
	The ability to monitor contract lifecycle:							
	* Costs							
	* Budget							
	* Staff							
	* Completion metrics							
	* Renewals							
	The ability to provide Work Order Management functionality.							
	The ability to assign work order/service/maintenance requests to representatives in the field via automated work order queue.							
	The ability to view, update work order request through mobile functionality.							
	The ability to capture labor and job-costing data on work orders.							
	The ability to capture and report on work order metrics and stats:							
	* Retrieve Work Order history (open, outsourced, closed-out-by month, age, status, etc.)							
	* Advanced Work Order reporting capabilities							
	* Location site work was performed							

	* Work Order requestor							
	* Public Works department tasked to complete the order							
	* Completed by which department, individual							
	* Capture and track Work Order warranties							
	The ability to provide detailed Bills of Labor (BOL).							
	The ability to support work order/service/maintenance requests via various methods:							
	* Phone							
	* Email							
	* Portal request							
	* Mobile app							
	The ability to support work order/service/maintenance requests for various types of maintenance operations:							
	* Construction							
	* Repairs							
	* Other maintenance							
	The ability to capture and track maintenance data:							
	* Analyze and report on maintenance trends							
	* Warranty information and notifications (expiration dates)							
	* Work tasked, completed and in-progress							
	The ability to view data through customizable dashboards and reports.							
	The ability to provide estimating functionality:							
	* Electronic and efficient job pricing tool							
	* Capture and measure job productivity rates							
	* Capture project team composition							
	* Cost indexes							
	* Capture labor and material costs							
	* Profit and overhead rates							
	The ability to provide work order functionality to manage landscape maintenance:							
	* Scheduling							
	* Cost-based job estimates							
	* Convert an estimate to a job							
	* Build project plans							
	* Budgeting							
	* Crew and department budgets							
	* Equipment and material purchases							
	* Customer Relations Management (CRM)							
	* Capture initial contact, sales, services rendered, communications, and customer details.							
	* Custom dashboards and reports							
	Utilities							
	The ability to provide Utilities Management & Administration functionality.							
	The ability to interface with utilities vendors to monitor and track issues with all plants and operations:	Rile, CH2M, WastePRO						
	* Water (city-owned plant)	City oversees water and sewer plants (2) and CH2M operates the plants: billing, customer service, meter reading, etc.						
	* Sewer (not-metered)	City oversees water and sewer plants (2) and CH2M operates the plants: billing, customer service, meter reading, etc.						
	* Sanitation (only bill for vendor)	City bills for WastePRO (does not manage customer), collects payment and retains a franchise fee from WastePRO						
	The ability to capture and track Utilities Maintenance:							
	* Track orders, repairs or estimates	Currently via Neptune (meter-reading system)						

	* Consumption level	Currently via Neptune (meter-reading system)						
	* Amount consumed	Currently via Neptune (meter-reading system)						
	* Meter problems/issues							
	The ability to interface with citizen & vendor portals.							
	The ability to provide electronic / automated forms on the Utilities section of the City website:	Will need to change requirements, specifically where Notary Public is required						
	* New Account Request							
	* Terminate Account Request							
	* Utility Transfer							
	* Utility Services Application							
	* Hydrant / Construction Account Request							
	* Pool Credit Request							
	The ability to auto-populate forms and requests with existing customer / account data.							
	The ability to provide integrated data between Permitting, Planning and Utilities Departments:							
	* Track enterprise funds							
	* Track monthly charges							
	* Roll-off (temporarily)							
	Utilities - Billing							
	The ability to provide billing functionality for commercial and residential accounts.							
	The ability to capture, charge and report on fees:							
	* Haul fees							
	* Fees by volume							
	* Monthly fees by classification							
	* Reconnection fees							
	* Calculate, generate, and track multi-tiered fees							
	* Calculate fees based on a prorated schedule							
	* Add additional charges as necessary							
	* Utilize varied rates							
	* Apply discounts (pricing adjustments)							
	* Automate "irregular charges / fees" tracking, log and billing							
	The ability to conduct a cost of service analysis.							
	The ability to establish multiple pricing structures.							
	The ability to support a complex billing structure with multi-tiers.							
	The ability to submit adjustments to accounts and bills.							
	The ability to perform auto-adjust to payment amount.							
	The ability to provide electronic billing options:	Postage is $88,000 per year, currently 10,834 active accounts have opted for electronic bills. Of those 5,597 have opted for no paper bill.						
	* Provide barcode scanning capability for bills (8x11 paper bills)							
	* Provide link to pay bill	Last 12 months, 482,548 utility payments. 271,913 automated payments in some fashion, including payments made from web.						
	* Provide electronic notifications of "bill availability, due date, or payment ready" via text / mobile app							
	The ability to support exception, cycle billing and reporting:							
	* Rebill (original read was inaccurate)							
	* Final Bill (end of service)							
	* Bill Calculation Summary							
	* Billing by Summary							
	* Departments Applied							
	* Balance Due							
	* Trial Balance Due							

	* Department by Adjustment							
	* End of Month Report (to Finance)							
	* Analyze and report on trends							
	* Show remaining amount due							
	* Reflect credits on accounts							
	* Submit bills to developers							
	* Add notes to bills							
	Utilities - Payments							
	The ability to provide efficient payment options / methods:							
	* Self-service kiosk (payments, receipts, statements, etc.)							
	* Support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
	* Support third party payment options	Currently receiving a file and deposit each day from Fiserv(Check Free) - no charge. 87,149 payments last 12 months.						
	* Conduct "void payments"							
	* View, track and report on which payment method a customer utilized							
	* Automate account payment updates and notifications	Prevent certain types of payments due to certain reasons: Returned payments, meter pulled, etc.						
	* Payment made - do not allow system or field reps to shut off utility							
	* Payment not made - allow system or field reps to shut off utility							
	* Automated notifications to alert field rep that the account has been satisfied and the utility can be reconnected							
	* Provide payment confirmations to customers							
	Utilities - Reporting							
	The ability to generate reports for:							
	* Roll-off Sanitation Activity Report	.CSV to WastePRO						
	* No-read Report	Unreadable meters (in Neptune & FlexGen)						
	* Problem Report	Running but needs repair (in Neptune & FlexGen)						
	* Exception Report	Based on determined high/low thresholds (in Neptune & FlexGen)						
	* High/Low Exception Report	In Anzio						
	* No-read Report (Billing Clerk version)	In Anzio. Readings omitted by Billing Clerk						
	* Non-Billable Customer	In Anzio. New customer data not entered						
	* Rollover	LOWER CURRENT READING THAN PREVIOUS MONTH						
	* Meter Change	In Anzio. Reading accurate but changes were made						
	* Compliance Reporting							
	* Account Activity Report	Actual, delinquent and lien account activities in a single report						
	Utilities - Metering							
	The ability to track and report on utility meter history (i.e. water, sewer, sanitation, etc.)							
	The ability to read and collect AMI meter data in real-time:							
	* Require photographic evidence of stated daily meter readings.							
	* Manage meter equipment (lids, boxes, meter change out's, etc.)	Ability to auto track electronically via a work order system that links to the billing system						
	Utilities - Backflow							
	The ability to track Backflow Management:							
	* Monitor and test residential "dual-check" valves	Monitor and track-dual checks do not need to be tested until 10 years						
	* City and commercial accounts							
	* Each location must be tracked, tested and certified							
	* Electronic process to manage Backflow Management Work Orders							
	* Track all backflow management:							
	* Know which meter the reading is from							

	* Meter location							
	* Meter testing							
	* Meter install / birthdate							
	Utilities - Work Orders							
	The ability to issue and manage work orders.							
	The ability to receive Utilities requests via various methods:	To store and integrate with a utility billing system						
	* Phone							
	* Email							
	* Portal request							
	* Mobile app							
	The ability to assign service requests to representatives in the field via automated work order queue.							
	The ability to assign work orders to other departments for review, inspections or requests.	Engineering, Facilities, etc.						
	The ability to push notifications to field representatives.							
	The ability for mobile / tablet functionality for field representatives and meter readers.							
	The ability for automated workflow management.							
	The ability to interface with Geographic Information System (GIS) for data retrieval, mapping, route definition and assignment functionality.	Automate the route structure set up via GIS						
	* Display stats: meter health, status, location, history, etc.							
	The ability to provide routing functionality (work orders, maintenance, etc.)							
	The ability to integrate with social media and apps for community communications / announcements.							
	Procurement & Contracts							
	The ability to support a centralized **Procurement** process:							
	The ability to categorize approvals based on thresholds, exemptions, policy compliance.							
	* Support flexible workflows based on thresholds and policies							
	* Allow PO flexibility based on tasks, projects needs, policy requirements, across fiscal years - matching PO to contracts.							
	* Provide multiple approval levels for Procurement thresholds							
	The ability to integrate with a 3rd party E-procurement system.							
	The ability to provide Procurement reporting capabilities:							
	* Advanced forecasting and reporting capabilities:							
	* Contract Templates							
	* Solicitation Templates							
	* Purchasing Matrix							
	* PO Change Order Forms							
	* Asset Forms							
	* Requisition Checklist Form							
	* Vendor Forms							
	* Contract Database Report							
	* Asset Transfer / Disposal Forms							
	* Retrieve and extract reports / historical data to build and schedule forecasted orders							
	* Build forecasted scenarios based on selected criteria							
	The ability to capture and report on Procurement Solicitation Analytics:							
	* Electronically capture Procurement Solicitation details (purpose, specs, account coding, background, budget, funding, permit requirements, etc.)							
	The ability to log and maintain open-source / collaborative Procurement database to:							
	* Allow team / collaborative edits and updates							

	* Prioritize							
	* Branch from allocated budget							
	* Submit to Commissions							
	* Create package templates to ensure vendor compliance							
	* Tracking							
	* Historical							
	* Tandem tracking of simultaneous contracts (CLM module functionality)							
	* Task assignment							
	* Calendars for forecasting							
	The ability to provide automated workflow management for Purchase Order (PO):							
	* Electronic routing							
	* PO workflow tracking / traceability							
	* Electronic signature / approval							
	* PO requisition creation							
	The ability to provide automated and robust EDI interface:							
	* Security-based parameters compliant with Federal, State and County regulations							
	The ability to interface with P-Card solutions:							
	* Receive P-Card batch payment requests							
	The ability to support and manage RFQ (request for qualifications) process.							
	The ability to support and manage RFP (request for proposal)process in systems.							
	The ability to establish stages in the Confirmation process:							
	* Track price list inconsistencies							
	* Confirmation of rate acceptance or rejection							
	* Accept electronic vendor PO confirmations							
	The ability to automate PO process to increase accountability and efficiency:							
	* Auto-generate PO's							
	* Convert requisition to PO							
	* Set PO thresholds							
	* Receive against a PO							
	* View status of PO's, payments, outstanding PO's, etc.							
	* Support an authorized signature list with automated PO approval thresholds / limits							
	The ability to integrate with Fleet Maintenance process (Fleet Management System - FMS):							
	* The ability to track vehicle details, titles, VINs, accidents, work orders, maintenance, previous owners, etc. in a single system / source							
	* Prevent duplicate entries							
	* Integrate with dealer / vendor repair systems							
	* Capture/integrate with body work vendors for status updates, location, repair list, payment options, etc.							
	* Integrate with vehicle GPS tracking (internal or external)							
	* Track all user changes/versions for traceability purposes							
	The ability to support Surplus Auction process (Fixed Assets - FA):							
	* Provide surplus capabilities via **Inventory Management System (IMS) module**							
	* Label each asset with its Asset Number for bulk work order/ component identification							
	* Implement internal asset offering to City departments before auction/disposals occur							

	* Electronic signatures for expedited processes							
	The ability to provide paperless executions of process / project tasks.							
	The ability to establish organizational minimum-buy thresholds with violation alerts.							
	The ability to delegate electronic approval authority.							
	The ability to provide automated and intelligent replenishment triggers.							
	The ability to set advanced lead-times by item and / or supplier with on / off functionality.							
	The ability to automate system updates to vendor data / part numbers.							
	The ability to a tie replenishments to the primary vendor.							
	The ability to push documents to responsible department/parties.							
	The ability to assign approver by department, by report, etc.							
	The ability to match an invoice to a responsible department.							
	The ability to provide electronic forms and reports.							
	The ability to support invoice payment in the system.							
	The ability to capture detailed line items.							
	The ability to flag vendors as "inactive" or "active".							
	The ability to flag vendors that are not "current".							
	The ability to allow vendors to submit requests for accounts.							
	The ability to provide auto-matching functionality for data inconsistencies.							
	Procurement & Contracts - Bid Management							
	The ability to provide functionality for Bid Management.	Currently in BidSync						
	The ability to create on-line drafts and templates for use in drafting new online bids and quote requests.	Currently in BidSync						
	The ability publish bid solicitations and RFQ on portal / website or e-mail notifications to vendors.	Currently in BidSync						
	The ability to upload and attach bid files (various formats) to create bid package.	Currently in BidSync						
	The ability to capture basic solicitation info (bidder name, address, contact info, bid bond, bid surety, participation goals, status, etc.)	Currently in BidSync						
	The ability to receive vendor bid responses electronically with supporting documents attached.	Currently in BidSync						
	The ability to electronically route vendor bid submissions to Procurement/Contracts.	Currently in BidSync						
	The ability to create a subcontract from a bid.	Currently in BidSync						
	The ability to view bid statuses and bid response progress.	Currently in BidSync						
	The ability to generate bid evaluation / comparison / analysis / based on established criteria.	Analysis matrix or dashboard						
	Populate a PO form with the tabulation results above.							
	The ability to enable a separate notes field for City bid analysis results (notation of resolution of bid exceptions, etc.)							
	The ability to export solicitation information to a contract file upon user status change to 'awarded'.							
	The ability to gather and maintain history of all solicitation and purchasing activity by:	(e.g., requisitions, bid/quotes, vendor record changes, and receiver information).						
	* Awards							
	* Dollar amounts							
	* Vendor							
	* Buyer							
	* Commodity							
	Track vendor solicitation activity by:							
	* Vendor request for bid packet							
	* Vendor response history							
	* Past awards							

	* Commodity code							
	* New vendors							
	Procurement & Contracts - Contract Management							
	The ability to create and manage vendor contracts:							
	* Compliance with County, State and Federal regulations							
	* Manage contracted and agreed-upon pricing structures							
	* Manage non-profit grants							
	* Contract health and compliance reviews / audits							
	* Track contract milestones							
	* Track and report on warranties and dates of interest / action needed							
	* Intuitive alerts and reminders - due dates, renewals, etc.							
	* Secure and accessible contract / document repository							
	* Security-based parameters for restricted access							
	* House contract docs for electronic document use in prepopulating fields on contracts							
	* Parse selectable data out from web-based forms for collective display of vendor responses							
	* Extract higher level data/pertinent data to eliminate inefficient package reviews							
	* Advanced reporting and analysis capabilities							
	* Draft contracts							
	* Custom and standard templates							
	* Electronic workflows and approvals							
	* Contract release / negotiation							
	* Notice to Proceed & Intent to Award & City Affidavit & RFP/RFQ forms must be provided							
	Procurement & Contracts - Vendor Management							
	The ability to provide Vendor Management functionality.							
	The ability to support and manage orders to an Approved Vendor List (AVL):							
	* Integration with AP for verification that the Vendor does not have any conflict of interest with City employees							
	* Maintain multiple suppliers of the same item by AVL							
	The ability to manage create and manage Vendor Master:							
	* Data validation							
	* Data governance							
	* Streamlined data maintenance / management							
	* Data analytics							
	* Data reporting							
	* Stratification by revenue, department, region, etc.							
	* Create, track, and convert prospects / bids to vendors in the system							
	* Categorize vendors in the system:							
	* Vendor / supplier hierarchies and classifications							
	* Categorize Vendor Masters by the plant they service							
	* Provide intelligent vendor / product substitutions							
	* Automated and recurring order placement with suppliers / vendors							
	* Automate the receipt of orders into the system - based on vendor approvals:							
	* Automated order scan / upload							
	* Read and review receipt, system routing and document-save based on vendor approvals							

	* Order receipt, system routing and document-save based on vendor approvals							
	* Automated system routing and document-save based on vendor approvals							
	* Automated order document "save"							
	* Maintain Commodity Codes in the system:							
	* Produce a list of potential vendors/bidders who provide the requested commodities based on a (NIGP, NAICS, etc.) commodity coding capability							
	The ability to support credit checks.							
	The ability to support enterprise accounts.							
	The ability to streamline data transfers and communications per City / Department strategy.							
	* Provide Vendor Portal capabilities							
	* Provide bid/vendor portal for bid / proposal / award status, submission, help, etc.							
	* Establish business rules around vendor compliance							
	* Penalize vendors for failure to comply with Vendor Portal regulations / adherence quality checks							
	* Restrict the Vendor-facing portals by variable criterion							
	* Provide security parameters for Vendor Portal restrictions							
	* View documentation							
	* Upload documentation							
	* View status updates							
	The ability to provide automated EDI tools:							
	* Security-based parameters compliant with Federal, State and County regulations							
	The ability to provide Vendor Analysis functionality:							
	* Vendor performance analysis							
	* Cost-benefit analysis							
	* Vendor-to-Vendor analysis							
	The ability to create vendor profiles/accounts that can reconcile/integrate with Anzio/payroll systems to verify vendor relationships with city/state employees for business/work to progress.							
	Finance & Accounting							
	General							
	The ability to provide advanced organizational structure in the system build out:							
	* Hierarchies							
	* Levels / Departments							
	* Divisions							
	* Comply with State of Florida uniform account coding	Needs flexibility for account coding (currently 8) - 8 minimum						
	* Support unique and flexible department structures for advanced allocation purposes							
	The ability to provide advanced integration with all departments.							
	The ability to integrate with various banks:							
	* Report on data pulled from bank information							
	* Support ACH & electronic payments							
	* Support checks & wire transfers							
	* Check / compare live information to bank statements							
	* Perform automated bank statement reconciliations							
	* Automate variance flags (reconciliations / statements)							
	* Download bank statements							
	The ability to track expenses by events.							

	The ability to break out project funds.							
	Accounts Payable							
	The ability to reconcile user-based roles and permissions based on system conflicts.							
	The ability to scan invoices into the system via Optical Character Recognition (OCR) functionality.							
	The ability to apply business rules to retain invoice status as pending to continue work order processing ahead of receipt of payment.							
	The ability to establish workflows between Accounts Payable Vendor Management:							
	* Accommodates EDI interface with vendors and suppliers							
	* Scan and upload W-9 and attach to vendor account							
	* Support multiple variance threshold amounts per vendor							
	* Reassign vendors to various pay groups							
	* Provide prepayment functionality to pay vendors							
	* Conduct an open search of full vendor history							
	* Provide miscellaneous vendor options							
	* Set up vendor classes							
	* Lookup vendors by address, phone, etc.							
	* Enter vendor terms							
	* Set up multiple addresses by vendor to send remittance							
	The ability to activate and deactivate accounts within a vendor ID:							
	* Add notes to accounts / profiles							
	The ability to automate notifications for vendor payment that are past due.							
	The ability to provide security parameters for W-9 data storage for IRS compliance.							
	The ability to manipulate data as needed (invoices, accrual, etc.)							
	The ability to change dates of pay runs.							
	The ability to run Trial Balance Reports to perform reconciliations.							
	The ability to separate customer payments by invoice.							
	The ability to validate name and address with tax ID number or employee ID number.							
	The ability to set up mailing addresses for businesses.							
	The ability to set up separate billing address and mailing address in accounts.							
	The ability to print checks.							
	The ability to print customer account number in memo line.							
	The ability to send checks by invoice.							
	The ability to match invoices to Purchase Orders (PO):							
	* Perform reconciliations against payment issues versus PO							
	* Enter vendor credit memos without originating from a PO							
	The ability to support tandem approvals for PO's and payments.							
	The ability to process travel expenses.	Currently this is a somewhat manual process forms and supporting documents are hand delivered to Accounts Payable for processing						
	* View expenses by cost center down to employee							
	* Book expenses by cost center							
	The ability to provide advanced Cash Flow Analysis and Forecasting functionality:							
	* Automated alerts and notifications (insufficient cash flow in bank account)							
	* Historical views for forecasting and budgeting							
	* Report on weekly check registers to notify treasury before printing checks							

	* Query search available to Departments	Departments are able to search by each element (date, check number, vendor name etc.)						
	The ability to provide advanced capabilities to upload files into the system for:							
	* Electronic signature approval							
	* Adjustments							
	* PDF files, scanned images, emails							
	The ability to export 1099 documentation for various data updates.							
	The ability to create automated flags, alerts or notifications:							
	* By individual if 1099 is required							
	* Sales taxes exceeding established thresholds	Flag when sales tax is included on the invoice - prevent payment of sales tax						
	* Duplicate entries that have been paid							
	* If tax information is missing for vendor accounts							
	* Non-reported IRS items that do not need to be reported							
	* If use-tax needs to be calculated							
	* Automate the calculation of use taxes							
	* Calculate sum of use tax for state remittance							
	* Payments for EFT							
	The ability to provide multiple statuses for invoices, payments, etc. (hold, pending verification, etc.)							
	The ability to support Government Accounting Standards Board (GASB) compliance and regulations.							
	The ability to link PO to requisitions and invoices with various levels of drill-down capabilities, etc.							
	The ability to conduct 3-way matching (PO/Invoice/Receipt).							
	The ability for all departments to be able to enter their own payable information.							
	The ability to conduct both check and ACH print / send functionality.							
	The ability to provide drill-down capabilities to fund/account balance level at the AP/Invoice payment process.							
	The ability to set controls preventing duplicate payments (current state – mandatory to keep).							
	General Ledger & Journal Entries (JE)							
	The ability to effectively map between departments.							
	The ability to provide parent-child relationships for mapping departments to finances for reporting purposes.							
	Tracks chart-of-accounts structure changes (e.g. departmental changes) from fiscal year to fiscal year.							
	The ability to enable account roll-ups.							
	The ability to view accounts by Department, division, or other types of organizational subcomponents.							
	The ability to accept both standard and recurring journal entries, both as to amount and account.							
	The ability to attach a description to individual line items for reference purposes.							
	The ability to enter unlimited journal entries for multiple agencies and funds under one journal header.							
	The ability to provide for budget control by checking available funds before posting.							
	The ability to provide automated approval workflow for Journal Entries (JE).							
	The ability to establish multiple Journal Entry (JE) classifications.	(i.e. Actual, budget and GASB, forecasting, personnel, position control, etc.)						
	The ability to transfer budgets between various accounts via journal entries (budget adjustment functionality).							
	The ability to automate Journal Entries (JE).							
	The ability to check for funding and post entry if in balance.	Journal entries in which there is not sufficient funds in a particular account will not post even though it may be approved. Journal entries cannot be saved as complete if both debits and credits are not balanced						
	The ability to post to 15 periods.							
	The ability to auto-allocate Journal Entries (JE).							
	The ability to edit recurring Journal Entries (JE).							

	The ability to provide an output report of Journal Entries (JE).							
	The ability to attach documentation to Journal Entries (JE).							
	The ability to provide real-time data access across all accounts.							
	The ability to reverse Journal Entries (JE).							
	The ability to upload Journal Entries (JE).							
	The ability to provide Journal Entry (JE) audit trail, historical tracking & reporting.							
	Accounts Receivable							
	The ability to capture Point-of-Sales (POS) sales in the system.							
	The ability to enter changes to multiple customer accounts.							
	The ability to assign parent-child relationships (multi-tier accounts under one customer account).							
	The ability to establish multiple account codes under 1 invoice.							
	The ability to generate statements via scheduled email or adhoc basis.							
	The ability to generate automated invoice and payment notifications to originating departments.							
	The ability to generate automate past due notices to originating departments.							
	The ability to store AR invoices via a document repository.							
	The ability to provide various methods of AR invoice delivery.							
	The ability to integrate with third party for credit card processing/statements/invoices.							
	The ability to consolidate to a single merchant account.							
	The ability to attach documents to corresponding customer accounts.							
	The ability to provide credit collections functionality:							
	* Provide an integrated dispute log for advanced tracking, reporting, follow-up, notifications, etc.							
	The ability to provide NSF integration to scan checks against offenders tracked by the program.							
	The ability to create and apply credit memos in RentManager.	Define Rent Manager and define Smart Stream						
	The ability to interface with SmartStream for auto-generated documentation (security deposit release, etc.)							
	The ability to provide multiple statuses for invoices, payments, etc. (hold, pending verification, etc.)							
	The ability to track vendor balances (30-day and 60-day balances) and is sent to Collections after 90-days.							
	The ability for invoices to be fully integrated with Cashiering – need seamless data flow of payments through to AR.							
	The ability to generate a GL for receivables.							
	The ability to provide bar code capabilities.							
	The ability to apply payments to a specific invoice rather than the balance of the account.							
	The ability to retain Uniform Account Coding compliance in the system / processes.							
	The ability to reconcile bank payment file with Red Light Camera (RLC) files to validate payments with fines.							
	Liens							
	The ability to query and report on identified liens (utilities, housing, special items).							
	The ability to setup onetime and recurring lien customers.							
	The ability to provide custom and standard reports:							
	* Credit Balance Status and Reports							
	* Lien Search Report							
	The ability to provide online calculations (by date) of lien interest and billing charges based on current and previous rate tables.							
	The ability to automate the deduction of lien amounts from payments to vendors.							
	The ability to display pending lien requests.							
	The ability to integrate with financial system to automate payment posting.							
	The ability to integrate with other departments to provide organizational lien oversight and management (Utilities, etc.)							

	Fixed Assets							
	The ability to provide a **Fixed Asset (FA) Management module** to:							
	* Enter and track FA information							
	* Tag assets as "FA"							
	* Set up parent-child relationships							
	* Provide inventory tracking of FA via IMS module							
	* Provide barcoding capability							
	* Run a FA ledger							
	* Provide automated system thresholds for the entry of new assets							
	* Post monthly FA's							
	* Provide straight line depreciation (according to schedule and reporting / tracking purposes)							
	* Run monthly depreciations							
	The ability to maintain an Approved Vendor List (AVL).							
	The ability to support disaster recovery processes / tracking.							
	The ability to provide a robust **Fleet Management System (FMS)**:	Currently handled by public services - Fleet management section						
	Asset Management:							
	* Maintain strong fleet details (i.e. VIN, vehicle specifications, damages, insurance claims and policies, work orders, maintenance history, previous owners, cost, expenses, etc.)							
	* Fleet valuation and condition reporting capabilities							
	* Fleet RFID / barcoding capability							
	* Attach images to FA for optimized inventory tracking and reporting							
	* Fleet data integrity logic needed to eliminate duplicate entries							
	* Electronic City Master including All Companies List							
	* Calculate vehicle life span based on depreciation , vehicle repair expenses incurred							
	Fuel Management:							
	* Capture and track vehicle fuel expenses							
	* Complete chargebacks							
	* Track fuel consumption to the source / asset (location, department, etc.)							
	* Report fuel consumption to the State quarterly - State of Florida Department of Revenue							
	* Automate generation of asset financial, tax and lifecycle forms and reports							
	The ability to provide an Inventory Management System (IMS) module:							
	* To track materials and inventory (i.e. inventoried, FA, decommissioned, etc.)							
	* Provide inventory counts							
	* Provide barcoding capabilities							
	* Track item movement							
	* Department ability to track their respective inventories							
	The ability to provide flexible / customizable FA attributes.							
	The ability to handle 30,000 +/- FA's (construction equipment, buses, etc.)							
	The ability to apply invoices to a Fixed Asset (origination, details, history, document retention, etc.							
	Budgeting							
	The ability to provide Budgeting functionality:							
	* Monthly, Quarterly, Semi-Annual & Annual performance metrics							
	* Access and adjust budgets							

	* Store and report on budgetary historical							
	* Retrieve current wage information by employee	Ability to retrieve all payroll data per employee as well pay plans. Facilitate retrieval of parameters/attributes to forecast vacant positions.						
	* Input / populate wage information for salary forecasts	Facilitate custom logic on user defined groups such as hire date, DROP status, retirement status, etc.						
	* Reclassify positions during the budget process	Separate systems to facilitate reclassifications: (a) in the current year budget and (b) in the proposed year during budget preparation.						
	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
	The ability to create budget (what if scenarios):							
	* Support multiple budget scenarios / calculations	For example labor negotiations						
	* Save scenarios as "budget versions"							
	* Account for budget dependencies and relational data	For example Fund 504 revenues are dependent on Fund 1 expenses.						
	The ability to measure and track budget performance against goals.							
	The ability to retrieve historical budget forecasts.							
	The ability to provide security and user-based restrictions for budget access.							
	The ability to provide detailed traceability of budgets:							
	* Track budget process and timestamps							
	* Budget approval and revision controls							
	The ability to provide advanced budget forecasting based on contracts, fiscal year budgets, commitments, etc.	For example Fund 504 revenues are dependent on Fund 1 expenses.						
	The ability to link budgets to related departments, programs, etc.							
	The ability to create customizable drill-down functionality.							
	The ability to integrate with financial system.							
	The ability to input budget / department narratives, performance measures, charts, etc. for accurate budget reporting and tracking.	Facilitate compilation of 600 Budget Book (comprised of text, tables, charts & graphs) for publication online.						
	The ability to provide customizable dashboards / notifications by department (i.e. identifying pending invoices, authorizations waiting, action items, pending deadlines, budget requests for override, etc.)							
	The ability to automate the creations of new accounts.							
	The ability to provide budget spending/threshold limits (would flag/stop expense if it exceeds the budget).							
	Finance & Accounting - Financial Reporting							
	The ability to provide **Financial Reporting** capabilities:							
	* Full Financial Suite (custom and standard)							
	* Audit Reports (new user, changes in user security)							
	* Project Reports							
	* Budget vs. Actuals							
	* Revenue Reports & Statements							
	* Revenue Statement (monthly)							
	* Revenue-by-Fund Statement (monthly)							
	* Aging Reports (AR & AP)							
	* AR - invoice by customer ID or user defined object reports							
	* AR - Monthly reconciliation report							
	* General reconciliation reports							
	* Pending invoice reports (AR & AP)							
	* AR open PO report							
	* AP monthly closing report							
	* Invoice paid by vendor or account coding report							

	* Expenditures Statement (monthly)							
	* Lien Reports							
	* Trial Balance & Fund Balance Sheet Reports							
	* Sales Tax reporting							
	* Utility Usage Reports (water/sewer)							
	* Construction-in-Progress (CIP) report							
	* Check Register Report / Federal Tax Report							
	* Consolidated reporting by fund / month / year							
	* Sub ledger Reports:							
	* Payroll							
	* Outstanding Purchase Orders (PO)							
	* Account analysis / details							
	* Asset Management report by location, gain and loss report, by fund, etc.							
	* Schedule of Changes in Fixed Assets by (Division, Type, Function)							
	* Fixed Asset Disposals							
	* Asset addition report by year							
	* 941 Quarterly Report (IRS required)							
	* Direct Deposit File for bank upload							
	* W2 forms, files and reports							
	* City Report (CAFR)							
	* State Report (AFR)							
	* Monthly and Quarterly School Report							
	* Year End Closing Reports (City and Schools)							
	* Streamline report exports from the system to Excel (Ex. Aging Reports)							
	* Federal and State compliant reporting (i.e. Federal, State, ACA, IRS, etc.)							
	* Canned and adhoc report / query tool							
	The ability to produce audit reports for:							
	* FEMA (only for disaster management reimbursements):							
	* IRS							
	* State of Florida							
	* Broward County School Board							
	* FSU							
	* Grant reporting:							
	* Broward County							
	* Florida state							
	* Auditor General Report							
	* DOT							
	* HUD							
	* DOJ							
	* Broward County Attorney General (AG)							
	The ability to provide advanced financial controls.							
	The ability to provide project financial tracking.							

	The ability to provide customizable fields.							
	The ability to interface with various banks:							
	* Enter / upload changes into the system for banks to provide information on							
	* Receive detailed data from the banks							
	* Upload transaction data into system							
	The ability to provide flexibility (city and school) for alphanumeric coding (account, vendor, etc.) to allow for future growth/expansion.							
	Human Resources & Payroll							
	Human Resources							
	The ability to support multiple levels of municipality structure / build-out (i.e. state, city, department, employee, assets, associated insurances, etc.).							
	The ability to provide **Human Resources Information System functionality (HRIS)** to handle:							
	* Employee actions:							
	* Promotions							
	* Demotions							
	* Compensation management							
	* Leave of Absence (LOA)							
	* Transfers							
	* New hire							
	* Family & Medical Leave (FMLA)							
	* Termination							
	* Separation							
	* Disciplinary actions							
	* Performance Improvement Plans (PIP)							
	The ability to provide **Talent Management System** (TMS) functionality:							
	* Applicant tracking functionality							
	* Electronic Employee Request Form (job requisition from department)							
	* Automated workflows and electronic approvals							
	* Online application process							
	* Candidate background checks							
	* Centralized applicant data and documentation							
	* Applicant communication							
	* Automated notifications / alerts							
	* Convert applicant to candidate (i.e. hired / not hired, employee, etc.)							
	* Robust and electronic employee onboarding							
	* Track employee lifecycle (i.e. from application to retirement)							
	* Standard reports (i.e. Aging, etc.)							
	Learning Management System (LMS):							
	* New hire onboarding and training							
	* Create eLearning content							
	* Mobile functionality for offsite learning							
	* eConference capabilities (i.e. live audio, video, etc.)							
	* Internal or external audience delivery							
	* Monitor and assess attendance, performance, etc.							
	* Knowledge retention program							

	* Track & assign training							
	Employee Performance module:							
	* Automated workflows and electronic approvals							
	* Generate electronic forms and reports:							
	* Performance Review Status Report (work anniversaries and performance evaluations coming due annually)							
	* Change of Status (COS) Form							
	* Disciplinary Process Number Form							
	* Performance Evaluation Form							
	* Evaluation appeals process							
	Benefits Administration module:							
	* Online enrollment capability							
	* Electronic enrollment forms (8+)							
	* AFLAC							
	* Life insurance (AD&D, Supplemental, STD, LTD, etc.)							
	* Health insurance							
	* Dental insurance							
	* Vision insurance							
	* FSA							
	* Contributions							
	* ICMA deferred compensation							
	* Retirement plans							
	* Retiree Health Insurance Group							
	* Retiree Benefits Program							
	* Benefit payments for retiree health and life insurance							
	* Interface with Retiree Health Insurance Group							
	* Support active and passive enrollment processes (i.e. must acknowledge and if no action, benefits will continue as currently selected)							
	* Electronic enrollment form submission (to HR)							
	* Interface with external third party for benefits package / booklet preparation (M&M)							
	* New Hire Enrollment Program							
	* Retirement events							
	* Advanced benefits reporting capabilities:							
	* Federal and State compliance / regulatory reports							
	* Interface with various benefits carriers:							
	* Electronic election forms							
	* Benefits booklets							
	* Electronic report submissions							
	The ability to provide benefits workflow automation and management:							
	* Restrict workflow options according to data-of-hire (DOH)							
	* Restrict workflow options according to contract / job code							
	The ability to support unique employee codes and related exceptions:							
	* Establish age thresholds (retiree not of age must pay health and life insurance rates until age requirement is met)							
	* Accept various forms of retiree benefits payment: check, electronic, etc.							

	The ability to replace current state employee benefits / claims administration software.							
	The ability to integrate with employee badges.	Integrated with the time clock						
	Payroll Administration							
	The ability to provide **payroll administration and scheduling** to handle:							
	* Support multiple, complex Payroll plans (6+)	Plans are different for some areas like teachers (watered down & non-watered down rates visible on database screen), fire fighters, etc.						
	* Built-in business logic							
	* Automate checks and balances of payroll checks							
	* Update personnel data & changes in real-time in the system							
	* Support various pay rates in a single day of work	Example: teacher also works day care, paid for day care and teacher wage						
	* Process multiple checks for a single employee							
	* Automate payouts to terminated / separated employees							
	* Calculate and recover overpayments made to employees							
	* Role-based permissions to restrict edit / use of payroll data							
	* Cross-check paycheck numbers to suspended or reissued checks							
	* Maintain employee payroll history for pay periods, quarterly, and calendar year earnings for an established amount of time							
	* Print checks							
	The ability to interface with various time punching systems throughout city:							
	* Unique Teacher timekeeping							
	* Unique Public Safety timekeeping							
	* Fire Department							
	* Police Department							
	* Code Compliance							
	The ability to provide workflow approval management for efficient routing in the approval chain.							
	The ability to interface with a central document repository with security and permissions control and also include:							
	* Document workflow management							
	* Electronic document traceability							
	* Audit trail log							
	* Version control							
	* Timestamps							
	* Approvals (electronic and manual)							
	* Compliant database for:							
	* Retirees							
	* Personally Identifiable Information (PII)							
	* Digitized files (17+ years of migrated / hard copy documents)							
	* Pay history							
	* Original capture documents							
	The ability to support special pay codes.							
	The ability to support and process various payroll deductions:							
	* Prioritize deductions							
	* Process payroll deduction reversals							
	* Establish deduction code thresholds per employee							
	* Differentiate between various deduction types:							
	* Pre-tax and after-tax							

	* Mandatory and voluntary							
	* Automate calculations of earnings subject to deductions (mandatory and voluntary):							
	* Retirement							
	* Contributions							
	* Deferred compensation							
	The ability to provide calculator for end users and various payroll scenarios:							
	* Net-pay calculator for deduction scenarios							
	* W-4 calculator							
	The ability to schedule and run payroll cycles as needed:							
	* On and off							
	* Recurring							
	* Adhoc / one-off (i.e. termination payout, corrections, underpayment, etc.)							
	* Special payouts:							
	* Charter school summer payouts (7)							
	* Excess pension for retirees (Fire & Police) via monthly 1099-R payout							
	* Payroll accrual account periods (split-payroll)							
	* Accrual payouts							
	* Void & receive / partial void							
	The ability to simulate payroll (in the production environment) without generating actual payroll transactions:							
	* Option to generate payroll transaction(s) from payroll simulation							
	* Generate "fall-out" report							
	The ability to identify earning type (i.e. percentage, rate, hours, etc.)							
	The ability to provide an HRIS integrated Employee Portal for self-service:							
	* Must be in accordance with Florida state regulations							
	* Real-time salary / hourly pay rate updates							
	* Real-time withholding, deduction and allotment updates (i.e. federal, etc.)							
	* Direct deposit changes							
	* Pay statement and W-2 retrieval							
	* Electronic forms for completion and online submission							
	* Employee history							
	* Secondary portal access for beneficiaries to access retirement and benefits information							
	The ability to automate Federal Insurance Contributions Act (FICA) tax withholdings and exemptions:							
	* Calculate pre-FICA allowable deductions (i.e. health insurance contributions, cafeteria plan contributions, wages over Social Security limit, before-tax retirement plans, etc.)							
	The ability to automate tax recalculations for tax-exempt deductions not taken due to insufficient funds available in employee paycheck.							
	The ability to process checks outside of the batch process to offset underpayments and overpayments made in error.							
	The ability to apply and manage garnishment requirements:							
	* Manage multiple garnishments per employee							
	* Prioritize garnishment deductions (i.e. child support, unpaid debts, etc.)							
	* Garnishment formulas to calculate disposable earnings							
	* Apply garnishments and identified payroll calculation of earnings							
	* Deduction / goal amount threshold tracking							
	* Automated notifications to notify of garnishment beginning, ending, dates, and deducted amounts							

	* Track garnishment history (i.e. payee, balances, case / docket number, etc.)							
	The ability to generate and electronically submit a Positive Pay File to bank(s) each pay period (with checks issued and corresponding check numbers)							
	The ability to generate and electronically submit payroll and direct deposit file to bank(s).							
	The ability to perform automated pay adjustments to reflect employee events (i.e. promotion, awards, etc.).							
	The ability to auto-adjust employee year-to-date (YTD) wages, taxes, or deductions to comply with IRS regulations.							
	The ability to perform retroactive payroll adjustments:	Commonly done when union contracts are ratified						
	* On a single or mass basis							
	* With unique parameters							
	* Apply various tax methods / withholdings							
	* Within specified timelines							
	* For employees with multiple positions / department titles							
	* Adjust retroactive compensation in accordance with FLSA regulations							
	* Link retroactive compensation back to original earnings type / code (i.e. overtime, shift, holiday, etc.)							
	* Calculate tax-exempt earnings							
	* Send retroactive payment to employee in accordance to their pay status (i.e. active, unpaid, FMLA, retired, terminated, etc.)							
	* Auto-adjust deductions and earnings post retroactive payment							
	The ability to comply with state and federal reporting requirements - quarterly, annually, etc.							
	The ability to generate advanced payroll reports:							
	* Payroll register							
	* Employee Exception Report							
	* Pre & Post Payroll Duplication Data Report							
	* Rejected Transaction Report							
	* Employee Earnings Statement / W-2 Report							
	* Retirement System Report	FRS Report - the ability to move wages from incorrect period to the correct period. Between June and July rates change - retros teacher contract - moving earning from incorrect month to correct month - currently done in the over ride screen						
	* To-date Tax Report (user-defined timeframe)							
	* Payroll Deduction Form Report (Deductions by code)							
	The ability to submit all reports electronically to county, state and federal agencies.							
	The ability to interface with the County, state and federal agencies financial systems.							
	The ability to provide Payroll process governance at multiple levels of employee data:							
	* Union agreements							
	* Earning codes							
	* Pay level							
	* Tier							
	* Flexibility to align with dynamic agreements (change every two years)							
	The ability to support unique employee object codes.							
	The ability to create and edit various job positions for employee assignments:	HR creates the properties for the object codes. Payroll creates the position in Position Control. Payroll can create a PERMANENT position and also a TEMP Position linked to a permanent.						
	* Permanent							
	* Temporary							
	* Needs to link to the permanent position without affecting the account (i.e. substitute teacher)							
	* Summer positions and programs							
	The ability to support unique employee object codes:							

	* Move employee into a vacancy without creating an additional vacancy							
	* Employee's benefits, level, pay, etc. follows their assignment(s)							
	* Override position or vacancy build-out							
	* Add, edit or delete positions based on budgets (i.e. close of fiscal year budget)							
	The ability to support the collection and preparation of various tax documents:							
	* Form 941							
	* 945							
	* Form 1099's							
	* W-2							
	* Unemployment							
	* EEO							
	The ability to interface with various benefits carriers (i.e. Cobra, etc.)							
	The ability to calculate various accrual methods for benefits.	ACCRUALS: 1) They are separated by dates earned due to union contracts. We call them bins and we currently have 3 different bins. For example Bin #1 is pensionable (F & P) and is 100% paid out. Bin #2 & Bin #3 have different parameters 2) Yrly accrual amounts(sick & vacation) are different depending on CBA/employee type 3) Some accruals stop when a certain max is reached others are paid out at FYE if they exceed max. 4) We have accruals that expire if not used by a specific date {system zeros out automatically}						
	The ability to track accrued PT hours with notifications to HR of eligible benefits.	FORM 1095-C: current system tracks PT hours and notifies HR when an employee is eligible for benefits. We provide a W-2 database file along with the UMR Health insurance file to 3rd party for form creation and filing. (3rd Party is Sky AC reporting) - Sky Insurance tech						
	The ability to automate payments to various benefit vendors.	BENEFIT VENDOR PAYMENTS: Currently done manually. Deductions are compared to Invoice (AFLAC). Dental & Vision premiums are paid by deduction + employee direct payments (via checks/cash). - deductions and direct payment are combined and balanced against the general ledger - No invoice is received. Teachers/Gen/Police/Fire Dues payments (EFT or checks). Child Support payments EFT/checks directly to spouse not paid through SDU. (State Disbursement Unit - through expert pay on state website)						
	The ability to automate F/F supplemental billing.	BILLING: F/F Supplemental quarterly billing is a manual process. Would like to know if we can automate? (Billing to the state - can this be automated)						
	The ability to calculate imputed income rates.	IMPUTED INCOME: Manually calculated based on CBA (Collective Bargaining Agreement) due to differing health costs then entered in database. System does IN/OUT similar to GTL. -- Each bargaining unit has different insurance rates						
	Form 1095-C (Creation)	Currently being handled by 3rd Party-SKY Ins Tech (Information files uploaded by Payroll to their site). They create the form and we print and mail.						
	Workers' Comp Report to assist in the filing of Form SI-5 with the State (Self Insured) based on WC risk codes/linked to classifications.	Show wages and OT adjusted by reportable amounts						
	DOE (Dept of Education) Reports for Schools	Three times a school year						
	Schools							
	The ability to provide a **Student Information System (SIS) solution:**							
	The ability to have 3 defined portals (students, parents and educator).							
	Portal functionality should include the ability to/for:							
	* Online registration and enrollment							
	* Pay fees on-line (fee information and collection with alerts and notifications)							
	* Volunteer hours can be logged and tracked							
	* View and register for extracurricular activities and field trips							
	* Access electronic forms, waivers and authorizations							
	Student data and metrics tracking to include:							
	* Attendance tracking							
	* Grades and performance							
	* Progression monitoring							

	* Disciplinary actions							
	* Health records							
	The ability to support the Response to Intervention (RTI) process, including reporting requirements and documentation management	National process, approach to the early identification and support of students with learning and behavior needs						
	The ability to track text books and other supplies.							
	The ability for RFID/barcode tags for asset tracking.							
	Special Education management functionality.							
	The ability for built in logic for regulatory compliance in creating individual education programs (IEP).							
	The ability to track transpiration for special needs students.	Route management capability						
	The ability for the City to operate as a single "district with multiple schools.							
	* Four different numerical school ID's							
	* Directional naming convention (East, West, etc.)							
	* Sponsored school (i.e. FSU elementary lab school by FSU Tallahassee by Leon County)							
	The ability to interface with SmartChoice Lottery System.							
	The ability to integrate with iReady.	For charter school student selection.						
	The ability to integrate with Terms Database SIS.	No parent login allowed - JupiterED handles this for Terms DB SIS parents.						
	The ability to integrate with Focus Database SIS.	Parent login allowed - portal to grades, information, schedules, etc.						
	The ability to integrate Accelerated Reader (AR).							
	The ability to integrate ProCare.							
	The ability to integrate Special Education system.							
	The ability to integrate with Broward County Assessment Program (BASIS):							
	* Access to edit / update / delete student information							
	* Required use for Primary student information only							
	The ability to provide elementary after-care services functionality:							
	* Scheduling and attendance							
	* Rosters generated from registered students							
	* Payment processing							
	The ability to integrate with the **Fleet Management System (FMS):**	Have 49 buses currently managed by Transportation Authority						
	* Metric collection and reporting							
	* Track bus maintenance							
	Food Service							
	The ability to interface with Chartwells.	Food service managed through Chartwell, currently no visibility or access to information						
	The ability to view school lunch menu.							
	The ability to link student food account to form of identification (school ID, personal number, etc.).							
	The ability for administrators to view student accounts and payment information.	Are lunches paid, reduced rate, or free						
	The ability to pay for lunches through mobile app or web portal.	Also allow prepayment						
	The ability to provide functionality to accurately track volunteer hours and activity fee:							
	* Charter school parents must volunteer "X" hours each school year:							
	* Enter, track, monitor and report on volunteer hours completed							
	Charter Schools							
	The ability to integrate/interface with SmartChoice Lottery System.							
	The ability to integrate/interface with iReady.	For charter school student selection						
	The ability to support lottery registration initiatives for City charter schools:							
	* Student registration (online, in-person, etc.)							

	* Random lottery drawing for selected students							
	* Generate student waitlist							
	* Electronic communications and notifications from the system							
	Public Safety							
	Fire Department							
	The ability for **Timekeeping** functionality:							
	* Digital or web-based interface							
	* Input time and expenses							
	The ability to providing Unique Public Safety timekeeping for:							
	* Fire Department							
	* Police Department							
	* Code Compliance							
	The ability to track work order assignments and hours logged against work completed:							
	* Provide alternate pay / work codes (i.e. training, etc.)							
	The ability to collect payments online for services rendered (i.e. ambulance).	Tourist on vacation in FL cannot pay once back home in Canada						
	Employee Performance module:							
	* Automated workflows and electronic approvals							
	* Generate electronic forms and reports:							
	* Performance Review Status Report (work anniversaries and performance evaluations coming due annually)							
	* Change of Status (COS) Form							
	* Disciplinary Process Number Form							
	* Performance Evaluation Form	Currently in FDMS (Fire Department Management System - Fleet Maintenance & Management)						
	* Evaluation appeals process							
	The ability to link /with FD Performance Evaluations for life of employee:							
	* Polygraph results							
	* Background check							
	* Physical results							
	* Interview results							
	* Employee ranking, selection and evaluation scores							
	The ability to capture, track and calculate a specifically formulated ranking system:							
	* MESH scores + interview evaluations + recommendations = ranking	Ranking for new hires						
	* Maintain in the system							
	The ability to integrate with (or replace) Firehouse (by Xerox) records management:							
	* Manage staffing, scheduling, fleet and public education							
	* CPR and certifications							
	* Class rosters							
	* Hydrant locations							
	* Records							
	* Time-off requests							
	The ability to comply with FEMA requirement to report every fire apparatus:	State provided system - reported out quarterly						
	* Integration with National Fire Incident Reporting System (NFIRS)	Currently in Firehouse (reporting requirements send report - one way report)						
	The ability to integrate with SIREN EMS Reporting System for rescue, medical services and calls.							
	The ability to integrate with (or replace) Tri Tech EMS Transport Billing Software:							

	* Extract EMS Transport Expenses from SIREN							
	* Aggregate data, bills and insurance							
	Logistics Management functionality:	220+ FD employees.						
	* Integrate with (or replace) Teecom (current third party)							
	* Track and manage equipment and supplies							
	* Sourcing and procurement							
	* Fleet management and maintenance							
	* Interface with contracted dealerships for data management							
	* Work Order management							
	* Submission via intranet							
	* Facilities maintenance							
	The ability for Budgeting functionality:							
	* Tailored to Fire Department budgeting needs and restrictions:							
	* Fully integrated							
	* Built-in compliance logic (City guidelines and requirements for budgets / finance)							
	* Robust budget and transactional controls							
	* Electronic budget workflow with approvals							
	* Semi-annual & annual performance metrics							
	* Access and adjust budgets							
	* Store and report on budgetary historical							
	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
	* Account for budget dependencies and relational data							
	* Track, monitor and report on each FD unit's:							
	* Budget							
	* Funds							
	* Spend (throughout the year)							
	* Aggregate budget details							
	* Retrieve current wage information by employee							
	* Input / populate wage information for salary forecasts							
	* Provide budget scenarios (i.e. actual v. estimated)							
	* Support multiple budget scenarios / calculations							
	* Save scenarios as "budget versions"							
	The ability for Position Management functionality:	Currently in Premier One (Motorola implemented laptop system)						
	* Manage and track positions and time-spent in real-time							
	* Vacancies							
	* Contracted positions							
	* Electronic management functionality							
	* Secure database							
	* Integration with HRMS module							
	* Conduct position / budget scenarios and analysis							
	* Interface with NFIRS							
	* City integration for Computer Automated Dispatch (CAD)	i.e. 9-1-1 calls. Premier One system						

	The ability to integrate with (or replace) Mobile Eyes functionality:							
	* Site management							
	* New construction							
	* Inspections							
	* Fire prevention							
	The ability to track equipment movement (SCBAs & Radios) daily activity logs, scheduled activities.							
	Police Department							
	The ability for **Records Management and Evidence Control** capabilities and functionality:							
	* Logic-based							
	* Automated, electronic workflows							
	* Evidence inventory and asset control capabilities							
	* Advanced reporting and audit capabilities							
	* Submit required Crime Reports to the FBI via Uniformed Crime Reporting system							
	* Submitted to the FBI and Florida State Law Enforcement (FDLE) on a semi-annual and annual basis							
	* Manipulate and reformat various file extracts for use in other systems	File extract --> Reformat extracted file to UCR --> Submit UCR to FBI & FDLE. - One way report (M)						
	* Enforce data accuracy and integrity at point of entry							
	The ability to provide a **Learning Management System (LMS)**:	Currently in CTS - must maintain functionality						
	* Schedule training							
	* Compliance with County, State and Federal regulations							
	* Monitor, track and manage training by employee, title, division, department, etc.							
	* Automated alerts and email notifications (expiration date approaching, past-due, etc.)							
	* Online and remote course registration							
	* Supply training reports (participation rate, pass rate, certification rate, etc.)							
	The ability to require biometric authentication for system access.							
	The ability to utilize P-cards for Department purchases.							
	The ability to integrate with Geographic Information System (GIS) software to accurately:							
	* Route vehicles							
	* View pot holes							
	* Work Order location(s)							
	The ability to provide **Police Officer Scheduling System (POSS)** functionality:	Currently in JivaSoft. - (not targeted for replacement)						
	* Integration with system for security							
	* Manage schedules bi-weekly							
	* Flexible and customizable schedule build-out in the system:	Officers are on a 6-month schedule rotation						
	* Advanced coding for job, task, shift, leave, etc.							
	* Customizable dashboards:							
	* Personalized calendars for each dashboard							
	* Track and manage:							
	* Attendance							
	* Time off							
	* Shift trades							
	* Extra shifts							
	* Court appearances							
	* Training							

	* Call-out							
	* Zones							
	* Accrued time							
	* Establish system parameters to ensure adherence to scheduling and coding adjustments							
	* Business rules logic will restrict time from being entered that wasn't approved, scheduled or is not available at that time							
	The ability to provide **Timekeeping functionality:**							
	* Digital or web-based interface							
	* Seamless integration with Payroll module							
	* Advanced job /reason code tracking							
	* To obtain accurate forecasts, budgets, plans, analysis, etc.							
	* Advanced time and expense tracking							
	* Advanced flexibility (varied shifts, rotations, appearances, etc.)							
	* Unique Public Safety timekeeping:							
	* Fire Department							
	* Police Department							
	* Code Compliance							
	* Track work order assignments and hours logged against work completed							
	* Provide alternate pay / work codes (i.e. training, etc.)							
	The ability to replace Anzio.							
	The ability to provide **Budgeting functionality:**							
	* Tailored to Police Department budgeting needs and restrictions.	360+ PD employees.						
	* Fully integrated							
	* Built-in compliance logic (City guidelines and requirements for budgets / finance							
	* Robust budget and transactional controls							
	* Electronic budget workflow with approvals	Must be approved by Police Chief and Asst. Police Chief						
	* Semi-annual & annual performance metrics							
	* Access and adjust budgets							
	* Store and report on budgetary historical							
	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
	* Account for budget dependencies and relational data							
	The ability to drill down by specific department and manage budget at department level.							
	* Budget variances	PD currently tracks budget variances internally						
	* Funds							
	* Spend (throughout the year)							
	* Aggregate budget details							
	* Retrieve current wage information by employee							
	* Input / populate wage information for salary forecasts							
	* Provide budget scenarios (i.e. actual v. estimated)							
	* Support multiple budget scenarios / calculations							
	* Save scenarios as "budget versions"							
	The ability to model budgets for each PD unit:							
	* Tracking, monitoring and reporting integration							

	* Classify / identify each PD unit's mod budget requests							
	The ability to provide **Position Management** functionality:							
	* Manage and track positions in real-time							
	* Vacancies							
	* Contracted positions							
	* Electronic management functionality							
	* Secure database							
	* Integration with HRMS module							
	* Conduct position / budget scenarios and analysis							
	The ability to provide **Logistics Management** functionality:							
	* Track and manage equipment and supplies							
	* Sourcing and procurement							
	* Fleet management and maintenance							
	* Interface with contracted dealerships for data management							
	* Work Order management							
	* Submission via intranet	Managed by Public Services but tracked by PD.						
	* Facilities maintenance	3 locations - HQ and training facilities						
	The ability to integrate with LiveScan Company to submit / receive biometric data.	Fingerprinting, background check (NCIC & FCIC).						
	The ability to integrate with other departments to process and report on background checks for positions with the City: camps, parks, classes, sports, etc.							
	The ability to track and maintain VECHS details, status, club relationships in the system for reference.	Will be background checked, fingerprinted and assigned a VECHS number for results submission. -- refer back to notes VECHS meaning						
	* Report on who was checked, passed, paid, scanned or rejected							
	The ability to provide Crime Trend Analysis functionality.	Via NC4 - archives in COMPLY.						
	The ability to integrate with (or replace) **Power DMS:**	Web-bases (SaaS). - Document Management System						
	* Create and store internal PD policies							
	* Procedures							
	* Code Compliance							
	* General orders							
	* Employee acknowledgements							
	* Compliance and regulation governance for PD							
	Code Compliance							
	The ability to provide application for logging city-wide information:							
	* Web-based and mobile application							
	* Receive & log complaints							
	* Track complaints and statuses							
	The ability to create alerts for new calls, update status, additional work scheduled etc.							
	The ability to automate inspector assignments to complaints.							
	The ability to set follow-ups based on inspection types.							
	The ability to produce warning tickets and affidavits:							
	* Automatically setup ticket / affidavit follow-ups							
	The ability to provide mobile functionality for field employees.							
	The ability to access City Clerk's office to interact / link with Geographic Information System (GIS) data.							
	The ability to convert all historical COMPLY data into a usable digital format.	Case history: 1989-May 2010 (2010 to present stored in InkForce). -- REWORD requirement The ability to convert all historical case date from the dos based						
	The ability to interface with American Legal Publishing for Code of Ordinance updates.	www.amlegal.com						

	The ability to integrate with Geographic Information System (GIS) software.							
	The ability to interface with the Broward County Property Appraiser's office (BCPA).	Interface via InkForce. - direct interface instead of TAB						
	The ability to interface with the Buildings Department to obtain:	Interface via InkForce. - direct interface instead of TAB						
	* Applications	Interface via InkForce. - direct interface instead of TAB						
	* Building permits	Interface via InkForce. - direct interface instead of TAB						
	* Plans	Interface via InkForce. - direct interface instead of TAB						
	* Images	Interface via InkForce. - direct interface instead of TAB						
	* Requests and approvals	Interface via InkForce. - direct interface instead of TAB						
	The ability to interface with the Utilities department to retrieve tenant, water and power information.	link to Anzio						
	The ability to interface with the Cashiering Department to obtain collections information.	link to Anzio						
	The ability to interface with (or replace) current systems:	link to Anzio						
	* InkForce:							
	* Reports:							
	* Open/Closed Violations							
	* Productivity	Case concentration						
	* Complaints	Monthly report						
	* Cases-by-Month							
	* Fines							
	* Hearings	Schedule hearings, hearing information, historical hearings, etc.						
	* Re-inspections	Re-inspection Log and Complaints Log						
	* SmartReceivables	Invoicing for yards maintained by the City						
	* PM-AM	False alarms for Police response.						
	* GovQA	Public request for records						
	* CTS							
	* InkForce							
	The ability to link fines to related case via a single screen for ease of navigation.	i.e. (Dropdown / table that interfaces with backend data)						
	The ability to automate the assignment of cases to Officers by zone.							
	The ability to track all open / active violations in a specific geographic area vis GIS analysis capabilities.							
	Building							
	The ability to support various permit types:							
	* Assign associated fees to specific permit types							
	* Override assigned fees							
	* Set up checklists for each permit type							
	* Scan the application documents by permit type for archiving							
	The ability to provide automated workflow management to push information to relevant departments.	Currently push emails to applicants						
	The ability to complete and submit licensing applications online and attach required documentation.							
	* Enter business licenses on the dates of issue	Referring to the contractors license/insurance						
	* Issue business license renewals at various times	Referring to the contractors license/insurance						
	The ability to flag licenses when the renewal data approaches Automate renewal date flags.							
	The ability to provide **Building Permit Tracking** functionality:							
	* For above-ground / vertical requests:							
	* Renovation permits							
	* Construction permits							

	* Commercial & Residential permits							
	* Web-based / portal permit application & review processes (in-person submissions allowed as needed)	Large permits require large plan rolls and thus in person submission/application						
	* Allow applicants to views sign-offs, review applications, and check requirements online							
	* Allow applicants to resubmit rejected applications with updated documentation							
	Permit Application Review process:							
	The ability for electronic review of application details, digital documents and building plans.							
	* Electronic and online approval or rejection							
	* Produce Permit Cards upon application approval							
	* Collect permit fees (On-Line payment)							
	* Update application / permit file with permit fees collected or resubmission(s) of rejected applications							
	Inspection scheduling functionality:							
	* Online inspection scheduling (phone requests allowed as needed)							
	* Automated notifications of scheduled inspections to designated inspector	Assume to designated inspector, text cut off						
	* Generate Inspection Report (roster) of pending inspections							
	* Mobile / tablet functionality for inspectors							
	* Electronic Inspection Form completed via tablet							
	* Automated inspection results updates in the system							
	The ability to electronically support Certificate of Occupancy (CO) process to:							
	* Integrate with the Fire Department (FD)							
	* Conduct **Electronic Plan Reviews** of Temporary Certificate of Occupancy (TCO) request (against planning, zoning and fire requirements and compliance	Small permit electronic plan review currently available. 4th qtr. 2017 will have full electronic plan review						
	* Submit electronic TCO inspection requests to FD							
	* Apply unique barcode to building plans for traceability	Currently have, found it wasn't a useful feature and no longer utilized						
	* Provide parent-child relationships from main permit to all related subsequent / component permits for traceability							
	* Automate TCO inspection results (pass / fail) in the system							
	* Automate system triggers:							
	* TCO inspection pass triggers CO generation							
	* Electronic CO and TCO document upload and storage (for the life of the building)							
	* Enter unlimited comments / notes							
	The ability to provide a Google Earth module / integration.	Utilizes GIS, not GE						
	The ability to provide Code Enforcement functionality.							
	The ability to provide advanced reporting capabilities to:							
	* Extract data into Word / Excel formats for manipulation							
	* Comply with BORA governance	BORA is Rules and appeals stands for Board of Rules and appeals						
	* Comply with BDP Rules or Appeals							
	The ability to produce specific reports:							
	* Fees Activity Report (monthly submittal to BORA)							
	* Clerk Report							
	* Number of applications created by named clerks for given period of time							
	* Certificate of Occupancy (CO) Report							
	* Inspection Report							
	* Process ID							
	* Permit ID							
	* Job address							

	* Date							
	* Monetary value							
	* Strap number							
	* Subdivision location	GIS map w/directions						
	* Building Permit Report							
	* Permit Type (residential and commercial)							
	* Volume of permit types							
	* Monetary value of monthly permits extended							
	* Render Report							
	* Letters sent to owners / contractors 150+ days past permit inspection deadlines							
	* Inspections / Plan Review Report							
	* Inspection type (fire, mechanical, plumbing, structural, zoning, electrical, engineering, etc.)							
	* Name of inspector							
	* Volume of monthly inspections							
	The ability to provide a document repository:							
	* Store information indefinitely							
	The ability to flag and automate invoice generation / reconciliation to other counties for taxes/fees owed to the city.							
	Planning & Economic Development							
	The ability to build business licenses by class codes.							
	The ability to provide electronic checklists for external agency / authority approvals.							
	The ability to provide a relational database for automated data population.							
	The ability to schedule/assign setup meetings.	Microsoft Outlook used						
	The ability to provide **Project Management** functionality:							
	* Track "time against a project"							
	The ability to provide Citizen & Vendor Portals:							
	* Complete various permits and applications	i.e. (Tree Removal Application ($10 fee) and evaluations with Arborists)						
	* Upload supporting documentation via citizens portal							
	* Applicant scheduling tools for preplanning meetings							
	* Application "save" functionality							
	* File appeals online							
	* Visibility of business licenses for applicants	Currently under Anzio, need improved query						
	* Checklists with built-in notifications							
	* Register various types of licenses							
	The ability to provide a uniform identification numbering system:							
	* Building permits	Third Party vendor CGA						
	* Customer ID							
	The ability to electronically manage land division and plat review tasks:							
	* Identify & track plat reviews by type and requirements	Would require coordination with Broward County						
	* Submit plat reviews online							
	* Store plat history by address							
	The ability to provide automated **Workflow Management:**							
	* Intradepartmental routing, review, approval and retention	DRC subject to Florida Law						
	The ability to provide **Payment Management** functionality:							

	The ability to interface with Accounts Receivable (AR) for streamlined payment collections and match to the appropriate accounts.							
	* Embedded account-routing logic							
	* Support payment kiosk(s)	Allow for kiosk payment to post directly to account and system						
	* Apply business rules to payments collected outside of the system							
	* Payment oversight and approval							
	The ability to integrate/interface with the Contracts /Grants module.	Coordination with CRA or grantors needed						
	The ability to electronically manage and control distribution of grant funds to third party contractors.							
	* Track draws	Currently provided under Finance						
	* Track payments	Currently provided under Finance						
	* Search by individual application	Currently provided under Finance						
	* Track non-profit grants							
	* Track loans and threshold levels							
	The ability to interface with American Legal Publishing for Code of Ordinance updates.	During Staff DRC review process						
	The ability to integrate with 3rd party P-card provider.	Essential to streamline certain purchases						
	The ability to conduct and retain records for electronic reviews, approvals and submissions of plans and applications.	For Development regulations, Via Granicus Legistar currently						
	The ability to require process policy adherence for quality assurance.	Need third parties to scan documentation						
	The ability to integrate/interface with the Geographic Information System (GIS):	Via ESRI currently						
	* To conduct land / zoning analysis							
	* For GIS reporting							
	* Integration with other departments for shared GIS initiatives (i.e. Code Compliance)							
	The ability to interface / integrate with CRA system: community redevelopment associates 3rd party vendor.	Via CoStar and Opposites currently (third parties)						
	* Electronic forms	HUD coordination						
	* Online payment processing	Subject to HUD rules and accounting review practices						
	The ability to record various inspections and results:	Inspections done by City as well as third parties						
	* Courtesy inspections							
	* Mobile functionality							
	The ability to provide automated triggers / notifications:							
	* Permit / application status							
	* Zoning / Landscaping interactivity reviews							
	The ability to integrate with LBTR via automated workflows.							
	The ability to provide advanced, automated external communications.							
	The ability to streamline dataflow to and from systems and integrations.	i.e. (ESRI, GIS, InkForce, Granicus, Onbase (Hyland), etc. (or for any replacement system)						
	City Clerk's Office							
	The ability to provide an **Electronic Filing System (EFS):**							
	* Centralized document repository							
	* Secure document filing							
	* Full-text use of filed documents (search, tags, keywords)							
	The ability to provide advanced reporting capabilities:							
	* Campaign Treasury Report (CTR)							
	The ability to enforce candidate self-service functionality:							
	* Online / portal access:							
	* Complete electronic forms							
	* Submit forms / requests electronically via EFS capabilities							
	* Automated workflow / routing (to and from City Clerk)	Monthly campaign update requirement						
	The ability to provide electronic document reporting functionality.	Onbase (Hyland) use currently						
	The ability to provide streamlined public sector agenda production functionality:	Granicus Legistar use currently						
	* Create legislative file by department	Granicus Legistar use currently						

	* Auto-generate file ID (one file per agenda item)	Granicus Legistar use currently						
	* Auto-generate cover sheet	Granicus Legistar use currently						
	* Attach associated PDF exhibits	Granicus Legistar use currently						
	* Automate compilation and generation of Agenda File (Draft & Finalized)	Manual in Word currently						
	* Automate creation of final Agenda Book from review edits	Manual hardcopy print and assembly (5 copies)						
	* Publish finalized Agendas online	Via Insight (Granicus Legistar website/calendar)						
	The ability to provide public records tracking system and functionality:	WebQA (GovQA) use currently						
	* Receive requests via email, phone, in-person, etc.	WebQA (GovQA) use currently						
	* Handle internal (Police Department) and external requests	WebQA (GovQA) use currently						
	* Capture records request information:	WebQA (GovQA) use currently						
	* Email address of request	WebQA (GovQA) use currently						
	* Type of request	WebQA (GovQA) use currently						
	* Specific request details	WebQA (GovQA) use currently						
	* Date of request	WebQA (GovQA) use currently						
	* Tracking number of request	WebQA (GovQA) use currently						
	* Department(s) assigned to request	WebQA (GovQA) use currently						
	* Targeted / due date of request response	WebQA (GovQA) use currently						
	* Generate user-friendly notification (email) to assigned department of records request and details	Email look & details are confusing - WebQA (GovQA) use currently						
	* Attach electronic documents to records request link	WebQA (GovQA) use currently						
	* Calculate cost of request	WebQA (GovQA) use currently						
	* Auto-generate invoice to requestor (billing functionality)	WebQA (GovQA) use currently						
	* Edit request status (open, closed, under review, etc.)	WebQA (GovQA) use currently						
	The ability to capture and report on various passport details:	Via spreadsheet currently						
	* Generated by the Federal government	Via spreadsheet currently						
	* Passport admin fees	Via spreadsheet currently						
	* Metrics / volume measurements	Via spreadsheet currently						
	The ability to provide Public Sector Document Management System (DMS) functionality:	Onbase (Hyland) use currently						
	* Scan final / signed documents	Onbase (Hyland) use currently						
	* Advanced text / query search tool	Onbase (Hyland) use currently						
	* Security-based user restrictions	Onbase (Hyland) use currently						
	* Departmental access to corresponding / authorized document storage sections	Onbase (Hyland) use currently						
	* Automated notifications (records retention)	Onbase (Hyland) use currently						
	The ability to interface with American Legal Publishing for Code of Ordinance updates.	www.amlegal.com						
	The ability to support the Contract Awards process:							
	* Integration with Procurement / Contracts Department							
	* Provide Contract Award package templates (7+)							
	* Attach electronic documents to Contract Awards package							
	* Automated Contract Award workflow management	i.e. (City Clerk forwards the award package to Risk Compliance per insurance requirements, City Clerk forwards to Legal and City Manager for review)						
	* Automate system upload of approved Contract Award package							
	* Electronic communications from the system	Contract sent to vendor and Procurement from the system						
	* Automate generation of Performance Bond request / notification with bank	i.e. (If mistakes were made - placed into escrow)						
	* Automate execution of a "Notice to Proceed"	To vendor awarded contract						
	City Clerk - Cashiering & Local Business Tax Receipt (LBTR)							
	The ability to collect and process payments for:							
	* Water bill							
	* Tree Removal bill							
	* Lien Searches							
	* Garage Sale permits							
	* Local Business Tax Receipts (LBTR)	ANZIO CURRENTLY						
	* Code Violations	INK FORCE CURRENTLY						

	The ability to accept various payment methods:							
	* Cash							
	* Check	Via Check Processing System currently						
	* Credit Card							
	* ACH	Via on-line payment currently						
	* Debit Card							
	* Deposit Monies:	Dunbar courier						
	* Automate upload to bank	One bank account						
	* Automate the recording of payments received and monies collected	Via Anzio currently						
	The ability to reconcile collected versus deposited monies.	Dunbar courier						
	The ability to provide Cashiering reporting capabilities:							
	* Transactions							
	* Amounts paid and received	LBTR Anzio Stat report						
	* Fiscal year activity	LBTR Anzio Stat report						
	* Accounts for budgeting							
	* Review application data and enter into system							
	The ability to automate LBTR processes for seamless integration with City Departments.							
	* Edit and / or delete LBTR's as needed							
	* Automate generation of daily inspection roster							
	The ability to provide LBTR reporting capabilities:							
	* Close Year-End:							
	* Run Final Report							
	* Close Accounts							
	* Zoning Report							
	* Unrendered Report							
	* Interface with Code Compliance and Zoning Departments							
	The ability to create / utilized zones that differentiate businesses into geographies.							
	The ability to provide a universal interface with each department to compile zone data for efficient data updates.							
	City Clerk - Licensing							
	The ability to process various license applications and calculate fees.							
	The ability to accommodate an unlimited number of user defined licensing categories.	i.e. (Commercial, home-based, food truck, events, solicitations, charities & commercial etc.)						
	The ability to attach electronic documents (e.g. scanned images) to applications.							
	The ability for system to maintain a history of license renewals to auto generate renewals letters.							
	The ability to Identify non-renewable license types and automatically removes these upon expiration from active license list.							
	The ability to route certain licenses through multiple departments for approval (Different licenses may need different routing processes).	i.e. (Approve business license with Code Enforcement and Fire & Building Departments)						
	The ability to routes certain licenses through multiple departments as notification (approval not required).							
	The ability to schedule and track completion of inspection.	i.e. (Fire inspection is required)						
	The ability to issue license upon approval of inspection.							
	The ability to automatically assign license numbers.							
	Community Services							
	The ability to provide a Transportation Management System functionality (TMS).	Trans Dept. currently uses EasyRides Software. It has limited capabilities. Would benefit from system that does more and provide access to Finance Dept.						
	The ability to Interface with City / Community bus services system:	Share information with Finance Dept. regarding fuel consumption, repair and maintenance, vehicle inventory and necessary grant reporting						
	* Bus and transport schedules	share with public via mobile app						
	* Bus and transport stops	share with public via mobile app						
	The ability for Real-time communications and automated / triggered notifications.	share with public via mobile app						
	* Provide routing / mapping functionality	Ability to check mileage, traffic patterns in order to create new routes. Ability to see population and growth to assess need						
	* Pickup locations	When picking up passengers in residential setting we would want a robo call to advise them of driver arrival. For community bus service, ability for a mobile app to be available to the public						
	* Activity routing							
	The ability to provide Community Services Administration functionality.							
	The ability to provide functionality to manage Social Services.	Please be advised that this center receives several grants that require physical (electronic not acceptable) signatures						
	The ability to establish, apply and manage fees.	Fees for membership and counseling for people under 60 years of age						

	The ability to register and have electronic client signatures available. Interface with new registration program, MySenior Center.							
	The ability for **Case Management functionality:**							
	The ability to manage and track and easily store referral information.							
	The ability to electronically store case management--incident reports, clinical referrals, utilization review meetings-files.							
	The ability for functionality to manage Adult Day Care Center activities.							
	The ability to interface with Easter Seals of South Florida (third party managed program).	As requested						
	The ability for **Activity Registration functionality:**	Create mobile app for center						
	The ability to manage single and tiered registrations (i.e. one or multiple household members).							
	* Membership management functionality (online and in-person)	Member can register and pay for classes, as well as edit basic information such as address, phone number, email						
	* Member / registrant interactive web portal and kiosks	Would prefer a mobile app for this function						
	* Touch screen kiosks	Members to scan an ID card instead of manual sign-ins						
	* Interactive events calendar							
	* Online and kiosk registration							
	* Auto-registration for classes for a specified amount of time							
	* Accept fees and dues payments							
	The ability to support various payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
	The ability to adjust fees.							
	* Electronic forms and reports							
	The ability to generate rosters (with contact information) from registration information.							
	The ability to generate customized / default robo-calls to groups and class registrants.							
	The ability to establish residency and age requirement thresholds.							
	The ability to manage and track food service programs:							
	* Interface with Meals on Wheels (contracted with / managed by to provide their own staff, resources, food, transportation, etc.)							
	* Onsite cafeteria services							
	The ability for Facility Management Administration functionality to track lease and rental payments.	Housing currently uses program called Rent Manager. Satisfied with this program at this time						
	* Senior Citizen Apartments (City-owned / operated)							
	* Medical Care Clinic (City-owned / operated)							
	The ability for reporting and audit capabilities:							
	* Custom and standard reports							
	* Electronic forms and reports							
	* Automated report submission to agencies and third parties							
	* Federal, State, and County compliant regulatory reports: (ADRC, DOEA, CIRTS, EHEAP, etc.)							
	* Monthly CIRTS Report (monthly count of members, services, etc. for Aging Disability Resource Center (ADRC))							
	* Volunteer Report (monthly compliance report of compiled volunteer hours for ADRC and Broward County)							
	* EHEAP (Emergency Home Energy Assistance Program) Report (monthly crisis assistance report of funds expended to supply crisis payments to members for ADRC)							
	* Weekly Cash Deposit Report (money collected for services report to City Finance Department)	Deposits vary, not weekly						
	* Grant Disbursement Report (monthly report to ADRC and Accounts Payable (AP)							
	* Revenue Report (monthly report to identify money received from services)							

	* Audit traceability for daily attendance / information compliance with Department of Elderly Affairs (DOEA)							
	* Compliance with Department of Elder Affairs - State of Florida Client Information & Registration Tracking System (CIRTS)							
	* Provide secure database for Community Services specific data:							
	* Client information							
	* Registration data							
	* Provide remote / keyless access to services and center(s):							
	* RFID / barcode key tags (member location scan)							
	* Employee / volunteer scanner							
	* Remote system access and monitoring							
	Document Management System (DMS) (digital filing system and contract repository):							
	* Role-based permissions to restrict edit / use of data							
	* Provide creation, collection, storage, archive and retrieval of documentation							
	* Accept various documentation via electronic upload, email, hardcopy, etc.							
	* Provide revision controls with history tracking							
	* Provide electronic document workflow management to other departments (review, approvals, etc.)							
	* Support paperless processes							
	The ability to provide advanced **Payroll module integration:**							
	* Integration with Pay Check Flex (third party)							
	* Facility Contract Services contractor payment method							
	* Centralized payroll management for Community Services employees							
	The ability to interface with Public Services Department for streamlined financial dataflow.							
	Parks & Recreation							
	The ability to provide Parks & Recreation Administration functionality.	Civic Rec						
	The ability for activity registration functionality.	Civic Rec						
	The ability to manage single and tiered registrations (i.e. one or multiple household members).	Civic Rec						
	* Interactive web portal and kiosks:	Civic Rec						
	* On-Line payment functionality	Civic Rec						
	* Touch screen kiosks	Civic Rec						
	* Interactive events calendar	Civic Rec						
	* Online and kiosk registration	Civic Rec						
	* Event ticket purchasing	Civic Rec						
	* Rentals and facility reservations	Senior center facility rented for activities / CivicREc						
	* Accept fees and dues payments	Civic Rec						
	* Electronic forms and reports	Civic Rec						
	* Electronic / hardcopy receipt of permits & waivers	Civic Rec						
	The ability to support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)	Civic Rec						
	The ability to integrate with various banks for immediate reconciliation of checks with accounts.	Civic Rec						
	The ability to generate rosters (with contact information) from registration information.	Civic Rec						
	The ability to generate customized / default robo-calls to groups and class registrants:	Civic Rec						
	* Cancellations	Civic Rec						
	* Reminders	Civic Rec						

	* Confirmations	Civic Rec						
	* Changes	Civic Rec						
	* Create automated notifications / prompts	Civic Rec						
	* Establish residency and age requirement thresholds	Civic Rec						
	Membership Management functionality:	Civic Rec						
	* Membership information management (online and in-person)	Civic Rec						
	* Membership billing	Civic Rec						
	* Member interactive web portal and kiosks:	Civic Rec						
	* Touch screen kiosks	Civic Rec						
	* Accept fees and dues payments	Civic Rec						
	* Personalized member dashboards:	Civic Rec						
	* Personalized member calendars	Civic Rec						
	* Secure messaging	Civic Rec						
	* Reservation tools	Civic Rec						
	* Payment tools	Civic Rec						
	* Missing forms / waivers	Civic Rec						
	* Automated prompts / notifications (i.e. upcoming reservation)	Civic Rec						
	* Electronic forms and reports	Civic Rec						
	The ability to support membership identification (RFID key tag, barcoded card, magnetic swipe, punch card, etc.)	Civic Rec						
	Facility Management functionality:	Civic Rec						
	The ability to manage facility rental requests and reservations (campsites, fields, etc.)	Civic Rec						
	* Web-based and in-person reservation booking tools	Civic Rec						
	* Map / Grid-based tools	Civic Rec						
	* Establish waiver & permit requirement prompts	Civic Rec						
	* Electronic waiver & permit forms for completion	Civic Rec						
	* Establish reservation minimum-maximum thresholds (i.e. camping reservations must be 1-4 nights only).	Civic Rec						
	The ability to create and support an interactive master calendar with real-time updates (i.e. volleyball courts blocked out every Saturday for league practice).	Civic Rec						
	* Provide reservation over or double booking logic / rules	Civic Rec						
	* Create recurring bookings / reservations	Civic Rec						
	* **Reporting and Audit** capabilities:	Civic Rec						
	* Custom and standard reports	Civic Rec						
	* Electronic forms and reports	Civic Rec						
	* Extract costs from work orders for tracking and reporting	Civic Rec						
	* Automated report submission to agencies and third parties	Civic Rec						
	* Centralized (City) **Document Management System (DMS)** (digital filing system and contract repository):	OnBase						
	* Role-based permissions to restrict access and edit of data / files	OnBase						
	* Create, collect, store, index, archive and retrieval of documentation	OnBase						
	* Advanced keyword search capability	OnBase						

	The ability to provide automated document **workflow management** to and from other departments (routing, review, approvals, etc.):	This is the only function that I am not sure OnBase provides						
	* Contracts	OnBase						
	* Grants	OnBase						
	* Facility Use Agreements	OnBase						
	* Insurance documents	OnBase						
	* Board of Directors (BOD)	OnBase						
	* Tax Forms	OnBase						
	* By-laws	OnBase						
	* Rosters	OnBase						
	* Accident, Incident and Injury Reports	OnBase						
	* Background Checks	OnBase						
	* Invoices & Purchase Orders	OnBase						
	* Pool Licenses	OnBase						
	* Resident Surveys	OnBase						
	* Risk Files	OnBase						
	* Cash Reports (Golf Daily)	OnBase						
	* Employee Documents (Application, Resume, Change of Employee Information, Position Control, Evaluations, Disciplinary Action Form, Change of Status (COS), Vacation Request, Timecards, etc.)	OnBase						
	* Safety Supervisor Report	OnBase						
	* Support paperless processes	OnBase						
	* Electronic signature capability	OnBase						
	The ability to scan documents into the system via **Optical Character Recognition (OCR)** functionality.	OnBase						
	* Provide **secure database** for Parks & Recreation specific data	Civic Rec						
	* Membership data	Civic Rec						
	* Client information	Civic Rec						
	* Credentials	Civic Rec						
	* Leases	Civic Rec						
	* Drivers Licenses	Civic Rec						
	* Address data	Civic Rec						
	Customer Account Management functionality:	Civic Rec						
	The ability to capture and manage customer / member information:	Civic Rec						
	* Demographics	Civic Rec						
	* Emergency contacts	Civic Rec						
	* Duplicate contact / data entry	Civic Rec						
	* Notification preferences	Civic Rec						
	* Balances, credits and payment history	Civic Rec						
	* Registration / activity history	Civic Rec						
	Email marketing functionality:	Civic Rec						
	The ability to create customized e/mailing lists based on historical (i.e. registration, participation, interest, etc.)	Civic Rec						

	* Custom message creation	Civic Rec						
	* Attach documentation (i.e. forms, photos, roster, class flyer, etc.)	Civic Rec						

Please complete the information below for each ERP Software package that your company offers

General Company & Software Overview	Response
Company Name	
Ownership of company	
Estimated Annual Revenue	
Sales Representative Contact Information (phone, email, address)	
Name of software package proposed	
Most recent version of software package proposed	
Version recommended	
Platform of software proposed (.NET, SQL, etc.)	
General Cost Per User	
Deployment Options (SaaS/Host/On-Premise)	
Key Differentiating Factors	
Approximate number of organizations using most recent version of software	
Approximate number of organizations using any version of software	
Maximum number of users currently supported for any single client	
Overview of customer software support	
Policy on code ownership and on-going maintenance	
Approximate number of software updates per year	

Industry	Sample Clients in Each Industry (Where Applicable)

Language	Language Supported? (Y/N)
English	

Module	**Description of Functionality** (I.e. part of core ERP, 3rd-party bolt-on, not available, etc.)

Implementation Approach	Response
Overview of implementation services	
Preferred implementation partners and their contact information	
Methodology for implementing software	
Average software-license to implementation cost ratio	
Average implementation time (months) for 0-100 users	
Average implementation time (months) for 100-250 users	
Average implementation time (months) for 250-500 users	
Average implementation time (months) for 500-1000 users	
Average implementation time (months) for 1000+ users	
Percent of implementations completed on time	
Percent of typical cost overruns in the implementation phase	

VENDOR QUESTIONNAIRE – COMPANY BACKGROUND

Vendor Name:	
Software Brand Name:	
Software Version:	
Vendor is Prime Contractor? (Yes or No)	

Question # 1	What are the key differentiators of your company and its proposed solution?
Answer	

Question # 2	What awards has your company or proposed solution obtained that are relevant to this project?
Answer	

Question # 3	What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?
Answer	

Question # 4	What strategic alliance have you made to further strengthen your product and services?
Answer	

Question # 5	How do you guarantee the services provided by your company?
Answer	

Question # 6	What are your near-term and long-term goals, and the strategies to reach these goals?
Answer	

Question # 7	What is your niche in the marketplace and your preferred customer size?
Answer	

Question # 8	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.):
Answer	

Question # 9	Please describe how the sales cycle is linked to the product development cycle.
Answer	

Question # 10	Please describe the your commitment to providing ERP system solutions for the public sector marketplace:
Answer	

Question # 11	How many fully operational customer installations of the version proposed in this RFQ, currently in production, has the Vendor completed?

Answer	

Location	Florida	Nationally
Local Government		
Other Public Sector		
Other Non-Public Sector		
Overall:		

Question # 12	How many fully operational customer installations, in total, has the Vendor completed?
Answer	

Location	Florida	Nationally
Local Government		
Other Public Sector		
Other Non-Public Sector		
Overall:		

Question # 13	Do you currently have any outstanding significant (≥ $250,000) litigation with:
Answer	

	Yes	No
Existing or prospective customers?		
Other businesses		
Any U. S. government (Fedral, State, Local)?		

If yes, describe:

Question # 14	Please state the year the Vendor started in the business of selling the proposed solution to local governments:
Answer	

Question # 15	Where is the Vendor's closest support facility/sales office to Pembroke Pines, FL?
Answer	

Question # 16	Where is the Vendor's company headquarters?
Answer	

Question # 17	Please list the Vendor's sales in the previous four years:
Answer	

Year	**Sales**
2017	
2016	
2015	
2014	

Question # 18	How many total employees does the Vendor have in each of the following categories:
Answer	

Area	**Number**
Sales/Marketing	
Management/Administration	
Help Desk Staff	
Development Staff	
Other	

	Total	

Question # 19	What would be the Vendor’s preferred comparably sized, site visit location?
Answer	

Bid #TS-17-04-A - ERP System Software And Implementation RFQ

Time Left	**closed**	**# of offers**	**11**
Bid Started	**Dec 26, 2017 1:47:55 AM EST**	**Notifications**	Report (Bidder Activity)
Bid Ended	This bid closed on Feb 20, 2018 2:00:00 PM EST	**# of suppliers viewed**	**343** (View)
Agency Information	**City of Pembroke Pines, FL** (view agency's bids)	**Q & A**	Questions & Answers Questions: 23

Bid Classifications Classification Codes

Bid Regions Regions

Bid Contact see contact information

Pre-Bid Conference(s)

Feb 14, 2018 10:00:00 AM EST
Attendance is optional
Location: There will be a non-mandatory scheduled pre-bid meeting on Wednesday, February 14, 2018 at 10:00 a.m. Meeting location will be the City of Pembroke Pines Public Services Facility located at 8300 S. Palm Drive, Pembroke Pines, FL 33025 in the Public Services Large Conference Room.

The purpose of the meeting is to provide additional information to interested proposers on the evaluation scoring process and to also allow the interested proposers to ask any related questions.

The City is also planning to allow participants to be able to join the meeting remotely, however additional information on how to access the meeting remotely will be posted at a later date.

Here are the instructions on how to join the meeting remotely:

Join Skype Meeting https://meet.lync.com/panoramaconsulting/steve.ditty/RSQ0NQHW

Trouble Joining? Try Skype Web App https://meet.lync.com/panoramaconsulting/steve.ditty/RSQ0NQHW?sl=1

Join by phone +17204394749
Find a local number https://dialin.lync.com/4bd377d5-fa3c-4c83-9b48-10fb2d2926e0

Conference ID: 74813407
Transcript Attendance

Delivery Location

One or more of the following locations

City of Pembroke Pines

No Location Specified

Qty 1

Expected Expenditure n/a

View Rules Click here to change the rules for this bid.

Bid Packet Packet for Bid TS-17-04-A [download]

Best and Final Offer: Create

Approval

View Approval Flow View Approval Flow

Approval Status Approved

Description

Bid Number TS-17-04-A

Title	Please upload & submit all required documents here.
Contract Duration	One Time Purchase
Budgeted Amount	$0.00 (change)
Standard Disclaimer	Bids/proposals must be submitted electronically

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
The vendor must provide the necessary information on the BidSync website and upload all of the requested documents listed in the PROPOSAL REQUIREMENTS section of this solicitation. Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked âœBID SECURITYâ (with the Solicitation Number and Title) and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, FL 33025.

Bid Comments

The City of Pembroke Pines is seeking proposals from qualified firms/providers of municipal ERP systems, hereinafter referred to as the Contractor, to provide an innovative and effective solution to meet the city's needs for an Enterprise Resource Planning (ERP) system, in accordance with the terms, conditions, and specifications contained in this solicitation.

The ERP system shall allow the City the flexibility to adapt to any new information needs and workflows processes that may be required. The proposer's product offerings shall meet or exceed the City's current requirements and shall include a robust solution set that will allow the City to continue to leverage this investment well into the future as the needs of the City grow and evolve.

While the City is considering a traditional City-hosted solution, it may consider implementing a Vendor-hosted solution through a licensing model. As such, the City is requesting proposals to include detailed information regarding the Vendors hosting and licensing options.

This proposal requires a two part submission via BidSync:

A: "RFQ# TS-17-04-A for ERP System Software and Implementation"

B: "RFP# TS-17-04-B for ERP System Software and Implementation"

After vendors are short-listed from the RFQ process, the short-listed vendors will be invited to respond to the RFP process. The City intends to issue the RFP after the RFQ process has been finalized.

Description Please upload & submit all required documents here.

Documents — Select All | Select None | Download Selected

1. RFQ TS-17-04-A ERP System Software and Implementation.pdf [download]
2. Attachment A - Contact Information Form.docx [download]
3. Attachment B - Vendor Information Form and a W-9.pdf [download]
4. Attachment C - Non-Collusive Affidavit [download]
5. Attachment D - Sworn Statement on Public Entity Crimes [download]
6. Attachment E - Local Vendor Preference Certification [download]
7. Attachment F - Veteran Owned Small Business (VOSB) Preference Certification [download]
8. Attachment G - Equal Benefits Certification Form [download]
9. Attachment H - Proposers Qualifications Statement [download]
10. Attachment I - Sample Insurance Certificate.pdf [download]
11. Attachment J - Specimen Contract Contractual Services Agreement Rev. 2017-04-07.pdf [download]
12. Attachment K - References Form [download]
13. Attachment L - Vendor Drug-Free Workplace Certification Form.docx [download]
14. Attachment M - Functional Requirements Summarized.xlsx [download]
15. Revised Attachment M - Functional Requirements Summarized 1-16-18.xlsx [download]
16. Attachment N - General Company Software Overview.xlsx [download]
17. Attachment O - Vendor Questionnaire â" Company Background.docx [download]
18. 2.14.18 Meeting Scoring Analysis Presentation.pptx [download]

= Included in Bid Packet = Excluded from Bid Packet

Addendum #1 - Made On Feb 13, 2018 5:44:02 PM EST

New Documents 2.14.18 Meeting Scoring Analysis Presentation.pptx

Change Made On Jan 16, 2018 5:05:12 PM EST

New Documents Revised Attachment M - Functional Requirements Summarized 1-16-18.xlsx

Change Made On Jan 16, 2018 5:12:05 PM EST

Previous End Date Jan 30, 2018 2:00:00 PM EST **New End Date** Feb 13, 2018 2:00:00 PM EST

Change Made On Jan 22, 2018 10:16:43 AM EST

Previous Q & A End Date Jan 16, 2018 8:30:00 PM EST **New Q & A End Date** Feb 5, 2018 8:30:00 PM EST

Change Made On Feb 8, 2018 3:12:36 PM EST

Previous End Date Feb 13, 2018 2:00:00 PM EST **New End Date** Feb 20, 2018 2:00:00 PM EST

Conference on Feb 14, 2018 10:00:00 AM EST as been added

Change Made On Feb 13, 2018 3:55:59 PM EST

Pre-Bid Conference Changes Pre-Bid Conference information has changed. Please review all Pre-Bid Conferences.

Contractor Advertisements View All Ads

There are no advertisements on this solicitation.

Question and Answers for Bid #TS-17-04-A - ERP System Software and Implementation

Create New Question

Question Deadline: Feb 5, 2018 8:30:00 PM EST

Overall Bid Questions

Question 1

Could you please help me with the following questions:

1. Whether companies from Outside USA can apply for this?
(like,from India or Canada)

2. Whether we need to come over there for meetings?

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

4. Can we submit the proposals via email? **(Submitted: Dec 26, 2017 7:24:20 AM EST)**

edit

Answer

- : Yes, firms from outside the US are welcome to participate in this procurement process and submit responses to the RFQ. There is no need to come to Florida to attend any meetings at this stage. We will require the vendors who are selected for the next round (RFP) to come onsite and perform an extensive demonstration of their proposed solution. We are also flexible regarding the location where the contracted services and software are located and are open to considering an offshore solution model. The proposal responses should be submitted online via our BidSync system. Please let us know if this method is not possible for your firm. **(Answered: Jan 10, 2018 6:15:31 PM EST)**

Add to Answer:

Question 2

will the City consider proposals for a solution to individual components of the functional requirements (ie, workorder, backflow, fixed asset, code enforcement, permitting...) **(Submitted: Dec 26, 2017 1:16:19 PM EST)**

Answer

edit

- Yes, we understand that our desired scope is large and will consider responses to a subset of our desired functions/requirements. We will consider all submitted proposals and may even select a number of niche providers should we not be able to obtain one holistic ERP solution that meets all of our needs. **(Answered: Jan 10, 2018 6:15:31 PM EST)**

Add to Answer:

Question 3

Regarding proposal submission, should we complete all forms online (Attachments A-O) as well as include these same forms completed and scanned in the one PDF document? **(Submitted: Dec 28, 2017 10:29:43 AM EST)**

edit

Answer

- It is ok to complete all the forms online. **(Answered: Jan 10, 2018 6:15:31 PM EST)**

Add to Answer:

Question 4

Is any pricing at all required with the RFQ proposal? I see a requirement to providing pricing on the BidSync website, but not other documentation as to format etc. **(Submitted: Dec 28, 2017 10:34:35 AM EST)**

Answer

edit

- No, specific software or implementation services pricing is not required for the RFQ. However, there are general questions about the software license pricing structure and a high level ROM for the implementation costs. We will require the vendors to provide more specific pricing details in the subsequent RFP submission. **(Answered: Jan 10, 2018 6:15:31 PM EST)**

Add to Answer:

Question 5

Would Pembroke Pines consider a best of breed utility billing system with a complete RESTful API? The open business logic available within the REST API makes us completely agnostic and very easy to integrate with another system of your choice. **(Submitted: Jan 3, 2018 12:21:59 PM EST)**

edit

Answer

- Yes, we will consider â€œbest of breedâ solutions for any of the requested functions and requirements. **(Answered: Jan 10, 2018 6:15:31 PM EST)**

Add to Answer:

Question 6

1) Does all work need to be done only within the US or can offshore offices be used for certain parts of the work ? **(Submitted: Jan 9, 2018 11:06:12 PM EST)**

edit

Answer

- Work can be done from offshore locations. **(Answered: Jan 11, 2018 7:15:55 AM EST)**

Add to Answer:

Question 7

Most of the cells in Attachment M: Functional Requirements are locked. We are unable to place our responses into the document. Could you please update this document as soon as possible to allow sufficient time to respond. **(Submitted: Jan 10, 2018 9:51:21 AM EST)**

edit

Answer

- When the excel document is downloaded, you must eventually select enable editing to unlock the cells. **(Answered: Jan 10, 2018 6:19:14 PM EST)**

Add to Answer:

Question 8

edit

Does the prime vendor need to have references of implementation for all the modules listed or can they have subcontractors on their team who have implemented some of the lesser known modules ? **(Submitted: Jan 11, 2018 12:50:17 AM EST)**

Answer

- We would ideally like the prime vendor to have experience with each of the functions in the RFQ. However, we realize that it is a broad spectrum and are ok with their partners possessing this knowledge who are on the team.

Please note that we are only requesting names of reference clients at this stage and do not intend to make contact with any of them until we get to the next RFP round. For the RFQ, we are principally interested in understanding where and how much relevant experience you have with organizations like Pembroke Pines. **(Answered: Jan 11, 2018 2:35:10 PM EST)**

Add to Answer:

Question 9

A follow up to Question 7 - After following your instructions, we are still unable to edit Attachment M Functional Requirements. An example - starting with line 77, when trying to place a response into any of the columns (E, F, G, H, I)we receive the following error message "This value doesn't match the data validation restrictions defined for this cell." **(Submitted: Jan 11, 2018 8:26:18 AM EST)**

edit

Answer

- An updated Attachment M has been uploaded to BidSync. **(Answered: Jan 22, 2018 10:19:05 AM EST)**

Add to Answer:

Question 10

Please provide a count of the total number of city staff that will need access to the land use management, permitting, planning, and business license system in any capacity. **(Submitted: Jan 15, 2018 3:05:09 PM EST)**

edit

Answer

- Across all is about 50. **(Answered: Jan 24, 2018 6:04:44 PM EST)**

Add to Answer:

Question 11

Re: Question 11 - Of this total, how many work primarily in the field (i.e. building inspectors, code officers, site inspectors etc.)? **(Submitted: Jan 15, 2018 3:06:38 PM EST)**

edit

Answer

- About 15. **(Answered: Jan 24, 2018 6:04:44 PM EST)**

Add to Answer:

Question 12

Please clarify your preferred implementation timeline approach. As we understand, Pembroke Pines prefers to implement the Charter Schools system and then move into the City implementation. Please clarify whether the Charter Schools wishes to implement a full Financial, Human Capital Management and Payroll solution as well as a full Student Information System? **(Submitted: Jan 15, 2018 3:08:49 PM EST)**

Answer

edit

- The City has not yet determined or decided on a specific implementation strategy, plan, or phasing approach for the ERP system. We would look to the vendors to provide a recommendation based on their experience at similar clients and functionality. However, we believe that a phased approach versus âœbig bangâ implementation would be preferred. Additionally, we are looking to select and implement an ERP system to support all of the functions identified in the RFQ requirements document. For example, we are looking to implement a single accounting system to support the financial requirements at each of the City departments and agencies (e.g., Charter Schools, Utilities). **(Answered: Jan 22, 2018 10:19:05 AM EST)**

Add to Answer:

Question 13

For core ERP modules, would the Charter School and City be open to sharing design set up and decision-making tasks before moving into their respective implementation projects? **(Submitted: Jan 15, 2018 3:09:43 PM EST)**

edit

Answer

- Please clarify - What are the specific âœdesign set up and decision-making tasksâ referred to in this question? **(Answered: Jan 22, 2018 10:19:05 AM EST)**

Add to Answer:

Question 14

Has The ERP System and related implementation project been fully approved/funded? If so, what dollar amount has been allocated for the entirety of the project? **(Submitted: Jan 15, 2018 3:10:03 PM EST)**

edit

Answer

- The ERP system was approved for RFQ and RFP release with an estimated $600K/10% first-year funding provided in the fiscal year of 2018; additional funding for the project to be considered based on the supporting information discovered through the RFQ/RFQ review. **(Answered: Jan 29, 2018 11:44:17 AM EST)**

Add to Answer:

Question 15

List of Questions
1. Is there any particular reason for the city to specifically consider the traditional City hosted Solution as the primary preference?
2. Can the proposed solution be a Cloud based solution?
3. What would be the total number of end users from the City who would be using the proposed solution.
4. Please specify the number of people to be trained for the proposed solution.
5. Do we have to specify the time line for the Project In the RFQ? Or, is it to be given upon the release of the RFP
6. Do you have an approximate size of the data to be loaded?
7. Has a budget been determined for this project? If so, how much?
8. What is the purpose of the Auto Liability insurance. **(Submitted: Jan 16, 2018 6:34:00 PM EST)**

Answer

edit

- List of Questions
  1. Is there any particular reason for the city to specifically consider the traditional City hosted Solution as the primary preference? No, we would consider another type of solution as appropriate (e.g., Cloud-based, SAAS)
  2. Can the proposed solution be a Cloud based solution? Absolutely
  5. Do we have to specify the time line for the Project In the RFQ? Or, is it to be given upon the release of the RFP â" No timeline is required for the RFQ, we will be requesting a recommended implementation timeline and specific pricing for the RFP.
  6. Do you have an approximate size of the data to be loaded? About 4-5TB (terabytes)
  7. Has a budget been determined for this project? If so, how much? While a specific budget for the implementation has not been determined, we have estimated it to be a phased approach, extending 2-3 years and costing $3-5M to complete **(Answered: Jan 24, 2018 6:04:44 PM EST)**
- 8. What is the purpose of the Auto Liability insurance. Auto Liability insurance will not be necessary in the final agreement. **(Answered: Jan 24, 2018 6:15:08 PM EST)**
- 3. What would be the total number of end users from the City who would be using the proposed solution.
  380 to 490 users based on the functions provided by responding vendor.

  4. Please specify the number of people to be trained for the proposed solution.
  260 to 370 users based on the functions provide by responding vendor. **(Answered: Jan 29, 2018 11:44:17 AM EST)**

Add to Answer:

Question 16

Does the city maintain the financial records for the Charter Schools or are those Financials in a separate ledger maintained in a different database by a different office? **(Submitted: Jan 26, 2018 1:14:19 PM EST)**

edit

Answer

- The City maintains the financial records for the Charter Schools and the Financial records for the Charter School are maintained in the same ledger and database. **(Answered: Jan 31, 2018 6:33:58 PM EST)**

Add to Answer:

Question 17

With regard to the following requirements:

â¢ The ability to support the Response to Intervention (RTI) process, including reporting requirements and documentation management.

â¢ The ability for built in logic for regulatory compliance in creating individual education programs (IEP).

Are you looking for the SIS to provide the above Special Education (SPED) functionality? **(Submitted: Feb 13, 2018 3:44:55 PM EST)**

Answer

edit

- Yes.

  For the RtI process we would like for the SIS to include a documenting and reporting function for RtI data including a place for teachers to document interventions and progress monitoring data for each student receiving T2 or T3 interventions. Teachers and administrators should be able to run reports on student performance based on the above criteria.

  Currently, we use the Broward County IEP program known as Easy IEP through PCG Consulting. PCG Consulting uses EDPlan, a suite of tools and services that to our ESE department such as documentation and reporting of student services. **(Answered: Feb 13, 2018 3:45:50 PM EST)**

Add to Answer:

Question 18

with regard to the following:

- The ability to integrate Special Education system.

Do the schools already have a SPED system if you are asking us to integrate? Would the integration suffice for the first two questions? **(Submitted: Feb 13, 2018 3:46:37 PM EST)**

edit

Answer

- We currently use the Broward County portal, Easy IEP, by PCG consulting. Integration with the above system or an entity of PCG's EDPlan would suffice for the ESE component however not for the RtI Process functionality. **(Answered: Feb 13, 2018 3:46:58 PM EST)**

Add to Answer:

Question 19

Please confirm the number of schools and their enrollments for the SIS offering. **(Submitted: Feb 13, 2018 3:47:11 PM EST)**

edit

Answer

- There are 7 schools:
  Academic Village Grades 6-8 2,062 students
  Central Campus Elementary Grades K-5 624 students
  Central Campus Middle School 6-8 675 students
  East Campus K-5 680 students
  FSU Campus K-5 679 students

West Campus Elementary K-5 624 students
West Campus Middle 6-8 642 students **(Answered: Feb 13, 2018 3:47:28 PM EST)**

Add to Answer:

Question 20
How can you remotely join the pre-bid conference call scheduled for 2/14/18? **(Submitted: Feb 13, 2018 3:56:48 PM EST)**

Answer

- Here are the instructions on how to join the meeting remotely:

Join Skype Meeting https://meet.lync.com/panoramaconsulting/steve.ditty/RSQ0NQHW

Trouble Joining? Try Skype Web App https://meet.lync.com/panoramaconsulting/steve.ditty/RSQ0NQHW?sl=1

Join by phone +17204394749
Find a local number https://dialin.lync.com/4bd377d5-fa3c-4c83-9b48-10fb2d2926e0

Conference ID: 74813407 **(Answered: Feb 13, 2018 3:57:02 PM EST)**

edit

Add to Answer:

Question 21
How many new student applications does your charter network receive each year (for all charter schools in org combined)? **(Submitted: Feb 15, 2018 2:33:07 PM EST)**

edit

Answer

- Received about 5,000 students, had 11,500 applications to multiples schools. **(Answered: Feb 15, 2018 2:33:59 PM EST)**

Add to Answer:

Question 22
Do you require the family-facing School Choice/Registration forms in multiple languages? If so, what languages are needed? **(Submitted: Feb 15, 2018 2:34:15 PM EST)**

edit

Answer

- Yes. English, Spanish and Creole. **(Answered: Feb 15, 2018 2:34:30 PM EST)**

Add to Answer:

Question 23
Can you clarify the need to both provide lottery services in our proposed solution as well as interface with SmartChoice lottery solutions? Are you only seeking a solution to replace some of the lottery processes at Pembroke Pines Charters? (e.g. only seeking to replace elementary process) Can you elaborate on the data exchange desired with SmartChoice. The City\Schools system is open to consider and review a full integrated lottery solution from proposers. **(Submitted: Feb 15, 2018 2:34:51 PM EST)**

edit

Answer

- Data exchange for SmartChoice would only require a flat text Comma separated value (CSV) file shared via secure FTP exchange. **(Answered: Feb 15, 2018 2:35:05 PM EST)**

Add to Answer:

Submit

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com