



**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**  
**INFORMATION TECHNOLOGY (IT) CONTRACTUAL SERVICES**  
**REQUEST FOR PROPOSAL (RFP)**

**ADDRESS:**

River to Sea Transportation Planning Organization  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, Florida 32114

**TELEPHONE:**

(386) 226-0422 FAX: (386) 226-0428

**Four (4) hard copies and one (1) electronic copy in .pdf format must be received by the River to Sea Transportation Planning Organization no later than 11:00 AM local time (EDT) May 16, 2019. Proposals received after this date and time will not be considered.**

## **River to Sea Transportation Planning Organization**

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## **REQUEST FOR PROPOSAL (RFP)**

### **SECTION 1: INTRODUCTION**

#### **Purpose**

The River to Sea Transportation Planning Organization (R2CTPO) is seeking the services of a professional firm to provide IT support and service. The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in the provision of these respective services. The Firm must possess technical proficiency in all aspects of IT service. Details on the RFP and the proposed scope of services can be found on the R2CTPO's website at [www.R2CTPO.org](http://www.R2CTPO.org).

#### **Background**

The R2CTPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell.

The R2CTPO is the primary forum within which local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transportation, and bicycle and pedestrian facilities. The R2CTPO Board is comprised of elected officials representing various local area governments and appointed members representing transportation authorities serving the area.

The R2CTPO Board is supported by several advisory committees that include technical staff as well as citizen representatives that review information and make recommendations to the Board. The organization has a small staff of eight (8) people of transportation planning professionals that support, coordinate and complete the transportation planning activities undertaken by the R2CTPO Board and committees. The R2CTPO currently operates under signed joint participation and interlocal agreements with all member governments. Together, the Board and committees are responsible for working together to improve the safety and efficiency of the transportation system in the area served by the R2CTPO.

The R2CTPO is a quasi-government organization that is responsible for adhering to Florida Sunshine, records retention, and other state and federal laws.

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## **SECTION 2: GENERAL INFORMATION, TERMS AND CONDITIONS**

### **Proposed Schedule**

**May 1, 2019:** Legal Ad appears in newspapers and on website [www.R2CTPO.org](http://www.R2CTPO.org) and notification e-mail sent to firms.

**May 7, 2019:** Firms interested in responding to the RFP may attend a tour of the R2CTPO facilities at 10:00 a.m. on May 7, 2019. Failure to be present is not cause for rejection of RFP.

**May 8, 2019:** Questions about the proposed Scope of Services may be submitted by e-mail on or before May 8, 2019 at 5:00 p.m., to Julie Adamson, [jadamson@R2CTPO.org](mailto:jadamson@R2CTPO.org). Questions submitted must state the following in the subject line: "IT Contractual Services RFP – Questions." It is strongly encouraged that each respondent consolidate their questions into one email. Staff will research any questions and post responses on the website at [www.R2CTPO.org](http://www.R2CTPO.org) on or before May 10, 2019.

**May 16, 2019:** To be considered responsive, applicants must submit four (4) hard copies and one (1) electronic copy in .pdf format, containing the proposal to the R2CTPO no later than 11:00 AM (EDT) on **May 16, 2019.**

**May 22, 2019:** The Selection Committee meets and selects short-listed firms. This will be based on the qualifications, experience, cost and capabilities submitted in the proposals and evaluation criteria set forth in the request for proposals. The Selection Committee announces and notifies short-listed firms no later than May 22, 2019.

**May 24, 2019:** Oral presentations, if needed, will be given to the Selection Committee by the short-listed firms at the R2CTPO office. This will include a Q&A session of the firm's past work, capabilities and project approach. The Selection Committee will rank short-listed firms based on qualifications, experience, capabilities, project approach, and cost.

**June 5, 2019:** The Executive Director of the R2CTPO will present the recommendations of the Selection Committee to the R2CTPO Executive Committee.

**June 26, 2019:** The R2CTPO Executive Director will present the recommendation of the Selection Committee to the R2CTPO Board. R2CTPO Board reviews/ approves final ranking and authorizes the Executive Director to execute the contract.

**July 1, 2019:** New contract becomes effective.

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#### **Questions Concerning RFP/No Contact Provision**

Respondents are hereby notified not to contact any member of the Selection Committee, or any member of the River to Sea Transportation Planning Organization committees or staff in regard to their RFP, except as provided herein regarding this proposal until such time as a contract has been awarded. All inquiries pertaining to this RFP should be directed to the designated R2CTPO staff liaison (Julie Adamson, [jadamson@r2ctpo.org](mailto:jadamson@r2ctpo.org)) in writing via email. Failure to abide by this condition of the RFP may be cause for the rejection of the firm's proposal.

Questions concerning any portion of this RFP shall be directed in writing via e-mail to the official point of contact for this RFP. Questions must be received no later than 5:00 p.m. on May 8, 2019. Questions submitted must state the following in the subject line: "IT Contractual Services RFP – Questions." It is strongly encouraged that each respondent should consolidate their questions into one email to [jadamson@r2ctpo.org](mailto:jadamson@r2ctpo.org).

#### **Clarification and Addenda to RFP**

It is incumbent upon each respondent to carefully examine these specifications, terms and conditions. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing via email through the designated R2CTPO staff liaison. The R2CTPO shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If it becomes necessary to revise or amend any part of this RFP, a good faith attempt will be made to notify all prospective respondents via email. All addenda will be posted on the R2CTPO's website at [www.R2CTPO.org](http://www.R2CTPO.org).

#### **Presentations by Respondents**

The R2CTPO, at its discretion, may ask any respondent to make an oral presentation and/or demonstration without charge. The R2CTPO reserves the right to require any respondent to demonstrate to its satisfaction that the respondent has the fiscal and technical ability to perform the requested services. The demonstration must satisfy the R2CTPO and they shall be the sole judges of compliance.

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#### **SECTION 3: PROPOSALS**

##### **Proposal Closing Date and Time**

Four (4) hard copies and one (1) electronic copy in .pdf format must be received by the R2CTPO no later than 11:00 AM (EDT) on May 16, 2019. Proposals received after this date and time will not be considered.

##### **Delivery of Proposals**

All proposals shall be sealed and delivered or mailed to (fax and e-mail submittals will not be accepted); postmark is NOT considered date of receipt:

River to Sea Transportation Planning Organization (R2CTPO)  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, Florida 32114

Mark package(s) as follows:

##### **IT Consulting Services – c/o Julie Adamson**

Note: Please ensure that if a third party carrier (Federal Express, UPS, USPS, etc.) is used, they are properly instructed to deliver the proposal only to the R2CTPO at the above address. To be considered, a proposal must be accepted at the R2CTPO office no later than the RFP closing date and time. If the proposal is delivered anywhere else, it may not reach the R2CTPO office in time.

##### **Proposal Format**

Each Respondent shall submit a written proposal that includes sufficient information to enable the Selection Committee to fully evaluate the capabilities of the firm and the proposed approach to providing the specified services. Proposal should be formatted as 8 1/2" by 11" pages. Terms and conditions differing from those in this RFP shall be cause for disqualification of the proposal.

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#### **Proposal Organization**

The written proposal shall include the following format, separated into sections and appropriately labeled:

##### **Section 1 – Letter of Interest**

Each proposal shall include a letter of interest in submitting a proposal signed by an authorized official of the firm.

##### **Section 2 – Company Information**

Each proposal shall provide a brief introduction of the IT firm and any sub-consultants, including the size of the firm, the number of years in business, the availability of the firm to perform the services requested, the history of the firm, and the location of the firm's office(s). Information (address, phone, email, website) to include the phone number and email of the primary contact person(s) shall also be included.

Provide any certifications held by the firm or other pertinent information. Please be sure to provide a description of the certification and how this will benefit the R2CTPO.

##### **Section 3 – Qualifications of Project Team and Key Personnel**

Each proposal shall include a staffing plan, with applicable resumes, which clearly illustrates the organizational structure proposed to accomplish the management, technical and administrative services required to fulfill the Scope of Services. The proposal should also identify a project manager and key staff members who will be involved with providing the services. The proposal should highlight how the project manager and key staff members are qualified to provide the services requested.

Provide any certifications held by the employees or other pertinent information. Please be sure to provide a description of the certification and how this will benefit the R2CTPO.

If sub-consultant(s) will be utilized, the sub-consultant(s) and key staff should be included in the staffing plan. If the firm has more than one office, the proposal shall identify the location of the office where each key staff member is located and how the resources of each office will be used.

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#### **Section 4 – Firm Experience**

Each proposal should list and describe up to three (3) examples within the last three (3) years for which the respondent has provided the same or similar services to those being requested in the Scope of Services. If applicable, the respondent shall also include how they approached the transitioning to being the new IT provider of a client. Each example must include the name and address of the client for whom the work was completed, the number of employees/workstations managed within the organization, and the name and telephone number of a contact person at the client's organization.

#### **Section 5 – Understanding of Scope of Services**

Each proposal shall demonstrate the understanding of the services required in the Scope of Services. The respondent shall discuss:

- The approach to meeting the R2CTPO's Expectations of the IT Firm within the Scope of Services: IT Management; Wireless Network Management; Network and IT Security; IT Planning, Budgeting and Purchasing; Helpdesk Services; and Strategic Planning. The approach should include how the firm's solution benefits the R2CTPO.
- The approach to Network and IT Security should provide the tools and software that are used to protect clients against virus and cyber security attacks. The approach should include an explanation of how the firm's solution benefits the R2CTPO.
- The approach to hosted email spam filtering service with antivirus scanning should provide how spam emails are filtered and the antivirus scanning software used. The approach should include an explanation of how the firm's solution benefits the R2CTPO.
- The approach to data backup solutions for both onsite and offsite data back-up. The approach should include an explanation of how the firm's solution provides the most efficient and cost effective back-up strategies.
- The approach to helpdesk support shall include the following information:
  - The process for the client to communicate issues or get help,
  - Support hours and any observed holidays,
  - The number of staff that would be available to respond for various issues,
  - Service request escalation process,
  - How issues are tracked and managed by your company's management,
  - Any on demand troubleshooting/resolution that may be available. On demand troubleshooting/resolution means a client calls the helpdesk and someone is able to remote into the computer during the call to resolve the issue.

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- If firms have helpdesk services where they are able to begin working on issues immediately (on demand), the firm should discuss their approach to that process and which issues can be resolved through the helpdesk as compared to the issues that may need to be elevated.
- Response times (remote and onsite) for the following service requests which may become part of the executed contract:

Service Request	Impact Scope	Priority	Remote Response Time	Onsite Response Times <sup>1</sup>
High	Major functions are unavailable/inoperable or critical business processes are unavailable/inoperable.	1		
Medium	General business processes are unavailable/inoperable, critical business processes are still operable	2		
Low	Administrative questions or issues. General business processes are available.	3		
Scheduled <sup>2</sup>	Activity that needs to be scheduled to correspond with and in support of another scheduled event	4	special	special

1 Plus travel time if distance is >10 miles or 30 minutes from the office from which the engineer is dispatched.

2 Scheduled service requests are to be submitted 72 hours prior to the scheduled event.

### Section 6 – Minimum Standards for Service Coverage

Each proposal shall include an explanation of any minimum standards for the IT environment for the R2CTPO. The minimum standards shall include hardware, operating systems, licenses, anti-viruses, firewalls and encryption. The proposal shall provide an indication of any needs for the R2CTPO to change their current IT environment to meet the minimum standards.

### Section 7 – Firm Selection Process – Minimum Conditions

Each proposal shall include an explanation of how the firm will meet the minimum conditions outlined in Section 4: Firm Selection Process of this RFP.

### Section 8 – Professional References

Each proposal shall include three (3) professional references, including contact information (email and telephone number) for each reference. These references are in addition to the



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references requested in the Proposal Organization Section 4 – Firm Experience.

#### **Section 9 – Cost**

- Complete the Price Proposal Form within Section 6 of the RFP:
  - Provide the estimated monthly fee for IT services. The monthly fee shall include, at a minimum, the following services:
    - Unlimited remote support for covered items (examples of covered items include: software/ licenses purchased through/ recommended by the IT Firm; Servers; Workstations; and other hardware devices purchased through/ recommended by the IT Firm)
    - Proactive maintenance and patching of covered workstations and servers
    - Quarterly business and technology meetings
    - 24 x 7 x 365 alerting for critical events of covered items (examples of critical event alerts include, but are not limited to the following: hard drive failure in a server, server going offline, network device failure, etc.)
    - Respondent's security solution for each covered device
    - Backup solution for each covered device – not including offsite platforms
    - Hosted email spam filtering service with antivirus scanning
    - Service logging and tracking
    - Prioritized Helpdesk event scheduling
    - One monthly scheduled onsite visit (up to 3 hours per visit)
  - Provide standard hourly rates for items that might not be included within the monthly fee, such as special projects. Please explain the services that may be charged this rate.
  - Provide the cost of offsite services on a per gigabyte cost and the provider of that service.
  - Any one time set-up fees or transition costs should be quoted separately from the monthly cost for IT services.
  - The R2CTPO will pay for Adobe and Microsoft licenses/ software renewals separately from the monthly cost of services.
  - The R2CTPO will pay for any hardware upgrades separately from the monthly cost of services. These amounts do not need to be quoted as part of this proposal.

Fees and rates are not subject to re-negotiation after contract execution.

The R2CTPO will evaluate the total cost for the respondent.

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#### **Section 10 – Required Forms**

Each proposal shall include all completed required certifications/statements contained in Section 6 of the RFP packet.

The original proposal must be signed by an official authorized to legally bind the respondent to its provisions and shall contain a statement that the proposal shall remain valid for at least ninety (90) calendar days from the proposal closing date.

The following certifications/statements **must** be included:

1. DBE Participation Statement
2. Truth-In-Negotiations Certificate
3. Non-Collusion Proposal Certification
4. Certification of Eligibility
5. Certification Regarding Lobbying
6. Debarment and Suspension Certification
7. E-Verify

#### **Disclosure of Proposal Content**

All proposals shall be held confidential to the extent permitted by law from parties other than the R2CTPO until the recommendation for award is made. The R2CTPO is governed by the Public Records Law, Chapter 119, Florida Statutes.

#### **Respondent's Responsibility**

**A respondent, by submitting a proposal, represents that:**

1. The respondent is familiar with the conditions under which this contract must be performed. The respondent possesses the capabilities, resources and personnel necessary to provide efficient and successful service to the R2CTPO; and
2. It is understood and the respondent agrees that the respondent shall be solely responsible for all services provided. Notwithstanding the details presented in the RFP, it is the responsibility of the respondent to verify the completeness of the requirements and its suitability to meet the intent of this RFP.

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#### **SECTION 4: FIRM SELECTION PROCESS**

In order to be considered for this work, the Firm(s) must meet the following conditions at a minimum:

1. The firm must have relevant IT service experience.
2. The firm must have the hardware, software and trained technicians necessary to perform the scope of services in an accurate and timely manner.
3. The consulting team must include qualified professional IT personnel.
4. The firm must have a satisfactory record of performance.
5. The firm must have the legal ability to contract with the R2CTPO.
6. The firm must have a satisfactory record of integrity.

#### **Selection Committee Review and Short-Listing**

The Selection Committee will review all proposals submitted according to the requirements of this RFP. The Selection Committee shall consider and weigh the following areas in their selection process:

- Demonstrated IT management, experience and applicability to the R2CTPO Scope of Services (0-30 Total Points)
- Understanding of Requested Services and IT Firm Expectations in the Scope of Services (0-30 Total Points)
- Related Experience and Technical Skills (0-30 Total Points)
- Cost of the Service (0-10 Total Points)

#### **Oral Presentations/Interviews**

The short listed firms may be invited for Oral Interviews and may be asked to give an Oral Presentation. This will include a Q&A session of the firm's past work, capabilities and project approach. Short-listed firms will be given up to fifteen (15) minutes for their presentation and up to fifteen (15) minutes to answer questions from the Selection Committee. The firm's Project Manager and other key staff must be present at the oral presentations.

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The Selection Committee shall discuss the overall merits of each proposer and conduct a final recommendation based on the evaluation criteria noted in the previous section. Each voting member will be required to consider the proposer's original proposal and any additional information acquired during the presentations/interviews. Final recommendations will be made and then presented by the R2CTPO Executive Director to the R2CTPO Executive Committee.

#### ***Americans with Disabilities Act***

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons with disabilities needing special accommodations to participate should contact the R2CTPO staff office no later than 48 hours prior to any meeting at (386) 226-0422 for assistance.

## **SECTION 5: FINAL SELECTION AND CONTRACT NEGOTIATIONS**

The R2CTPO will attempt to enter into negotiations with the highest-ranked proposer, and if negotiations are successful, the R2CTPO will attempt to enter into a contract with the firm.

It is the R2CTPO's intent to commence final contract negotiations with the respondent(s) deemed most advantageous to the R2CTPO in accordance with the evaluation criteria specified elsewhere in this RFP. The R2CTPO reserves the right, however, to conduct contract discussions with any respondent possessing a realistic possibility of contract award including request for additional information and request for "best and final" offers.

The R2CTPO is therefore not bound to accept a proposal on the basis of lowest price and further, the R2CTPO has the sole discretion, and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in its best interest to do so.

The R2CTPO has budgeted \$20,160 for monthly IT services fees and twenty-five (\$0.25) cents per gigabyte for offsite data back-up. Hardware replacements and license/ software renewals are budgeted on a separate cost basis.

The selection process and potential contracts resulting from this process will obligate the successful proposers to comply with all local, state and applicable federal funding requirements. The resulting contract documents shall be in a form used by the R2CTPO in past contractual relationships and which contain numerous certifications required by governmental agencies which provide funding to the R2CTPO and the successful proposer shall be obligated to agree to contractual terms and conditions satisfactory to the R2CTPO.

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#### **Length of Contract**

The initial term of the contract will be for three (3) years. The contract may renew on the anniversary date for up to two (2) additional twelve (12) months terms.

#### **Professional Services Agreement**

The content of this RFP and all provisions of the successful proposal deemed pertinent by the R2CTPO may be incorporated into a professional services agreement and become legally binding.

If the firm fails to properly perform the conditions of the agreement, in the sole opinion of the R2CTPO, the R2CTPO will communicate to the firm in writing the problem(s) that exists. The firm will have up to ten (10) calendar days to rectify the problem(s). If the same or other problems persist or recur the R2CTPO may immediately cancel the agreement by advising the firm in writing.

#### **Firm Eligibility**

It is a basic tenet of the R2CTPO's contracting program that contracts are procured in a fair, open, and competitive manner. The R2CTPO requires that consultants representing the R2CTPO be free of conflicting professional or personal interests. Each applicant shall notify the R2CTPO within 30 days after a conviction of a contract crime applicable to it or any officers, directors, executives, shareholders active in management, employees, or agents of its affiliates. Under Section 337.164, F.S., the privilege of conducting business with the R2CTPO shall be denied to applicants so convicted until such applicant is properly reinstated pursuant to Section 337.165, F.S., and Rule 14-75, F.A.C.

#### **Nondiscrimination**

The firm, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

#### **Applicable Law**

The laws of the State of Florida shall govern this Agreement.

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#### **SECTION 6: FORMS**

This section includes forms for the following items:

- 1) DBE Participation Statement
- 2) Truth-In-Negations Certificate
- 3) Non-Collusion Proposal Certification
- 4) Certification of Eligibility
- 5) Certification Regarding Lobbying
- 6) Debarment and Suspension Certification
- 7) E-Verify
- 8) Price Proposal

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**DBE Participation Statement**

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

This consultant (is\_\_\_\_) (is not\_\_\_\_) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): \_\_\_\_\_ %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Subconsultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By \_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_

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**Truth-In-Negotiations Certificate**

STATE OF FLORIDA, COUNTY OF VOLUSIA

Before me, the undersigned authority, personally appeared Affiant,  
\_\_\_\_\_, who being first duly sworn, deposes and says:

1. That the undersigned firm is furnishing this Truth-in-Negotiation Certification pursuant to Section 287.055(5)(a) of the Florida Statutes for the undersigned firm to receive an agreement for professional services with the River to Sea Transportation Planning Organization.
2. That the undersigned firm is a corporation which engages in furnishing professional engineering and/or planning services and is entering into an agreement with the River to Sea Transportation Planning Organization to provide professional Continuing General Planning Consulting Services.
3. That the undersigned firm will furnish the River to Sea Transportation Planning Organization a detailed analysis of the cost of the professional services that will be required to perform various tasks as each work order is proposed.
4. That the wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete and current at the time the undersigned firm and the River to Sea Transportation Planning Organization enters into the agreement for professional continuing general planning consulting services and at the time of execution of each work order.
5. The undersigned firm agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the River to Sea Transportation Planning Organization determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For the purpose of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the River to Sea Transportation Planning Organization, whichever is later.

Name of Firm/Consultant: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature Date

Title: \_\_\_\_\_

Attest: \_\_\_\_\_ (Seal)

Notary: The foregoing instrument was acknowledged before me by \_\_\_\_\_ who has produced \_\_\_\_\_ as identification or is personally known to me.

WITNESS my hand and official seal in the State last aforesaid this \_\_\_\_ day of \_\_\_\_\_, 2019.



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#### **Non-Collusion Proposal Certification**

By submission of this proposal, each Proposal and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices in the Proposal have been arrived at independently without collusion, consultation, communication or agreement, with any other Proposer or with any other competitor for the purpose of restricting competition as to any other matter relating to such prices.
- 2) Unless otherwise required by law, the prices which have been noted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor and,
- 3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Certification of Eligibility**

\_\_\_\_\_ hereby certifies that it is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the River to Sea Transportation Planning Organization, Volusia County or any other transportation agency of any state.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Certification Regarding Lobbying

##### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The Contractor, \_\_\_\_\_ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understand and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Debarment and Suspension Certification

As required by U.S. Regulations on Government wide Debarment and Suspension (Non procurement) at 49 CRF 29.510

- (1) The (Name of Proposer) \_\_\_\_\_ hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.
- (2) The (Name of Proposer) \_\_\_\_\_ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**River to Sea Transportation Planning Organization**

**Information Technology (IT) Contractual Services**

**E-Verify**

Contract No: G0W39& G1369

Financial Project No(s): 439333-2-14-01 & 431403-1-14-28

Project Description: Information Technology Contractual Services (UPWP Task 1.02)

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Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**River to Sea Transportation Planning Organization**

**Information Technology (IT) Contractual Services**

**Price Proposal**

**Monthly Fee:**

	Monthly	Annualized Monthly fee x 12 months
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4 (annual renewal 1)	\$	\$
Year 5 (annual renewal 2)	\$	\$
Total	\$	\$

**List services or discounts that are in addition to the minimum required services that are within the monthly fee:**

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**Standard hourly rate for items not included in monthly fee:**

Item	Hourly Rate
	\$
	\$
	\$

**List services that would be charged the hourly rate:**

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Provider of offsite storage and cost per gigabyte: \_\_\_\_\_ and  
\$ \_\_\_\_\_

One time set up fees or transition costs not included in the fees above: \$ \_\_\_\_\_

(Additional pages may be used if space is limited.)