



**REQUEST FOR PROPOSAL**  
**BREVARD COUNTY SHERIFF'S OFFICE**  
700 Park Avenue, Titusville, Florida 32780  
Sheriff Wayne Ivey

Central Logistics Unit – Purchasing Division  
Brevard County Sheriff's Office  
160 Doler Lane  
Cocoa Florida, 32927

Title:

**ANIMAL SHELTER SOFTWARE**

Number:

2020-2

Contacts:

Purchasing Administrator: Yvonne Nicholas 321-633-0205  
Email: [yvonne.nicholas@bcso.us](mailto:yvonne.nicholas@bcso.us)

**GENERAL CONDITIONS**

All proposers (the terms "Proposers," "Bidders," and "Vendor" are used interchangeably herein) must adhere to the time constraints of this Request for Proposal (herein sometimes referred to as RFP). Proposals received after the Formal Proposal Opening date and time will not be considered.

The Sheriff of Brevard County reserves the right to waive minor formalities in this proposal, to accept any proposal which may be considered to be in the best interest of the citizens of Brevard County as well as the Brevard County Sheriff's Office, and to reject any part of, or all proposals.

Award may be made on a single item or a group of items (see Specifications for details).

The Sheriff of Brevard County reserves the right to extend any and all dates and quantities thereof with notification to the vendor.

Award of proposal will be posted on [www.demandstar.com](http://www.demandstar.com) and [www.vendorregistry.com](http://www.vendorregistry.com).

The Brevard County Sheriff's Office main objective in procurement is to expend allocated budgeted monies conservatively while serving the citizens of Brevard County to the best of its ability. Therefore the proposal will be awarded not necessarily to the lowest proposer but to the vendor who will best assist the Brevard County Sheriff's Office in this effort to meet its commitments and requirements

All goods and services requested in the specifications shall be delivered in good and new condition and FOB Destination, inside delivery, unless otherwise specified.

Any and all questions shall be in writing and directed to the Purchasing Administrator who will respond to all vendors who have notified this office with intent to submit a proposal.

**PROPOSAL CORRESPONDENCE**

All correspondence regarding this Request for Proposal should be directed to the Brevard County Sheriff's Office using the information shown below. All correspondence must reference the RFP title and number and contact information.

The contact for this RFP is:

Yvonne Nicholas, Purchasing Administrator  
E-Mail: [yvonne.nicholas@bcso.us](mailto:yvonne.nicholas@bcso.us)  
Telephone: 321-633-0205  
Fax: 321-633-0200

All communications and document submissions for this RFP should be identified by the RFP title and number and directed to:

Brevard County Sheriff's Office  
Central Logistics Unit – Purchasing Division  
160 Doler Lane  
Cocoa, Florida 32927

Please refer to all portions of this RFP for additional information.

**SECTION I – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**TERMS AND PROVISIONS**

**1. PURPOSE**

The purpose of these provisions is to describe the requirements for this Request for Proposal. It must be understood that the quantities specified represent the Brevard County Sheriff's Office best estimate of the quantities which may be ordered under this proposal, but should the demand decrease or for any other reason the full amount is not ordered, the Brevard County Sheriff's Office assumes no liability for the portion of this estimate not ordered.

**2. ADVERTISEMENT OF RFP**

The Brevard County Sheriff's Office will advertise the Request for Proposal on the Internet at [www.demandstar.com](http://www.demandstar.com), [www.vendorregistry.com](http://www.vendorregistry.com) and *The Eagle* newspaper. A link can be found at [www.brevardsheriff.com](http://www.brevardsheriff.com), the Brevard County Sheriff's Office web page.

**3. ISSUANCE OF RFP**

This RFP can be obtained by following the instructions on the Brevard County Sheriff's web page at [www.brevardsheriff.com](http://www.brevardsheriff.com), [www.demandstar.com](http://www.demandstar.com), [www.vendorregistry.com](http://www.vendorregistry.com) or by contacting Yvonne Nicholas, Purchasing Administrator for the Brevard County Sheriff's Office at (321) 633-0205, E-mail [yvonne.nicholas@bcso.us](mailto:yvonne.nicholas@bcso.us). The Brevard County Sheriff's Office is not responsible for late or non-delivery of mail. Any reference to time will be based on Eastern Standard Time (of, if applicable, Eastern Daylight Savings Time).

**4. ACCEPTANCE FORM-APPENDIX A**

The Acceptance Form found in Appendix A shall be signed by an authorized representative of the organization, dated and returned to the Purchasing Administrator by personal delivery, facsimile, registered or certified United States mail, postage prepaid, return receipt requested or email by the date stated on SECTION II-SCHEDULE OF EVENTS. This process is intended to ensure that the proposer is placed on the procurement distribution list for this RFP, notification of the mandatory vendor conference, written responses to questions, any Request for Proposal amendments, and all questions forwarded to the Purchasing Administrator relative to this RFP. Failure to submit the Acceptance Form-Appendix A by the date stated on SECTION II-SCHEDULE OF EVENTS may result in the proposal being disqualified.

**5. WRITTEN QUESTIONS**

Potential proposers may submit written questions as to the intent or clarity of this RFP by the date stated on SECTION II-SCHEDULE OF EVENTS. All written questions must be addressed to the Purchasing Administrator of the Brevard County Sheriff's Office and reference the RFP title and number. Answers to all questions received will be subject to general distribution to all proposers who have returned the Acceptance Form-Appendix A by the date stated on the Schedule of Events.

**6. RFP ADDENDUMS**

The Brevard County Sheriff's Office shall issue a Formal Addendum if substantial changes which impact the submission of proposals are required. Any such addenda shall be binding on the proposers and shall become a part of the solicitation document. In the event of conflict with the original specifications, the provisions of the addenda shall govern to the extent specified. Subsequent Addenda shall govern over prior Addenda only to the extent specified. No interpretation of the meaning of the specifications or other contract documents will be made orally to any proposer. Any verbal representations made by Brevard County Sheriff's Office personnel or their representatives, which differ from any portion of the specifications, shall not be relied upon unless subsequently ratified by a formal written addendum.

**7. PROPOSAL CRITERIA**

In upholding the best interest of the Brevard County Sheriff's Office, it is determined that in awarding the proposal(s) of services for this Request for Proposal, the proposer who is ultimately awarded the proposal must have a proven record in the specified fields. This being the case, the low proposer will not necessarily be awarded the RFP. Consideration will be given to the following criteria:

- The reputation of the proposer.
- Proposer's experience for services required.
- The ability of the proposer to complete work within the time constraints of this RFP.
- The implementation by the proposer of a Drug Free Workplace.
- The financial stability of the proposer.
- Other similar projects completed by the proposer in the past.
- A clear response to technical specifications, requirements, and criteria.
- A clear outline by which the proposer intends to fulfill the requirements and criteria.

The Brevard County Sheriff's Office reserves the right to reject any and all proposals or any part of a proposal, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project that may include

portions of the originally proposed project as the Sheriff, in the exercise of his sole and unfettered discretion, may deem necessary. No proposal shall be accepted from, or awarded to, any proposer, if there is pending or threatened litigation involving such proposer in which a claim is made that the proposer provided or furnished materially defective workmanship or materials to the Brevard County Sheriff's Office or that proposer failed to substantially comply with this Request for Proposal specifications or proposal terms and conditions. Proposers may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP. The Sheriff or the Sheriff's designee may, at his/her option, interview proposers submitting proposals prior to award.

#### **8. PROPOSAL SUBMISSIONS**

All proposals must be submitted in a sealed envelope, **distinctly** marked on the outside as follows:

Animal Shelter Software RFP 2020-2  
Brevard County Sheriff's Office  
Central Logistics Unit – Purchasing Division  
160 Doler Lane  
Cocoa, FL 32927

Each proposal must clearly indicate the proposer's name and address on the outside of the package. It is the responsibility of the proposer to ensure delivery of the proposal to the Brevard County Sheriff's Office on or before the stated date and time. The Brevard County Sheriff's Office is not responsible for delays in receipt caused by any method of delivery the proposer has chosen. The proposer will be responsible for reading and understanding completely the requirements in the specifications contained in the RFP. Proposals will not be accepted after the date and time specified for receipt.

#### **9. FORMAL PUBLIC OPENING OF PROPOSALS**

Sealed proposals will be received up until the date and time of the formal proposal opening. The proposal opening will take place at the Brevard County Sheriff's Office Central Logistics Unit, 160 Doler Lane, Cocoa, FL 32927. The names of the firms submitting a competitive solicitation will be read aloud at the formal proposal opening and whether they have provided all the required information. No details of the competitive solicitation will be released.

#### **10. FIRM PROPOSAL**

Each proposer warrants, by virtue of submitting their respective proposals, that the prices quoted in their proposal will be good and not revocable by the proposer for an evaluation period of sixty (60) days from the date of proposal opening unless otherwise stated. Firm prices shall be proposed and include FOB Destination, all packing, handling, and shipping charges, fuel surcharges and delivery, unless otherwise indicated. Proposers will not be allowed to withdraw or modify their proposals after the opening date and time.

Each Proposer also warrants that prices quoted will be good through the duration of the contract unless otherwise addressed by a contract extension or price adjustment request (see Item 23).

The Brevard County Sheriff's Office is exempt from Federal Excise Taxes and all sales tax.

#### **11. PROPOSAL EVALUATION**

The Proposal Evaluation Team, comprised of personnel from the Brevard County Sheriff's Office, will perform the evaluation of all proposals. During this time, the Purchasing Administrator may take the option to initiate discussions with proposers who have submitted responsive proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. The evaluation of proposals and the determination as to the equality of the proposal offered shall be the sole and final responsibility of the Brevard County Sheriff's Office Evaluation Team and will be based on the information furnished by the proposer. The Proposal Evaluation Team will utilize, but not be solely limited to, the following criteria:

- Work Outline: The proposer shall have demonstrated a clear and concise understanding of all requirements as indicated in the Specifications portion of this RFP.
- Drug Free Work Place Certificate.
- Qualifications: Proposers shall have indicated knowledge and experience with similar projects.

#### **12. PROPOSAL QUALIFICATIONS**

Proposers may be required to furnish evidence in writing that they maintain a permanent place of business and have adequate finances and personnel to furnish the item(s) or service(s) offered satisfactorily and expeditiously. Proposers must be in possession of an active occupational license and must be able to provide this information upon request. The Brevard County Sheriff's Office reserves the right to inspect the proposer's place of business prior to the award of any proposal and to determine the ability of the proposer to meet terms and conditions as set forth herein. The proposal pursuant to this RFP will only be entered into with responsible proposers, found to be satisfactory by the Brevard County Sheriff's Office, qualified by experience, and secure in a financial position to do the work specified.

Should the original proposer sell or transfer all assets or the entire portion of the assets used to perform this RFP, a successor-in-interest must perform all obligations under this RFP. Brevard County Sheriff's Office reserves the right to reject the acquiring entity as vendor. A change of name agreement will not change the contractual obligations of the vendor.

**13. PRIME VENDOR RESPONSIBILITY**

Any proposal(s), whether it be single or multiple that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of the proposal with the Brevard County Sheriff's Office. The Brevard County Sheriff's Office will make payment only to the prime vendor.

Subcontracting is the sole responsibility of the prime vendor and all sub-vendors selected by the prime vendor must be approved, in advance, by the Brevard County Sheriff's Office for legal, technical, performance and historical considerations, which may influence the approval or disapproval of any proposed sub-vendor.

**14. PROPOSAL SUBMITTAL COSTS**

Submittal of a proposal is solely at the cost of the proposer. Therefore, the Sheriff is in no way liable or obligates himself for any cost incurred by the proposer in determining and submitting a proposal pursuant to the Request for Proposal.

**15. ACCEPTANCES AND REJECTIONS**

The Sheriff reserves the right to reject any or all proposals for cause, to waive irregularities, if any, and to accept the proposal or proposals which in the judgment of the Sheriff is in the best interest of the Brevard County Sheriff's Office.

The Sheriff may reject a proposal from a vendor who has demonstrated a history of non-compliance with previous bid awards, which would include price changes within the original term of an RFP, failure to deliver product in a reasonable time, unauthorized substitutions or any other practice that had impeded Brevard County Sheriff's Office from acquiring acceptable goods or services for the benefit of the agency and the citizens of Brevard County.

The Brevard County Sheriff's Office reserves the right to reject proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

**16. AWARD**

The award of the proposal may be made to the most qualified responsive proposer offering a product or service deemed suitable for use by the Brevard County Sheriff's Office. The Brevard County Sheriff's Office will use its discretion to determine if proposals meet the requirement of this solicitation and reserves the right to make award by items, groups, classes, or items as a whole, or NOT AT ALL, whichever is deemed to be in the best interest of the Brevard County Sheriff's Office.

**17. NEXT QUALIFIED PROPOSAL**

In the event of default by the vendor who is awarded the proposal, the Brevard County Sheriff's Office reserves the right to utilize the next qualified proposal as the awarded vendor. In this event, the next qualified proposer shall be required to provide the proposal items at the prices as contained on such proposer's proposal for this RFP for the remainder of the award period.

**18. DEFAULT**

The award of the proposal may be canceled or annulled by the Brevard County Sheriff's Office in whole or in part by written notice of default to the proposer who is awarded the proposal upon non-performance or violation on award items. In such an event, an award of the proposal may be made to the next low proposer, or articles specified may be purchased on the open market similar to those so terminated. Failure of the awarded proposer to deliver goods within the time stipulated in these specifications, unless extended by a Chief Officer of the Brevard County Sheriff's Office, shall constitute a default.

**19. APPROPRIATION**

Any proposal awarded, as a result of this RFP process, may be terminated if there have not been adequate appropriations of monies to fund this RFP. Written notification to the proposer of non-appropriation of funds will result in the effect of termination of this RFP or any proposal awarded. The proposer as final will accept the decision of the Sheriff as to whether sufficient appropriations and authorizations are available, without any proposer having recourse against the Sheriff.

**20. NOTICE**

The laws of the State of Florida impose civil and misdemeanor criminal penalties for violation of purchasing guidelines. In addition, the laws of the State of Florida impose felony penalties for bribes, gratuities and kickbacks.

**21. PUBLIC ENTITY CRIMES**

In accordance with the Public Entity Crimes Act, Section 287.133, Florida Statutes, the Brevard County Sheriff's Office, as a public entity, may not accept any proposal from, award any proposal to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO (currently \$ 35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months from the date that person or affiliate was placed on the list (unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f),

Florida Statutes). Proposers submitting on behalf of dealers or suppliers who will ship commodities and receive payment from the resulting proposal are responsible for determining that any such dealers or suppliers meet the criteria outlined in the preceding sentences.

## **22. AGREEMENT TERMS AND CONDITIONS**

In the event of an award for services, a bi-lateral contract will be prepared by the Brevard County Sheriff's Office, to be agreed upon and signed by both parties prior to the commencement of the services. In the event of an award for product purchases, the Brevard County Sheriff's Office purchase order shall serve as the contract.

- The Sheriff will have the option to renew the proposal based on the terms found in the Specifications. Each renewal will be based on a yearly review of the services provided by the vendor.
- The Brevard County Sheriff's Office reserves the right to negotiate with the awarded vendor provisions in addition to those contained in this RFP. The contents of this RFP, revised and or supplemented, and the successful proposer as accepted by the Sheriff will be incorporated into the agreement. If alternative terms and conditions are not accepted, all agreements henceforth pertaining to this RFP would be terminated.

## **23. PRICE ADJUSTMENTS**

Any price increase proposed by the vendor must be requested in writing at least sixty (60) days prior to the end of a 12-month period or the expiration of the current contract term or extension period, as applicable. The Brevard County Sheriff's Office reserves the right to accept or reject vendor price adjustment requests, as it determines to be in the best interests of the Brevard County Sheriff's Office. The Brevard County Sheriff's Office reserves the right to, but is not obligated to, consider price adjustments based upon events or changes that impact a given vendor in a manner materially different than the industry if the vendor presents evidence that the Brevard County Sheriff's Office, in its sole discretion, clearly substantiates material cost increases specific to such vendor. In the event of changes to national or state standards, the vendor must present verifiable changes in cost to the Brevard County Sheriff's Office. The Brevard County Sheriff's Office will consider the cost changes and will make a final determination on the change in price.

The vendor price adjustment request must clearly substantiate the requested change. If no request is received from the vendor prior to the expiration of the initial term, the Brevard County Sheriff's Office will assume that the vendor has agreed that the renewal option may be exercised without pricing adjustment. Any adjustment request received after the commencement of a renewal term will not be considered.

The Brevard County Sheriff's Office reserves the right to accept the renewal adjustment or to allow the contract to terminate and re-advertise for proposals or quotes, whichever the Sheriff determines to be in the best interest of the Brevard County Sheriff's Office

## **24. DRUG FREE WORKPLACE CERTIFICATION**

In accordance with Florida Statutes, Section 287.087, preference shall be given to the proposer with a drug free workplace program in the case of two or more proposals with equal respect to price - see Appendix B-Drug Free Workplace Certification Form.

## **25. TIE PROPOSALS**

In the event two or more proposers have submitted the most qualified proposals, award preference may be given based on the following criteria:

- Proposer with a Drug Free Workplace Program (see Appendix B),
- Proposer who has his/her/its principal place of business in Brevard County,
- If the proposers involved in the tie situation are all located inside or outside of Brevard County, the decision will be made by a Chief Officer of the Brevard County Sheriff's Office.

## **26. ADDITIONAL TERMS AND CONDITIONS OR DEVIATIONS**

Any additional terms and conditions, which may be the subject of negotiation, will only be discussed between the Brevard County Sheriff's Office and the vendor and shall not be deemed an opportunity to amend the vendor's proposal. The vendor may submit with the proposal a complete set of any additional terms and conditions, which the vendor is requesting be included in an agreement negotiated with the Sheriff, although the Sheriff has the right to reject any such request.

## **27. CLAIMS**

The successful proposer will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.

## **28. RIGHT TO WAIVE IRREGULARITIES**

The Brevard County Sheriff's Office reserves the right to waive irregularities if such a waiver is, in the opinion of the Sheriff, in the best interest of the Brevard County Sheriff's Office. The Brevard County Sheriff's Office also reserves the

right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise affect the procurement. The right is within the sole discretion of the Brevard County Sheriff's Office.

**29. CHANGES IN VENDOR REPRESENTATIVES**

The Brevard County Sheriff's Office reserves the right to request a change in the identity of one or more of the vendor's representatives if the assigned representatives are not, in the sole opinion of the Brevard County Sheriff's Office, adequately meeting the needs of the Brevard County Sheriff's Office.

**30. BREVARD COUNTY SHERIFF'S OFFICE RIGHTS**

The Brevard County Sheriff's Office reserves the right to accept all or a portion of a proposal, including the right to purchase equipment from approved price proposals. The Brevard County Sheriff's Office is a county constitutional office of the State of Florida. It has the authority to either individually or collectively execute contracts for all goods and services for the proper conduct of the office. Florida Statutes Section 30.53, exempts sheriff's offices from the provisions of the Florida Statutes that would otherwise require sealed and competitive bidding procedures.

**31. RIGHT TO PUBLISH**

Throughout the duration of the procurement process and proposal term, proposers must secure from the Brevard County Sheriff's Office written approval prior to the release of any information that pertains to the potential work or activities covered by the procurement or the subsequent proposal. Failure to adhere to this requirement may result in disqualification of a proposal. RFPs will be answered by general distribution.

**32. INVOICING AND PAYMENTS**

The vendor will invoice the Brevard County Sheriff's Office for services rendered as completed. The timely payment of invoices is incumbent upon the Brevard County Sheriff's Office and payment shall not exceed forty-five (45) days from date of receipt of an invoice. Mail invoices to:

Brevard County Sheriff's Office  
Finance Department  
700 Park Avenue  
Titusville, FL 32780

**33. TERMINATION**

When deemed in the best interest of the Brevard County Sheriff's Office, any award(s) of a proposal resulting from this REQUEST FOR PROPOSAL may be canceled by the following means:

- Ten (10) days written notice with cause – if through any cause within the reasonable control of the vendor, it shall fail to fulfill in a timely manner, or otherwise violate any of the terms of this contract, the Brevard County Sheriff's Office shall have the right to terminate the services remaining to be performed. Written notice of the deficiencies shall be given to the vendor and unless the deficiencies are corrected within ten (10) business days, the contract may be terminated for cause immediately. The right to exercise such right shall not be deemed to constitute a waiver of this right.

In that event, the Brevard County Sheriff's Office shall compensate the successful proposer in accordance with the contract for all services performed by the proposer prior to termination, net of any costs incurred by the Brevard County Sheriff's Office as a consequence of the default.

Notwithstanding the above, the vendor shall not be relieved of liability to the Brevard County Sheriff's Office for damages sustained by the Brevard County Sheriff's Office by virtue of any breach of the contract by the vendor, and the Brevard County Sheriff's Office may reasonably withhold payments to the vendor for the purposes of off-set until such time as the exact amount of damages due the Brevard County Sheriff's Office from the vendor is determined.

- Thirty (30) days written notice without cause – the Brevard County Sheriff's Office can terminate the contract in whole or part without cause by giving written notice to the vendor of such termination, which shall become effective thirty (30) days following receipt by vendor of such notice.

In that event, all finished or unfinished documents and other materials shall be properly delivered to the Brevard County Sheriff's Office.

The vendor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the contract, if any. The vendor shall not be entitled to recover any lost profits that the vendor expected to earn on the balance of the contract or cancellation charges.

Any payments to the vendor shall be only to the total extent of the Brevard County Sheriff's Office liability for goods or services delivered prior to the date of notice to terminate the contract.

**34. SUBSTITUTION**

The vendor shall not substitute or deviate from said specifications contained in this RFP without the written consent of the Sheriff or his designee, and such consent may be withheld unreasonably. The Sheriff will consider any violation of this procedure by the vendor cause for termination of the proposal. Items may be tested for compliance with the specifications. Items delivered not conforming to specifications may be rejected and returned at the vendor's expense.

**35. GOVERNING LAWS AND VENUE**

The laws of the State of Florida shall govern the interpretation, administration and enforcement of the proposal entered into by and between the vendor and the Sheriff. Any and all legal action brought to enforce or interpret the proposal shall be brought and maintained exclusively in the appropriate state court in Brevard County, Florida.

**36. INDEMNIFICATION**

In addition to the requirements to obtain and maintain a policy of public liability insurance pursuant to which the Sheriff shall be named as either an additional insured or the named insured, the proposer shall agree to indemnify, defend and hold the Sheriff, its officers, employees and agents, harmless from and against all claims, suits, actions, damages or causes of action for any personal injury, loss of life, damage to property or any action as a result of the performance of the work for which the proposal was entered into and from and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit, or action, and the investigation thereof. Nothing in the proposal shall be deemed to affect the rights, privileges and immunities of the Sheriff as set forth in Florida Statutes Section 768.28.

**37. EXCEPTIONS TO PROPOSAL**

All proposal materials must clearly and with specificity detail all deviations to the exact requirements imposed upon the proposer by the General Terms and Provisions. Such deviations should be stated upon the Proposal or appended thereto. Proposers are hereby advised that the Brevard County Sheriff's Office will only consider proposals that meet the specifications and other requirements imposed upon them by this RFP. In instances, where an exception is stated upon the proposal, said proposal will be subject to rejection by the Brevard County Sheriff's Office in recognition of the fact that the said proposal does not meet the exact requirement. Each proposer understands that their proposal must be signed in ink and that the unsigned proposal will be considered incomplete and subject to rejection by the Brevard County Sheriff's Office.

**38. ADDITIONS/DELETIONS**

The Brevard County Sheriff's Office reserves the right to add or delete any items from this proposal or resulting award(s) when deemed in the best interest of the Brevard County Sheriff's Office.

**39. ADJUSTMENTS, MODIFICATIONS, AND AMENDMENTS**

Should the Sheriff and the vendor mutually agree to a change in the scope of the program during the proposal term, the vendor will be allowed to change the proposal. However, the Sheriff, prior to such change being effective, must sign any amendment to the proposal. Changes in contractual provisions of services to be rendered under the proposal may be made only in writing and must be approved mutually by an authorized agent of the vendor and by the Sheriff. The vendor shall give full attention to the execution of the proposal, shall keep the proposal under their control, and shall not by the power of attorney or otherwise assign the proposal to any other party without prior approval of the Sheriff. If services to be provided pursuant to the proposal are abandoned or if delayed by the vendor, or any time, the Sheriff is of the opinion that products to be furnished or services to be provided have been abandoned or if delayed by the vendor, the Sheriff may terminate the proposal or any part thereof if the vendor fails to resolve the matter within three (3) days after receipt of written notice of delay or abandonment from the Brevard County Sheriff's Office. Should laws change requiring additional services or significant changes in cost, the vendor and the Sheriff will negotiate an equitable price increase. The reverse will hold true should laws change requiring fewer services or reductions in cost, in which case the vendor and Sheriff will negotiate an equitable price reduction. During the term of this proposal, the vendor shall furnish all the services specified in this Request for Proposal and confirm that the Brevard County Sheriff's Office has no responsibility or obligation to the vendor to assist in providing the required services. All notices and requests by the Brevard County Sheriff's Office, and the vendor shall be in writing and shall be delivered by personal delivery, facsimile, or registered or certified United States mail, postage prepaid, return receipt requested, to the applicable party at the correct address provided in the proposal.

#### 40. INSURANCE REQUIREMENTS

During the term of the contract to be awarded pursuant to this RFP, the vendor shall be responsible for maintaining all insurance coverage required in accordance with applicable state and federal laws at their own expense and without cost to the Brevard County Sheriff's Office. Any cancellations or lapses of insurance affecting the operation of the Brevard County Sheriff's Office under the contract shall be deemed a material breach. If any insurance coverage or policy should be canceled or changed by the vendor or the insurance company, or the coverage or policy expires during the period of this proposal award, the vendor shall be responsible for securing other acceptable insurance coverage to provide the specified insurance coverage in the RFP to maintain continuous insurance coverage during the life of the award. The insurance company or companies providing insurance for the vendor must be acceptable to the Brevard County Sheriff's Office. In addition, the vendor will document proof of insurance coverage specifically for the Brevard County Sheriff's Office in the following **minimum** amounts:

Comprehensive General Liability Insurance policy in the amount of \$1,000,000 combined single limit for each occurrence to include the following coverages: Premises/Operations, Products and Completed Operations, Personal Injury, Contractual Liability covering this contract, and Errors & Omissions;

Workers' Compensation and Employers Liability Insurance as required by Florida state law (Chapter 440) covering all employees of the vendor and subcontractors;

Auto Liability Insurance which includes coverage for all owned, non-owned, and rented vehicles with a \$1,000,000 combined single limit for each occurrence.

In the event that the contract involves professional or consulting services, in addition to the aforementioned insurance requirements, the vendor shall also be protected by a Professional Liability Insurance Policy in the amount of \$1,000,000 per occurrence and \$6,000,000 per aggregate. Vendor's catastrophic insurance or re-insurance limits are to be detailed and specified for protection against personal injuries, deaths, or property damages, arising from or in any manner occasioned by the acts or omissions of the vendor or anyone directly or indirectly employed by the vendor. The company or companies providing this insurance policy must be lawfully authorized to do business as an insurer in the State of Florida.

Certificates of insurance must be supplied to the Brevard County Sheriff's Office within ten (10) days after award of contract to a successful proposer. The certificates of insurance (COI) shall indicate that the policies have been endorsed to cover the Brevard County Sheriff's Office as an **additional insured**. These policies may not be canceled, modified, or terminated by the insurance company or the vendor without providing written notice to the Brevard County Sheriff's Office not less than thirty (30) days in advance of the cancellation or termination of the insurance policy or policies. Furthermore, the vendor shall provide the Brevard County Sheriff's Office with written evidence of the renewal of each such insurance policy not later than the expiration date of the initial policy or policies in force at the time that the contract to be entered into by the vendor and the Brevard County Sheriff's Office is made effective.

The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract. Sub-contractor's insurance shall be the responsibility of the vendor.

#### 41. FORM OF BONDS

Bid Bonds and Performance Bonds, when required, shall be submitted with the proposal in the amount specified in Specifications. Unless otherwise specified in the proposal documents, the bonds shall be written in a form meeting the current laws and regulations in the State of Florida. The proposer shall require the Attorney-In-Fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his or her Power of Attorney.

#### 42. FLORIDA PUBLIC RECORDS PROVISIONS

A. The Vendor agrees as follows:

1. Upon the request from the Brevard County Sheriff's Office custodian of public records, the vendor shall provide the Brevard County Sheriff's Office 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 Florida Statutes, Chapter 119, or as otherwise provided by law.
2. The vendor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion or termination of this Agreement if the vendor does not transfer the records to the Brevard County Sheriff's Office.
3. Upon completion or termination of this Agreement, transfer, at no cost, to the Brevard County Sheriff's Office all public records in possession of the vendor or keep and maintain public records required by the Brevard County Sheriff's Office to perform the service. If the vendor transfers all public records to the Brevard County Sheriff's Office upon completion of the Agreement, the vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the vendor keeps and maintains public

records upon completion or termination of this Agreement, the vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Brevard County Sheriff's Office, upon request from the Brevard County Sheriff's Office custodian of public records, in a format that is compatible with the information technology systems of the Brevard County Sheriff's Office.

B. The parties agree to and acknowledge the following:

1. A request to inspect or copy public records relating to this Agreement must be made directly to the Brevard County Sheriff's Office. If the Brevard County Sheriff's Office does not possess the requested records, the Brevard County Sheriff's Office shall immediately notify the vendor of the request, and the vendor must provide the records to the Brevard County Sheriff's Office or allow the records to be inspected or copied within a reasonable time.
2. If the vendor does not comply with the request of the Brevard County Sheriff's Office for records, the Brevard County Sheriff's Office shall enforce the provisions of this Agreement to compel the vendor to so comply and the Brevard County Sheriff's Office shall be entitled to recover all costs and expenses incurred, including reasonable attorney's fees and court costs, relative to enforcing the provisions of this Agreement.
3. If the vendor fails to provide the public records to the Brevard County Sheriff's Office within a reasonable time, the vendor may be subject to penalties under Florida Statutes, Section 119.10(2).

C. Public Records Custodian Notice:

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHALL CONTACT THE SHERIFF'S CUSTODIAN OF PUBLIC RECORDS (CURRENTLY THE RECORDS MANAGER) AT 321-264-5214 OR AT [BCSOpblicrecords@bcso.us](mailto:BCSOpblicrecords@bcso.us) OR AT BREVARD COUNTY SHERIFF'S OFFICE, ATTENTION: RECORDS, 700 PARK AVENUE, TITUSVILLE, FLORIDA 32780.**

**SECTION II – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**SCHEDULE OF EVENTS**

The time lines defined in this section are non-negotiable and are required to be strictly adhered to in order for vendor proposals to be accepted.

<b>Advertisement/Broadcast Date</b>	<b>August 1, 2019 and August 8, 2019</b>
<b>Deadline to Submit Appendix A (Mandatory)</b>	<b>August 15, 2019</b>
<b>Mandatory Vendor Conference</b>	<b>N/A</b>
<b>Deadline to Submit Written Questions</b>	<b>August 22, 2019</b>
<b>Answers to Questions</b>	<b>August 30, 2019</b>
<b>Formal Proposal Opening</b>	<b>September 12, 2019 at 1:00 pm</b>
<b>Mandatory Oral Presentations</b>	<b>September 17, 2019</b>
<b>Evaluation Period</b>	<b>September 17-September 24, 2019</b>
<b>Award Date on or About</b>	<b>September 24, 2019</b>
<b>Assume Contract no Later Than</b>	<b>October 1, 2019</b>

**SECTION III – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**SPECIFICATIONS**

**SCOPE OF WORK:**

The Brevard County Sheriff's Office desires to obtain a fully hosted Animal Management Software System for its Animal Shelter. The primary goal is to obtain a software system with a proven history of success that is able to interface with other Brevard County Sheriff's Office Animal Services systems resulting in efficiency and a seamless integration, improving business processes. The successful proposer will provide a cloud based, hosted web application solution that is able to accommodate the following requirements:

1. Manage the full scope of business processes from incident tracking; bite investigations; sheltering animals; administering daily tasks; tracking adoptions; scheduling medical appointments; and tracking medical care and medications;
2. Provide standard reports and have the ability to create custom reports;
3. Have the ability to set up auto email of any report on a scheduled basis;
4. Provide services necessary to meet statutory requirements regarding medical records and rabies vaccination certificates;
5. Provide a web report tool for lost and found pets;
6. Provide training and the option to purchase additional features that might be offered in the future;
7. Provide continuing 24/7 support and mobile capability;
8. Provide continuing support as internal system changes occur; independent interfaces become necessary or system customizations are required;
9. Interface with several systems including the Point and Pay system, the PetChamp licensing system, the Pet Harbor website and all Brevard County Sheriff's Office interfaces.

**PART A – GENERAL TERMS AND PROVISIONS**

**1. Background:** The Brevard County Sheriff's Office Animal Shelter is a full-service, open-admission animal care and control unit that handles approximately 10,108 animals annually. Basic shelter operations include sheltering and providing medical care for animals as well as adoptions, surrenders, a spay/neuter clinic, animal control/enforcement, investigations, foster parent management, lost/found pet matching, and minimal pet licensing. The Animal Enforcement division completes an average of 13,975 activity reports per year and handles an average of 19,300 requests for service per year.

Currently the Brevard County Sheriff's Office Animal Shelter utilizes the Chameleon system for its shelter operations. Chameleon is a client/desktop application with an SQL database. This system is used to manage all elements of the shelter operation except for volunteer management, payment processing, and on-line license sales. The system is utilized by shelter staff, animal services support staff, animal enforcement officers, and volunteers.

Animal licensing is processed using a separate system (PetChamp) which will require an interface. The Brevard County Sheriff's Office does process some payments and licenses in-house which will also require an interface with Point and Pay (or a way to document funds received with the ability to reconcile those funds with what was posted through Point and Pay).

**2. Continuity of Service:** Continuity of service is a must with this contract. The Brevard County Sheriff's Office would expect complete coordination to facilitate a smooth transition.

**3. Proposals:** Four (4) proposals, one original and three (3) copies, must be submitted in a SEALED envelope/package addressed to: Central Logistics Unit – Purchasing, Brevard County Sheriff's Office, 160 Doler Lane, Cocoa, Florida 32927. To prevent inadvertent opening, the mailing label must clearly indicate the RFP title and number. (This must be placed on the outside of the envelope/package).

**4. Postponement of Date for Presentation and Opening of Proposals:** The Brevard County Sheriff's Office reserves the right to postpone the date for receipts and opening of proposals and will make a reasonable effort to give at least five (5) calendar days' notice of any such postponement to each prospective Proposer.

**5. Proposer Obligation and Disposition:** The contents of the proposal and any clarifications thereto submitted by the successful proposer shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of the Brevard County Sheriff's Office and will not be returned to the Proposer.

**6. Laws, Statutes, and Ordinances:** The terms and conditions of the Request for Proposal and the resulting contract or activities based upon the RFP shall be construed in accordance with the laws, statutes, and ordinances applicable to Brevard County. Where state statutes and regulations are referenced, they shall apply to this Request for Proposal and to the resulting contract.

**7. Additional Information:** Any questions regarding this RFP, points of clarification, or request for additional information must be in writing and directed to Yvonne Nicholas, Purchasing Administrator, Brevard County Sheriff's Office to be received no later than 3:00 p.m. (EST), August 22, 2019. Questions received after this date will not be answered. Answers to all questions received will be subject to general distribution to those Proposers who have returned the Acceptance Form-Appendix A.

Contact by Proposers or potential Proposers to this RFP of any Brevard County Sheriff's Office personnel to gain further information, clarification, or documentation concerning this RFP is strictly prohibited. Any violation of this requirement will be reason for disqualification, by the Brevard County Sheriff's Office or its appointed staff, of the Proposer for consideration of the services stated in this RFP.

**8. Contractor Personnel Security Policy:** The Brevard County Sheriff's Office, in compliance with the FBI CJIS Security Policy, requires an NCIC/FCIC criminal background check of all contractors. The successful Proposer shall be required to comply with the standards of the FBI CJIS Security Policy and provide the Brevard County Sheriff's Office with a completed Vendor/Contractor Account Enrollment Application (EXHIBIT A) for any Vendor employee or Vendor contractor having the ability to access the Brevard County Sheriff's Office Animal Services software system, whether that access is in person or via electronic means.

**9. Proposer Presentations:** Each qualified Proposer will be required to give a presentation, not to exceed three (3) hours including questions and answers. The presentations will be held at the Brevard County Sheriff's Office, Parkway Complex, 700 South Park Avenue, Titusville, Florida 32780. Specific times will be emailed to each Proposer after the Formal Proposal Opening September 12, 2019.

**10. References:** Each Proposer will be required to provide three (3) references of vendors who are currently using their Animal Management Software.

**11. Terms of the Contract:** The contract shall cover a five (5) year period commencing October 1, 2019. (Year 1 – October 1, 2019-September 30, 2020; Year 2 – October 1, 2020-September 30, 2021; Year 3 – October 1, 2021-September 30, 2022; Year 4 – October 1, 2022-September 30, 2023; and Year 5 – October 1, 2023-September 30, 2024). Service performance will be reviewed annually. At the end of the initial contract, the Sheriff will have the option to renew the contract. Changes in the contractual provisions or services to be furnished under the contract may be made only in writing and must be approved by the Brevard County Sheriff's Office and the agent of the Proposer. Should a decision be made to increase the scope of the contract, the Brevard County Sheriff's Office and the Proposer will mutually agree, in writing, to an adjusted contract price.

#### **PART B – SPECIFICATIONS AND PROGRAM REQUIREMENTS**

- 1. Software Objectives:** A successful solution will help to manage all aspects of the Animal Shelter business processes. The high-level objectives are listed, but not limited to:
- A. Reduce manual processes resulting in greater efficiencies and level of service at the Animal Shelter and in the field;
  - B. Efficiently document, search, and trace each animal that has been at the shelter along with owner information;
  - C. Enter, track, and manage all field enforcement operations electronically from start to finish, regardless of location or tools used;
  - D. Search system database for lost/found pets efficiently to report a lost pet or unite one with an owner;
  - E. Provide a public facing web-based service to display animals received and adoptable, and receive lost and found pet information reported by citizens in accordance with Florida Statutes (is there a statute we should reference here?);
  - F. Document a foster parent/animal relationship while retaining all relevant information on both the individual and animal;
  - G. Complete all administrative shelter tasks electronically and eliminate as many manual documents as possible;
  - H. Efficiently track all medical care provided to the animals at the shelter to include surgeries, vaccinations, medications, surgery center scheduling, and euthanization documentation;
  - I. Audit all payment types that are processed regardless of user type or location;
  - J. Integrate with current interfaces that are in place: PetChamp licensing, Point and Pay payment processing, and Pet

Harbor;

- K. Provide search capability of all licenses and payments provided through the interface with PetChamp;
- L. Provide the ability to create custom reports;
- M. Provide the ability to email any reports on a scheduled basis;
- N. Establish preferred record identification in a unique numbering sequence on an annual basis for auditing purposes;
- O. Retain all records for fifteen (15) years;
- P. Recognize that some of the Animal Shelter database information is confidential and exempt from public record; all public record requests would continue to be addressed by the Animal Service Unit (Florida Statute Section 119).

2. **Mandatory Technical Requirements:** The following are mandatory technical requirements that the Proposer must meet for the bid to be considered. The Proposer must clearly show that their product meets and/or exceeds these requirements. Each bid submittal should be sufficiently detailed to clearly show how mandatory technical requirements would be met without looking at any other material.

- A. Must be a cloud based, hosted web application;
- B. Must be PA-DSS and PCI-DSS compliant;
- C. Must be IE 9 compliant;
- D. Proposer must provide technical support 7 days a week from 7 a.m. – 7 p.m. (EST);
- E. Provide an objective third party attestation stating that the application has been tested for common security vulnerabilities as articulated by the “OWASP Top-10”. These include, but are not limited to, SQL injection, cross-site scripting, cross-site request forgery, and others (see [www.owasp.org](http://www.owasp.org) for details). The Brevard County Sheriff’s Office will not pay for this evaluation;
- F. Import data accurately from the current system into the new application;
- G. Implement a wild card search to avoid duplicate entries for people and animals, including the ability to be able to merge duplicate records;
- H. Provide an aggregation of relational data and miscellaneous “notes” fields to be able to produce necessary reports with all the information needed for investigations and adoptions;
- I. Allow field officers and other staff to be able to enter information directly into the software using a client/desktop application over a VPN connection.
- J. Allow staff to pull reports that contain the data necessary to fulfill Public Records Requests.

**APPENDIX A – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**ACCEPTANCE FORM**

VENDOR NAME & ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- PROPRIETORSHIP
- PARTNERSHIP
- CORPORATION

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Our Company has been in business under its present name since: \_\_\_\_\_

At this present time, we understand all requirements and state that as a serious proposer we will comply with all the stipulations included in the proposal package. The above named proposer affirms and declares:

That the Proposer is of lawful age and that no other person, firm, or corporation has any interest in this proposal or in the proposal proposed to be entered into;

That this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud. That the Proposer is not in arrears to Brevard County upon debt or proposal and is not a defaulter, as surety or otherwise, upon any obligation to the county; that no officer or employee or person whose salary is payable in whole or in part from the County Treasury is, shall become interested, directly or indirectly, surety or otherwise in this proposal; in the performance of the proposal; in the supplies, materials, , and work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees, if awarded the proposal, to complete delivery within predetermined date(s) according to award of proposals. The undersigned agrees, also, that this proposal shall remain open for an evaluation period of sixty (60) days following the opening of proposals.

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

By attaching my signature above I acknowledge that there is a mandatory oral presentation associated with this RFP. After the proposals are opened, I will be notified of a time certain for my company's presentation on September 17, 2019.

**Please return this form by AUGUST 15, 2019. Submission of this form may be by any method as outlined in Item 4. Acceptance Form-Appendix A.**

**APPENDIX B – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**DRUG FREE WORKPLACE CERTIFICATION**

**IDENTICAL TIE PROPOSALS**

In accordance with Florida Statutes 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which 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 proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing the proposals will be followed if none of the tied vendors has 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 program, 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 proposal 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 proposal, the employee will propose 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 such 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 the section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
**(Company)**

\_\_\_\_\_  
**(Printed Name)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

**APPENDIX C – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**INSURANCE CHECK LIST**

- 1. Comprehensive General Liability Insurance in the amount of \$1,000,000 combined single limit for each occurrence to include the following coverages: Premises/Operations; Products and Completed Operations; Personal Injury; Contractual Liability covering this contract; and Errors & Omissions.
- 2. Workers' Compensation and Employers Liability Insurance as required by Florida state law (Chapter 440) covering all employees of the vendor and subcontractors.
- 3. Auto Liability Insurance which includes coverage for all owned, non-owned, and rented vehicles with a \$1,000,000 combined single limit for each occurrence.
- 4. Excess Liability - \$ \_\_\_\_\_ per occurrence to follow the primary coverages.
- 5. Professional Liability Insurance (in the event that the contract involves professional or consulting services) in the amount of \$1,000,000 per occurrence and \$6,000,000 per aggregate. Vendor's catastrophic insurance or re-insurance limits are to be detailed and specified for protection against personal injuries, deaths, or property damages, arising from or in any manner occasioned by the acts or omissions of the vendor or anyone directly or indirectly employed by the vendor.
- 6. Certificates of insurance (COI) must be supplied to the Brevard County Sheriff's Office within ten (10) days after award of contract to a successful proposer.
- 7. The certificates of insurance shall indicate that the policies have been endorsed to cover the Brevard County Sheriff's Office as an **additional insured**.
- 8. These policies may not be canceled, modified, or terminated by the insurance company or the vendor without providing written notice to the Brevard County Sheriff's Office not less than thirty (30) days in advance of the cancellation or termination of the insurance policy or policies.
- 9. Other insurance as indicated: \_\_\_\_\_

**Proposer and Insurance Agent Statement:**

**We understand the insurance requirements of these specifications, as noted by the items checked above, and that evidence of this insurance is required within ten (10) days of Proposal Award.**

**Company:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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

**APPENDIX D -- ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**PRICING**

The following price proposal is submitted as the all-inclusive pricing to provide the Brevard County Sheriff's Office with a fully hosted Animal Management Software System for use in the Animal Services Shelter. If no fee is to be applied, enter N/A or "not applicable".

Description	Extended Amount
<b>Start-up Fee</b> (if applicable) – shall include any necessary data conversions, software, technical setup fees, website establishment, or other fees as submitted. Please describe in detail.	\$ _____ (one-time fee)
<b>Annual Fee</b> (if applicable) – shall include any fees associated with support, maintenance, software upgrades, or other fees as submitted. Please describe in detail.	\$ _____/yr
<b>Additional Information</b> – describe in detail.	

**Vendor Responsibility:** It is the responsibility of the vendor to understand and comply with all aspects of this Request for Proposal. By submitting a proposal, vendor is agreeing to all the terms, provisions, delivery requirements, and specifications. Failure to abide by such will result in default and subject to loss of any and all contractual agreements made on behalf of this RFP.

**Company Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**APPENDIX D – ANIMAL SHELTER SOFTWARE RFP 2020-2**  
**VENDOR REFERENCES**

1. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_
  
2. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_
  
3. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_



## BREVARD COUNTY SHERIFF'S OFFICE Information Technology Unit

### Vendor/Contractor Account Enrollment Application

**PLEASE COMPLETE ALL INFORMATION ON THIS FORM**

(Select all that apply)

Services Requested:  Domain Account  E-Mail  MDC  RMS

### AGENCY INFORMATION

Agency: \_\_\_\_\_ Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

SSN: \_\_\_\_\_

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

The Sheriff's Office collects social security numbers from individuals to verify identity and may share this information with other law enforcement agencies. An account CANNOT be created if your social security number is not included in this application.

In order to process your request, a signed 'SUBSCRIBER ACCOUNT AGREEMENT & ACCEPTABLE USE STATEMENT' form must accompany this application. All information must be filled out completely prior to access being granted. By completing and submitting this application, you agree not to share or in any way divulge your access information to anyone under any circumstances except to a member of the Brevard County Sheriff's Office Information Technology Unit. Any violations of this policy and/or the Acceptable Use Statement will result in the review of your account by the Brevard County Sheriff's Office Information Technology Unit and your supervisor for appropriate action.

### APPLICANT SIGNATURE

I agree to the terms of this application: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Signature

### For Information Technology Unit Use Only

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Created: \_\_\_\_/\_\_\_\_/\_\_\_\_

CJIS Training Completed On: \_\_\_\_/\_\_\_\_/\_\_\_\_ CJIS Certification Expires on: \_\_\_\_/\_\_\_\_/\_\_\_\_

CJIS Security Addendum Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Criminal Background Check Completed on: \_\_\_\_/\_\_\_\_/\_\_\_\_



# BREVARD COUNTY SHERIFF'S OFFICE

Titusville, Florida

SHERIFF WAYNE IVEY

## *Subscriber Account Agreement & Acceptable Use Statement*

Subscriber: \_\_\_\_\_ SSN: \_\_\_\_\_

**Please Print**

### ACCEPTABLE USE CONDITIONS

#### ACCEPTABLE USE

1. **ACCOUNT** – The purpose of the Records Management System (RMS) and Internet access is to provide the law enforcement community with unique resources and the opportunity for collaborative work. The utilization of a user account must be in support of law enforcement, associated research and administrative functions and must be consistent with the objectives of the Brevard County Sheriff's Office and associated law enforcement agencies. Use of other organization's networks or computer resources must comply with the rules appropriate for that network or system. Publication, ownership or transmission of any material in violation of any U.S., state or local regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be considered the property of the information source whether local, state, federal, or public. Use of the Sheriff's computer or network for product advertising (except personal advertising on the Sheriff's bulletin board) or political lobbying is prohibited. All communication must use appropriate and professional language. Electronic mail in the Sheriff's e-mail server and the Internet have no expectation of **privacy** and can be reviewed without notification to the user. Although all e-mail transmissions and arrivals are automatically archived for a 3-year period, it is the responsibility of the end user to review and understand Florida public records law and to make arrangements to retain e-mails for longer periods.

Internet activities that are not permitted by the acceptable use policy include:

- a. Copying, saving or redistributing copyrighted material
- b. Subscribing to any services unless approved by the Sheriff or designee
- c. Sharing of any other user information such as address and phone number
- d. Playing games or using other interactive sites such as chats, unless specifically assigned by the Sheriff or designee
- e. Use of the network in such a way that you disrupt the use of the network by other users
- f. Creation and/or distribution of computer malware on any computer in the network
- g. Downloading any unauthorized software or copyrighted material
- h. Any activity that violates a Sheriff's Office policy, local, state or federal laws or any interference with network, anti-virus or other computer security measures.

Any user who may have questions or doubts concerning a specific activity's permissibility should contact the Information Technology Unit (ITU) prior to execution. Authorization for access to the network will be established by the ITU exclusively wherein no standard user may add or remove access privileges assigned to other users. Outside agency information services and shared data resources are also governed by Policy/Procedure 200.11: Information Technology Use and Security. All access, use and dissemination of criminal justice and personally identifiable information shall be in accordance with the current FBI CJIS Security Policy. Any illegal or unauthorized activities concerning the retrieval of criminal justice and personally identifiable information such as warrant,

criminal histories, NLETS, FCIC/NCIC, CJNET and DHSMV data (including DAVID) will result in account termination and may produce civil and/or criminal prosecution. Additionally, emergency contact information contained in a motor vehicle record is confidential and exempt from inspection and copying of records. Without the express consent of the person to whom such emergency contact information applies, the emergency contact information contained in a motor vehicle record may be released only to law enforcement agencies for purposes of contacting those listed in the event of an emergency (refer to FS 119.0712). This agreement is further governed by Department of Justice Security Policy CJISD-ITS-DOC-08140-5.0.

2. **MOBILE DATA COMPUTER** – The purpose of the mobile data computer is to enhance the user's ability in the field to obtain necessary information in a timely manner, reduce radio traffic, provide dispatch information and increase safety. Due to the substantial cost and liability associated with this device, distinct guidelines must be established concerning the operation of the unit. The use of this device must be in support of law enforcement and associated information exchange in the form of dispatch, case report, e-mail, NCIC/FCIC, NLETS, CJNET, DHSMV (including DAVID), RMS data and other applicable law enforcement resources. Internet access will be restricted and any attempt to circumvent this restriction will result in termination of the user account. All communications and information accessible by this device should be for a law enforcement purpose only, but are subject to public records requests as defined by Florida Statute. Any illegal or unauthorized activities concerning the retrieval of criminal justice and personally identifiable information such as warrant, criminal histories, NLETS, FCIC/NCIC, CJNET and DHSMV data (including DAVID) will result in account termination and may produce civil and/or criminal prosecution. All users must read and sign this Subscriber Account Agreement and Acceptable Use Statement prior to being issued a unit. Due to the sensitive nature of the data that will be available to the user, the following guidelines must be established:
  - a. All users must adhere to the current Information Technology Unit (ITU) policy regarding network and application usage (see Policy/Procedure 200.11: Information Technology Use and Security)
  - b. Outside agency information services and shared data resources are also governed by Policy/Procedure 200.11: Information Technology Use and Security. All access, use, and dissemination of criminal justice and personally identifiable information shall be in accordance with the current FBI CJIS Security Policy.
  - c. All applicable users must be certified to use FCIC through an appropriate FDLE course prior to receiving access to FCIC via the mobile data computer.
  - d. Additional software must be coordinated with the ITU help desk and loaded into the computer by ITU employees.
  - e. No software may be removed or copied from the computer except as directed by the ITU.
  - f. While in the vehicle, the unit must be securely mounted and locked in the docking station with the key removed for security.
  - g. No information shall be obtained for the personal gain of the user or acquaintance. Any such attempt will result in account removal and potential criminal prosecution.
  
3. **PRIVILEGES** – The use of the Sheriff's computer system and network is a privilege, not a right, and inappropriate use can result in cancellation of those privileges. Based upon the acceptable use guidelines outlined in this agreement, the system administrator will deem what is inappropriate use of the network and take appropriate action. The system administrators may recommend suspension or closure of an account to a Chief Officer at any time as required. Only the Sheriff or a Chief Officer may authorize re-establishment of an account. Terminated users will be notified in writing by the ITU within two weeks of the termination and the notice will include the reason for the account termination. Accounts which have been terminated or access denied do have the following rights:
  - a. To request in writing a written statement justifying the actions.
  - b. To submit a written appeal to the ITU as a follow-up to this letter, in order to have a meeting with the staff of the ITU, their command supervisor and a Chief Officer.

The ITU will conduct an annual audit of the central records computer system. This audit will provide for the verification of the following: all passwords, access codes, and access violations.

4. **EQUIPMENT** – The cost of deployment of a standard mobile data computer is substantial wherein the total cost per unit will exceed \$6,000. It is the user's responsibility to respect and handle the computer as a sensitive electronic device. It is the user's responsibility to store the computer in a dry area with nominal temperature, as indicated by the manufacturer, when the unit is not being used. The computer should never be stored in the trunk of the vehicle. No food or drink is permitted in a mobile data computer work area. No decals, stickers or Velcro shall be adhered to the unit. The computer should not be plugged in and charging for more than 12 hours. During time periods of high heat temperatures, a computer should not be used or left on when the air conditioning is off in the vehicle. While in use, the computer shall be placed in a position where air can circulate around the unit. During periods of high heat temperatures, computers need time to adjust to the surrounding climate. For example, if the unit is stored in a vehicle without air conditioning for 15 minutes, it should sit in the air conditioning for at least 15 minutes prior to turning on. All computers deployed on any vessel of the Ag/Marine Unit must be stored in a sealed pelican case while the vessel is in motion; must never come in contact with the water; and must never be left powered on while stored in the pelican case. In the case of equipment equipped with touch screens, no hard utensils such as pens, styluses or other pointing devices may come in contact with the screen unless the pointing device is manufacturer supplied. Any damage or problems shall be reported to Information Technology Unit (ITU) personnel as soon as possible, and if necessary, the computer should be sent in for repair. Failure to properly maintain and operate the computer, or damage due to neglect or abuse will be reported to the Loss Control Review Board. Any damaged or inoperative computer submitted for repair will be assessed for damage caused by neglect, misuse or abuse to the unit. The user will be notified if neglect, misuse or abuse is the determined cause and advised to complete the necessary documentation in accordance with Policy/Procedure 200.15: Loss Control. The user will then provide ITU personnel with the case report number issued for the report. No component of the computer may be used for any purpose other than its original intent and configuration. No settings within the computer may be altered in any way. Units assigned to pool or rotation cars shall not be removed except by ITU personnel. Computers that remain in any car, unused, must be turned off and the computer screen closed in order to prevent sun damage to the screen. Failure to comply with these terms can result in account termination and/or recall of the computer.
5. **PUBLICATION OF MATERIALS** – Publication of any material, including e-mail and Web content, should have the author's name and e-mail address. Employees must obtain approval from the Sheriff or a Chief Officer to post Web sites associated with the Sheriff's Office. The Sheriff or a Chief Officer must approve all content changes to the Sheriff's Office Internet Web site, [www.brevardsheriff.com](http://www.brevardsheriff.com), with the exception of routine updating. No copyrighted materials may be used without the owner's consent; this includes photographs, cartoons and logos.
6. **THEFT** – Any attempt to liberate a component of the mobile data computer from another user for the purpose of augmenting or replacing lost items is prohibited and will result in immediate account termination and computer recall.
7. **SECURITY**
  - a. **Network** – Network security is a high priority. Any security problems on the Sheriff's computer network should be provided to the ITU or a Chief Officer, and should not be demonstrated to other users. A user may not, under any circumstances, use another individual's account. A user cannot give their password to any other individual. Attempts to log in to the Sheriff's computer system or network as a systems administrator will result in immediate termination of the user account. Authorized users may view criminal history information automated in the RMS. An automated log of all criminal history records printed is maintained by the ITU. Criminal history information contained in the RMS may only be disseminated to other law enforcement agencies. No RMS user will disseminate or provide criminal history information to non-law enforcement persons. Any non-law enforcement request for criminal history information will be forwarded to

the Sheriff's Records Unit as a public records request. Users shall not add or remove access privileges assigned to other users.

- b. **Mobile Data Computer (MDC)** – Security within the confines of the mobile data computers is the highest priority in the Sheriff's Office network. Any actions by a user that may compromise this security will cause account termination and equipment recall. Examples of security breaches are identified but not limited to the following:

- 1) Sharing your account with another person.
- 2) Using another user's account.
- 3) Leaving your computer unattended and unsecured while operational under your account.
- 4) Releasing another user's account information.
- 5) Release of criminal justice and personally identifiable information such as FCIC/NCIC, NLETS, CJNET, DHSMV (including DAVID) or other information to a non-certified person.
- 6) Any other misuse as defined by FDLE or the FBI CJIS Security Policy with regard to FCIC/NCIC, NLETS, CJNET, DHSMV (including DAVID) and law enforcement resource access.

**Remember, all data accessed by each account is logged by FDLE, DHSMV (including DAVID) and RMS; protect yourself by not allowing your computer to be active when you are not around and keep your account and password secret.**

8. **VANDALISM** - Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to obtain, harm, or destroy data of another user, the Sheriff's computer or network, or any other network or workstation that is connected to the Internet or intranet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **RELIABILITY** – The Sheriff's Office makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Sheriff's Office will not be responsible for any damages a user may suffer; this includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence or a user's errors or omissions. Use of any information obtained via the Sheriff's computer and network is at the user's own risk. The Sheriff specifically denies any responsibility for the accuracy or quality of information obtained through its computer network services.
10. **INDEMNITY** – The user specifically agrees to indemnify the Sheriff's Office for any criminal or civil litigation that may arise from the misuse of the data obtained by the user. Any information accessed by the user, either legal or illegal, is at the sole discretion of the user and holds no warranty by the Sheriff or the employees of the Sheriff's Office.
11. **EXCEPTION OF TERMS AND CONDITIONS** – All terms and conditions as stated in this document are applicable to the Sheriff's Office and all subscribers. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the State of Florida.
12. **SOFTWARE AND HARDWARE RESTRICTIONS** – No software will be deleted, modified or loaded into any workstation that is the property of the Sheriff without written authorization of the Information Technology Unit (ITU). Any workstation that has been altered without the express permission of the ITU will require the workstation to be returned to the ITU until the workstation can be returned to a known working state. Any costs incurred to return the workstation to a legal configuration, including man-hours exhausted, may be charged to the unit or cost center as determined by the ITU. Access to the network will be established by the ITU exclusively wherein no standard user may add or remove access privileges assigned to other users.

### 13. **IN REVIEW**

- a. Applicants are advised that the Brevard County Sheriff's Office computer system and associated network is provided for the specific purpose of supporting the mission goals and objectives of the law enforcement community. All users are expected to abide by the terms and conditions above without exception.
- b. The mobile data computer may only be used for the specific purpose of supporting the mission goals and objectives of the Sheriff's Office through the use of mobile data communications.
- c. Any violation of this agreement may result in account termination, equipment recall, civil and criminal prosecution. Only the Sheriff or designee may restore a user account and equipment.

I understand and agree to follow the terms and conditions of the above Appropriate Use Statement. I understand that failure to comply with the above Statement may cause termination of my account and possible disciplinary action.

Subscriber Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Witness Name (Please Print): \_\_\_\_\_