

Request for Proposals

MCSO policy requires:

- Equal opportunity and treatment for all
- Fair and open competition

MCSO reserves the right to reject any or all proposals. Firms submitting proposals accept the risk that the time and money they expend on responding to this RFP may be lost, and that no contractual obligation exists between any firm and MCSO or NETI until execution of a written contract.

MCSO may alter the requirements of the RFP or ask for additional information from firms during this procurement process. Any alteration or request for additional information will be communicated to all firms on equal terms.

MCSO is committed to identifying actual or potential conflicts of interest involving MCSO and NETI. Each firm submitting a proposal must identify any actual or potential conflict of interest in writing to contact, NETI and MCSO General Counsel when the proposer becomes aware that such conflict exists.

Firms must not offer or provide meals, beverages, or any item of value to any officer or employee of MCSO or NETI.

Price is not the final or primary factor in selection. The decision will be made based upon the course of action that provides the best value. Factors that will be considered in addition to price include:

- Past performance in other government, military, law enforcement, counter-drug and security-sensitive workplaces
- Integrity and business ethics
- Capacity to mobilize crew and equipment
- Financial standing and credit rating
- Experience and training of managers and staff

Firms must include a statement in the proposal whether the firm or any key personnel has or have ever been suspended, debarred, or sanctioned for violation of any federal, state, or local procurement or contracting law or regulation.

Each proposer must state in writing in the proposal whether it, any member of its management, or any proposed on-site staff member is currently the subject of a civil rights claim before the Equal Employment Opportunity Commission, any state or local civil rights agency, or federal or state court.

All proposals become the property of MCSO upon submission.

The firm awarded the contract must:

- Maintain a drug-free workplace policy.

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- Promptly report the arrest or detention of any on-site staff member by any law enforcement officer to NETI.
- Comply with all federal, state and local laws and regulations.
- Maintain and Provide proof of commercial general liability insurance coverage minimum limit of \$1,000,000 and worker's compensation coverage limits as required by law.
- Cooperate with NETI in the investigation of any staff member who, in the reasonable judgment of NETI, poses a credible threat to the integrity of the work of NETI.
- Maintain policies forbidding sexual harassment or improper treatment based upon gender, age, race, nationality, ethnicity, sexual preference or disability and demonstrate that all staff members have received appropriate training concerning these issues.
- Agree to contractual indemnity agreements in favor of MCSO.
- Agree that the contractual obligation of MCSO is limited to the amount of funds appropriated by Congress and authorized by NETI for the provision of services under the proposed contract.
- Agree to maintain and make available records sufficient to permit proper financial and performance audits of proposer's performance of the work.
- Understand and agree to comply with Florida's public records laws.

GENERAL INSTRUCTIONS:

1. **General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.
2. **Terms and Conditions.** All responses are subject to the terms of this Request for Proposals

MCSO objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

3. **Respondent's Representation and Authorization.** In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of the following, the respondent shall submit with its response a written explanation of why it cannot do so).
 - The respondent is not currently under suspension or debarment by any governmental authority.
 - To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under

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- investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- Respondent currently has no delinquent obligations to the State of Florida, or any other customer, including a claim for liquidated damages under any other contract.
 - The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
 - The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential respondent; and neither the prices nor amounts, actual or approximate, have been disclosed to any respondent or potential respondent, and they will not be disclosed before the solicitation opening.
 - The respondent has fully informed MCSO in writing of all convictions of the firm, its affiliates, and all directors, officers, and employees of the firm and its affiliates for violation of territorial, state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
 - Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; 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; or has within a three-year period preceding this certification had one or more federal, state, territorial or local government contracts terminated for cause or default.
 - If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the Contract that is formed with MCSO and will accept the following language in said contract: “It is agreed that all financial obligations hereunder shall be met exclusively with funds provided by the Government of the United States of America and that no general funds of the Monroe County Sheriff’s Office or the County of Monroe, Florida, are available or may be used to satisfy any obligation arising from this Contract. Contractor agrees that it does not enter into this agreement in reliance upon the funds, assets or taxing authority of the Monroe County Sheriff’s Office, the County of Monroe, or the Board of County Commissioners of Monroe County, Florida.”
 - The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation,

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discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.

- The respondent shall indemnify, defend, and hold harmless MCSO and its employees against any cost, damage, or expense that may be incurred or be caused by any error in the respondent's preparation of its bid.
- All information provided by, and representations made by, the respondent are material and important and will be relied upon by MCSO in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from MCSO of the facts relating to submission of the bid. A misrepresentation shall be punishable under law.

4. **Performance Qualifications.** MCSO reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Respondent meet the Contract requirements. Respondent shall remain responsive and responsible at all times during the Contract term. In determining Respondent's responsibility as a vendor, MCSO shall consider all information or evidence which is gathered or comes to the attention of MCSO which demonstrates the Respondent's capability to fully satisfy the requirements of the solicitation and the contract.
5. **Due Date and Public Opening.** All bids will be electronically submitted, in either MS Word or PDF format. Responses must be received by the NETI Point of contact at mtafoya@netihidta.org on or before **December 2, 2022, 5:00PM.** MCSO is not responsible for delays of any kind.
6. **Award.** MCSO may make an award within thirty (30) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within thirty (30) days, the response shall remain firm until either MCSO awards the Contract or MCSO receives from the respondent written notice that the response is withdrawn. Any response that expresses a shorter duration may be accepted or rejected, in MCSO's sole discretion.
7. **Clarifications/Revisions.** Before award, MCSO reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.
8. **Minor Irregularities/Right to Reject Any or All Proposals.** MCSO reserves the right to accept or reject any and all proposals, in their entirety, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if MCSO, in its sole discretion, determines that doing so is appropriate. MCSO may reject any response not submitted in the manner specified by the solicitation documents.
9. **Contract Formation.** MCSO shall issue a notice of award, if any, to successful respondent(s), however, no contract shall be formed between respondent and MCSO until MCSO signs the Contract. MCSO shall not be liable for any costs incurred by a

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respondent in preparing or producing its response or for any work performed before the Contract is effective.

10. **Public Records.** Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any respondent claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the specific statutory citation for such exemption.
11. **No Bid Protests.** Respondents acknowledge that Florida law contains no provision or procedure for bid protests or challenges to MCSO's decision to award or not award any contract because of this RFP process. Respondents acknowledge that this RFP process is governed under Florida law.
12. **Commitment to Fair Treatment.** MCSO and NETI stand by their commitment to equal opportunity and fair and open competition for all. Respondents are encouraged to bring any concerns on these matters to the NETI point of contact and MCSO General Counsel.

PROPOSAL REQUIREMENTS:

The contract will be a three year contract, with two (2) stated option years. The tentative start date for the contract will be immediately following the choice of the successful bidder.

The proposal should give an overview of the bidder's firm and note prior successful projects of similar scope. Brief resumes of proposed personnel to be assigned to the project should be included, if applicable.

Costs should be separately outlined showing:

1. The total annual contract cost (to include all costs associated with the contract including but not limited to initial website development, maintenance and support).
2. The total annual cost of maintenance and support

It should be noted if any of the proposed employees are to be subcontracted from another firm.

The proposal should include documentation of business licensing, incorporation, insurance.

The proposal should include the names of principals in the corporation.

Bids must be submitted by close of business on December 2, 2022, at 5:00 PM.

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Questions may be directed to mtafoya@netihidta.org. Note that the question and respective answer will be sent to all prospective bidders. No phone calls or office visits will be accepted. Only the NETI contact person is authorized to respond to questions or give directions to respondents and only by email published as described above. No verbal questions, directions or responses will be permitted. MCSO shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by MCSO's contracting personnel.

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ATTACHMENT A: SCOPE OF THE WEBSITE PROJECT

SUMMARY

The National Emerging Threats Initiative is seeking the development of a website that users find easy to navigate and use, finding the information they need as quickly as possible and being easily maintained by staff.

NETI BACKGROUND

Today's illicit drug landscape is more complex than ever before, rapidly evolving due to shifts in drug use patterns, supply-side catalysts, and a proliferation of new drug variants. To understand the trajectory of these complexities and develop strategies to mitigate the resulting increased harm experienced in our Nation's communities, the Office of National Drug Control Policy (ONDCP) High Intensity Drug Trafficking Areas (HIDTA) Program funds the National Emerging Threats Initiative (NETI). NETI supports a coordinated HIDTA strategy for emerging drug-related threats. NETI is a poly-drug national trends, intelligence, and best practices-sharing initiative that addresses all aspects of the illegal drug supply, including the diversion of legal drugs. The initiative identifies rising drug risks and patterns. NETI responds to emerging threats by promoting cooperation among public safety and public health officials, regulators, treatment providers, and entities supplying education and prevention services.

NETI comprises a dedicated team of experts that collect and analyze data and produce insights and products that guide policymakers and operationalize policy actions to respond to current and emerging drug threats. The team is arrayed to disseminate and communicate information quickly and relevantly. As such, annually, NETI generates products and presents briefs and presentations that enable the 33 HIDTA regions and partners to understand, meet, evolve with, and overcome these threats.

CORE OBJECTIVES

Our core objective for our website is to increase user information sharing and engagement through design. Our new website must provide users with a way to accurately answer questions, provide information, contact staff, and access resources and forms. The NETI team must be able to maintain the website with ease and accuracy daily. The website should be safe so users feel secure if using sensitive information.

PROJECT SCOPE AND DELIVERABLES

Important components we are looking for:

- Project Management
- UX/UI Planning
- Graphic Design
- Frontend Development
- Backend Development
- Quality Assurance and Testing
- Content Migration
- Content Management System Training

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- Visual Identity/Logo
- Brand Positioning
- ADA Compliance

SITEMAP

The estimated pages needed for the website are as follows:

- Agency Info
- Documentation
- Trending Information
- Informational Links
- Links specific to the HIDTA Program
- Services Request
- Contact Us
- URL provided by NETI

Requirements for the pages include sub-categories, a calendar for all events, and public meetings. This includes links to all necessary and publicly accessible information such as, but not limited to, agendas, notices, minutes, annual budgets, and employment opportunities. A custom page layout is suggested.

TIMELINE & MILESTONES

The deadline for the website is January 31, 2023. The project will start immediately after bid approval and award.

FUNCTIONAL REQUIREMENTS

Collaboration to develop the website's performance with the awarded company.

BUDGET

The award will go to the bid that provides the most value within the budget and meets or exceeds our expectations and requirements. The funding for this project is \$15,000. Our annual recurring budget for support and maintenance is \$2,500.

CRITERIA FOR SELECTION

We will select based on agency experience, relevant projects, design basis, and the lowest responsible bid. Bids must be delivered by December 2, 2022, at 5:00 PM.

For any questions about this bid, don't hesitate to get in touch with Martina Tafoya at mtafoya@netihidta.org or call our office at 404-587-1828.