

# City of Fort Lauderdale, Florida

## REQUEST FOR PROPOSAL

**RFP NO. 512-8415**

### **PURCHASE OF A DOCUMENT MANAGEMENT AND IMAGING SYSTEM**

For the City of Fort Lauderdale - Personnel Division

RFP Opens: February 13, 2001  
2:00 PM

ISSUED FOR THE ADMINISTRATIVE SERVICES DEPARTMENT -  
PERSONNEL DIVISION

Issued by the Administrative Services Department - Purchasing Division  
Linda R. Wilson, Procurement Specialist II, C.P.M., CPPB  
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**PART I: INFORMATION/INTRODUCTION:**

1. **PURPOSE:** The City of Fort Lauderdale Florida (City) requests competitive sealed proposals from qualified firms capable of providing an **open architecture, non-proprietary, Web-based** document management and imaging System, in accordance with the provisions, and specifications and proposal instructions as set forth in the Request for Proposal (RFP). Any use of vendor-specific terminology is purely accidental.

2. **ADDITIONAL INFORMATION:** For additional information concerning the technical specifications contained in this RFP contact Shelley Gialluca, Technology Strategist, at (954) 761-5096 or Kevin Keimel, Manager of Technical Strategy at (954) 761-5878. For information or questions regarding the RFP procedures contact Procurement Specialist, Linda Wilson, at (954) 761-5146. All contacts are to be for clarification purposes only. Material changes, if any, to the written specifications or RFP procedures will only be transmitted by written addendum.

**2.1. PRE-PROPOSAL CONFERENCE:** The City plans to hold a pre-proposal conference on the date and time specified in the RFP Schedule. While attendance is not mandatory, City personnel may not be available at other times. It will be the sole responsibility of the proposer(s) to familiarize themselves with the complete scope and requirements of the City's RFP, prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself/herself with the nature and extent of the work, and the equipment, materials, and labor required. **IT IS STRONGLY SUGGESTED THAT ALL PROPOSERS ATTEND THE PRE-PROPOSAL CONFERENCE AND SITE VISIT.**

**2.2. LAST DATE FOR RECEIPT OF QUESTIONS OF A MATERIAL**

**NATURE:** All questions of a material nature shall be received prior to the cut-off date specified in the RFP schedule. It is preferred that questions be submitted in writing to:

**City of Fort Lauderdale, Purchasing Division, Attn: Linda Wilson  
100 North Andrews Avenue, Rm 619, Fort Lauderdale, FL. 33301**

To facilitate prompt receipt of questions, they can also be sent via:

FAX to: **(954) 761-5576, Attn: Linda Wilson, or** E-mail to: [lindaw@ci.ftlaud.fl.us](mailto:lindaw@ci.ftlaud.fl.us)

**PROPOSERS PLEASE NOTE: NO PART OF YOUR PROPOSAL CAN BE SUBMITTED VIA FAX.** The entire proposal shall be submitted in accordance with the Instructions to Proposers contained in this RFP.

3. **ELIGIBILITY:** To be eligible to respond to this RFP, the proposing firm(s) **shall demonstrate that they have successfully delivered, installed, and have operational system installations – equipment and software- similar in size and complexity to the City of Fort Lauderdale. Proposers are requested to submit a minimum of three (3) current client references for which these systems have been installed within the past three (3) years.** The City reserves the rights to request live demonstration(s) of proposed equipment and operating systems, inspect proposer's facility, and visit other client installations in making a determination of his/her ability and capacity to perform the requirements of the RFP.

**4. MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the City of Fort Lauderdale, to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

If a proposer is considered for award, he/she may be asked to meet with City personnel so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

**4.1. Certification by Broward County, Florida:** If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the general Conditions, then said **awarded contractor/vendor will apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity.** Contractor/vendor will provide documentation of application status, and once approved or disapproved by Broward County, will provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

**5. ADDITION OF SERVICES OR EQUIPMENT:** The City may require additional services, software, and/or equipment that may or may not be specifically listed in the RFP. The Contractor agrees to provide such services and equipment, and shall provide the City with prices on such additional items based on a formula or method that is the same as, or similar to that used in establishing the prices in this RFP. If the prices or contractual terms offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items from other vendors.

**6. DELETION OR MODIFICATION OF SERVICES:** The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

**PART II: RFP SCHEDULE**

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**NOTICE OF INTENT TO SOLICIT PROPOSALS: ..... 11/17/2000**

**RELEASE OF RFP: ..... 12/08/2000**

**LAST DATE FOR RECEIPT OF QUESTIONS  
OF A MATERIAL NATURE: ..... 1/12/2001**

**PRE-PROPOSAL CONFERENCE: ..... 1/18/2001**  
**City Hall, 100 N. Andrews Avenue, 8<sup>th</sup> Floor Conference Room 1:30 PM**

**Addendum Release, if required: ..... 1/23/2001**

**PROPOSALS DUE: ..... 2/13/2001**  
**@ 2:00 PM**

**Preliminary Evaluation Committee Review of Proposals ..... 2/13/2001**  
**To Commence after RFP Opening**

**Short-listing of Proposers ..... Week of 2/19/2001**

**Demonstrations, Site-Visits (Anticipated) ..... Week of 2/26/2001**

**Oral Interviews, if necessary, and Evaluation ..... Week of 3/04/2001**  
**Committee final Ranking of Proposers (Anticipated)**

**Enter into Contract Negotiations with first ranked Proposer (Anticipated)**  
**..... Week of 3/19/2001**

**ANTICIPATED CITY COMMISSION APPROVAL: ..... 4/17/2000**

**PART III: SPECIAL CONDITIONS**

**1. RULES FOR PROPOSALS:** The signer(s) of the proposal shall declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal proposer.

**2. VARIANCES:** While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of the variances taken will be considered in determining proposal responsiveness, and in allocating proposal evaluation points. (See Consideration for Award, Part XIV)

**3. CONFIDENTIAL INFORMATION:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01 F.S., The Public Records Law. Information and materials received by the City in connection with all Proposer's responses shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after the RFP opening, whatever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer shall in his or her response specifically identify the material that is deemed to be exempt and cite the legal authority for the exemption. Unless this information is specifically stated, and the City determines the claimed exemption is upheld, the City will treat all materials received as public records.

**4. INSURANCE REQUIREMENTS:** The Contractor(s) shall provide, pay for, and maintain in force at all times during the term of the Contract insurance coverage as follows:

**(a) Workers Compensation as required by Florida Statutes** for the benefit of Contractor employees. Notwithstanding FS 440.055, any firm performing work on behalf of the City of Fort Lauderdale shall provide Workers' Compensation Insurance.

**Exceptions:** Workers Compensation Insurance will not be required if the individuals performing the work are a Corporate Officer, sole proprietor or partner. In such case, the firm shall provide copies of their waivers as provided by FS 440.05 & 440.055.

**(b) Commercial General Liability** with minimum limits of one (1) million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage shall be submitted on a form no more restrictive than the latest edition of Commercial General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and shall be on an occurrence basis. **Contractor shall provide to the City's Purchasing Division original certificates of such coverage with the City named as an "additional insured".**

**(c) Automobile Liability Insurance** with limits of: Bodily Injury \$250,000 each person/\$500,000 per occurrence and Property Damage \$100,000 per occurrence.

**(d) Professional Liability:** Professional Liability coverage providing no less than \$1 million per occurrence limit for errors and omissions as a professional management consultant in the area of software development/systems.

The Contractor(s) shall provide to the Purchasing Division original certificates of all insurance policy coverages, in accordance with the RFP, and receive notification of approval of those certificates by the City's Risk Manager, prior to engaging in any activities under this contract. Contractor(s) insurance certificate shall have no less than thirty (30) days advance written notice to the City of cancellation or material change in coverage.

**5. PERFORMANCE TRIAL AND ACCEPTANCE PERIOD:** The successful Contractor shall successfully complete the acceptance testing requirements within ninety (90) days following the mutually agreed upon Contract Scope of Work and Timeline schedule. The City will accept the operational product(s) when the Contractor(s) have successfully proven the respective product to function in accordance with the RFP requirements, but not to exceed one hundred and twenty (120) days from the Timeline schedule established in the Contract agreement. Performance trial and acceptance testing shall be based on the system, including all equipment and software, being fully and consistently operational for a period of not less than thirty (30) working days after receipt and installation.

The City will use this testing period to evaluate the products and verify that all requirements stated in this RFP have been met. In testing for acceptance, the City requires that the products operate problem-free for thirty (30) continuous working days. If it is determined that all requirements have not been met or that resolution of any problems cannot be attained, the City reserves the right to return the product(s) at no cost to the City.

**6. PRICES:** All prices shall be quoted F.O.B. Fort Lauderdale, Florida, delivered, installed, tested, and designated personnel trained to the City's satisfaction, in accordance with the RFP specifications. **Proposer shall provide firm, fixed prices for additional City purchase of system component parts for a period of eighteen (18) months following system acceptance. This firm, fixed pricing shall also apply for any additional training programs offered that are related to the proposed system.**

**7. INVOICES:** The City will accept a single invoice on the acceptance and approval by the City of the completely installed and operational system, in accordance with the RFP specifications. The City shall endeavor to pay a correct invoice within thirty (30) days of acceptance. The City will make every effort to notify the Contractor within ten (10) days of receipt of invoice of any items questioned. The Contractor shall prepare verification data for the amount claimed and provide complete cooperation during such investigation of any areas in the invoice subject to question.

**8. SELLING, TRANSFERRING OR ASSIGNING CONTRACT:** No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager, designee or City Commission depending on the circumstances.

**9. EQUIPMENT WARRANTY/EXTENDED MAINTENANCE:** The City requests the total system, equipment and software, be fully warranted for a minimum of one (1) year following satisfactory installation and City Acceptance of the total system. Proposer shall state the initial equipment and software warranty in the technical proposal section of the Proposal Summary Pages.

Proposer shall also provide information and pricing for optional extended maintenance and support services that are available after expiration of the initial equipment and software warranties. Information shall include specific details on the type of coverage and all exclusions, if applicable.

Bidder should submit guaranteed annual extended maintenance and software support costs to the City for on-site warranty services for the system proposed, in accordance with the RFP specifications.

Costs should be based on a firm, fixed, annual cost to the City for the second, third, fourth, and fifth years, following initial one (1) year warranty expiration. If vendor is unable to guarantee a firm, fixed annual cost, the City will consider a maximum percentage escalator **not to exceed 5% per year, or the CPI whichever is less.**

The basis of any cost adjustment following the initial warranty expirations shall be the latest yearly percentage increase, or decrease in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase or decrease in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior. Any cost adjustment request shall be submitted to the City not less than sixty (60) days prior to the contract anniversary date.

**If the City would be required to sign an extended maintenance contract, or software license agreement, Proposer shall include a copy of the standard maintenance form(s) as a part of the RFP response.** Such agreement shall be subject to City Attorney review, modification, and acceptance, if the City should elect to purchase the extended maintenance services. The City will consider the cost of any extended maintenance as a part of the "total cost of acquisition" of the proposed system.

**10. INSTALLATION DATE:** Proposers shall provide a proposed timeline schedule, from date of City award, to complete the delivery of all system components, including all equipment, software, related supervision, and City staff training in order to provide a completed, satisfactory system installation. The delivery time shall be stated in calendar days from the date of City notification of award, or notice to proceed with delivery. Such timeline information and proposed dates shall include, but not necessarily be limited to: delivery, installation, diagnostic testing, training of designated personnel, and other phase related completion dates, in accordance with the RFP specifications.

**11. RELATED EXPENSES/TRAVEL EXPENSES:** All related expenses chargeable to the City, such as supplies, printing, binders, etc shall be passed through at Contractor's cost. Related expenses shall not include any postage, telephone toll charges, or other charges incurred in the normal course of business. Details of all travel costs, if applicable, shall be included in Proposer's submittal and included in the proposed Total Cost to the City.

Any travel out of the tri-county (Miami-Dade, Broward and Palm Beach Counties) area shall be in accordance with current City per diem rates and travel policy. No costs for travel, meals, or accommodations shall be charged to the City for travel within the tri-county area unless the Contractor's office assigned to the project is located outside this area.

Contractor shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative. Contractor shall provide, if required by the City, documentation of all actual travel or related costs.

**12. WARRANTIES OF USAGE:** Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

**13. SUBSTITUTION OF PERSONNEL:** It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to prior City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

**14. SUBCONTRACTING:** In the event subcontracting is required, each subcontractor candidate shall be promptly reported to the City with enough detail to allow the City to properly review the proposed candidate. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest. In the event of subcontracting, the City will require a single point of contact for all phases and pieces of the project.

**15. INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personnel services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

**16. PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** The City may require the successful Contractor to execute and deliver to the City, within thirty (30) days after notification of award, a Cash Deposit, Performance Bond, or Unconditional Irrevocable Letter of Credit payable to the City, in the face amount equal to **ONE HUNDRED (100%) of the TOTAL SYSTEM COST** as surety for faithful performance under the terms and conditions of the contract. The Performance Bond, if required, must be executed by a surety company of recognized standing authorized to do business in the State of Florida, and having a resident agent. If a letter of credit is chosen, it must be in a form acceptable to the City, drawn on a bank acceptable to the City, and issued in favor of the City. Proposer shall include the cost to the City, if applicable, of providing a Performance Bond. The City reserves the right to waive this requirement in its best interest, prior to contract award.

Acknowledgment and agreement is given by both parties that the amount herein above set is not intended to be or shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of the Agreement by the Contractor.

**17. INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions, relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

**18. RECORDS, AUDITS:** The accounts and financial records, with respect to the services performed under the Contract, shall be kept separate or identifiable from those relating to the Contractor's other activities. The Contractor shall, with reasonable prior notice, make available, during reasonable business hours, to the City's Representative or Internal Auditor for

inspection and audit all records and files relative to this Contract. The Contractor shall maintain and make available such records and files for the duration of the Contract, including any extension terms plus two (2) years.

Such records shall be maintained, as an independent certified public accountant would need to examine in order to certify a statement of Contractor's operations according to generally accepted auditing standards.

**19. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure"):** The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

- A. the non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- B. the excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- C. no obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- D. the non performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

**20. PROPOSAL COSTS:** All costs submitted for this RFP shall remain firm for acceptance for a minimum of one hundred and twenty (120) days from the date of the RFP opening.

**21. YEAR 2000 COMPLIANCE:** The Proposer/contractor warrants that each piece of hardware, software, and/or firmware product proposed or delivered under this RFP shall be able to accurately process date/time data (including, but not necessarily limited to calculating, comparing, and sequencing), from, into, and between the twentieth and twenty-first centuries, and years 1999 and 2000 and leap year calculations to the extent that other information technology being acquired, properly exchanges date/time data with it.

If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the city for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the contractor's standard commercial warranty or warranties. The remedies available to the city under this warranty shall include repair and/or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after city acceptance. Nothing in this warranty shall be construed to limit any rights or remedies that the city may otherwise have under this contract with respect to defects other than year 2000 performance.

The city, at its sole option, may at any time, require the contractor to demonstrate the procedures it intends to follow in order to comply with all the obligations contained the RFP specifications.

**22. SOFTWARE CODE IN ESCROW:** The City requests the software provider to put the source code for this software in escrow. This will ensure that if the provider should discontinue operations or support, the City will have a means to access this Code, if necessary. Provider/Manufacturer shall indicate the ability to comply with this request in the RFP Summary Pages that follow.

**23. LOBBYING ACTIVITIES:** Any Bidder or Proposer submitting a response to this solicitation must comply, if applicable, with the City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's office on the 7<sup>th</sup> Floor of City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301. The ordinance may also be viewed on the City's website at <http://ci.ftlaud.fl.us/documents/index/htm>

**24. GENERAL CONDITIONS:** Except for Special Conditions, all other conditions of the General Conditions, Form G-107, Rev. 11/98, are included by reference as a part of the RFP. (EXHIBIT "A")

## **PART IV: PROJECT INTRODUCTION/OVERVIEW**

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### **Introduction: The City of Fort Lauderdale**

The City of Fort Lauderdale is situated on the southeast coast of Florida, centrally located between Miami and Palm Beach, encompassing more than 33 square miles, with a population of about 150,000. Fort Lauderdale is the largest of Broward County's 30 municipalities.

The City was established March 27, 1911 with the Date of Charter Adoption: 1957 and 1984 (Amended). The Form of City Government: Commission – Manager. Fort Lauderdale is a city with approximately 2,900 employees providing citizens with a full compliment of municipal services. The City organization can be found in (Exhibit "B").

### **Project Overview**

The City of Fort Lauderdale Florida (City) requests competitive sealed proposals from qualified firms capable for providing an **open architecture; non-proprietary, Web-based document management and imaging System**, in accordance with the provisions, specifications and proposal instructions as set forth in the Request for Proposal (RFP). Any use of vendor-specific terminology is purely accidental.

The City of Ft Lauderdale is seeking an imaging and management system that is simple, affordable and expandable. The goal is a totally interoperable environment to include automatic indexing that tracks and retrieves documents where they reside. Data sharing and interaction between departments will be a necessary requirement.

The System would entail electronic filing and folder management and imaging with the ability for integration with future workflow processes. The system must be capable of handling text, graphics and possible other data types. The need for attribute/full text indexing and retrieval capabilities is required, as well as, cross folder/functional searches. The City desires the system's architecture to be a Web-based software solution.

Forms processing, data capture and input is an anticipated feature, as well as future fax services. COLD (Computer Output to Laser Disk) is expected to become part of the solution as our mission moves ahead. The ability to image-enable application software from other applications is also a future desired feature.

The City currently has four major areas in the City that are maintaining Personnel records: City Hall Administrative Services/Personnel Division, Police Department, Public Services Department, and Parks and Recreation Department. Also, individual departments and divisions maintain duplicates of the official personnel records/information that are/should be located in the Personnel Division, located at City Hall, 3<sup>rd</sup> Floor.

The City wishes to initially implement such system in the Administrative Services Department, Personnel Division. The desired first phase/option, would be to include all current permanent active employees records (stored in the Personnel Division) to be imaged and placed in a document management folder structure, as defined and/or agreed to by the Personnel Division authorities; and to build a "paperless" job applicant process where the original data entered electronically could become part of any new employee permanent record.

An alternative approach would be to begin imaging "Day-Forward" once the system and equipment is in place; this would assist in implementation and testing.

If the City is unable, due to insufficient funding, to purchase an imaging configuration that will satisfy the requirements of the above and all areas of applications that follow, the City will attempt to satisfy as many of the requirements as funds will allow. Proposers are asked to propose a total solution and/or a separately priced solution for each of the requirements.

Proposers are encouraged to offer counter proposals or alternate techniques, as they desire. Such recommendations do not exempt the Proposer from responding item by item to the specification.

**PERSONNEL DIVISION OVERVIEW**

Goal: Provide professional personnel services by encouraging personal and professional growth, developing innovative methods, building a positive image, creating employee satisfaction and promoting teamwork.

- Objectives:
- a. Recruit and identify quality candidates for employment through targeted recruitment and advanced professional assessment techniques.
  - b. Identify training needs of individual departments and provide programs, which address those needs.
  - c. Develop and implement systems and procedures, which will effectively provide for equal employment opportunity.
  - d. Continue the ongoing practice of compensating employees fairly in terms of both internal and external equity.
  - e. Planning, organizing, and directing the labor and employee relation activities of the City including: union contract negotiations, resolving labor/employee relation problems, and promoting labor management cooperation.
  - f. Conduct special projects such as Document Imaging, Payroll/Personnel Replacement System, and Employee Identification Cards.

|                               |
|-------------------------------|
| Selected Performance Measures |
|-------------------------------|

|                                 | <u>FY 1998/1999 Actual</u> | <u>FY 1999/2000 Estimated</u> | <u>FY 2000/2001 Target</u> |
|---------------------------------|----------------------------|-------------------------------|----------------------------|
| <b>Workloads/Outputs:</b>       |                            |                               |                            |
| Applications Processed          | 9,068                      | 9,500                         | 10,000                     |
| Appointments, Hires, Promotions | 632                        | 620                           | 500                        |

The City's need is to implement an electronic document imaging and management system for City Records pertaining to potential employees, newly hired City employees, and existing City employees. The implementation should be guided by an overall strategy that includes adherence to industry standards and internally developed technological standards. The system is expected to contribute to the City of Ft Lauderdale's overall goals of:

- (1) Providing excellent public service at a reasonable cost;
- (2) Increasing departmental productivity; and
- (3) Reducing time and expenses associated with distribution, printing and maintaining duplicate files in multiple City departments.

## **PART V: PROBLEM STATEMENT**

The City of Fort Lauderdale's Personnel Division, like most government agencies, is heavily involved in the business of creating records – records on employees, potential employees, Personnel Rules, Job Descriptions, Contracts, Training, etc.

Governments have always been extremely paper-intensive; even with the addition of computer technology and microfilming techniques, computer technology has done little to reduce the increasing volumes of “hard copy” records, and in many cases, has added to them.

The nature of the Personnel Division's operations makes imaging, automated workflow and on-line forms processing via the intranet/Internet an attractive approach to document management problems. The retention of specific type or categories of documents are mandated by federal and local law. The current paper based file management makes it nearly impossible for one person to purge and merge records, by retention date, thus creating the need for more permanent storage space, unneeded documents being retained, and excessive microfilming costs and more.

### **STATISTICS:**

The following statistics reinforce that “something must be done” to get control of the ever increasing volume of paper documents created, duplicated, routed, printed and unnecessarily retained by the City of Fort Lauderdale.

Each 4-drawer filing cabinet holds an average of 10 –12,000 documents, take up 9 square feet of floor space and costs \$1500 per year to maintain. The Personnel division has several of these cabinets.

1. Businesses & governments in the US store currently 1.3 trillion paper documents. Paper in the average business grows by 20% each year, meaning the volume of paper records in the City's Personnel division will double in 3.3 years. *(Based on a Coopers & Lybrand Study)*
2. Misfiled documents costs an organization approximately \$125 each; and lost documents costs \$350 - \$700 each.

### **Specific Improvements; Tangible and Intangible benefits include:**

1. Faster retrieval of documents vs. paper records or microfilm. Imaged documents can be accessed in seconds versus minutes, hours or days with paper files (depending on the location and age of the files);
2. Elimination of lost and/or misplaced files;
3. Reduced physical storage space (costs) in offices, warehouses; reduced reproduction costs, copiers, toner, paper;
4. Elimination of workflow inefficiencies by simplifying the process;
5. Multiple user access. More than one person can have the same file “out” at the same time;
6. Improved Records Retentions practices;
7. Reduced manual routing of paper (less mail to prepare, sort, deliver and process);
8. Reduced paper ‘sitting time’; reduced printing and copying requirements and costs
9. Reduced amount of personnel needed to process paper work;
10. Reduced data entry mistakes (cost of corrections)
11. Improved control – Audit trails
12. Improved Disaster Recovery; better back up and security;
13. Improved customer service; and Efficiency
14. Improved overall work environment and morale.

**PART VI: CITY NETWORK - OPERATING ENVIRONMENT**

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**CITY NETWORK OVERVIEW**

Network Operating Systems - The City operates on a series of centralized servers. All administrative network servers are housed in the main Computer Room in City Hall and are connected to the various buildings via a variety of WAN/LAN technologies including a fiber optic backbone, T-1 Frame Relay, T1, DSL, PRI, Ethernet 10/100 (planning to upgrade desktop connections from 10 Mbps to 100 Mbps) wireless and ISDN. The City uses Cisco routers and hubs at various locations. There are 75+ remote sites.

The City utilizes Windows NT as the standard network operating system. However, the City also uses UNIX for application servers and Linux for Internet applications services. The City has chosen to standardize on the Hewlett Packard HP/UX version of UNIX and the RedHat Distribution of the Linux Operating System. The City prefers its database to be Oracle or SQL-Server.

Workstation Operating Systems - Microsoft Windows NT is the standard operating system and is a fully supported environment. Older systems running Windows 95/98 are supported, but NT and Office 2000 is preferred. The City plans to migrate to Windows 2000 servers.

The City Currently has 43+ servers City Wide, 4 Windows 2000 terminal servers for our thin client users, HP, Dell, Compaq, (3) IIS Web Servers; the City also has an IBM Enterprise server for its financial system.

Workstations/PCs

Location: City Hall

Workstation/PC Quantities:

|                  |               |
|------------------|---------------|
| Windows 95/98    | 181           |
| Windows NT 4.0   | 477           |
| Windows 2000 Pro | 34 w/increase |

Workstation Software Standards – The software that is made available to the user is based on the needs of the individual. The standard software is detailed below.

Groupware – Microsoft Outlook/Exchange: Includes e-mail, calendaring, scheduling, etc.

Application Suite – Microsoft Office: Windows based Word, Excel, and PowerPoint.

Internet Access: Microsoft Internet Explorer

Utilities: Network Associates/ McAfee VShield and Microsoft SMS Server and Client

Printers: All Divisions within the City have laser printers. The majority of these printers are Hewlett-Packard laser printers, from the IID and up in models.

Standard PC Configurations Currently in the Personnel Division

133 – 166 MHz, 1-4 GB hard drives; 32-64 MB RAM

**Standard Process Applicant Processing in TRAC Programs**

The current application used in the Personnel Division is TRAC - Applicant Tracking and Selection Management System, version 7. The application is currently a DOS based product produced by TRAC Systems Corporation located in Sacramento, California. The new Windows version is to be released sometime in March 2001. The following is a brief description of the standard process/features of TRAC:

|   |   |
|---|---|
| 1. Plan recruitment for a vacancy.  | - The <i>List</i> program defines recruitment information.<br>- The <i>Plan</i> program creates the Exam Plan.  |
| 2. Receive Applications.  | The Applicant Entry program enters applicants onto the list.  |
| 3. Check applicant eligibility  | - The <i>Inactive</i> program inactivates ineligible applicants.<br>- The <i>Notify</i> Program generates notices for ineligible applicants   |
| 4. Schedule a (written) test.   | The <i>Schedule for Exam</i> program schedules applicants and prints scheduling notices.  |
| 5. Score/grade the (written) test.  | - Allows scores to be entered manually or optically scanned. The <i>Score Scanned Exam</i> program records raw sub-test scores.<br>- The <i>Compute Test Score</i> program computes test scores ad performs statistical analyses. |
| 6. Determine Pass/Fail.   | The <i>Fail Determination</i> program determines who failed the (written) test and generates appropriate notices for those applicants   |
| 7. Schedule oral interviews.  | The <i>Schedule for Exam</i> program schedules applicants and prints scheduling notices.  |
| 8. Score the Oral test.   | - Manually enter or optical scan the rest results, and compute the raw sub-test scores from oral interviews.<br>- The <i>Compute Test Score</i> program computes the oral test score and, after the last test, the Final Grade.   |
| 9. Determine Pass/Fail  | The <i>Fail Determination</i> program determines who failed the oral test and generates appropriate notices for those applicants.   |
| 10. Create the Eligible List.   | The <i>Transfer Eligible</i> program writes successful applicants onto the Eligible List and generates summary reports.   |
| 11. Define position information; location, skills, contact, etc.                | The <i>Vacancy Update</i> program defines a vacancy, typically in response to a requisition.  |
| 12. Create a Referral List by comparing candidate information with requisition. | The Referral Eligibles program generates a Referral List of selected eligibles.   |
| 13. Department informs of interview results.                                    | The <i>Update History</i> program records the outcome of the departmental selection interviews.   |
| 14. Clear the Vacancy and store the information.                                | After a vacancy has been filled, its status should be changed to "cleared". The <i>Uncleared Referrals</i> program identifies a listing of outstanding Vacancies.   |

There are currently eleven (11) Personnel staff members, consisting of the Personnel Manager, Personnel Analysts and Clerical staff that are utilizing TRAC and additional features provided in the application. (*Personnel Division Organizational Chart attached, Exhibit "C"*)

**Reports:**

- Workload;
- Applicant intake;
- EEO Category by Ethnicity/Gender;
- EEO Category by Occupation.

**Item Analysis:**

The effectiveness of tests can be evaluated using TRAC's item analysis capabilities to generate comprehensive statistical analyses from test results.

**Current Personnel Related Projects Underway**

The City of Fort Lauderdale is in the process of implementing a new Payroll System, CYBORG, which will run on an Oracle database on a HP Platform. This system is in its initial implementation stages.

**Current Imaging Systems in the City of Ft Lauderdale**

The City of Ft Lauderdale's City Clerks office currently utilizes a Minolta Mims3 Imaging System, which has recently installed the DocX Module for viewing City Commission Meeting Agendas, Minutes, etc on the City's Intranet and Internet.

The City of Ft Lauderdale's Construction Services Division utilizes the Optika Imaging and Workflow Application for their plans reviews and Pentamation Property and Plans application system.

**Current Projects Underway - Intranet/Consultant Projects Relating to Personnel**

The following is a brief description of projects (relating to the Personnel Division) included in a previous RFP for forms and documents on our City's Intranet/Internet which will be developed as a front-end to capture data and have documents available on-line.

Personnel Job Application Form (Internet) – Allow online completion of Job Application Form and any supplemental forms through a secure connection. Provide confirmation to applicant upon successful submission of completed form(s). Completed forms routed to specified internal recipient who can view, file or print documents.

Job descriptions documents (Intranet) – Narrative descriptions of all City jobs. Source documents are available electronically, approximately 900 pages. Entire content needs to be full-text searchable.

Interactive Interest Form (Internet) – Allow potential applicants to fill out form for position(s) they are interested in. Return e-mail address must be captured. When an opening occurs for one of these positions, system will allow broadcast-type e-mail to interested applicants.

Electronic Personnel requisition form (Intranet) – Allow online completion of form and ability to e-mail forward form to a designated recipient.

Electronic Tuition Reimbursement forms (Intranet) - Allow online completion of form and ability to e-mail forward form to a designated recipient.

PD-13 forms (Intranet) - Allow online completion of form and ability to e-mail forward form to a designated recipient. Source document is available electronically, approximately 9 pages.

Labor Agreements (Internet/Intranet) – Current agreements are:  
General Employees (AFSCME) source document is available electronically, approx. 116 pages  
Police (Lodge 31) source document is available electronically, approx. 71 pages  
Fire (Local 1545) source document is available electronically, approx. 94 pages  
All Agreement documents needs to be full-text searchable. When new agreements are negotiated they will be made available while still allowing access to prior agreements.

Candidate/Testing Information (Internet) – Information for job candidates about how to complete applications and prepare for testing. Currently source is available as a printed booklet, approximately 4 pages.

Personnel Rules (Intranet) – Informational booklet, current source is available in electronic format, approximately 130 pages. Entire document needs to be full-text searchable.

Training class Sign Up (Intranet) – Allow users to sign up for internal training classes. Current course descriptions and schedules are available on the Intranet. Ability to maintain class offerings including minimum and maximum class sizes to allow online enrollment. Each class enrollment captured for review by the Training Coordinator who will have the ability to e-mail student confirmation.

## **PART VII: SCOPE OF SERVICES**

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### **Scope of Services**

The project goal is to identify a solution, which meets the needs of the City's Personnel Division and also provides the imaging functionality that may also support other areas throughout the City in the future. The following describes the City's present and future focus for the Document Management and Imaging, Forms processing and anticipated automated Workflow and COLD (Computer Output to Laser Disk) Systems.

A system that uses non-proprietary image file and text formats.

A system that is flexible and will be able to expand to meet unique requirements of various departments;

A solution to serve as a strong imaging engine to expand to meet the needs of the majority of the City's Administrative and other areas is desired.

A solution which is supported by a strong and stable vendor who can survive market pressures and must be able to serve the City's long term imaging requirements; and a solution that can be supported in the City's present and future Systems environment.

Any imaging system proposed must have the ability to expand and to interoperate/interface with various non-proprietary software packages in the future. The proposed imaging and document management system configuration must be easily scaleable. ODBC compliancy is also desired.

The system shall allow for growth and decentralized batch scanning, quality assurance (QA) and indexing process that comply with procedures, normal business practices, state requirements and industry standards.

The preferred plan is to include all official applicant and personnel related records available on the imaging system and assessable via the intranet and/or Internet.

In addition, a desirable feature is the implementation of forms processing to streamline the applicant tracking process. To build a paperless job applicant process where the original data entered could become part of any new employee's record. Moreover, all applicants and test materials would become the temporary/or inactive records that are to be retained, as required by State and Local Laws. A Workflow processing system would assist with the transfer of related records and/or documents between the Personnel Office and the hiring departments.

A typical personnel files contains and average of 200 pages/images per employee. Of course the longer the employee has been employed by the City greater the number of pages. Using various methods of estimating the number of active employee documents, **estimated counts of 267,000 images/documents currently exist.**

Once the system is operational and has been in place, approximately 250,000 pages /images will be added to the system each year for additions to all existing employees, all newly hired employees, all applicants and related test materials, etc.

## **PART VIII: FUNCTIONAL REQUIREMENTS**

### **Functional Requirements**

The City is seeking a Web-based server solution for storing, managing, processing, retrieving and capturing information of all types from many sources. Basic record management functions must also be supported. Automatic and manual index Services is also a desired feature. A complete scalable platform that can be expanded as needs and opportunity grows. It is the City's desire to automate simple to complex business processes and bring them online via the Web and support scanning.

Windows is the preferred user interface for the City of Fort Lauderdale and the desire to obtain a similar user interface is required. SQL (structured query language) or Oracle is the City's preferred database.

The linking of document images with existing and future databases and transporting images across the network to remote sites is also requirement. The System will need to integrate/interface as seamlessly as possible with current and future databases, and not present a traffic problem on the network.

Web-based forms processing is desired with data being captured for the related database or folder population.

### **Document Management Electronic Folder & Filing**

A Visual folder structure is preferred as defined and/or agreed to by the Personnel Division authorities.

The Document management system shall provide for a visual method of filing and finding documents.

A flexible and easy to use folder structure is required. The ability for "Drag and Drop" and/or point-and click of the mouse to easily file and move documents within a folder is required.

The ability to import and convert documents of different file types is required. Beyond paper documents, the system shall store any documents created electronically. Documents should be stored together by their index fields, regardless of how they originated.

The need to support multiple revisions on some documents may be required.

### **Search and Retrieval -Indexing**

The indexing structure must be flexible. The software must have the capability (OCR) Optical Character Recognition, (ICR) Intelligent Character Recognition, (OMR) checkboxes and bar codes, (PDF) Printable Document Format and/or others as required or accepted by the City for either automated full-text indexing, zone definition indexing and/or form identification. Minimal user action is a requirement.

Point and click defining of zones is also desired. OCR solution should support advanced image processing functions.

Retrieval should be simple and efficient. Search capabilities should include fuzzy search, word search, document type, Boolean, text string, proximity search and any combination thereof.

Ability to search on specific data base fields, ability to search across folders is required; the ability to view an index of folder contents is required. Thumbnails are desirable for previews.

The operation to display a desired document from the search screen should be as simple as possible, and mouse clicks are favored over function keys.

The ability to 'browse' a document (electronically flip pages) is required, as well as rotate, zoom, print, email and fax.

**Scanning**

The scanning software must support CCITT Group III & IV format (TSS 3 & 4). Images must support 200 and 300 dpi as a minimum requirement, and a font size of 6 pts.

Have the ability for de-speckling and de-skewing, Bar-Coding, automatic page detection, duplex scanning, and image enhancement capabilities. Automatic form ID is desired, as well as point-and-click batch editing.

Batch scanning is anticipated. Automatic document feeding without jamming and the ability to count pages to minimize the chances of double feeding are desired. The ability to automatically identify separate batches is required. The system should allow for interruption of the scanning process.

The need for double sided scanning is desired and the ability to scan documents ranging in size from 3 x 6 to 11 X 17. Although the majority of most documents are letter and legal sized.

Scanning must be fast, efficient, and automated indexing is required. Versatile and accurate recognition is required. Minimal user interaction is required for scanning, correcting and validating.

**Records Management**

The System must be able to automatically adhere to the Standards and Requirements, 1B-26.003 Electronic Records Keeping (Exhibit "D") and The State of Florida General Records Schedule for State and Local Government Agencies (Schedule GS1). This policy applies to agencies of state government as defined in Chapter 216, Florida Statutes, and to information resource management as defined in s.282.3031, Florida Statutes. This policy applies equally to all data resources of the state regardless of hardware considerations.

**Tools**

Highlighting (annotation), the system should provide the ability to highlight portions of a displayed text image. The ability to draw lines or add sticky notes to the image is desired, as if an overlay to the image, without actually changing the original image. The security should control who can view the notes highlights and redaction and who can see through them. The ability to print the document with or without annotations is required.

**Electronic Forms Processing**

The City is Seeking an integrated Forms processing solution and aims to consolidate its many forms for reducing printing costs, and capturing the data online. Eliminate the manual entry of data from existing forms. The machine printed data is recognized and written to database files automatically.

The City wishes to utilize Internet Based Electronic forms, with Automated Data collection for its various applications. The City seeks a system that will provide on-line, interactive employment applications or integrate with existing forms currently on the City's intranet/internet (see Exhibit "F" for a list of forms).

The Personnel Division currently utilizes 75+ office forms, and through the years, many of them have been duplicated and each are used by different divisions. The City is not opposed to consolidating or changing forms currently used. Electronic forms in this context means allowing users to key information into a form like screen and integrate with the desired database, and also allow for the capability to place/file electronic forms in folders where required, as text image and or converted image. Data Capture from forms by employee, and other document/forms, etc. to be placed in appropriate folders.

### **Workflow**

The primary characteristic is the automation of processes involving combinations of human and machine-based activities, particularly those involving interaction with IT application and tools.

An important role the Contractor is expected to play is helping the City understand how processes and services can be improved and streamlined by deploying them as web applications. Proposals must describe proposed processes and plans locating and restructuring duplicate or redundant information and services that are being delivered to overlapping customer bases.

A Workflow system should provide simple re-routing, document tracking and approval verification, workflow queue services must be able to work with a range of Operating Systems, provide for audit trails. Parallel, sequential and/or conditional routing of specific document types will/may be required.

- Ability to support Concurrent Users
- Browser based Web Access for ability to research information daily from various departments/locations
- Ability to complete forms that are Web Based
- Allow for Ad-hoc and Rule based Workflow processes
- Menu Driven and graphical user interface is desired, point-and-click is desired over function keys

## **PART IX: TECHNICAL REQUIREMENTS**

### **Technical Requirements**

A non-proprietary image file header label must be used and non-proprietary image and text formats.

The preferred Storage Media is RAID5 (redundant Array of Independent/Inexpensive Discs) Subsystem.

The Document management and Imaging software/hardware system is to be installed on the City's Ethernet-based TCP/IP LAN/WAN environment.

As an integrated system, linking document images with existing databases and transporting images across the existing network. The system need to be certain that the imaging application can integrate/interface seamlessly as possible with the existing and future databases, and will not present a traffic problem on the network.

### **Standards**

The imaging system should be open and platform-independent, meaning that it should employ industry standards to insure system components are not dependent on each other.

The requirements for memory, processor speed and sever configuration should be calculated by the Contractor based on the projects application(s) requirements and expected volume.

### **Image file Format**

TIFF, Group III or TIFF Group IV, these standards and all other industry standards, should be fully supported in both scanning and display, it is important that an imaging system support the following application linking standards: DDE, DLL and OLE.

### **Database**

Index information should be stored in an SQL (Structured Query Language) database that is ODBC compliant and support multiple databases. System should be capable of providing future Computer Output to Laser Disk. SQL-Server or Oracle is the City's preferred database.

### **Imaging**

The imaging process is one that actually reads a scanned page and converts it into readable text. Once read, the imaging software could then automatically index every word, or allow for user-definable zones or fields, to the location and phrase within every document, while providing improved searching capabilities. A full-featured imaging system is desired, including user-definable template fields. Index field searches should allow a user to comb through many of records in seconds to find the document necessary. Having the flexibility to combine template searches along with text and document names offers the user the greatest control of their documents.

Sharing documents through the Internet or an intranet to allow for deployment of the imaging system across the entire network and to the public is required. Browser-based access is required to perform search, retrieve and view of documents, from any desktop, on any platform, at any location.

The imaging software must support full color if color scanners are employed currently or in the future.

### **Importing**

The system shall allow for placement electronic documents into the document management system, such as, but not limited to, Word, word processing, Excel Spreadsheets, PDF, and others. These documents should be viewed in their original format by either launching the application or using an embedded file viewer from within the imaging system

### **Conversion**

The system shall allow for the process of transforming electronic documents into the imaging system for full-text indexing of the document and later retrieval using the systems search capabilities.

### **Scanning Software**

The following functionalities shall be provided by the proposers solution:

The scanning software shall be capable of automatically scanning and storing images of multi-page and duplex documents.

The scanning software shall provide for the conversion of CCITT Group III or IV standards as required in Chapter 1B-26.00# (10) (f), (Exhibit "D").

The scanning software shall provide a consistent interface to multiple scanners and a convenient means of scanner communication.

The scanning software shall support simultaneous scanning and viewing.

The scanning software shall provide for a capture of gray-scale data with multiple contrast and sharpness option (256 gray-scale shades).

The scanning software shall provide for user-defined thresholds.

The scanning software shall provide for the inverse of images (negative to positive and positive to negative) and allow inverse images to be compressed and stored.

Batch scanning, sequential scanning of multiple originals using previously defined, unique settings for each document type is desired.

Minimal user intervention is required. The software shall allow for interruptions of scanning.

### **Interface Requirements**

Windows is the required interface for the City of Ft Lauderdale's users. The system must be simple and efficient to use, convenient to move around in, and consistent in appearance. The ability to launch the native application from the folder is desired or by use of a viewer within the imaging system.

Critical personnel information exists in the Payroll Personnel System, the City has just approved purchase and implementation of Cyborg as the replacement to its current system and this information would be of benefit to be incorporated into the employees' official personnel file (e.g., notice of appointments, performance reports, etc.)

Our Public Services Department uses KRONOS as their personnel's time keeping database, which is interfaced from their payroll system with our Payroll/Personnel System.

It is the City's desire, that the system be able to merge data from specified forms back to the Cyborg application.

The system shall also interface with the City's current Applicant Tracking and Selection Management System – TRAC (currently a DOS based application) to automatically capture data and merge with the employee's existing personnel file to be retrieved, viewed and/or printed. The Proposers shall explain how their system(s) would achieve this task.

The ability to create unique views to the system by department/Intranets and Citizens/Internet is required.

### **Document Distribution**

The system must have the ability to E-Mail images and/or text documents to others using the City's electronic mail system (MS Outlook). The ability to view document types without the native applications being resident is also desired. A future anticipation is the ability to FAX images and text documents directly to and from the system.

### **Workflow**

The proposer shall provide a product with the following (but not limited to) functionalities:

Allow the City to easily define how documents should flow through the system and the actions that can be performed at each step.

Allow some of the workflow processes (ad-hoc or rule based) to be accomplished by the system with or without user intervention.

Allow tasks and workflows to be defined easily using point and click interface.

Be able to be utilized to meet the needs of both structured and ad-hoc workflows.

Support the concept of the intelligent document providing for rules to be stores and executed on a document-by-document or folder-by-folder basis.

Provide advanced routing capabilities allowing for documents of folders to either flow easily serially or parallel within the workflow.

Allow any number of documents to be stored, managed, processed and routed in folders providing for easy processing.

Provide for the use of one or more dedicated workflow processors for the execution of unattended tasks such as tracking, assembly of folders, importation or exportation of data, etc.

Allow for copies of documents or folders to be made and routed in parallel for processing and include facilities that allow for easy tracking and monitoring of workflow activity within the system.

A system allowing for easy design and modification of the business process in a graphical form, which automatically generates the object links allowing immediate implementation of the workflow design as a production-ready workflow management solution is desirable.

Messages sent to others that reference documents or images should be able to contain pointers to locations for the referenced documents.

**BASIC Process Re-engineering**

The City understands that implementing a Document Management System will have some consequence on existing processes and personnel.

Included in the RFP (Exhibit “E”) is a layout of the current paper-based activities relating to the hiring process of the Personnel Division of the City of Ft Lauderdale. Request is made to vendors to include in their proposed solution what reengineering will be needed to accommodate the image and workflow systems.

Initially the City would plan for ‘basic’ to ‘crucial’ reengineering, but understands that *on-going process reengineering* may take place with testing and trial of the new and operational system(s).

**BACKFILE CONVERSION vs. “Day-Forward”**

The initial conversion of paper documents to imaging will consist of two approaches: First approach, the City wishes to have ALL permanent and or active employee records scanned/imaged and on-line, an estimated (liberal) count of 267,000 has been determined.

The City does not have the staff or the equipment to perform this task. The City does agree to allow the Contractor to perform this function or have a sub-contractor perform this function. It may be possible for the image vendor to work with a company that specializes in scanning (i.e., service bureau).

The Second approach, though the least desirable, would be to start with the “day forward” input once the system has become operational. All other documents would remain “hard-copy” paper documents or added by staff as needed and/or as time permits, or become “dead documents” and would be retained until they physically go to records retention for storage or destruction. Any new documents for existing employees and potential employees will be added as received. The City requests Contractors to separately price Backfile vs. “Day-Forward” conversion costs.

**Policy Issues/Legal Aspects/Retention Schedules**

Public Records Law: All proposal documents or other materials submitted by the proposer in response to this RFP will be open for inspection by any person and in accord with Chapter 119, Florida Statutes. The State of Florida Electronic Records and Record Management Practices will be adhered to in all areas of a system.

Image System requirements must provide for purging index of data records in accordance with the General Records Schedule (GS1) For State and Local Government, dated March 1996 along with the City’s Records Retention Schedule and the State of Florida Records Management – Standard and Requirements Electronic Record keeping, Chapter 1B-26, Florida Administrative Code (Exhibit “D”).

**SECURITY**

**Access Rights**

The system must provide the ability for access control to provide documents to authorized people. It must allow for security level assignments via user classes/group and passwords. Access must be restricted at the cabinet, folder and document levels. Redaction or overlay of specified information fields must be secured by user access and passwords. Security should also be assignable by document type and folder.

### **Function Rights**

The system should allow for the control of the actions users can perform to a document, such as, editing, adding, deleting and or copying and moving.

### **Redaction**

The ability to provide imaging to a larger group means stronger control must be placed on user access. The security system must control what users can or cannot do. Even more importantly, a security system must allow the system administrator to control what users can or cannot see. The system must control access to folders, documents and even redacted pages and text in a simple and complete manner. The ability to deploy imaging to a wide variety of users requires a robust security system combined with a friendly user interface.

Redaction allows security to be controlled down to the individual word level. The system should allow for the ability to redact portions of a document's image or text. Depending on the security rights a user, they would or would not be able to view the redacted text.

### **Audit Trails**

As an added security the system must offer the ability to track who is using system, has used the system and who is viewing documents and what actions are being preformed, and when.

Audit Trails and historical record of the state of transitions of a workflow instance from start to completion would also be required.

### **Disaster Recovery**

All Proposers are required to describe disaster recovery plans and testing procedures, as a part of the RFP response.

### **System Utilities/TOOLS**

- Ability to define user access to the system including user ID, password and access privileges;
- Ability to easily apply redaction to certain information frequently accessed by employees, citizens and other agencies
- Ability to backup and restore any data or image file to magnetic tape or disk
- Utilities shall include on-line "help" facility
- Ability to redact information by user access and privileges
- Ability to generate a report log of all files access by user, data and time

### **System Performance**

Response time across any potential configuration must be from 2 to 3 seconds for text only information, while images may range from 4 to 6 seconds. Image retrieval response should not exceed 7 seconds.

### **Ergonomics**

High resolution Monitors with a High refresh rate. Small dot pitch for color monitors; the smaller the grids – or dot pitch the better defined the screen image.

### **COLD Reporting (Computer Output to Laser Disk)**

The ability to report on any of the information held in the Folders via imaging, application tools, etc, is desired and the system should be ODBC compliant.

## **PART X:     HARDWARE REQUIREMENTS**

City may reserves the right to purchase host hardware and Client workstations based on the equipment recommendation of successful Contractor for appropriate configuration, if it is in the City's best economic interest to purchase this equipment from other available contracts.

### **Scanning Hardware**

Scanning method that is used to collect data should be a method that provides for good resolution, image quality and color fidelity and speed. Proposers should describe the method used.

Scanning Speed - Speed of the scanner's driver software, size of its memory cache and the type of connection between it and the computer all weigh in on overall performance. A high transfer rate is desired.

If your recommended scanner hardware uses SCSI cards, a switch-less, general-purpose, 16-bit card or the latest standard is desired.

### **Storage/Server Hardware**

RAID (Redundant Array of Inexpensive Disks) is the desired storage of document images. These devices are relatively inexpensive and can be linked together to store large numbers of documents. In addition, magnetic media provide the fastest response time. (The time it takes to store and retrieve a document.)

### **System Performance**

Response time across any potential configuration must be from 2 to 3 seconds for text only information, while images may range from 4 to 6 seconds. Image retrieval response should not exceed 7 seconds.

### **Ergonomics**

High resolution Monitors with a High refresh rate. Small dot pitch for color monitors; the smaller the grids – or dot pitch the better defined the screen image.

**PART XI: HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT**

**Maintenance and Support**

- a) Extended annual maintenance for software programs support including all software upgrades.
- b) Modularity/Expansion: The system shall allow for addition of users, locations, and equipment at any time.
- c) System Delivery: The vendor shall deliver, install and integrate the necessary hardware and software components with the proposed system(s) solution to achieve the City's intent for a fully functional, automated system as contained in the RFP. The proposer shall provide total system support for Hardware and software under a comprehensive maintenance and support program. The vendor shall provide upgrades of systems software as part of the support/maintenance program.
- d) All hardware components shall have at least one-year standard warranty with option to extend up to 5 years.
- e) Proposer maintenance/support shall include, but not necessarily limited to: A toll free telephone support number for its software between the hours of 8:00 AM and 5:00 PM, seven days a week, Eastern Standard time, with a target response time of two hours.

**PART XII: TRAINING /DOCUMENTATION**

On-Site Management and Staff training in all phases of the system, to the satisfaction of the City. Proposers shall include recommended training and number of days for all related hardware and software, and support system administration for the proposed system, and detailed related costs to the City for this training.

- a) Operator and administrator training shall be provided for all designated users in a hands-on environment at either the City's Site or the Contractors training site. Such training shall be sufficient to completely familiarize users with the system to the City's satisfaction. Proposer shall specify all facets of the training requirements, and suggested number of training days, in the RFP response. The actual training days and number of designated users may be adjusted by mutual agreement between the City and the successful Contractor.
- b) Proposers shall include any recommended follow-up training and all related costs, if applicable, that may be suggested or integrally needed for a successful transition to the proposed system. This information should include identification of the training/number of days, and specified personnel who should be included in all phases of training.
- c) Proposer shall include a period of on-site support so that minor adjustments to screens and user features may be made within an agreed-upon time frame during the evaluation period.
- d) Additional support (via telephone or on-site, depending on the users needs) shall be provided on an on-going basis according to maintenance and support agreement terms and conditions, submitted as a part of the RFP response, and accepted by the City. Additional support and consulting services may be required during the Contract term. Proposers shall submit, as a part of the RFP response, a pre-determined rate schedule for such services, if not included within the standard on-going maintenance and support agreement.
- e) Proposer shall offer an annual maintenance/support agreement that will cover the system hardware and software proposed. As part of the support agreement, vendor shall provide the City with upgrades to the database and software as they become available for distribution. Proposers shall provide complete detailed information on all annual costs, in accordance with the RFP specifications, including any contract forms that may be required by Proposer. Such forms shall be subject to City review and modification.

**Documentation**

All documentation shall be provided in printed and electronic format (Word, PDF or HTML preferred).

**Online Help Features**

Documentation of "help" features shall be provided in printed format.

**Hard Copy**

Three printed copies of all documentation shall be provided.

**System**

End-user desktop procedure documentation explaining field by field on each screen how to enter data and use system

**System administration documentation**

Documentation explaining how to maintain, lookup tables, security control, archiving of records, etc., should also be included.

**Operations**

Samples of reports, error logs, and other printed files shall be provided  
Error codes and recovery/solutions shall be provided in writing

**Database Dictionary**

A listing of all tables and field names including field descriptions to assist with report writer functions are required. Listing of all key index fields and links between tables including type of link (one-to-one, one-to-many, etc.)

### **PART XIII. Vendor Responsibilities**

The vendor is expected to provide a Project plan (preferably in MS Project) for accomplishing the entire project including:

- Identification of a primary/lead project manager for the duration of this project if more than one vendor is involved, also identify whom this person interfaces with at his/her company.
- Identification of key and supporting personnel, i.e., Technical Lead, Project Lead, etc
- Identification of all subcontractors, VARs and partner participation in the project
- Identify how long your company and any subcontractors, VARs etc, relationship has been in place
- Total and Separate pricing for each project
- Detail what reengineering of our current processes may be affected, include use cases if possible, how will the user incorporate your solution into their work
- Expertise in modeling the document database design
- LAN/WAN and host expertise to assist in all aspects of implementation and on-going maintenance
- Services including business process reengineering, workflow analysis, application and implementation planning, system tuning and technical consulting

Site preparation plan to accommodate equipment to be installed and assure proper operating environment to include anticipated changes/additions to City's LANs and WANs

System reliability and test plan procedures showing which activities are to be performed by the vendor and which are to be performed by City Personnel. These should include:

- Unit testing
- System Testing
- Acceptance Testing
- Performance Testing

Implementation support requirements to include:

- Estimate of man-hours and tasks to be performed, if any, by the City before, during and after implementation of the system
- List of City Facility resources that vendor may require

Documentation to include:

- Application user documentation
- Hardware/system software documentation
- Systems Administrator operation documentation

### **City Responsibilities**

- The City will provide suitable workspace for the vendor personnel to accomplish their tasks.
- Personnel Resource Availability
- The City has designated a project manager from among its personnel who will be dedicated to this project. The City's Management Team for this project will provide project oversight on an as-needed basis.

#### **XIV. CONSIDERATION FOR AWARD/AWARD PROCEDURES**

Evaluation and award of this RFP shall be done in accordance with the City Purchasing Ordinance, Section 2-194, and Competitive Negotiations. The award of the contract will be based on certain objective and subjective considerations, including those listed below:

1. Understanding of the overall needs of the City as presented in the narrative technical proposal. Completeness of the Proposal submitted related to requirements of the RFP.

**Maximum points available are 20**

2. Experience, qualifications, and past performance of the proposing firm including persons proposed for the project and facilities and resources. Client references shall be considered in this factor.

**Maximum points available are 30**

3. Functionality, suitability, ease of use, compatibility, and upgradability of proposed equipment and software. Ability of the proposed system to comply with all the requirements of the RFP, as contained in the specifications.

**Maximum points available are 30**

4. Total Cost to the City: to include providing, installing, supervision, testing, training, conversions, travel costs, if applicable, and extended maintenance and support costs for up to five years following system acceptance.

**Maximum points available are 20.**

#### **Total Points Available are 100 points**

An evaluation committee of qualified City Staff, and other persons selected by the City, shall conduct evaluation of proposals. It will be a two-step process. In step one the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. Client references will be included in this review.

The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. An evaluation committee of qualified City Staff will conduct evaluation of proposals, and other persons selected by the City. Proposers or Finalists may be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call for clarification purposes only. The City may require visits to customer installations or demonstrations of product by Proposers as part of the evaluation process. The Committee may then conduct discussions, for clarification purposes only, with the finalists, and re-score and re-rank the finalists' proposals.

The City may require additional information and proposers agree to furnish such information. The City will enter into contract negotiations with the first ranked proposer resulting, until a satisfactory contract is finalized. If negotiations are not successful with the first ranked proposer, the City will continue the same process with the second ranked, and so on, until a satisfactory contract is determined from this process or the proposals are rejected.

The top ranked proposer with whom the City has negotiated a satisfactory contract will be recommended to the Fort Lauderdale City Commission for award.

The City reserves the right to award the contract to the Proposer(s) who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals or parts of proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the RFP process.

*All requested information and references submitted will be considered in the award.*

**PART XV: REQUIREMENTS OF THE PROPOSAL/INSTRUCTIONS:**

All proposals shall be submitted as specified in the RFP document. Any attachments shall be clearly identified. **To be considered, the proposal shall respond to all parts of the RFP**. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If a Proposer to respond to a requirement supplies publications, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

- All proposals shall be submitted in a sealed package clearly identified with the RFP number, due date and time, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.
- All proposals shall be received in the Purchasing Division, Room 619, 6th floor, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 **prior to 2:00 PM on the date specified in the SCHEDULE Section of this RFP.**
- **A representative who is authorized to contractually bind the Contractor shall sign the proposal.**

**PROPOSERS SHALL SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS ELEVEN (11) COPIES OF THE PROPOSAL SUMMARY PAGES INCLUDING ANY ATTACHMENTS. THE ABOVE REQUIREMENT TOTALS TWELVE (12) COPIES OF YOUR PROPOSAL.**

**PROPOSAL SUMMARY PAGES ARE AS FOLLOWS:**

Section I: Proposal Signature Page ..... 37

Section II: Narrative and Technical Proposals ..... 39

Section III: Questionnaire ..... 40

Section IV: Vendor Response Survey..... 42

Section V. Matrix ..... 46

Section VI. Financial Page ..... 55

**PROPOSAL SIGNATURE AND SUMMARY PAGES**

**Section I.**

**Proposer to complete the following:**

**To: The City of Fort Lauderdale**

The below signed hereby agrees to furnish the services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal. I have not divulged to, discussed with, or compared this proposal with any other Proposer(s) and have not colluded with any other Proposer(s) or parties to this RFP. I certify I am authorized to contractually bind the Proposing firm:

**1. Proposal submitted by:**

**Company Name** \_\_\_\_\_  
**(LEGAL REGISTERED)**

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_

**Principal Contact Person:** \_\_\_\_\_  
**(Name & title)**

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

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**If your firm qualifies for MBE or WBE status, please check below**  
**MBE** \_\_\_\_\_ **WBE** \_\_\_\_\_

**2. ADDENDUM:** Acknowledgement: Proposer acknowledges that the following addenda have been received and included in his/her RFP response (if applicable).

**Addendum No.**

**Date Issued**

**3. VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages.

**No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided on the following page. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.**

Variances:

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Bidder please indicate below the name, address, and telephone number of the servicing entity, nearest to City Hall, from which on-site maintenance will be supported:

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**Section II. NARRATIVE AND TECHNICAL PROPOSAL (Statement of Work)**

- I. Please provide a narrative response as to your understanding of the Scope of Services requested and required by the City.

**This section should include:** detailed description of your concept and approach to providing the system and services required, and all back-up information necessary for the City to properly evaluate your proposal and which satisfies all requirements contained in the RFP Scope of Services. Provide technical specifications, performance specifications, and installation, testing and training.

Please include this narrative and technical proposal as an Appendix to your RFP response.

***The Proposer shall detail how the proposed solution integrates with the City's current systems environment, it's ability to adapt to possible future directions and/or any additional software related utilities that may be required to support the proposed system.***

- II. If you propose to use any Sub-Contractors in the performance of these Contract services, please include this information as a part of the RFP response, particularly with reference to any Minority/Woman Business Enterprise inclusion. Name of all sub-contractors, address, contact names, and the work to be performed, are required as a part of this information.

If the solution being proposed is comprised of services and/or products from more than one vendor, please answer the questions in this section for each of those organizations as well as your own. Indicate which solution each vendor will be responsible for and who will act as **primary contractor** (i.e., systems integrator).

**INCLUDED?                      YES: \_\_\_\_\_      NO: \_\_\_\_\_**

**Section III. QUESTIONNAIRE**

For Contractors and Subcontractors.

I. Experience of Proposer and assigned staff, including client references.

a. Prior Experience:

Number of year's experience the proposer has had in providing similar services:  
\_\_\_\_\_ years

b. List below those persons who will have a management or senior position working with the City, if you are awarded the contract. List name, title or position, and project duties. A resume or summary of experience and qualifications/certifications must accompany your proposal. If subcontracting is intended, list those companies involved, including years the relationship has been in place, and also include year's experience and company information requested throughout the RFP.

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c. References: List all clients for whom you have provided similar services in the last three years. **(A minimum of three references of similar size and complexity is requested).** Provide agency name, address, telephone number, contact person, and date service was provided. If services provided differs from the one presented in your proposal, please delineate such differences. If subcontracting, include separate references on other joint projects.

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List those City of Fort Lauderdale agencies with which the proposer has had contracts or agreements during the past three (3) years:

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**II. Proposer please provide a listing of all lawsuits, pending or completed as follows:**

**a. List all pending lawsuits OR administrative proceedings in which the company, or its staff, or persons with more than a 10% ownership interest are defendants in proceedings arising out of the business conducted by the company are concerned directly with the staff or part of your organization proposed for the contract:**

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**b. List all judgments entered against the company or its staff, or persons with more than a 10% ownership interest, in the last five (5) years, where said judgments were entered in litigation or administrative proceedings arising out of business conducted by the company.**

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The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

**PROPOSERS PLEASE ENSURE THAT YOU HAVE SIGNED THE SIGNATURE PAGE OF THESE PROPOSAL SUMMARY PAGES. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.**

**COMPLETE AND RETURN THE REQUIRED NUMBER OF PROPOSAL PAGES AND ATTACHMENTS.**

**HAVE YOU INCLUDED THE REQUIRED Original and Eleven (11) Copies of your RFP response and all appendices, in accordance with the "REQUIREMENTS OF PROPOSAL" SECTION OF THE RFP?**

**YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**Section IV. VENDOR RESPONSE SURVEY**

1. If the solution being proposed is comprised of services and/or products from more than one vendor, please answer the questions in this section for each of those organizations as well as your own. Indicate which solution each vendor will be responsible for and who will act as **primary contractor** (i.e., systems integrator, project lead, technical lead, etc.).
2. What is the name of your organization and what is your main source of business revenue?
3. Please indicate percentage of total revenues from document management related activities.
4. How many years have you been in business?
5. How many years have you been implementing document management/imaging systems?
6. Please provide your product support infrastructure and the locations of your support offices. Where are your main offices and branch offices located in the US?
7. What is the extent of your product documentation?
8. How is customer support handled within your organization?
9. How many people are devoted to providing customer support group?
10. Is Remote diagnostics and software support available?
11. What experience have you had with municipal government document management?
12. Does the system use a proprietary plug-in or is it a single content management platform?
13. Does the system allow for Web-Based data collection from forms?

**Imaging**

14. What are all the Data base structures your product operates on?
15. Is the database ODBC compliant?
16. Does this product integrate with the City's current Environment?
17. What is the name of the imaging product?
18. How many years has it been available?
19. What is the architecture of the product? Describe what you mean by open architecture.
20. What types of images are supported?
21. TIFF, CCITT Group 3 &4, others, please list.
22. Can images be modified? (explain)
23. Is the system able to provide images with the quality of a TIF but have the compression capabilities of JPEG?

24. Can the system provide redaction capabilities? By user profile? By access privileges? Please explain.
25. How is annotation and layer control provided within the solution?
26. What compression techniques are supported?
27. What size image documents can the system handle? Please indicate smallest to largest.
28. Is the image file header **Non-Proprietary**? If not, is there a tool for conversion that a user can easily use?
29. Does your system allow for on-line and batch imaging? Can this be done via the Web with browser- based application?
30. Can images, and all references to these images, be cycled out of the system during normal records destruction though planned records retention?
31. Does the system provide an audit report of image references removed from storage?
32. Does the system provide an audit report for images viewed and/or printed for a specified time period?
33. Can separate databases contain and use their own user-defined indexed fields?
34. Can documents be sent directly from any other applications for indexing and filing? Please provide a list of document/format types.
35. Please identify system limits in both folder and/or tabs within a folder.

### **Image Enabling**

36. What capabilities does your product have to perform image enabling of other IT applications? Please explain.
37. Does the system have the ability to lift data from documents and populate databases in an indexing mode and data storage mode?

### **Workflow**

38. What is the name of the proposed workflow solution?
39. Describe the proposed solution's workflow functionality.
40. Does the System automatically route, process and track tasks through a pre-defined sequence of events?
41. Can more than one person view the document? Edit the Document? Please explain.
42. How does the system notify someone that they have a document or task to review?
43. How is assignment and override of default workflow, for each document type handled with this solution?

44. What tools are used as the common development language in the Workflow package? EDI, XML, Please list and explain?
45. Is there a check out – check-in procedure for Documents?
46. Can files be simultaneously shared across the City's enterprise?
47. How are related documents combined into an approval package for routing?
48. Describe how multiple levels of security may be customized in the workflow product.
49. Is receipt verification provided?
50. Are Flags available as reminders for Tasks or documents?
51. Please list all industry standard mail messaging standards you use.
52. Is parallel, sequential and/or conditional routing used in the system? List all that the system uses.
53. Can the system allow users to easily re-route a document/Task? Modify or create new tasks? Please explain this in detail.
54. How does it provide for Audit Trails? Please explain.
55. Does the software capture date and time without user intervention, other than completing it's process?
56. How can a user locate a document/tasks in progress?
57. Is document profiling supported?
58. Does the solution have the ability to support Concurrent Users?
59. Does the system provide unlimited Web Access for ability to research information daily from various departments/locations?
60. Does the system have the ability to print copies of documents and parts of documents?
61. Can the data be captured and sent to the back end application?
62. How are electronic signatures, sign-off and approval tracking handled?
63. Can users easily create forms with indexes and add to a Web-based solution server easily?
64. Can forms be easily added to the workflow process?
65. What is your current and/or future technology for electronic signatures? Please describe.
66. Does the workflow administrator have the ability to see in real time where a document resides and how long it has been there?

- 67. Can the system signal the administrator when documents remain in an 'inbox' for an extended period of time?
- 68. Can the documents be re-sequenced? Please explain.

**Scanners**

- 69. What kind of Image Processing is scanner capable of with the Software?
- 70. Can it perform thresholding, deskewing, dynamic image enhancement, and edge enhancement?
- 71. Paper Path: Is it U-Shaped or is it a straight paper path?
- 72. Does it perform sorting of scanned documents?
- 73. Does it allow for multiple sized documents in a batch?
- 74. Lamps: How often must they be replaced? How much do they cost?
- 75. What is the scanner duty cycle?
- 76. Does the equipment use an electrically isolated analog-to-digital converter that processes data away from the main circuitry of the scanner or is it integrated into the scanners primary circuit board.
- 77. Please describe the storage hardware you are proposing.
- 78. Are all security profiles stored on the image server?
- 79. Can Security Administration be performed from any PC with qualified administrator access?
- 80. Please describe, in detail, the formats and compression routines used and how they relate to the current standards.

**PART XV**  
**Section V: COMPLIANCE MATRIX**

Proposer shall complete the Compliance Matrix below:

Proposer shall **include explanations for all areas where the proposed system does not comply with the RFP Scope of Services. All explanations shall be included in the RFP response and properly identified by reference to the Compliance Matrix, and/or Scope of Services section, page, paragraph and ID code(s).**

**NOTE: PAGES OF MATRIX ARE "LANDSCAPE"**

| VENDOR NAME:               |   |  |                     |                            |                             |                            |              |         |
|----------------------------|---|--|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE          | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | BUSINESS REQUIREMENTS SUMMARY<br><br>(Vendors should refer to the "Scope of Services" for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the "Comments" column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                            |   |  | Software Compliance |                            |                             |                            |              | Comment |
|                            |   |  | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| <b>I. GENERAL / GLOBAL</b> |   |  |                     |                            |                             |                            |              |         |
|                            | 1   | The system is able to scan and image both handwritten and typed documents.   |                     |                            |                             |                            |              |         |
|                            | 1   | The system can scan and image photographic images, such as driver licenses.  |                     |                            |                             |                            |              |         |
|                            | 1   | The system is able to retain and track document revisions.   |                     |                            |                             |                            |              |         |
|                            | 1   | The system allows concurrent users to view a document and /or folder.  |                     |                            |                             |                            |              |         |
|                            | 1   | The system provides for check-in/out procedures.   |                     |                            |                             |                            |              |         |
|                            | 1   | The system must allow view only access by some users.  |                     |                            |                             |                            |              |         |
|                            | 1   | The system must provide security access down to the document and field level.  |                     |                            |                             |                            |              |         |
|                            | 2   | The scanning software and equipment is capable of color.   |                     |                            |                             |                            |              |         |

| VENDOR NAME:      |   |  |                     |                            |                             |                            |              |         |
|-------------------|---|--|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | BUSINESS REQUIREMENTS SUMMARY<br><br>(Vendors should refer to the "Scope of Services" for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the "Comments" column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                   |   |  | Software Compliance |                            |                             |                            |              | Comment |
|                   |   |  | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
|                   | 1   | The system maintains user and date/time stamp information.   |                     |                            |                             |                            |              |         |
|                   | 1   | The system can search for documents by applicant /employee name and or social security or assigned employee number.  |                     |                            |                             |                            |              |         |
|                   | 1   | The system can search applicants by job class categories.  |                     |                            |                             |                            |              |         |
|                   | 1   | The system allows for integration and data capture from employment applications and transfer into TRAC file with limited amount of key entry.  |                     |                            |                             |                            |              |         |
|                   | 1   | The system allows for scanning to print as well as scanning to the network.  |                     |                            |                             |                            |              |         |
|                   | 1   | The systems indexing and searching functions are not case sensitive.   |                     |                            |                             |                            |              |         |
|                   | 2   | The System provides for validation of data for indexing needed.  |                     |                            |                             |                            |              |         |
|                   | 1   | The system provides for Audit trails and historical data.  |                     |                            |                             |                            |              |         |

| VENDOR NAME:               |   |  |                     |                            |                             |                            |              |         |
|----------------------------|---|--|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE          | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | BUSINESS REQUIREMENTS SUMMARY<br><br>(Vendors should refer to the "Scope of Services" for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the "Comments" column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                            |   |  | Software Compliance |                            |                             |                            |              | Comment |
|                            |   |  | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| <b>I. GENERAL / GLOBAL</b> |   |  |                     |                            |                             |                            |              |         |
|                            | 1   | The system allows for (fuzzy) searches.  |                     |                            |                             |                            |              |         |
|                            | 1   | The system allows remote access of files and searches.   |                     |                            |                             |                            |              |         |
|                            | 1   | The system should allow for multivalued attributes or repeating fields, i.e., authors or subjects.   |                     |                            |                             |                            |              |         |
|                            | 1   | The system is platform independent.  |                     |                            |                             |                            |              |         |
|                            | 1   | The system is non-proprietary, including the image header.   |                     |                            |                             |                            |              |         |
|                            | 1   | The system has the ability to search across folders.   |                     |                            |                             |                            |              |         |
|                            | 2   | The system has the capability of faxing images/documents.  |                     |                            |                             |                            |              |         |

| VENDOR NAME:                 |   |   |                     |                            |                             |                            |              |         |
|------------------------------|---|---|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE            | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | <u>BUSINESS REQUIREMENTS SUMMARY</u><br><br>(Vendors should refer to the “Scope of Services” for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the “Comments” column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                              |   |   | Software Compliance |                            |                             |                            |              | Comment |
|                              |   |   | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| <b>I. GENERAL / GLOBAL</b>   |   |   |                     |                            |                             |                            |              |         |
| Part VI: Network Environment | 1   | The system is compatible with the City’s network environment.   |                     |                            |                             |                            |              |         |
|                              | 1   | The system can integrate with the Oracle database Cyborg.   |                     |                            |                             |                            |              |         |
|                              | 1   | The system can integrate with TRAC, the City’s Hiring Applicant Tracking Application.   |                     |                            |                             |                            |              |         |
| Part VII: Scope of Services  | 1   | The system uses a non-proprietary image file header and text formats.   |                     |                            |                             |                            |              |         |
|                              | 1   | The system is expandable and has the ability to interoperate/interface with various non-proprietary software applications.  |                     |                            |                             |                            |              |         |
|                              | 1   | The system allows for Web-based access and searches.  |                     |                            |                             |                            |              |         |
|                              | 1   | The system meets state requirements and industry standards.   |                     |                            |                             |                            |              |         |

| VENDOR NAME:                          |   |   |                     |                            |                             |                            |              |         |
|---------------------------------------|---|---|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE                     | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | <u>BUSINESS REQUIREMENTS SUMMARY</u><br><br>(Vendors should refer to the “Scope of Services” for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the “Comments” column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                                       |   |   | Software Compliance |                            |                             |                            |              | Comment |
|                                       |   |   | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| Part VIII:<br>Functional Requirements | 2   | The system provides a visual folder structure.  |                     |                            |                             |                            |              |         |
|                                       | 1   | Ability to use “drag and drop”, “point and click” to file and move documents.   |                     |                            |                             |                            |              |         |
|                                       | 2   | The system allows for document version history.   |                     |                            |                             |                            |              |         |
|                                       | 1   | The system has the ability to add “notes” (annotations) and retain such notes.  |                     |                            |                             |                            |              |         |
|                                       | 1   | The system allows for electronic transfer of documents.   |                     |                            |                             |                            |              |         |
|                                       | 1   | The system allows for filing various types of electronic documents.   |                     |                            |                             |                            |              |         |
|                                       | 2   | The system has the ability for automatic page detection and automatic Form ID   |                     |                            |                             |                            |              |         |
|                                       | 1   | The system must be able to scan/image various paper sizes as well as 2-sided documents.   |                     |                            |                             |                            |              |         |

| VENDOR NAME:                          |   |   |                     |                            |                             |                            |              |         |
|---------------------------------------|---|---|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE                     | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | <u>BUSINESS REQUIREMENTS SUMMARY</u><br><br>(Vendors should refer to the "Scope of Services" for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the "Comments" column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                                       |   |   | Software Compliance |                            |                             |                            |              | Comment |
|                                       |   |   | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| Part VIII:<br>Functional Requirements | 1   | The system has the ability for automatic indexing.  |                     |                            |                             |                            |              |         |
|                                       | 1   | The system allows for interruption of the scanning process.   |                     |                            |                             |                            |              |         |
|                                       | 1   | The system must recognize standard forms and index accordingly.   |                     |                            |                             |                            |              |         |
|                                       | 1   | The system should have the ability to point and click to define zones for indexing. Indexing is flexible and easy.  |                     |                            |                             |                            |              |         |
|                                       | 1   | The system adheres to and accommodates the requirements regarding archiving and deleting documents per the records retention schedules.   |                     |                            |                             |                            |              |         |
|                                       | 2   | The system allows for batch scanning, various forms and sizes.  |                     |                            |                             |                            |              |         |
|                                       | 1   | The system allows for versatile and accurate recognition.   |                     |                            |                             |                            |              |         |
|                                       | 1   | The system allows for data capture from electronic forms.   |                     |                            |                             |                            |              |         |

| VENDOR NAME:                          |   |  |                     |                            |                             |                            |              |         |
|---------------------------------------|---|--|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE                     | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | BUSINESS REQUIREMENTS SUMMARY<br><br>(Vendors should refer to the "Scope of Services" for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the "Comments" column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                                       |   |  | Software Compliance |                            |                             |                            |              | Comment |
|                                       |   |  | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| Part VIII:<br>Functional Requirements | 1   | The filed documents/ forms can be utilized via the City's email system.  |                     |                            |                             |                            |              |         |
|                                       | 1   | Ability to complete forms that are Web-Based.  |                     |                            |                             |                            |              |         |
|                                       | 1   | The system provides for standard workflow activities such as approvals.  |                     |                            |                             |                            |              |         |
|                                       | 2   | The system has the tools for custom workflow development, ad-hoc and rules-based.  |                     |                            |                             |                            |              |         |
| Part IX: Technical Requirements       | 1   | The database is ODBC compliant.  |                     |                            |                             |                            |              |         |
|                                       | 2   | The system is capable of providing COLD.   |                     |                            |                             |                            |              |         |
|                                       | 1   | Industry standards are fully supported in scanning and display.  |                     |                            |                             |                            |              |         |
|                                       | 1   | The system allows for creation of user-fineable template fields for indexing.  |                     |                            |                             |                            |              |         |

| VENDOR NAME:                    |   |  |                     |                            |                             |                            |              |         |
|---------------------------------|---|--|---------------------|----------------------------|-----------------------------|----------------------------|--------------|---------|
| HEADING REFERENCE               | PRIORITY<br>1 = Critical<br>2 = Desirable<br>3 = Optional | BUSINESS REQUIREMENTS SUMMARY<br><br>(Vendors should refer to the "Scope of Services" for complete details of the requirements summarized here. Explain variances, if any, by indicating Yes in the "Comments" column and attaching a separate sheet.) | VENDOR RESPONSE     |                            |                             |                            |              |         |
|                                 |   |  | Software Compliance |                            |                             |                            |              | Comment |
|                                 |   |  | Fully Provided      | Provided with Modification | Custom Development Required | Provided by Reporting Tool | Not Provided | Y       |
| Part IX: Technical Requirements | 1   | The system allows for image format conversion.   |                     |                            |                             |                            |              |         |
|                                 | 1   | The scanning software can scan and store images of multi-page and duplex documents.  |                     |                            |                             |                            |              |         |
|                                 | 2   | Simultaneous scanning and viewing is supported.  |                     |                            |                             |                            |              |         |
|                                 | 1   | Minimal user intervention is required during scanning.   |                     |                            |                             |                            |              |         |
|                                 | 1   | The system retains a copy of a redacted document, as well as the original document.  |                     |                            |                             |                            |              |         |
|                                 | 1   | The system is able to print a hard copy of the document with redaction.  |                     |                            |                             |                            |              |         |
|                                 | 1   | The system must allow for printing hard copy of the document with and without "notes", or other annotations.   |                     |                            |                             |                            |              |         |

**PART XV. Section VI. FINANCIAL PAGE**

**ITEM DETAIL COSTS:** Proposers shall provide itemized detail costs for all items contained in the proposed system, an appendix to the RFP response.

**Cost to the City:** Proposer costs shall include all the services contained in the RFP, including all required labor, supervision, consultation, equipment, software and supplies at the costs provided.

If there are any additional costs for services, which may be offered as options, that are not included in the services as outlined in the RFP, Proposers shall include this information as an APPENDIX to the Financial Proposal. Be sure to take into account all areas of the RFP when responding to each of these categories.

| <u>DESCRIPTION</u>  | <u>TOTAL COST TO THE CITY</u> |
|---|-------------------------------|
| <b>I.</b> Base Document Management / Imaging System, per RFP Specifications.<br>Please include detailed hardware and software costs.<br>"Day-Forward" Document Conversion<br>Including 1 <sup>st</sup> Year system warranty   | \$ _____                      |
| <b>Option I.</b> Electronic Forms Processing  | \$ _____                      |
| <b>Option II.</b> Electronic Document Work Flow Process   | \$ _____                      |
| <b>Option III.</b> Back File Conversion consisting of 267,000 pages/images<br>Please include price by volume (i.e., 100 images @ .05 per image)   | \$ _____/per image            |
| Total Cost:   | \$ _____                      |
| <b>Option IV.</b> COLD reporting  | \$ _____                      |
| <b>II. Extended Maintenance/Support: Provide detailed pricing, including agreements documents that may be required, for system maintenance and on-going support for years 2 through 5, following City acceptance of the completely installed system, as contained in the RFP.</b> |                               |
| 2 <sup>nd</sup> Year:   | \$ _____                      |
| 3 <sup>rd</sup> Year:   | \$ _____                      |
| 4 <sup>th</sup> Year:   | \$ _____                      |
| 5 <sup>th</sup> Year:   | \$ _____                      |

**If there are additional maintenance/support services costs, not included in system maintenance and support shown above, please provide details on respective services and related costs. This information may be included as an appendix to your RFP response.**

**III. PRICE PROTECTION PERIOD/ADDITIONAL PURCHASES:** The City requests that all costs contained in the RFP response shall be firm for additional purchases, should the City elect to make such purchases, for a period of (18) months from date of award. Please indicate your ability to extend pricing in accordance with this request.

**YES:** \_\_\_\_\_ **Can Comply**                      **NO:** \_\_\_\_\_ **Unable to Comply**

**III. Alternate Price Protection Term:** \_\_\_\_\_

**City of Fort Lauderdale  
GENERAL CONDITIONS – EXHIBIT “A”**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Purchasing. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 **BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 **VARIANCES:** For purposes of bid evaluation, Bidder's shall indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

- 1.07 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB. If you claim a Minority or Women Business status, you are requested to submit a copy of a Broward County Certification as a part of your ITB/RFP response. If you do not currently have a Broward County M/WBE certification and you are recommended for an Award as a result of this ITB/RFP, you will be requested to obtain such certification on award.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of that is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of that is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

**Women Business Enterprise (WBE)** a “Women Owned or Controlled Business is a business enterprise at least 51 percent of that is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of that is owned by females.

**Small Business Enterprise (SBE)** “Small Business” means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, that is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

**BLACK**, that includes persons having origins in any of the Black racial groups of Africa.

**WHITE**, that includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

**HISPANIC**, that includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

**NATIVE AMERICAN**, that includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

**ASIAN AMERICAN**, that includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

**Part II DEFINITIONS/ORDER OF PRECEDENCE:**

- 2.01 **BIDDING DEFINITIONS:** The City will use the following definitions in it’s general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:  
**INVITATION TO BID (ITB)** when the City is requesting bids from qualified Bidders.  
**REQUEST FOR PROPOSALS (RFP)** when the City is requesting proposals from qualified Proposers.  
**BID** – a price and terms quote received in response to an ITB.  
**PROPOSAL** – a proposal received in response to an RFP.  
**BIDDER** – Person or firm submitting a Bid.  
**PROPOSER** – Person or firm submitting a Proposal.  
**RESPONSIVE BIDDER** – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.  
**RESPONSIBLE BIDDER** – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.  
**FIRST RANKED PROPOSER** – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.  
**SELLER** – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.  
**CONTRACTOR** – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.  
**CONTRACT** – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.  
**CONSULTANT** – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.  
 The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement, or Purchase Order.
- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

**PART III BIDDING AND AWARD PROCEDURES:**

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids shall be received prior to the bid opening date and time. Unless otherwise specified, Bidder’s should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid shall be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids shall be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Purchasing Office, or other designated area, in the presence of Bidder’s, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder’s and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City’s requirements.
- 3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices
- 3.04 quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item shall be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.

- 3.05 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.06 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.07 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder shall state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.08 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he shall notify the Purchasing Division immediately. Such notification shall be received by the Purchasing Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.09 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, shall be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 **LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion, that will most accurately estimate total cost of use and ownership.
- 3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Purchasing Manager reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 **PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon

award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, shall in his or her response, specifically identify the material that is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

- 3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders shall disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to accept the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes that may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof..

#### PART IV BONDS AND INSURANCE

- 4.01 **PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. A surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent shall execute the Performance Bond. If a Letter of Credit is chosen, it shall be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he shall have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 **INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Purchasing Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates shall list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

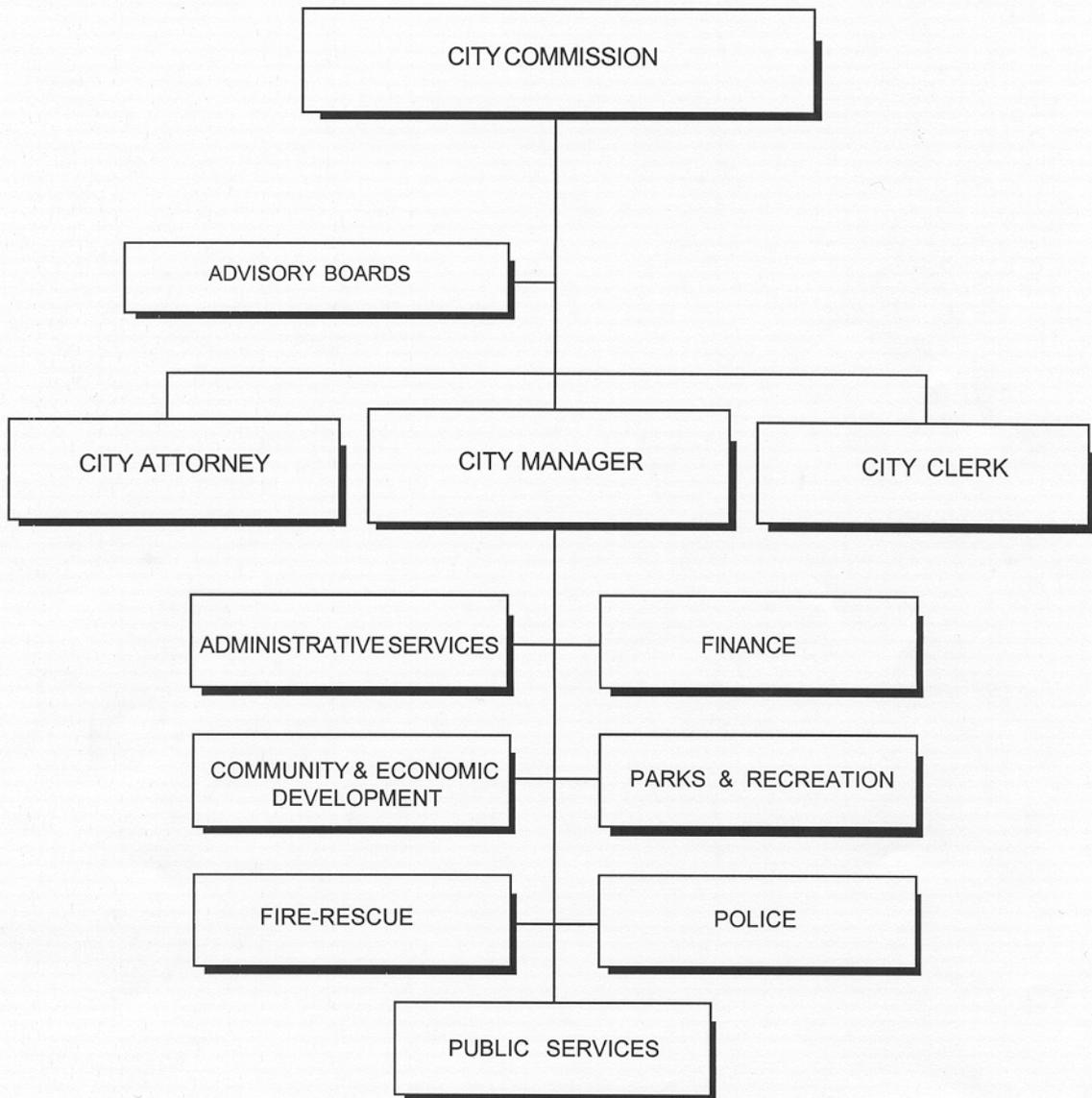
**PART V PURCHASE ORDER AND CONTRACT TERMS:**

- 5.01 **COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered that do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
  - All City Departments being advised to refrain from doing business with the Bidder.
  - All other remedies in law or equity.
- 5.02 **ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material shall comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 **SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order shall be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 **ASBESTOS STATEMENT:** All material supplied shall be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 **OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 **VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications that are in writing from an authorized City representative may be considered. The City will recognize only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, as duly authorized expressions on behalf of Contractors.
- 5.07 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 **INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 **TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to that there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 **TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 **CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

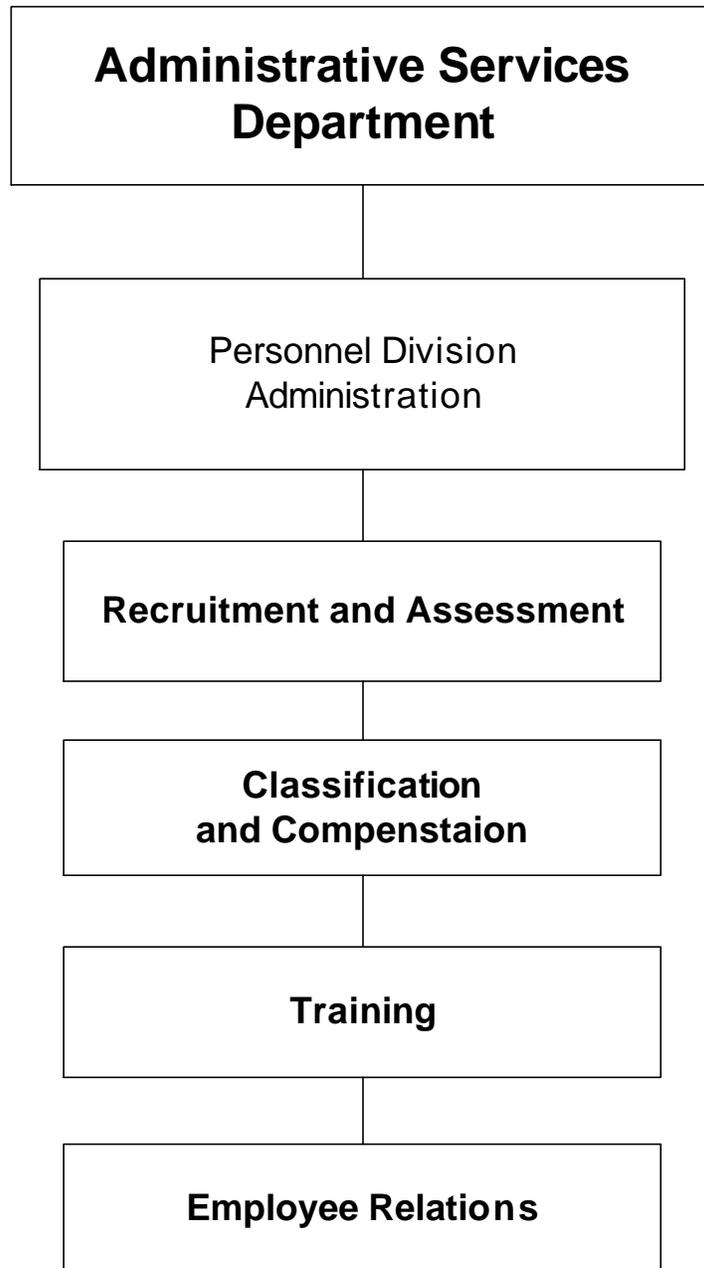
- 5.12 **RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 **PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 **LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 **NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 **UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances shall be beyond the control of the Contractor, and the requested adjustments shall be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
  2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
  3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.
- If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.
- 5.17 **ELIGIBILITY:** If applicable, the Contractor shall first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, that may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

**Form G-107 Rev. 11/98**

THE PEOPLE OF FORT  
LAUDERDALE



**EXHIBIT C  
Personnell Division  
Organizational Chart**



**EXHIBIT "D"**

**Chapter 1B-26, Florida Administrative Code  
RECORDS MANAGEMENT - STANDARDS AND  
REQUIREMENTS  
Electronic Recordkeeping**

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**1B-26.003 Electronic Recordkeeping.**

(1) **PURPOSE.** These rules provide standards for public records which have a retention value of more than ten years which will be recorded and stored on electronic media. Public records are those as defined by Section 119.011(1), Florida Statutes.

(2) **AUTHORITY.** The authority for the establishment of these rules is Section 257.36(1) and (7)(c), Florida Statutes.

(3) **SCOPE.**

(a)1. These rules are applicable to all agencies as defined by Section 119.011(2), Florida Statutes.

2. These rules establish the minimum requirements for the creation, utilization, maintenance, retention, preservation, storage and disposition of long-term and permanent electronic records, regardless of the media utilized.

3. Electronic records include numeric, graphic, and textual information which may be recorded in any machine readable media form which includes, but is not limited to, magnetic media, such as tapes and disks (hard or floppy), and optical disks.

4. These rules apply to all electronic records systems, including, but not limited to, microcomputers, minicomputers, main-frame computers, or optical image recording systems (regardless of storage media) in network or stand-alone configuration.

(b) Before records with a retention period of 10 years or less are committed to an electronic recordkeeping system, with the intent of destroying the original record, a cost benefit analysis shall be prepared and reviewed by the agency to insure that the project or system contemplated is cost effective. Public records with a retention value of 10 years or less, or which are kept voluntarily beyond the established retention period, which are committed to electronic recordkeeping systems, are not subject to the provisions of rules 1B-26.003(10)(c), (d), (e) and (11)(a).

(c) Any electronic recordkeeping system not meeting the provisions of these rules may be utilized for long-term or permanent records provided the original public record is maintained or microfilmed in accordance with the provisions of Rule 1B-26.0021, Florida Administrative Code prior to disposition.

(4) **INTENT.** In enacting these rules, the Department of State is cognizant of the fact that there may be instances where an agency may be utilizing electronic recordkeeping systems and destroying public records. The Department is further aware that it may not be possible to implement this rule in its entirety immediately upon its enactment, and it is not the intent by this rule to disrupt such recordkeeping practices provided that such agencies make no further disposition of public records without approval of the Division of Library and Information Services of the Department of State.

(5) DEFINITIONS. For the purpose of these rules: (a) "Database" means an organized collection of automated information.

(b) "Database management system" means a set of software programs that controls the organization, storage and retrieval of data (fields, records and files) in a database. It also controls the security and integrity of the database.

(c) "Data file" means related numeric, textual, or graphic information that is organized in a prescribed form and format.

(d) "Electronic record" means any information that is recorded in machine readable form.

(e) "Electronic records system" means an automated information scheme.

(f) "System design" means the design of the nature and content of input, files, procedures, and output and their interrelationships.

(g) "Information system" means the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual.

(h) "Permanent or Long-term records" means any public records which have an established retention period of more than 10 years. See section 119.011(1), Florida Statutes, for the definition of a public record. Each record series shall be considered on an individual basis by the Division of Library and Information Services in establishing this retention period. See Rule 1B-24.002(13), Florida Administrative Code for the definition of a record series.

(6) AGENCY DUTIES AND RESPONSIBILITIES. The head of each agency shall:

(a) Develop and implement a program for the management of records created, received, maintained, used, or stored on electronic media.

(b) Integrate the management of electronic records with other records and information resources management programs of the agency.

(c) Incorporate electronic records management objectives, responsibilities, and authorities in pertinent agency directives, or rules, as applicable.

(d) Establish procedures for addressing records management requirements, including recordkeeping requirements and disposition, before approving new electronic records systems or enhancements to existing systems.

(e) Provide training for users of electronic records systems in the operation, care, and handling of the equipment, software, and media used in the system.

(f) Develop and maintain documentation about electronic records systems used by the agency to specify technical characteristics necessary for reading or processing the records. Documentation for electronic records systems shall meet the following standards:

1. STANDARD. Each agency shall identify all inputs and outputs of the system; define the contents of the files and records; define policies on access and use; define the purpose and function of the system; define update cycles or conditions and rules for adding information to the system, changing information in it, or deleting information; and ensure the timely, authorized disposition of the records in accordance with Chapter 1B-24, Florida Administrative Code.

2. STANDARD. Each agency shall specify the location and media in which electronic records are maintained to meet retention requirements, and maintain inventories of electronic records systems to facilitate disposition.

3. STANDARD. Each agency which maintains public records in an electronic records system shall provide, to any person making a request pursuant to Chapter 119, Florida Statutes, a copy of any data in such records which is not specifically exempt. Said copy shall be on paper, disk, tape, optical disk, or any other electronic storage device or media requested by the person, if the agency currently maintains the record in that form, or as otherwise required by Chapter 119, Florida Statutes. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of section 119.07(1)(a) and (b), Florida Statutes. Agencies should not reproduce, or permit reproduction of, or distribute copies of, copyrighted work or material to the public but shall permit public access to copyrighted work in their possession for examination and inspection purposes only.

4. STANDARD. Except as otherwise provided by law, no agency shall enter into a contract with, or otherwise obligate itself to, any person or entity if such contract or obligation impairs the right of the public under state law to inspect or copy the agency's nonexempt public records existing on-line in, or stored on a device or media used in connection with, a computer system or optical imaging system owned, leased or otherwise used by an agency in the course of its governmental functions.

5. STANDARD. Before any agency acquires or makes a major modification to any computer or imaging system, equipment or software to store or retrieve public records, it shall assure such proposed system, equipment or software adequately provides for the rights of the public to access public records under Chapter 119, Florida Statutes.

6. STANDARD. Each agency shall develop and obtain approval of records retention schedules, and ensure the implementation of their provisions as prescribed by Chapter 1B-24, Florida Administrative Code.

(7) CREATION AND USE OF DATA FILES. For electronic records systems that produce, use, or store data files, disposition instructions for the data shall be incorporated into a system's design.

(a) STANDARD. Agencies shall maintain adequate and up-to-date technical documentation for each electronic records system. The minimum documentation required is:

1. a narrative description of the system;
2. the physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position, and description of the form of the data (such as alphabetic, decimal, or numeric), or a data dictionary or the equivalent information associated with a database management system including a description of the relationship between data elements in data bases;
3. for information coming from geographic information systems, the physical and technical characteristics of the records must be described including a data dictionary, a quality and accuracy report and a description of the graphic data structure, such as recommended by the federal Spatial Data Transfer Standards; and
4. any other technical information needed to read or process the records.

(8) CREATION AND USE OF TEXT DOCUMENTS. Electronic records systems that maintain the official file copy of text documents on electronic media shall meet the following minimum requirements:

- (a)1. Provide a method for all authorized users of the system to retrieve desired documents;
2. Provide an appropriate level of security to ensure the integrity of the documents in accordance with the provisions of Chapter 44-4, Florida Administrative Code;

3. Identify the standard interchange format when necessary to permit the exchange of documents on electronic media between agency computers using different software/operating systems and the conversion or migration of documents on electronic media from one system to another. In the absence of other conversion capabilities, the word processing or text creation system should be able to import and export files in the ASCII format as prescribed by Federal Information Processing Standard Publication (FIPS PUB) Number 1-2; Title: Code For Information Interchange, Its Representation, Subsets, and Extensions, which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161; and

4. Provide for the disposition of the documents including, when appropriate, transfer to the Florida State Archives.

(b) STANDARD. Before an official file copy document is created on electronic records systems, the document shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of documents in the system. Agencies shall ensure that records maintained in such systems can be correlated with related records on paper, microfilm, or other media.

(9) LEGAL AUTHENTICATION. Agencies will implement the following procedures to enhance the legal admissibility of electronic records:

(a) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(b) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems protection against such problems as power interruptions.

(c) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Department of State.

(10) SELECTION OF ELECTRONIC RECORDS STORAGE MEDIA. For storing public records throughout their life cycle, agencies shall select appropriate media and systems which meet the following requirements:

(a) Permit easy and accurate retrieval in a timely fashion; and

(b) Retain the records in a usable format until their authorized disposition and, when appropriate, meet the requirements necessary for transfer to the Florida State Archives.

(c) Optical disks will be obtained only from vendors whose guarantee of 10 years or more of readability is based upon accelerated aging tests which are linked to specific locations of the disk surface.

(d) STANDARD. A scanning density with a minimum of 200 dots per inch will be required for recording normal office documents on optical disk.

(e) STANDARD. A scanning density with a minimum of 300 dots per inch will be required for engineering drawings, maps, and other documents with background detail.

(f) STANDARD. Any optical media application system will support either Group 3 or Group 4 compression techniques as specified in the Consultative Committee on International Telegraphy and Telephones "Blue Book, Volume 7.3", which is hereby incorporated by reference and made a part of this rule. This volume is available from the International Telecommunications Union, Consultative Committee, Place des Nations, CH-1211, Geneva 20, Switzerland. If use of a proprietary compression technique is unavoidable, the vendor should be required to provide a gateway to either Group 3 or Group 4 compression techniques.

(g) The following factors are to be considered before selecting a storage media or converting from one media to another:

1. The authorized retention of the records as determined during the scheduling process;
2. The maintenance necessary to retain the records;
3. The cost of storing and retrieving the records;
4. The access time to retrieve stored records; and
5. The portability of the medium (that is, selecting a medium that will run on equipment offered by multiple manufacturers), and the ability to transfer the information from one medium to another such as, from optical disk to magnetic tape.

(h) Agencies will not use floppy disks for the exclusive storage of long-term or permanent records.

(i) Agencies will ensure that all authorized users can identify and retrieve information stored on diskettes, removable disks, tapes, or optical disks by establishing and adopting procedures for external labeling of the contents of such diskettes, disks, tapes, or optical disks.

(j) Agencies will ensure that information is not lost due to changing technology or deterioration of storage media by converting storage media to provide compatibility with the agency's current hardware and software. Before conversion of information to a different media, agencies must determine that authorized disposition of the electronic records can be implemented after conversion.

(k) Agencies will back up electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions or human error. Duplicate copies of long-term or permanent records will be maintained in storage areas located in buildings separate from the location of the records that have been copied.

#### (11) MAINTENANCE OF ELECTRONIC RECORDS.

(a) STANDARD. Agencies shall maintain all long-term and permanent backup/security electronic recording media in a storage facility, either on-site or off-site, with constant temperature (below 68 degrees Fahrenheit) and relative humidity (30 to 40 percent) controls.

(b) STANDARD. Agencies shall annually read a statistical sample of all electronic media containing long-term or permanent records to identify any loss of information and to discover and correct the cause of data loss.

(c) STANDARD. Agencies shall copy all long-term or permanent electronic records before the media are 10 years old onto tested and verified new media. The test will verify that the media is free of permanent errors.

(d) STANDARD. Agencies shall rewind tapes only when necessary. Stored tapes are to be rewound only immediately before use to restore proper tension to the tape. Only tapes with extreme cases of degradation should be rewound when they are discovered to avoid more permanent damage.

(e) STANDARD. Agencies shall prohibit smoking and eating in electronic media storage libraries and test or evaluation areas which contain long-term or permanent records.

(f) STANDARD. External labels (or the equivalent automated management system) for electronic recording media used to store long-term or permanent records shall provide unique identification for each storage media, including:

1. the name of the organizational unit responsible for the data;
2. system title, including the version number of the application;
3. special security requirements or restrictions on access, if any; and
4. software in use at the time of creation.

(g) STANDARD. Additionally, the following information shall be maintained for each media used to store long-term or permanent electronic records:

1. file title;
2. dates of creation;
3. dates of coverage;
4. the recording density;
5. type of internal labels;
6. volume serial number, if applicable;
7. the number of tracks;
8. character code/software dependency;
9. information about block size; and sequence number, if the file is part of a multi-media set.

(12) RETENTION OF ELECTRONIC RECORDS. Agencies shall establish policies and procedures to ensure that electronic records and their documentation are retained as long as needed. These retention procedures will include provisions for:

(a) STANDARD. Scheduling the retention and disposition of all electronic records, as well as related access documentation and indexes, in accordance with the provisions of Chapter 1B-24, Florida Administrative Code.

(b) STANDARD. Transferring a copy of the electronic records and any related documentation and indexes to the Florida State Archives at the time specified in the records retention schedule, if applicable. Transfer may take place at an earlier date if convenient for both the agency and the Archives.

(c) STANDARD. Establishing procedures for regular recopying, reformatting, and other necessary maintenance to ensure the retention and usability of the electronic records throughout their authorized life cycle.

(13) DESTRUCTION OF ELECTRONIC RECORDS. Electronic records may be destroyed only in accordance with the provision of Chapter 1B-24, Florida Administrative Code. At a minimum each agency should ensure that:

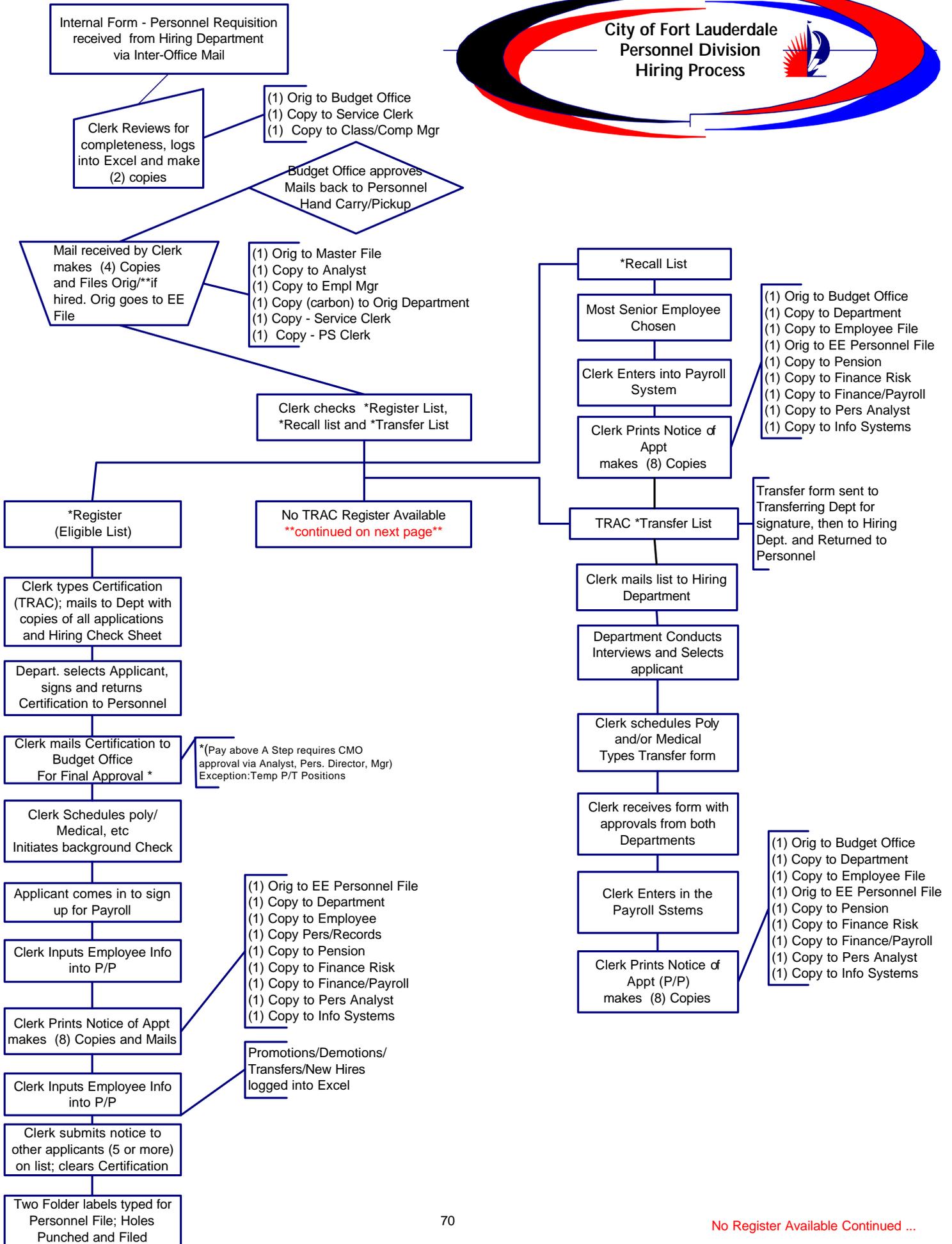
(a) Electronic records scheduled for destruction must be disposed of in a manner that ensures protection of any sensitive, proprietary, or security information; and (b) Magnetic recording media previously used for electronic records containing sensitive, proprietary, or security information are not reused if the previously recorded information can be compromised in any way by reuse.

*Specific Authority 257.14 FS.*

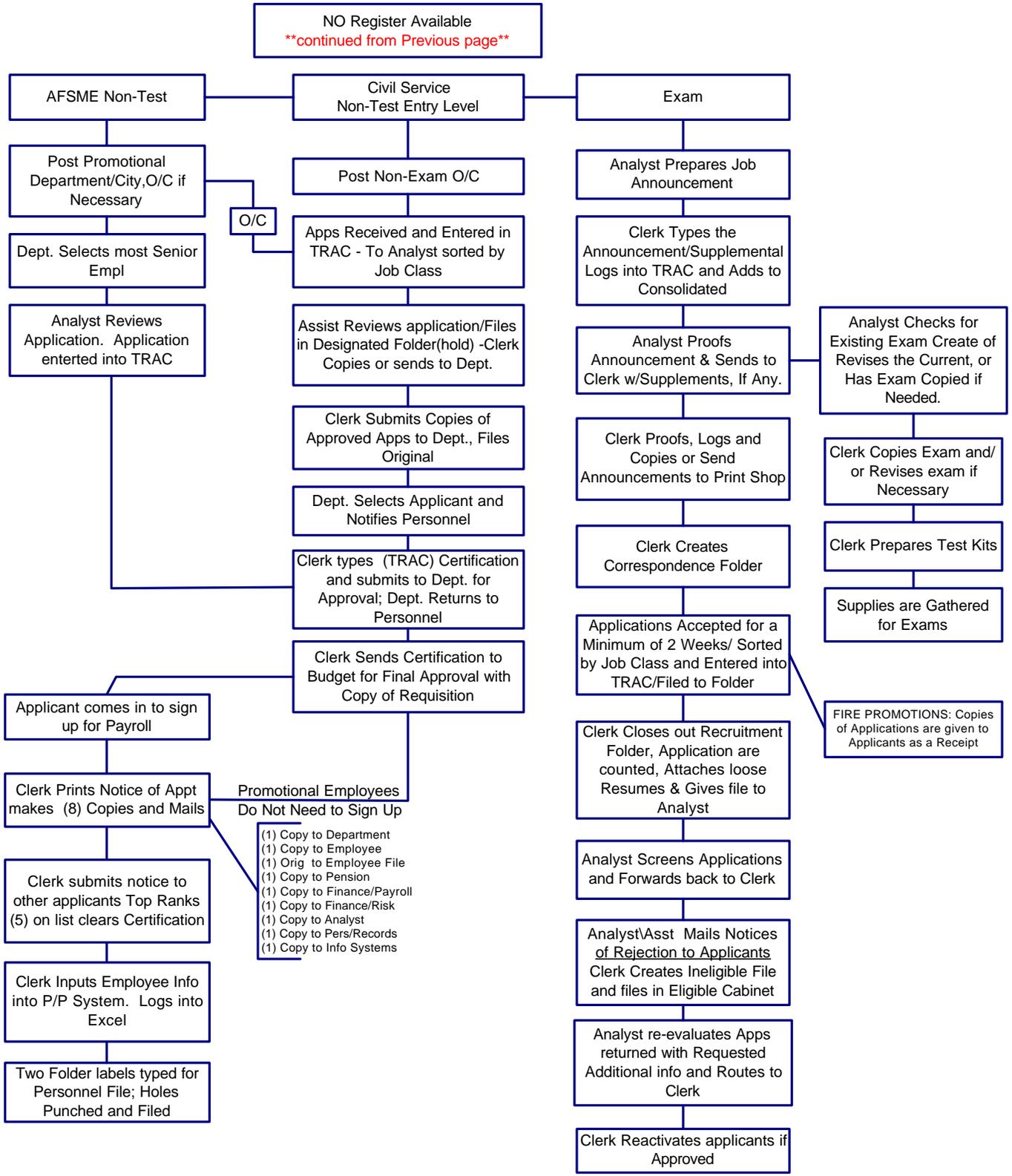
*Law Implemented 257.36(1)(a) FS.*

*History--New 8-16-92.*

EXHIBIT "E"



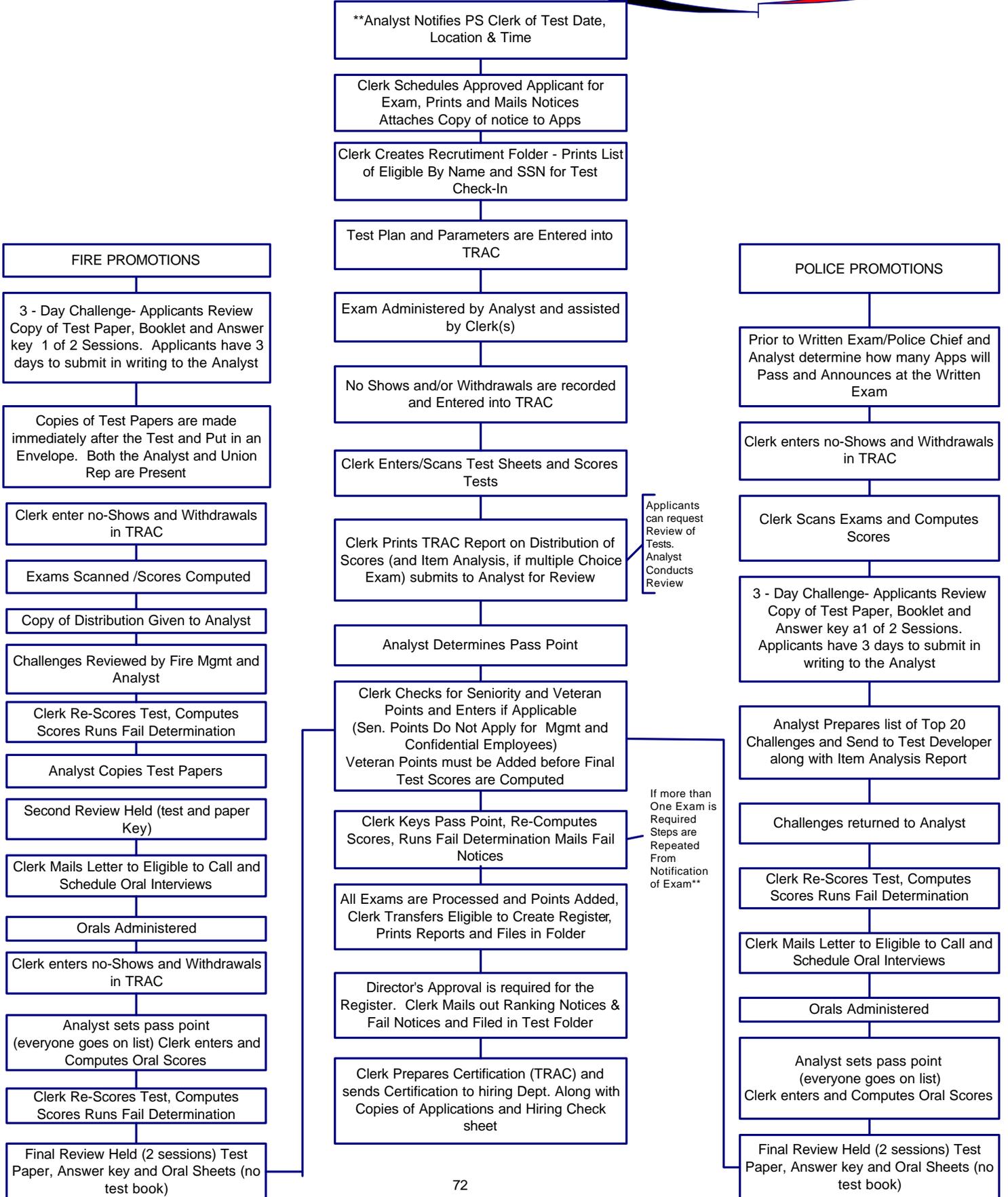
# City of Fort Lauderdale Personnel Division Hiring Process





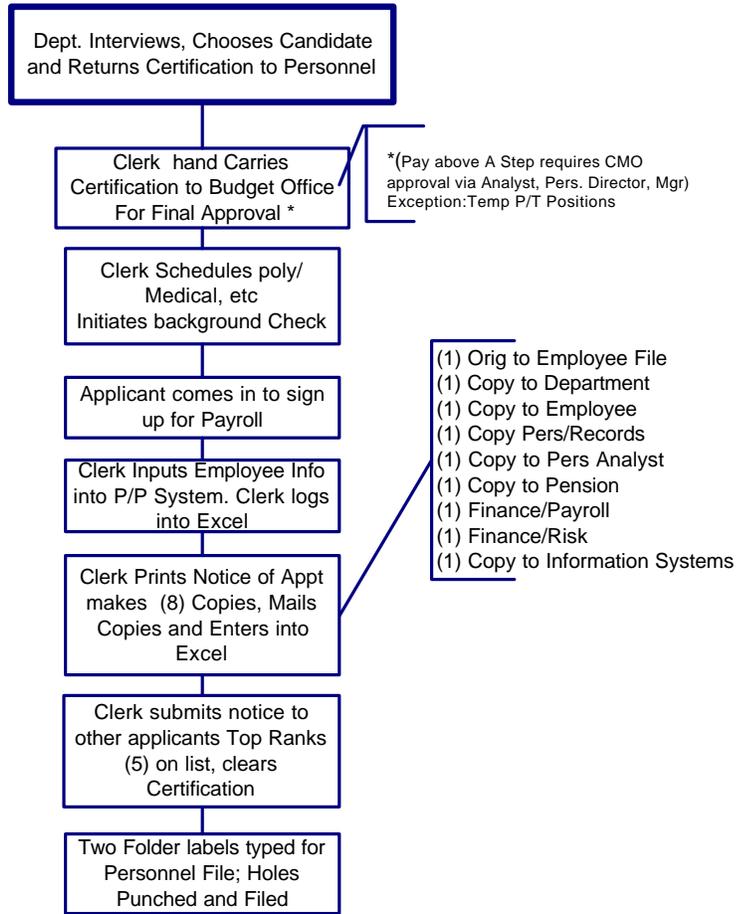
EXAM Continued ...

City of Fort Lauderdale  
Personnel Division  
Hiring Process



# City of Fort Lauderdale Personnel Division Hiring Process

EXAM Continued



**EXHIBIT "F"**

Partial list of Forms Currently being utilized by Personnel and Other Departments

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|                                       |   |
|---------------------------------------|---|
| Accident Reports                      | Notice of Injury                          |
| Applications and Supplemental         | Orientation Checklist, Next of Kin        |
| Appreciation Forms/letters            | Payroll Deduction Authorization           |
| Attendance Records                    | PD-13's                                   |
| Beneficiary Forms                     | Performance Evaluations                   |
| Certificate of Eligibility            | Promotions                                |
| Certification Forms                   | Section 125 Forms                         |
| Change of Address Forms               | Seniority by Rank                         |
| Class Specification                   | Shift Assignment Forms                    |
| Classification Action                 | Take home Car Forms                       |
| Comprehensive Employee's Training Act | Termination Forms                         |
| Records                               | Time Cards/Sheets                         |
| Demotions                             | Time Pool                                 |
| Disability/Medical Records            | Training Records                          |
| Disciplinary Forms                    | Transfers                                 |
| Diversity Training Forms              | Wellness Forms                            |
| Doctor Notes                          | Worker's Compensation Case File           |
| Dues Authorization Forms              | Temporary Upgrade Pay                     |
| Employment Requisitions               | Time Profile (PBS – Kronos)               |
| Exposures                             | Employment Requisitions                   |
| FBI Check Forms                       | Employment Contracts (Dept. Heads)        |
| Grievance Forms                       | Supervisors Accident Investigation Report |
| Insurance Policy Records              | Request for Sick/Vacation Reinstatement   |
| Job Descriptions/Documents            | (currently goes to the commission)        |
| Jury Duty and Notices forms           |   |
| Leave Forms                           |   |
| Notice of Appointments                |   |



City of Fort Lauderdale  
Personnel Division

100 N. Andrews Avenue • Fort Lauderdale, Florida 33301  
Voice Phone (954) 761-5300 TTD Phone (954) 761-5986

PLEASE PRINT

OFFICE USE ONLY  
APPROVED:   
DISAPPROVED:   
REASONS:

PX \_\_\_\_\_  
BY: \_\_\_\_\_

### EMPLOYMENT APPLICATION

**INSTRUCTIONS:** *Please print or type all information.* The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application, therefore, completeness and accuracy is of the utmost importance.

|                             |              |                               |
|-----------------------------|--------------|-------------------------------|
| Position Applied For: _____ |              | Social Security Number: _____ |
| Last Name: _____            | First: _____ | Middle Initial: _____         |
| Street Address: _____       |              |                               |
| City: _____                 | State: _____ | Zip Code: _____               |
| Home Phone: _____           |              | Work/Message Phone: _____     |

***Please Check Appropriate Response***

|   |   |
|---|---|
| <p>1. Have you ever worked for the City of Fort Lauderdale? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, please give date(s) of employment: _____</p> <p>2. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If no, are you authorized by Immigration and Naturalization to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>Alien #A: _____<br/>Admission #: _____</p> <p>3. Will you work night shift? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>Will you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you ever been fired, forced to resign, or resigned in lieu of termination? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, please explain below:<br/>Employer's Name: _____ Date: _____<br/>Reason: _____<br/>_____</p> <p>5. Are you related to a City employee or is any member of your family employed by the City of Fort Lauderdale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give the person's:<br/>Name: _____<br/>Relationship: _____<br/>Department: _____</p> | <p>6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, please give details below:<br/>Date: _____<br/>Agency: _____<br/>Offense/Charge: _____<br/><input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor<br/>Outcome: _____</p> <p>Note: A conviction does not automatically mean you cannot be employed by the City of Fort Lauderdale. The nature of the offense, how long ago it occurred, etc., are given consideration.</p> <p style="text-align: center;"><i>Attach additional sheets as needed.</i></p> <p>7. Were you in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>Did you receive an honorable discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>Do you claim veteran's preference? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, City of Fort Lauderdale Personnel Division Form J-204 and the member 4 copy of your DD214 must accompany this application.</p> |
|---|---|

8. DRIVER'S LICENSE INFORMATION

|  |   |
|--|---|
| Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Driver's License Number: _____<br>State: _____ Expiration Date: _____<br>CDL Class: _____<br>Endorsements: _____ | Has your license ever been suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Has your license ever been revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please provide dates and explain:<br>_____<br>_____ |
|--|---|

9. PLEASE LIST ALL TRAFFIC CITATIONS RECEIVED WITHIN THE LAST SEVEN (7) YEARS (driving under the influence, driving while intoxicated, etc. should be listed under number 6 on page 1).

|  |  |
|--|--|
| Date: _____<br>Agency: _____<br>Offense/Charge: _____<br>Points: _____<br>Outcome: _____ | Date: _____<br>Agency: _____<br>Offense/Charge: _____<br>Points: _____<br>Outcome: _____ |
| Date: _____<br>Agency: _____<br>Offense/Charge: _____<br>Points: _____<br>Outcome: _____ | Date: _____<br>Agency: _____<br>Offense/Charge: _____<br>Points: _____<br>Outcome: _____ |

*If you have more than four citations within the last seven years, please attach a separate sheet in the same format.*

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma?  Yes  No Date obtained: \_\_\_\_\_ GED?  Yes  No Date obtained: \_\_\_\_\_

If no, highest grade completed: \_\_\_\_\_

Name and location of last High School attended: \_\_\_\_\_

|  | Name                  | City                             | State                |  |                         |
|--|-----------------------|----------------------------------|----------------------|--|-------------------------|
| List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below: |                       |                                  |                      |  |                         |
| Name and Location  | Total hours completed | Hours required for certification | Course/Subject Taken |  |                         |
|  |                       |                                  |                      |  |                         |
|  |                       |                                  |                      |  |                         |
|  |                       |                                  |                      |  |                         |
| List Colleges and Universities Attended Below:   |                       |                                  |                      |  |                         |
| Name and Location  | Credit Hours Received |                                  | Did you graduate?    | Major/Minor Degree Field or Program of Study | Type of Degree Received |
|  | Sem.                  | Qtr.                             | Yes                  | No   |                         |
|  |                       |                                  |                      |  |                         |
|  |                       |                                  |                      |  |                         |
|  |                       |                                  |                      |  |                         |

**INSTRUCTIONS:** Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include Military, part time and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

|   |     |     |     |            |     |  |  |
|---|-----|-----|-----|------------|-----|--|--|
| <b>(Job 1) Present or Most Recent Employer</b>        |     |     |     |            |     | Employer: _____  |  |
| From  |     | To  |     | Total Time |     | Address: _____   |  |
| Mo.   | Yr. | Mo. | Yr. | Yrs.       | Mo. | Telephone Number: _____  |  |
|   |     |     |     |            |     | Your Job Title: _____  |  |
| Hours per week _____                                  |     |     |     |            |     | Supervisor's Name and Title: _____   |  |
| Starting Salary \$ _____ per _____                    |     |     |     |            |     | Reason for Leaving Position: _____   |  |
| Last Salary \$ _____ per _____                        |     |     |     |            |     | May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Specific Duties: _____                                |     |     |     |            |     |  |  |
|   |     |     |     |            |     |  |  |
| Number of employees supervised (if applicable): _____ |     |     |     |            |     |  |  |

**BETWEEN THESE JOBS (if applicable):**    UNEMPLOYED    IN SCHOOL   **FROM (mo/yr):**      **TO (mo/yr):**

|   |     |     |     |            |     |                                    |  |
|---|-----|-----|-----|------------|-----|------------------------------------|--|
| <b>(Job 2) Previous Employer</b>                      |     |     |     |            |     | Employer: _____                    |  |
| From  |     | To  |     | Total Time |     | Address: _____                     |  |
| Mo.   | Yr. | Mo. | Yr. | Yrs.       | Mo. | Telephone Number: _____            |  |
|   |     |     |     |            |     | Your Job Title: _____              |  |
| Hours per week _____                                  |     |     |     |            |     | Supervisor's Name and Title: _____ |  |
| Starting Salary \$ _____ per _____                    |     |     |     |            |     | Reason for Leaving Position: _____ |  |
| Last Salary \$ _____ per _____                        |     |     |     |            |     |                                    |  |
| Specific Duties: _____                                |     |     |     |            |     |                                    |  |
|   |     |     |     |            |     |                                    |  |
| Number of employees supervised (if applicable): _____ |     |     |     |            |     |                                    |  |

**BETWEEN THESE JOBS (if applicable):**    UNEMPLOYED    IN SCHOOL   **FROM (mo/yr):**      **TO (mo/yr):**

|   |     |     |     |            |     |                                    |  |
|---|-----|-----|-----|------------|-----|------------------------------------|--|
| <b>(Job 3) Previous Employer</b>                      |     |     |     |            |     | Employer: _____                    |  |
| From  |     | To  |     | Total Time |     | Address: _____                     |  |
| Mo.   | Yr. | Mo. | Yr. | Yrs.       | Mo. | Telephone Number: _____            |  |
|   |     |     |     |            |     | Your Job Title: _____              |  |
| Hours per week _____                                  |     |     |     |            |     | Supervisor's Name and Title: _____ |  |
| Starting Salary \$ _____ per _____                    |     |     |     |            |     | Reason for Leaving Position: _____ |  |
| Last Salary \$ _____ per _____                        |     |     |     |            |     |                                    |  |
| Specific Duties: _____                                |     |     |     |            |     |                                    |  |
|   |     |     |     |            |     |                                    |  |
| Number of employees supervised (if applicable): _____ |     |     |     |            |     |                                    |  |

**BETWEEN THESE JOBS (if applicable):**    UNEMPLOYED    IN SCHOOL   **FROM (mo/yr):**      **TO (mo/yr):**

|   |     |     |     |            |     |                                    |  |
|---|-----|-----|-----|------------|-----|------------------------------------|--|
| <b>(Job 4) Previous Employer</b>                      |     |     |     |            |     | Employer: _____                    |  |
| From  |     | To  |     | Total Time |     | Address: _____                     |  |
| Mo.   | Yr. | Mo. | Yr. | Yrs.       | Mo. | Telephone Number: _____            |  |
|   |     |     |     |            |     | Your Job Title: _____              |  |
| Hours per week _____                                  |     |     |     |            |     | Supervisor's Name and Title: _____ |  |
| Starting Salary \$ _____ per _____                    |     |     |     |            |     | Reason for Leaving Position: _____ |  |
| Last Salary \$ _____ per _____                        |     |     |     |            |     |                                    |  |
| Specific Duties: _____                                |     |     |     |            |     |                                    |  |
|   |     |     |     |            |     |                                    |  |
| Number of employees supervised (if applicable): _____ |     |     |     |            |     |                                    |  |

**NOTE:** We may contact previous employers to verify employment information.

**Did you:**

- Include your social security number?
- Answer all questions completely?
- Cover a full 10 year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of documents requested, if applicable?
- Sign and date the application?

**Please read this statement carefully before signing below:**

The City of Fort Lauderdale is an Equal Opportunity Employer.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Fort Lauderdale is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Birth Certificate, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of urine which may be tested for use of drugs and/or controlled substances.

**My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.**

|                     |      |
|---------------------|------|
| SIGN YOUR NAME HERE | DATE |
|---------------------|------|

**NOTES:**

- Applicant must provide copies of documents required with application. Please include your social security number on all documents submitted.
- If you require special testing accommodations due to a disability please notify the staff BEFORE the test date

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION SURVEY**

**TO ALL APPLICANTS:** The following information is being gathered by the City of Fort Lauderdale for research, affirmative action, and federal EEO reporting requirements. If you choose not to answer any of the items, you will not be subject to adverse treatment; however, we urge you to do so and assure you that this information will not be used to evaluate your application, and will be kept confidential.

JOB/POSITION APPLIED FOR: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: (Month/Day/Year) \_\_\_\_\_

SEX:         Male             Female

**Race/Ethnic Categories (Check One)**

- 1.  **Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
  - 2.  **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
  - 3.  **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
  - 4.  **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
  - 5.  **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
  - 6.  **Other:** Includes all persons not covered by a specific category. **If this category is checked, indicate specific ethnicity or natural origin: -**  
\_\_\_\_\_
- 

**HOW DID YOU LEARN OF THIS POSITION? (Check One)**

- 1.  Ad in newspaper \_\_\_\_\_
- 2.  Ad in trade journal \_\_\_\_\_
- 3.  Ad on radio
- 4.  Completed interest form and received notification
- 5.  Job Line
- 6.  City bulletin board/walk-in
- 7.  Friend/City Employee
- 8.  Internet \_\_\_\_\_
- 9.  Job Fair \_\_\_\_\_
- 10.  Agency referral \_\_\_\_\_

**NOTICE TO APPLICANT OF INTENT  
TO OBTAIN A CONSUMER REPORT**

Dear Applicant:

In connection with your application for employment, we would like to procure certain background information concerning you which is contained in a consumer report. A consumer report may contain information regarding your driving record and/or criminal background.

Before we may procure a consumer report, you must authorize such procurement in writing. You have the right to decline authorization for us to procure a consumer report. However, we will not consider you further for employment if you so decline. On the bottom of this form, you will find a release which will allow us to obtain a consumer report. Please read the release carefully before signing it and indicating your choice regarding disclosure.

**RELEASE TO PROCURE A CONSUMER REPORT**

I have read the "Notice to Applicant of Intent to Obtain Consumer Report".

I understand that I have the right to decline authorization for the City of Fort Lauderdale to procure a consumer report concerning me.

I understand that the consumer report may contain information concerning my driving record and/or criminal background.

Understanding these rights,

\_\_\_\_\_ I authorize the City of Fort Lauderdale to procure a consumer report concerning me.

\_\_\_\_\_ I do not authorize the City of Fort Lauderdale to procure a consumer report concerning me.

NAME (Print Please): \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

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

DATE: \_\_\_\_\_

**DEPARTMENT OF VETERANS' AFFAIRS  
DIVISION OF VETERAN'S BENEFITS AND ASSISTANCE**

Chapter 295.07, Florida Statutes, provides preference in appointment and retention in employment to veterans of any period of wartime service as defined in subsection 1.01(14), Florida Statutes.

Subsection 1.01(14), Florida Statutes, as amended by Chapter 92-80, Laws of Florida, effective April 8, 1992, defines the terms "veteran" and the periods of wartime service as follows:

**1.01 Definitions.**

(14) The term "veteran" means a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the United States Department of Veterans Affairs on individuals discharged or released with other than honorable discharges. To receive benefits as a wartime veteran, a veteran must have served during one of the following periods or wartime service:

(a) **Spanish-American War:** April 21, 1898, to July 4, 1902, and including the Philippine Insurrection and the Boxer Rebellion.

(b) **Mexican Border Period:** May 9, 1916, to April 5, 1917, in the case of a veteran who during such period served in Mexico, on the borders thereof, or in the waters adjacent thereto.

(c) **World War I:** April 6, 1917, to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918.

(d) **World War II:** December 7, 1941, to December 31, 1946.

(e) **Korean Conflict:** June 27, 1950, to January 31, 1955.

(f) **Vietnam Era:** February 28, 1961, to May 7, 1975.

(g) **Persian Gulf War:** August 2, 1990, and ending on the date thereafter prescribed by presidential proclamation or by law.

The applicant must have served at least 1 day during a wartime period to be eligible for veterans' preference.

# CITY OF FORT LAUDERDALE VETERAN'S PREFERENCE CLAIM FORM

**VETERAN'S PREFERENCE:** Check the appropriate block if you are claiming veteran's preference. Documentation substantiating your claim must be furnished at the time of application. Per Florida Statutes, Chapter 295.07, veteran's preference points will be awarded on promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City after active duty service. Per Chapter 98-33, Laws of Florida, effective April 29, 1998, veteran's preference is only available to Florida residents. Indication of residence are usually voter registration, drivers license, physical location of home, application for homestead exemption, and application filed with the Circuit Court indicating an intent to be a Florida resident.

CHECK ONLY ONE

REQUIRED PROOF

|   |  |
|---|--|
| A veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans' Administration and the Department of Defense (10 points), <u>or</u>  | DD214 or equivalent showing date of induction, date of separation, character of service, and document (dated within the past 12 months) from the Veterans' Administration, Department of Defense or the Division of Veterans' Affairs certifying the existence of a service-connected disability and the percent of the disability.  |
| The spouse of a disabled veteran (who cannot qualify for employment because of a total and permanent disability), or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power (10 points), <u>or</u>   | DD214, copy of marriage license and statement that spouse is still married; certification from the Department of Defense or the Veterans' Administration that the veteran is totally and permanently disabled and cannot qualify for employment due to a service-connected disability; or in the case of an M.I.A., a document from the Veterans' Administration or Department of Defense certifying such a condition. |
| A veteran of any war who has served on active duty for at least one (1) day and who was discharged or separated with an honorable discharge from the Armed Forces of the United States of America if any part of such active duty was performed during a wartime era (5 points). Active duty for training is not allowable, <u>or</u> | DD214 or equivalent showing date of induction, date of separation and character of service.  |
| The unmarried widow or widower of a veteran who died of a service-connected disability (5 points).  | DD214, document from Department of Defense or Veterans' Administration certifying service-connected death of the veteran, evidence of marriage and statement that spouse is not remarried.   |

BRANCH OF SERVICE \_\_\_\_\_

DATE OF ENTRY \_\_\_\_\_

DATE OF DISCHARGE \_\_\_\_\_

**Note:** Under Florida law preference in appointment and employment shall be given, by the state and its political subdivisions, first to those persons included in 1 and 2 above, and second to those persons included under 3 and 4 above. If any applicant claiming veteran's preference for a vacant position is not selected for the position, they may file a complaint with the Division of Veterans' Affairs, P.O. Box 1437, St. Petersburg, Florida 33731. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of a hiring decision is not given, a complaint may be filed at any time.

I certify that the information provided is complete and correct and that any misrepresentation of the claim of preference is grounds for disqualification of candidacy or termination of employment.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

SS# \_\_\_\_\_

Veteran's Name (if different from applicant) \_\_\_\_\_

Veteran's SS# \_\_\_\_\_

OFFICE USE ONLY

award

date

by