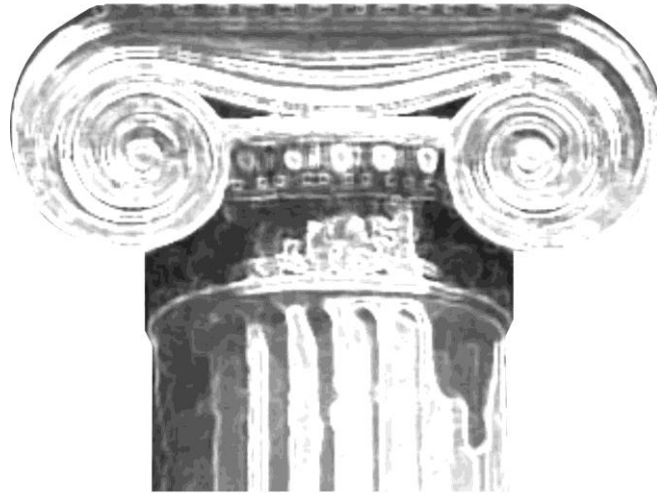


*Florida Courts*



*E-Filing Authority*

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## **REQUEST FOR PROPOSAL**

**“Home Page Redevelopment Project”**

**August 1, 2012**

## 1 OVERVIEW

The Florida Courts E-Filing Authority (the Authority) seeks to procure services to design a homepage that provides an easy access point to both the e-portal and Authority websites: the existing Florida Courts E-Filing Authority homepage, [http://www.flclerks.com/eFiling\\_authority.html](http://www.flclerks.com/eFiling_authority.html), and the ePortal website, <http://www.myflcourtaccess.com>. The goal of the Authority's ePortal website is to provide simple and intuitive electronic access to public services, serve as a public communications tool, and to streamline access to information. The Authority wishes to enhance the capabilities, design, and customer experience of the current website to better serve its customers and to better support its role in eGovernment.

Sample pages are attached, see Attachment, as **examples** of what the Authority is looking for.

## 2 ABOUT THE AUTHORITY

The Florida Courts E-Filing Authority was established by an Interlocal Agreement ([http://www.flclerks.com/eFiling\\_Authority/Resources/EFA\\_Documents/Executed\\_Florida\\_E-Filing\\_Authority\\_Agreement.pdf](http://www.flclerks.com/eFiling_Authority/Resources/EFA_Documents/Executed_Florida_E-Filing_Authority_Agreement.pdf)) between the various clerks of circuit courts in Florida (<http://myfloridaclerks.com>) and the Florida Supreme Court (<http://www.floridasupremecourt.org/clerk/index.shtml>), in partnership with the Florida Court Clerks & Comptrollers (<http://www.flclerks.com>). For detailed information regarding the Authority, its board of directors, stakeholders, and mission, please review the information available at the existing website: [http://www.flclerks.com/eFiling\\_authority.html](http://www.flclerks.com/eFiling_authority.html).

## 3 CONTRACT TYPE

This will be a deliverables-based contract with one all-inclusive rate for providing the services enumerated in the Scope of Work below.

The selected vendor may request a graduated payment schedule to be paid upon acceptance of each Deliverable enumerated in the Scope of Work below. If this is the desire of the vendor, those terms should be detailed in the proposal and will become part of the evaluation criteria.

## 4 TECHNICAL CONSTRAINTS

The solution must be developed utilizing the Microsoft .NET Framework and capable of interfacing with MS SQL Server databases and MS SharePoint services for document and/or content management (although it is not an "absolute" that SQL or SharePoint will be part of the delivered solution, the capability must exist).

## 5 OWNERSHIP

Upon successful completion of work and termination of the contract, the Authority will own and host the website, all of its content, code, and functionality, and will be responsible for all maintenance going forward.

## 6 ACCESSIBILITY

The website and its content must fully comply with the Americans with Disabilities Act (ADA) requirements for the visually and hearing impaired.

## 7 PROPOSALS

### 7.1 Deadline for Proposals

Formal proposals to provide the services enumerated in the Scope of Work section below may be submitted via email to Ms. Peggy Ball ( [pball@flclerks.com](mailto:pball@flclerks.com) ) in Portable Document Format (PDF) no later than **August 31 at 12:00 pm ET.**

Alternatively, the proposals may also be submitted by delivery to:

**Florida Courts E-Filing Authority  
3544 Maclay Boulevard  
Tallahassee, Florida 32312**

no later than **August 31, 2012, at 12:00 pm ET.**

### 7.2 Responsive Bids

Respondents must meet all criteria set forth in this document. Any bidder that does not meet all of the criteria set forth in this document will be considered non-responsive and their proposal will not be considered. Each proposal must be received by the date and time set for closing receipt of offers. If not delivered electronically, an envelope containing the proposal shall be sealed and identified with the RFP name, the name of the vendor, and the date and time of closing. The envelope must contain five (5) paper copies of the proposal and one digital copy.

The Authority shall keep a record of all opened proposals submitted in compliance with the Florida law and such records shall be open to public inspection as required by Florida law.

### 7.3 Proposal Costs

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the Authority to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the Authority, or for participating in any selection interviews.

### 7.4 Modification of Proposals

Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Authority after the proposal submission deadline.

## 7.5 Acceptance of Proposals

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

## 7.6 Equal Opportunity

Equal opportunity will be observed and solicitation from minority and women owned firms is encouraged.

## 8 QUESTIONS

There will be a formal pre-proposal conference to be held at 10:00 a.m. EST on Wednesday, August 22, 2012. Prospective bidders may participate in the pre-proposal conference by calling 1-888-453-5550, Pin Code: 8106212#. Prospective bidders are encouraged to submit specific questions via email to Peggy Ball at [pball@flclerks.com](mailto:pball@flclerks.com) between August 1, 2012 and August 16, 2012. All questions will be compiled into one document, with an answer provided for each, which will be published to responsive bidders no later than August 23, 2012.

## 9 RESPONDENT INFORMATION

Each proposal must include the following information, utilizing the numerical references within, to aid in evaluation:

- 9.1 A single point of contact, and contact information, for the respondent
- 9.2 Location(s) of respondent corporate offices
- 9.3 Number of years of experience respondent has in installing and supporting similar systems
- 9.4 A list of current customers using similar solutions developed by the respondent
- 9.5 A narrative description of how the respondent proposes to deliver the work products enumerated in the Scope of Work
- 9.6 Personnel names, resumes, and relevant qualifications for each proposed position to be staffed
- 9.7 Assistance expected from the Authority in order to complete this project
- 9.8 Whether or not respondent has graphic design specialists on staff
- 9.9 Public Entity Sworn Statement (appended to the end of this document)

## 10 EVALUATION

The Authority's Committee will evaluate each qualified respondent's proposal and select the best proposal for award. The Committee will make recommendations to the full Authority. The award will be made to the qualified respondent whose proposal is most advantageous to the Authority with price and other factors considered. The Authority may reject any and all proposals.

## 11 AWARD

Upon the Authority's selection of a vendor's proposal, all final agreements must be reviewed and approved as to form by the Authority. A notice of the selected proposal and vendor will be posted on the Authority's website and at the FACC office. Funding of this project is subject to appropriation by the Authority.

### 11.1 Vendor Obligations

The selected vendor will be required to enter into a written agreement with the Authority in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:

- Inclusion of Proposal - The proposal submitted in response to this RFP will be incorporated as part of the final contract with the selected vendor.
- Licenses, Permits, and Fees - The selected vendor will be responsible for all licenses, permits, fees, and taxes associated with implementing the proposed solution. If any licenses, service agreements, etc. must be maintained after the implementation of the proposed solution, the costs of such must be clearly identified and itemized in the proposal.
- Minimization of Impact - The implementation must be accomplished in a manner that minimizes disruption of Authority business via the Internet.
- Indemnification and Insurance - The successful vendor shall indemnify and hold the Authority and its officers, agents, employees and assigns, harmless from any liability imposed for injury, including damage or destruction of property including the loss of the use thereof, whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than \$100,000 per accident.
- Costs - All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the proposal; no additional charges (e.g. for sales tax, transportation, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.

### 11.2 Timeline

The Authority's timeline for implementation is as follows:

- Proposals received August 31 by 12:00 PM ET. Staff to open proposals and make copies of such for distribution to the Website Subcommittee by 5:00 PM ET on August 31, 2012.
- The Website Subcommittee members will review proposals and rank the proposals individually by September 7, 2012.
- A public meeting of the Authority's Website Subcommittee members will be held on September 10, 2012, to finalize the recommendation to the Authority.
- The Authority will act on the RFP Award at their next regularly scheduled meeting, following the Website Subcommittee's recommendation.
- This timeline may be amended by the Website Subcommittee or the Authority as necessary.

## 12 SCOPE OF WORK

Successful completion of the project to redevelop the Authority's Home Page will be based upon delivering the following work products:

### 12.1 Deliverable #1.....Project Initiation

- ✓ Conduct JAD session with Authority Sub-Committee
- ✓ Based on the business need and stakeholder requests identified during JAD session, produce formal requirements and design specifications for the solution
- ✓ Develop "wireframes" and page mockups to assist in the design process and gain approval from stakeholders
- ✓ Develop standards for a common look and feel for the website including color scheme, menus, navigation, headers & footers, graphics, fonts, page layouts, page templates, etc.
- ✓ Determine site content requirements
- ✓ Determine authorship, ownership, and any other necessary attributes and responsibilities for all website content (applies to both startup activities and ongoing maintenance post-deployment)
- ✓ Determine if a Web Content Management System (Web CMS) is required
- ✓ Determine what type of marketing and search engine optimization for the new website may be desired and/or required by stakeholders
- ✓ Determine and document the nature and length of post-deployment support

### 12.2 Deliverable #2.....Development

- ✓ Construct the website environment and implement the necessary infrastructure
- ✓ Create the website structure including folders, master pages, page templates, cascading style sheets, etc.
- ✓ Develop content and functionality as defined in the design specifications
- ✓ Migrate existing content as defined in the design specifications
- ✓ Acquire and implement any 3<sup>rd</sup> party software determined to be necessary during requirements definition
- ✓ Provide technical assistance to "hook" the design to the existing ePortal functionality.

### 12.3 Deliverable #3.....Deployment & Transition

- ✓ Develop and execute a formal Test Plan, Training Plan, and Deployment Plan
- ✓ Perform unit testing for all components
- ✓ Perform integration testing for all components and content
- ✓ Conduct User Acceptance Testing (UAT) for all components and content
- ✓ Train end users, content providers, technical support staff, etc. as required
- ✓ Implement any marketing activities for the new website determined during requirements definition
- ✓ Deploy the new website to production
- ✓ Document process for transition to ongoing support by Authority

## SWORN STATEMENT

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Florida E-Filing Authority:

By: \_\_\_\_\_  
(print individual's name and title)

For: \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is: \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_).

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

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

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

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

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

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for

the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, and partners and shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ is personally known \_\_\_ OR \_\_\_produced identification  
\_\_\_\_\_.

NAME OF NOTARY \_\_\_\_\_  
Notary Public – State of \_\_\_\_\_