HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

HCSO RFP 2026-010
FSA Contract # FSA-HCS-DET1.0

The Hillsborough County Sheriff's Office and
the Florida Sheriffs Association Cooperative Purchasing Program
jointly present this solicitation for

Digital Evidence and Situational Awareness Technologies

Chad Chronister
Sheriff of Hillsborough County,
a Constitutional Officer of the State of Florida

By:______________________________________.

William V. Spinelli, CPA
Chief Financial Officer

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

FLORIDA SHERIFFS ASSOCIATION COOPERATIVE PURCHASING PROGRAM

If my company wins this solicitation with the Hillsborough County Sheriff's Office (HCSO), what does the partnership with the Florida Sheriffs Association mean for my company and why does it matter?

What: The Florida Sheriffs Association (FSA) has operated a procurement program since 1993 and has tremendous brand recognition among the purchasers of Florida. Each year, the program offers competitively bid items bought by more than 400 local governments. The FSA's Cooperative Purchasing Program (CPP) functions by using the Fleet Advisory Committee, which is a group of subject matter experts who develop specifications and perform evaluations for the contracts. Over the years, the offerings have grown to thousands of vehicles, heavy equipment, tires, fire trucks, electric vehicle charging stations, anything you can imagine for fleet operations, public works, or parks and recreation can be found on the FSA CPP contracts.

The Fleet Advisory Committee is heavily committed to the growth of this Florida based program and challenged the FSA to develop a new line of business in partnership with local agencies. The objective is to provide competitively solicited products and services that extend beyond traditional fleet operations. This solicitation represents one of those strategic procurement initiatives.

In 2022, Sheriff Chad Chronister offered to develop this program for the FSA Board of Directors. Since that time, the Hillsborough County Sheriff's Office team has worked to enhance the needs of their Office as well as extending these products and services to hundreds of governments through this partnership with the FSA. The HCSO and the FSA have an agreement to take the solicitations and resulting contracts performed by HCSO to market under the FSA CPP umbrella. If awarded, your company will be able to market your product or service as an awarded vendor of the FSA's CPP.

Why: Procurement services are expanding with many national programs coming to market. This program was founded in Florida with a goal of serving Florida purchasers. This is the only contract that invests in the communities of Florida. Since 2019, the FSA has contributed more than $7,000,000 in grants to Florida agencies for bulletproof vests, shared assets, emergency response equipment, and training scholarships.

Purchasers have many choices and we want to offer them a contract with competitive pricing and knowledge that their purchase gives back to their local communities. Our goal is to expand the services and products among the CPP purchasing network. FSA will do this by placing all designated HCSO contracts onto the CPP website where purchasers find contracts for products and services. Upon award, the FSA team will also connect with you to discuss your efforts to market to Florida purchasers. Your success will be shared and applauded as you join the many companies who support giving back to Florida by offering procurement solutions with the FSA CPP.

Partnerships: The FSA CPP has decades long participation with the Florida Association of Counties and the Florida Fire Chiefs Association. These partnerships continue to market the program and expand the reach of the program. Nearly every city, county, and sheriff's office in Florida purchases from CPP. This brand familiarity should streamline the purchasing process with agencies across the state.

FSA offers first-in-class customer service. Feedback and questions from purchasers are answered by one of our team members sitting in house at the FSA. We offer free purchasing assistance from the Advisory Committee when questions arise about products and features of our contract offerings. Through the partnership with HCSO, purchasers will know the awarded companies have been vetted and meet quality standards for governments.

As a nonprofit offering awards in partnership with the Hillsborough County Sheriff's Office, we are transparent, agile and responsive to the government market. The FSA CPP strives to serve purchasers' needs by fulfilling competitive bid requirements and offering avenues for local governments to use federal funding. To gain the most value from this solicitation and potential partnership with FSA CPP, we ask that you provide the most competitive pricing for Florida's purchasers.

Nationwide Opportunity: While Florida is the area of support for the CPP, this structure permits your company to use the award to market and sell to any government in the nation. Meaning if you have interest from an out-of-state agency, you may offer this competitive award as an avenue to purchase.

Recent Awards from this Partnership: Hillsborough County Sheriff's Office has expanded FSA CPP contract offerings to communications and radio systems, retail vehicles, vehicle upfitting, vendor managed inventory, parts, facility and asset maintenance information systems, and repair and maintenance assessments and operations.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

FLORIDA SHERIFFS ASSOCIATION COOPERATIVE PURCHASING PROGRAM

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Section 1: Definitions and References

*To maintain consistency with internal administrative systems, the terms **'Bid'** and **'Proposal'** are used interchangeably throughout this solicitation. However, this is a formal **Request for Proposals (RFP)**, and the selection process will prioritize technical merit alongside cost.*

The definitions and references below are specific to their context as used in this solicitation.

Award - A Contract Document shall be awarded to the Bidder whose Bid Package, upon evaluation by HCSO personnel, meets all specifications, qualifications, and requirements outlined in this solicitation.

Awarded Supplier - Any Bidder that receives a Contract Document as a result of this solicitation.

Bid - This public solicitation that is being offered jointly by the HCSO and the FSA CPP.

Bidder - Any person or entity that submits a Bid Package in response to this solicitation.

Bid Package - The Bidder's submission to the HCSO in response to this solicitation.

Bid Opening - The process of opening and acknowledging all Bid Packages received from Bidders by the HCSO by the Deadline for Receipt. For transparency, this process is videotaped and the video is uploaded to the HCSO's public website (https://teamhcso.com/purchasing) immediately following the Bid Opening. Physical submitted Bid Packages will be opened during the Bid Opening. Electronic Bid Packages submitted via DemandStar (Euna OpenBids) will be acknowledged with the Bidder's name being read aloud during the Bid Opening.

BOCC - The Hillsborough County Board of County Commissioners .

Contract Document - The agreement between the HCSO and the Awarded Supplier, which incorporates this solicitation, its attachments, its amendments, and the Awarded Supplier's Bid Package. Once the agreement is signed by an authorized representative of the HCSO and the Awarded Supplier, the Contract Document may become effective.

Deadline for Receipt - The deadline for HCSO to receive Bid Packages. This includes physical and electronic Bid Packages.

DemandStar (Euna OpenBids) - The web-based notification and delivery system that the HCSO utilizes for public solicitations (www.demandstar.com). The system automatically notifies registered Bidders when competitive solicitations are released, and Bidders can upload their Bid Packages to the system prior to the Deadline for Receipt.

Eastern Time - All deadlines are based on the time zone designated in the solicitation Deadline for Receipt section. Note that Eastern Standard Time (EST) is UTC-5, and Eastern Daylight Time (EDT) is UTC-4. It is Bidder's responsibility to recognize this distinction and ensure Bid Packages are received by the stated deadline.

Eligible Purchaser - Any person or entity identified by Rule 60A-1.001, Florida Administrative Code, as well as state and local government agencies. Eligible Purchasers may acquire the goods and/or services specified in the Contract Document resulting from this solicitation, provided that both the Awarded Supplier and the Eligible Purchaser mutually agree to such a purchase.

FOB - Free on Board is a shipment term used to indicate whether the Awarded Supplier or the Eligible Purchaser is liable for goods that are damaged or destroyed during shipping. FOB destination means the Awarded Supplier retains the risk of loss until the goods reach the Eligible Purchaser.

FSA - The Florida Sheriffs Association
2617 Mahan Drive
Tallahassee, FL 32308

FSA CPP - The Florida Sheriffs Association Cooperative Purchasing Program.
2617 Mahan Drive
Tallahassee, Florida 32308
cpp@flsheriffs.org
reports@flsheriffs.org

HCSO - The Hillsborough County Sheriff's Office
Sheriff's Operations Center
2008 East Eighth Avenue
Tampa, Florida 33605
purchasing@hcso.tampa.fl.us
accountspayable@hcso.tampa.fl.us

OSHA - Occupational Safety and Health Act.

Parties - The individuals or entities that execute the Contract Document and are accountable for carrying out its obligations and exercising its rights.

Piggyback - Is a form of cooperative purchasing that allows any person or entity identified by Rule 60A-1.001, Florida Administrative Code, as well as state and local government agencies, to use an existing, competitively awarded contract from another public entity to purchase the same goods or services without needing to conduct its own bidding process.

Purchase Order - A binding document issued by the Eligible Purchaser to the Awarded Supplier that details the specific goods and/or services, quantities, prices, and payment terms of the purchase, which serves as an official record of the purchase intent.

Work - The Scope of Work, including all specified tasks, goods, services, materials, and timelines, along with any associated performance requirements outlined in this solicitation.

Code of Federal Regulations

Reference	*Synopsis & Respondent Use*
Executive Order 11246 & 11375	(Equal Employment Opportunity): Prohibits federal contractors from discriminating in employment based on race, color, religion, sex, sexual orientation, gender identity, or national origin. Use: Respondents must include EEO language in subcontracts and may need to maintain a written Affirmative Action Plan.
2 CFR 200.318 through 2 CFR 200.327 including Appendix II to 2 CFR 200.	These are federal procurement standards required whenever federal grant money is used. Use: Respondents must follow strict rules on competition, domestic preferences (Buy American), and specific contract provisions regarding termination and

Reference	*Synopsis & Respondent Use*
	clean air/water acts.
Executive Order 14173	This relates to Protecting Americans' Sensitive Data from Foreign Adversaries. Use: Particularly critical for IT, software, or data-hosting vendors. Respondents must ensure their supply chain or data storage doesn't involve "prohibited" foreign entities.

Florida Administrative Code

Reference	*Synopsis & Respondent Use*
Rule 60A-1.001 Definitions	Provides the specific dictionary for Florida purchasing terms (e.g., what constitutes an "Invitation to Bid" vs. a "Request for Proposals"). Use: Respondents use this to understand the specific "type" of solicitation they are answering and the legal nuances of the terminology used throughout the document.

Florida State Statute

Reference	*Synopsis & Respondent Use*
§ 30 Sheriffs	Defines the powers and duties of County Sheriffs. Use: Relevant if the solicitation involves law enforcement equipment, services, or jurisdictional authority.
§ 112 Public Officers & Employees	Covers ethics, conflicts of interest, and standards of conduct. Use: Respondents check this to ensure they haven't provided prohibited gifts to evaluators or have "revolving door" conflicts.
§ 112.22 Fitness and Wellness Programs	Governs Employee Benefits/Safety. Allows for the establishment of fitness and wellness programs for public employees. Use: Relevant if the "Situational Awareness" technology includes wearable health monitors, biometric sensors for officer safety, or stress-detection software for dispatchers.
Chapter 119 Public Records	Florida's "Sunshine Law." Use: Vital for respondents to know that their entire bid (unless trade secret) becomes a public document. It outlines how to redact proprietary info.
§ 119.071(2)(l) Public Records (Exemptions)	Specific to Digital Evidence. Outlines the mandatory protection/redaction of images and data depicting the interior of healthcare facilities or private residences. Use: Respondents must prove their software can automate these specific redactions to be compliant with Florida public records laws.
§ 163 Intergovernmental Programs	Governs "piggybacking" and joint agreements between agencies. Use: Explains how other entities are legally allowed to purchase off this specific contract.

Reference	*Synopsis & Respondent Use*
§ 212 Tax on Sales/Use	Outlines what is taxable and what is exempt. Use: Helps a respondent determine if they should include sales tax in their pricing or if the purchaser is tax-exempt.
§ 218 Financial Matters	Includes the Local Government Prompt Payment Act. Use: Tells the respondent exactly how long the agency has to pay their invoice before interest starts accruing.
§ 281 Safety & Security	Governs security for public buildings. Use: Relevant for vendors providing physical security, surveillance, or guard services to ensure they meet state standards.
§ 282 Communications & Data Processing	Governs Government Tech & Cybersecurity. Sets the standards for cloud computing, data residency, and state cybersecurity requirements (including FIPS/CJIS-type alignments). Use: Vital for respondents providing SaaS, cloud storage, or "Situational Awareness" data platforms.
§ 287 Procurement	The basis of Florida procurement. Use: Defines how bids are protested, the use of minority business enterprises, and the requirement for "Public Entity Crime" affidavits.
§ 287.055 Consultants' Competitive Negotiation Act (CCNA)	Governs Professional Services. Requires a specific competitive process for engineering, architecture, or surveying. Use: Respondents use this to ensure that any "Turnkey" installation involving fixed poles, towers, or structural engineering is performed by licensed Florida professionals.
§ 448 General Labor	Covers wage requirements, E-Verify, and discrimination. Use: Respondents use this to ensure their hiring practices (like using E-Verify) meet Florida's mandatory compliance hurdles.
§ 815 Computer Confidentiality	The Florida Computer Crimes Act. Defines unauthorized access, data modification, and "intellectual property" within digital systems. Use: Establishes the legal framework for the "Chain of Custody" and "Data Integrity" requirements (SHA-256) mentioned in the technical specifications.
§ 934.50 Searches and Seizures (Drones)	The Freedom from Unwarranted Surveillance Act. Specifically governs the use of Unmanned Aircraft Systems (UAS/Drones) by law enforcement. It restricts the use of drones to gather evidence or images of private property without a warrant, with specific exceptions (e.g., search and rescue, imminent danger). Use: Mandatory for Category 3 (UAS) and Category 5 (AI/Situational Awareness). Respondents must certify that their software/hardware includes technical controls to prevent unauthorized surveillance and complies with Florida's drone data retention and usage laws.

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Section 2: Introduction and Instructions

2.1 Bid Overview

Subject: RFP 2026-010
Bid Title: Digital Evidence and Situational Awareness Technologies
Bid Opening: September 17, 2026, 15:00
Bid Opening Location: Hillsborough County Sheriff's Office, Sheriff's Operations Center (SOC)
Assigned Buyer: M. Theen, MTheen@teamHCSO.com

*This document utilizes a standard template . All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section 4.10, rather than price alone.*

This document outlines a cooperative solicitation for Digital Evidence and Situational Awareness Technologies (DESAT) to be administered by the Florida Sheriff's Association and marketed to eligible public entities. The solicitation seeks to provide a streamlined pathway for the procurement of technologies that bridge the gap between raw data and operational visibility. Any solution that serves as a primary driver of situational awareness—enabling personnel to detect, analyze, and respond to environmental or tactical variables—is considered within scope. This includes the entire ecosystem of the offering, from physical sensors to the analytical software and long-term maintenance protocols required for sustained mission success. The resulting contract(s) will enable participating Florida agencies—as well as Eligible Purchasers from state, local, county, tribal, and education entities across the United States—to leverage economies of scale and standardized terms, streamlining their procurement process for critical public safety tools.

The solicitation will prioritize solutions that offer full interoperability and scalability, ensuring that technology investments made by diverse agencies—from small municipal police departments to large state organizations—can be seamlessly integrated and expanded over time. Suppliers must demonstrate their ability to provide comprehensive, end-to-end solutions, encompassing hardware, cloud or on-premises data storage, and the software platforms necessary for evidence processing, analysis, and secure retention in compliance with all applicable federal standards and state-specific legal requirements, with an emphasis on CJIS compliance. The focus is on securing modern tools that enhance officer safety, improve evidence collection, increase operational efficiency, and maintain public trust through accountable technology use.

The pricing structure for this cooperative contract is a mandatory requirement designed to provide absolute transparency regarding the Total Cost of Ownership (TCO) to the Eligible Purchaser. Suppliers must propose a comprehensive, "all-in" pricing model that itemizes every cost component category ("TCO Component") required to reach a fully operational status. Evaluation will be based on a quantitative financial model criteria (Section 4.10.6), prioritizing solutions that demonstrate Price Certainty through a transparent, auditable 5-year Total Cost of Ownership (TCO) scenario.

This includes, but is not limited to:

- Per-unit hardware costs;
- Multi-year software licensing/subscriptions;
- Data storage and data management fees;

- Implementation, installation, and integration service fees;
- Post-warranty maintenance and any mandatory training.

The TCO model must provide guaranteed, predictable pricing for a minimum five-year lifecycle. To ensure administrative clarity, Proposers must provide a Mock Quote and Mock Invoice matching their proposed Capabilities Guide and TCO Component category discount. Any fee, surcharge, or cost not explicitly disclosed within the submitted Category Discount Table shall be deemed waived by the Contractor for the life of the agreement.

Proposers shall submit a Capabilities Guide in lieu of a line-item product catalog. This document must provide narrative and technical specifications for the Proposer's core technology ecosystem (e.g., BWC, UAS, ALPR) to demonstrate 'Depth and Breadth.' However, this document will not serve as the contractual price list. The contractual anchor of this solicitation is the Category Discount Table (see Section 3.14.2).

Any resulting Contract Documents will be initiated by the Hillsborough County Sheriff's Office and cooperative use will be administered by the Florida Sheriffs Association (FSA) Cooperative Purchasing Program.

Any reference to the Work throughout this Bid is defined to be inclusive of the Scope of Work and any related performance detailed herein.

2.2 Proposed Schedule

The Bid schedule set out herein represents the HCSO's best estimate of the schedule that will be followed. If a component of this schedule, such as the Deadline for Receipt, is delayed, the rest of the schedule may shift accordingly. All times are Eastern Time.

Issue Date: Advertisement / Website Publication / Etc.	August 17, 2026
Pre-Bid Conference	N/A
Deadline for Submitting Questions	September 2, 2026, 3:00pm
Deadline for Submitting Samples	N/A
Deadline for Receipt / Bid Opening	September 17, 2026, 3:00pm
Award Notification Target Date	November 2026

2.3 Contract Document

Bidders selected for award will be required to enter into a written agreement with the HCSO. During award procedures, the Bid, its attachments, its amendments, and the Bid Package submitted by the Bidder will become incorporated into the agreement that, when fully executed, becomes the Contract Document.

The resulting agreement is designed as a 'Living Vehicle'; all products added to the Contractor's catalog during the term shall be subject to the awarded Category Discount Table(s).

This agreement will require the signature of the Bidder's authorized representative and the signature of either the Sheriff, the Undersheriff, the Chief Deputy, or the Chief Financial Officer (CFO) to become binding. A draft copy of the proposed agreement is attached to this Bid for review (Exhibit A). The final Contract Document may have differing terms due to corrections and/or negotiations.

In the event of any conflict between the agreed upon terms of the executed contract and the Invitation to Bid and the Bid, the terms of the contract will prevail.

To request a modification or exception to the agreement terms, conditions, or specifications, a Bidder must submit the requested modifications or exceptions to the agreement with their Bid Package, along with their exceptions, if any, to the Bid. See Section 6.3 for more information. Exceptions must:

- Clearly identify the affected article and section, and
- Clearly note what language is requested to be modified.

Unclear modification or exception requests will be automatically denied. Only those modifications or exceptions that have been accepted by the HCSO will be included in the agreement provided to the Bidder for signature.

Much of the language in the agreement reflects the State of Florida and HCSO legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Florida law or HCSO policy may result in the Bid Package being disqualified from further review and evaluation.

All Bid Packages become the property of the HCSO and will not be returned to the Bidder. The HCSO reserves the right to clarify any contractual relationship in writing with the Awarded Supplier, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Bid or the Bid Package. In all other matters not affected by the written clarification, if any, the Bid and all amendments thereto shall govern. The Bidder is cautioned that their Bid Package shall be subject to acceptance without further clarification.

When a Bidder receives an award resulting from this solicitation, they will have up to 30 days to sign and return the agreement. If the signed agreement is not returned within 30 days, the award may be revoked at the HCSO's sole discretion.

2.4 Obligation by Party

This Bid does not, by itself, obligate the HCSO, the FSA, or any Eligible Purchaser.

The HCSO's obligation will commence when the resulting Contract Document is fully executed. Upon written notice to the Awarded Supplier, the HCSO may set a different starting date. The HCSO will not be responsible for any Work commenced, even in good faith, if it occurs prior to the contract start date set by the HCSO.

2.4.1 Bidder

Any person or entity that submits a Bid Package in response to this solicitation. To be deemed responsive and responsible, the Bidder must meet the requirements of this solicitation to be considered for award. The Bidder is obligated to honor the pricing submitted in their Bid Package for an evaluation period of 120 calendar days from the date of the Deadline for Receipt / Bid Opening, unless otherwise stated in the Bid Package.

2.4.2 Awarded Supplier

Any Bidder that receives a Contract Document as a result of this solicitation. The Contract Document will be executed between the HCSO and the Awarded Supplier. The Awarded Supplier is responsible for complying with all terms and conditions of the Contract Document, including the submission of quarterly reports and administrative fees to the FSA CPP for all purchases made by the HCSO and/or any Eligible Purchaser. Additionally, the Awarded Supplier must provide quotes upon request from an Eligible Purchaser and may enter into a separate supplemental agreement with an Eligible Purchaser to furnish the goods and/or services covered under this solicitation.

2.4.3 Eligible Purchaser

Any person or entity identified by Rule 60A-1.001, Florida Administrative Code, as well as state and local government agencies. Eligible Purchasers may acquire the goods and/or services specified in the Contract Document resulting from this solicitation, provided that both the Awarded Supplier and the Eligible Purchaser mutually agree to such a purchase. The Eligible Purchaser and the Awarded Supplier may enter into a separate supplemental agreement with an Eligible Purchaser to furnish the goods and/or services covered under this solicitation.

2.4.4 HCSO

The HCSO, as the Host Sheriff for this procurement, is responsible for publicly soliciting Bid Packages to secure fair, reasonable pricing for the specified goods and/or services. The HCSO will accept and verify Bid Packages, determine awards, negotiate agreements with Awarded Suppliers, and ensure adherence to the terms and conditions of the resulting Contract Documents, including price escalation/de-escalation throughout the term of the contract.

HCSO is the sole contracting and awarding authority under this solicitation. FSA's role is limited to cooperative contract administration, Supplier administration support, and post-award assistance, and does not include authority to modify contract terms, pricing, or scope.

2.4.5 FSA CPP

Upon execution of a Contract Document between HCSO and an Awarded Supplier, the FSA CPP will provide post-award administrative, marketing, and customer service support to facilitate cooperative purchasing use of the Contract Document, including Eligible Purchaser assistance, Awarded Supplier marketing support, and administration of supplier quarterly reports.

2.5 Bid Package Submission Requirements

Bid Packages will be received until the Deadline for Receipt / Bid Opening as specified under Section 2.2. Immediately after the deadline, a video recording will be made of the Bid Opening, during which all physically received, electronically submitted, and otherwise accepted Bid Packages will be opened, and all Bidder names will be read aloud. The video will then be posted to HCSO's public website at https://TeamHCSO.com/Purchasing.

To ensure completeness of Bid Packages, Bidders should refer to the Bid Checklist (Section 6.4). Bidders that do not meet submission requirements may be declared non-responsive and eliminated from consideration.

Bid Packages may be submitted via hand delivery, United States Postal Service (USPS), commercial shipment, or electronically on Euna OpenBids at https://www.demandstar.com/.

A completed Supplier Application Packet (Appendix I) must be returned with the Bid Package and must include all required documentation and signatures listed therein for the Bidder to be deemed responsive.

2.5.1 If the Bidder includes a signature on the Federal Grant Compliance form within the Supplier Application Packet, the Bidder is agreeing to:

- Accept purchase orders funded in whole or in part by federal grant monies
- Comply with all applicable federal regulations pertaining to the use of grant funds for this solicitation. This selection will be noted in the Bid tabulation.

2.5.2 Physically submitted Bid Packages must be contained in a sealed envelope addressed to:

Hillsborough County Sheriff's Office
Financial Services Division - Purchasing Section
2008 East Eighth Avenue
Tampa, Florida 33605

To prevent inadvertent opening prior to official Bid Opening, the Bid Package must be marked as a Bid Package and must include the Bid Number and the date and time of Bid Opening on the outermost envelope or packaging material. A Packaging Label is provided for Bidder use in Section 6.8. It is the sole responsibility of the Bidder to ensure their Bid Package reaches the HCSO's Purchasing Section by the Deadline for Receipt as specified under Section 2.2.

2.5.3 Electronic Bid Packages may be submitted via secure mailbox at Euna OpenBids at https://www.demandstar.com/ until the Deadline for Receipt as specified under Section 2.2. It is the sole responsibility of the Bidder to ensure their Bid Package reaches Euna OpenBids by the Deadline for Receipt.

2.5.4 When necessary to protect confidential information, the Bid Package should include one (1) clearly marked redacted copy, in addition to the unredacted version.

2.6 Bid Delivery

The responsibility for getting the Bid Package to the HCSO on or before the Deadline for Receipt is solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the USPS or any other method of delivery or any other occurrence. Bid Packages and Acknowledgement of Amendment forms must be received no later than the Deadline for Receipt. Bid Packages and Acknowledgement of Amendment forms received after the Deadline for Receipt may be disqualified and not opened or accepted for evaluation.

2.7 Bid Package Submittal Costs

Submittal of a Bid Package is solely at the cost of the Bidder, and the HCSO in no way is liable for or obligates itself for any cost incurred by the Bidder in preparing and/or submitting the Bid Package.

2.8 Exceptions to Bid Packages

Bidders shall clearly and expressly identify within their Bid Package any and all deviations, variances, or exceptions to the specifications, requirements, or terms and conditions set forth herein. All such exceptions, if any, shall be fully described and documented in the Bid Package in accordance with the provisions of Section 6.3.

Bidders are hereby advised that the Hillsborough County Sheriff's Office (HCSO) will verify and consider for award only those Bid Packages that fully conform to the specifications and requirements contained in this solicitation. Bid Packages that include exceptions, deviations, or conditional terms may, at the sole discretion of the HCSO, be deemed non-responsive and rejected.

In the event that the Bid specifications and Scope of Work are not returned with, or specifically referenced in, the Bid Package, such omission shall be construed as the Bidder's representation and warranty that no exceptions are taken and that full compliance with all specifications and requirements is intended.

Should any materials, drawings, sketches, descriptive literature, or manufacturer's specifications be submitted with the Bid Package and contain information that may reasonably be construed as, or intended to serve as, an exception to the Bid specifications, such exceptions must be expressly identified and cross-referenced in the Bid Package under Section 6.3.

2.9 Communication Between Parties

All questions regarding this Bid are to be directed, in writing, to the Buyer listed in Section 2.1. No communication is allowed, directly or indirectly, with any other HCSO employee regarding this Bid prior to Award Notification.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at https://TeamHCSO.com/Purchasing and Euna OpenBids at https://www.demandstar.com/. This will include Questions and Answers (Q&A), amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification, regardless of other notification methods the Buyer utilizes for the convenience of the parties involved. Any modifications or alterations to the original document language will be cause for the rejection of a Bid Package.

2.10 Documented Past Performance with the HCSO

Bidders are informed that documented past performance with the HCSO may be considered in determining Bidder responsibility and responsiveness. Bidders with a documented history of poor performance with the HCSO may be deemed non-responsible for this solicitation.

2.11 General Bidder Qualifications

Bid Packages shall be considered only from Bidders that clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the Bid. Bidders must be able to demonstrate adequate organization, financial backing, equipment, and personnel to provide continuous quality service to the HCSO and potential Eligible Purchasers. In determining the Bidder's evidence of responsibility and ability to perform the Bid's specifications, the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities, and organization of the Bidder. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory and will make an award only when such evidence is deemed satisfactory. The HCSO reserves the right to reject a Bid Package when evidence indicates a Bidder's inability to perform the Bid's specifications.

2.12 Amendments to the Bid

If an amendment to the Bid is issued, it will be provided to all Bidders that have notified the Buyer of their intent to submit a Bid Package and to all Bidders that have attended the pre-bid conference, when applicable. The amendment will also be posted to the HCSO website at https://TeamHCSO.com/Purchasing and at Euna OpenBids at https://www.demandstar.com/.

2.13 Modifications or Withdrawals of Bid Packages

A Bidder may submit a modified Bid Package to replace all or any portion of a previously submitted Bid Package until the Deadline for Receipt. Modifications received after the Deadline for Receipt will not be considered.

Bid Packages may be withdrawn in writing prior to the Award Notification. If a Bidder must withdraw their Bid Package, the Bidder must contact HCSO immediately. Bid Package withdrawals are handled on a case-by-case basis and may result in a limitation of participation in future bids.

2.14 Bid Errors

When errors are found in the extension of prices in a Bid Package, the unit price shall govern. Erasures or corrections within a Bid Package must be initialed in ink by the Bidder.

2.15 Prices

All Bid Packages must show the net bid price after any allowable discounts have been deducted.

Prices are to be Free on Board (F.O.B.) destination.

All prices shall include freight (including manufacturer to distributor), packaging, administrative fees (see section 3.21), and any other similar fees.

The HCSO is exempt from all Florida State Sales, Use, Transportation, and Excise taxes. The HCSO will issue tax exemption certificates to the Awarded Supplier(s).

Eligible Purchasers who make purchases under the Contract Document resulting from this Bid are generally exempt from Federal Excise and State Sales Taxes. The Awarded Supplier is responsible for confirming the purchaser's exemption status by obtaining the Eligible Purchaser's applicable Excise and State Sales and Use Tax Certificate Number.

2.16 Currency

All transaction amounts, bids, quotes, provisions, payments, or any part of the Contract Document resulting from this Bid relating to currency are to be made in United States dollars.

2.17 Best Commercial Practices

The apparent silence or omission of any description from the specifications shall be regarded as meaning that only the best commercial practices, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be based upon this statement.

2.18 Subcontracting

No portion of the Work as described in this Bid shall be subcontracted without the prior written approval of the HCSO. The Awarded Supplier may not sublet or subcontract any of the contractual obligations specified in this Bid, unless provided in the Contract Document resulting from this Bid. This statement prohibits subcontracting overall management obligations pertaining to the Work and requires the Awarded Supplier to retain ultimate liability for all contractual obligations.

2.19 Required Review

Bidders should carefully review this Bid for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the Buyer at least five (5) business days before the Deadline for Receipt. This will allow time for the issuance of any necessary amendments.

2.20 No Participation

If you do not wish to submit a response to this Bid, please fill out and return the Statement of No Participation contained in Section 6. The information provided assures the HCSO that you wish to remain on their supplier list, and it helps to improve the HCSO procurement process.

2.21 Time for Consideration

Bidder warrants, by virtue of submission, the prices quoted in the Bid Package will be good for an evaluation period of 120 calendar days from the date of the Deadline for Receipt / Bid Opening, unless otherwise stated in the Bid Package.

END OF SECTION

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Section 3: Specifications and Scope of Work

*This document utilizes a standard template. All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section 4.10, rather than price alone.*

3.1 Scope Overview

This Scope of Work (SOW) defines the objectives, deliverables, and requirements for the establishment of a Cooperative Contract for Digital Evidence and Situational Awareness Technologies. The intent is to secure state-of-the-art, cost-effective, and fully compliant solutions for eligible participants.

To accommodate the diverse technical capabilities of participating agencies, this solicitation supports two primary delivery models:

Integrated Solutions ("Turn-key"): Preferred proposals will offer comprehensive, ready-to-use systems. This encompasses the hardware, software, cloud/on-premise storage, and all professional services (including delivery, installation, and configuration) necessary to achieve a fully operational status.

Component-Based Solutions ("Product-Only"): Suppliers may also propose equipment-only or software-only options for agencies that possess the internal resources or local third-party contractors to manage installation and system integration independently.

To facilitate a consistent and objective evaluation, the following terms are used throughout this SOW to describe the mandatory response documents. Proposers must ensure all submitted files are labeled in accordance with these definitions.

Term	Definition	Primary Purpose
Solution Capabilities Overview	A technical narrative and visual document detailing the Proposer’s technology ecosystem, including hardware specs, software features, and mandatory attestations for AI Governance and Statutory Redaction (F.S. 119).	Technical Evaluation: Demonstrates "Depth and Breadth" and proves the solution meets Florida-specific legal mandates.
TCO Verification Spreadsheet	The master, editable electronic spreadsheet (Excel) containing the Proposer’s financial offer. Must be submitted in native .xlsx format to allow for formal auditing of formulas and pricing logic.	Administrative Anchor: Serves as the single source of truth; flat PDFs are considered non-responsive for financial scoring.
Category Discount Table	A specific tab within the TCO Spreadsheet where the Proposer defines a "Minimum Guaranteed % Discount off MSRP," or Discount. This establishes the "Price Ceiling" for all current and future technology released during the contract term.	Award Basis: Enables the "Living Vehicle" model, ensuring new technology is automatically covered by the awarded discount.
Evaluation Scenario	A five-year cost summary for a standardized agency deployment. Must include all "hidden" lifecycle costs such as shipping, travel, and implementation fees.	Financial Evaluation: Proves "Price Certainty" and allows HCSO Financial Services to compare true "All-In" costs across vendors.
Mock Quote	A formal, non-editable PDF that reflects exactly what a purchaser would receive on Day 1. Must match the TCO Verification Spreadsheet for each operational scenario.	Administrative Transparency: Proves the Proposer’s real-world quoting system is capable of producing a clear, compliant 5-year TCO.
Mock Invoice	A sample "Day 30" document reflecting the exact line items and fees. Must itemize all components, including those at a $0.00 cost (e.g., "Included" training or implementation) for each operational scenario..	Transparency Audit: Confirms the Proposer’s billing system can mirror the contract's transparency and auditing requirements.

The selected Awarded Supplier(s) shall be the single point of accountability for the performance of all products and services provided, regardless of the delivery model selected by the participating entity.

We encourage proposals that offer the broadest selection of technology and demonstrate the widest possible geographic network to serve all eligible purchasers effectively.

3.1.1 The technologies sought under this solicitation are organized into the following anticipated functional Award Categories. Proposers may submit a response for one, multiple, or all categories. The HCSO reserves the right to award contracts by category to ensure a comprehensive suite of solutions for participating entities. HCSO may modify this structure to better fit the interests of Eligible Purchasers.

- Category 1 – Digital Evidence and Body Worn Camera (BWC) systems

  Examples of this scope may include: Body-Worn Cameras, in-car video systems, interview room recording hardware, docking/charging stations or Digital Evidence Management Systems for secure storage and redaction. Cellular based applications for digital evidence capture.

- Category 2 – Unmanned Aircraft Systems (UAS)

  Examples of this scope may include: Tactical drone aircraft, thermal/EO gimbals, ground control stations, flight management software, specialized payloads, localized mapping or search-and-rescue sensors.

- Category 3 – License Plate Recognition (LPR/ALPR)

  Examples of this scope may include: Fixed pole-mounted LPR cameras, mobile cruiser-mounted units, solar-powered autonomous LPR kits.

- Category 4 – Environmental & Acoustic Systems

  Examples of this scope may include: Gunshot detection sensors (acoustic), CBRNE/Hazmat sensors (Air/Gas/Radiological) weather/hazard monitors and specialized alert interfaces for localized environmental threats.

- Category 5 –Situational Awareness & Artificial Intelligence

  Examples of this scope may include: Unified “Single Pane of Glass” platforms, Bio-Telemetry & Officer Wellness Awareness, Acoustic Scene Analysis, Digital Twin or Floorplan Overlays, Open Source Intelligence & Geofencing, Automated Dispatch Augmentation, etc

Interoperability Note: Proposers must specify if their AI licenses are 'Platform Agnostic' or if they require proprietary hardware. For the purpose of the 5-year TCO, Proposers must list the cost of API integrations or 'Data Connector' fees required to ingest 3rd party sensor data (e.g., LPR or BWC feeds from other vendors).

3.2 Purpose

The purpose of this joint solicitation is to establish cooperative contract pricing and terms that provide fair and reasonable pricing, prompt quotation response times, and responsive points of contact from qualified responsive and responsible Bidders seeking to conduct business with Eligible Purchasers for the Work described herein. This solicitation is issued jointly by the Hillsborough County Sheriff's Office ("HCSO") and the Florida Sheriffs Association ("FSA").

HCSO serves as the sole procuring authority and contracting entity for this solicitation and, as the Host Sheriff, is responsible for issuance of the solicitation, evaluation of Bid Packages, determination of bidder responsiveness and responsibility, award and execution of Contract Documents, approval of amendments, enforcement of contract terms, and resolution of protests.

FSA, through its Cooperative Purchasing Program ("CPP"), will provide post-award marketing, administrative support, cooperative contract administration, and customer service assistance for Awarded Suppliers and Eligible Purchasers. FSA's role is strictly limited to facilitating cooperative use of the resulting Contract Documents and does not include authority to modify pricing, scope, specifications, delivery requirements, or contractual terms.

Eligible Purchasers may utilize the pricing and terms established under HCSO's awarded Contract Documents or may independently negotiate supplemental agreements with Awarded Suppliers based on those Contract Documents.

All transactions, including purchase orders, invoicing, delivery, and payment, shall occur directly between the Awarded Supplier and each Eligible Purchaser. Neither HCSO nor FSA shall be a party to, or liable for, such transactions or for the acts or omissions of any Eligible Purchaser.

Any guidance or assistance provided by FSA is administrative in nature and shall not be construed as approval, authorization, or modification of the Contract Documents. In the event of any conflict between information provided by FSA and the Contract Documents issued by HCSO, the Contract Documents shall govern.

3.3 Scope Applicability and Tailored Services

The Scope of Services outlined in this RFP is intended to provide a broad overview of the potential needs of Eligible Purchasers. It is not meant to be limiting but rather indicative of the types of services that may be required.

Recognizing that not all Eligible Purchasers will require the full Scope of Services outlined in this RFP, the Awarded Supplier shall coordinate closely with each Eligible Purchaser to assess their specific needs.

Prior to commencing any work, the Awarded Supplier shall conduct a site visit to each Eligible Purchaser to assess the current conditions, identify any unique requirements, and determine the Scope of Services needed.

Based on the findings of the site visit and discussions with the Eligible Purchaser, the Awarded Supplier shall develop a tailored Scope of Services that meets the specific needs of the Eligible Purchaser.

A supplemental agreement detailing the specific Scope of Services, deliverables, timelines, algorithmic guardrails, future-proof compliance metrics, and any other pertinent details shall be executed by the Awarded Supplier and the Eligible Purchaser prior to the commencement of any work. The Awarded Supplier will keep accurate information such as signed contract(s), Scope of Services, amendments and all other pertinent information between Awarded Supplier and Eligible Purchasers. The Awarded Supplier must send a copy of the executed supplemental agreement to FSA, including any renewals to the supplemented agreement.

3.3.1 For any solution utilizing Artificial Intelligence (AI), machine learning, or automated decision-making logic, the Proposer acknowledges that the HCSO and any subsequent Eligible Purchaser reserve the right to establish individual algorithmic guardrails, ethical usage policies, and operational constraints. While this contract vehicle provides the competitive framework for acquisition, the final operational configuration, specific AI governance criteria, and individual algorithmic guardrails (e.g., setting confidence thresholds, establishing bias-mitigation filters, or defining data retention triggers) will not be directly addressed in the master contract. Instead, those terms will be defined and negotiated within their individual supplemental agreement or Statement of Work (SOW) with eligible purchasers. Proposers must demonstrate the technical ability to adjust these AI parameters to meet these agency-specific requirements without any additional modification, material, licensing, or development fees.

If any future change in applicable local, state, or federal law, rule, regulation, ordinance, or governmental requirement materially affects the MSA, any supplemental agreement, or the parties' obligations thereunder, the affected parties shall negotiate in good faith to amend the applicable agreement as necessary to address such change. Amendments to the MSA require the written agreement of HCSO and the Proposer, and amendments to any supplemental agreement require the written agreement of the applicable Eligible Purchaser and the Proposer. If the parties cannot reach agreement on necessary modifications within a reasonable time after written notice, HCSO may terminate the MSA, and any Eligible Purchaser may terminate its supplemental agreement, without penalty except for payment obligations for services properly rendered and accepted before the effective termination date.

3.4 Awarded Supplier Contact Information

The Awarded Supplier must maintain current contact information with the HCSO and the FSA at all times for sales and submission of purchase orders, quarterly reports, and administrative fee payments. If a change in contact information occurs during the term of the contract, the Awarded Supplier must notify the HCSO immediately.

3.5 Contract Period or Term [3+(3)2]

The Contract Document resulting from this Bid shall be effective for three (3) years from the date of award, with optional renewals for up to three (3) additional two (2) year periods. Contract extensions will only be executed when the HCSO determines, based on the then-existing conditions, that it is in the best interest of the HCSO and the Eligible Purchasers to do so.

3.6 Contract Extension or Renewal

The Contract Document resulting from this Bid may be extended by mutual agreement between the HCSO and the Awarded Supplier for up to three (3) additional two (2) year periods. The HCSO reserves the right to execute a contract extension or to allow the contract to fully or partially terminate and readvertise for Bid Packages, whichever is in the best interest of the HCSO.

The Awarded Supplier may request price adjustments at the time of contract extensions as provided for herein. If no request for price adjustment is received from the Awarded Supplier, the HCSO will assume the Awarded Supplier agrees that the optional term may be exercised without a price adjustment. Any adjustment request received after the execution of an extension may not be considered unless otherwise provided for in the Contract Document.

3.7 Work

Work shall encompass a minimum 5-year lifecycle of the technology solution, including the six (6) TCO components defined in Section 3.14 and all Category-specific integrations required for an operational situational awareness solution.

This SOW sets forth the minimum technical and functional specifications required for all solution categories and the mandatory TCO Verification Package for pricing submission. Beyond these minimums, this solicitation seeks to identify and reward 'Next-Generation' capabilities including AI-driven automation, enhanced analytics, and unified situational awareness interfaces that reduce administrative burden and enhance responder safety.

This solicitation requests solutions for possible equipment, products, or services which enhance Situational Awareness of the eligible purchaser.

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity.

3.8 Minimum Qualification Requirements

The Bidder must meet the following minimum qualification requirements. Bidders that do not meet these minimum requirements will not be considered for award.

3.8.1 To ensure the selection of a stable, long-term partner with a proven track record, Proposers must demonstrate at least five (5) years of experience in the public safety technology sector. To support this, Proposers must provide:

- evidence of current market share and industry awards,
- a comprehensive list of key multi-jurisdictional clients, and
- a minimum of three (3) professional references who have utilized the proposed solution for at least two (2) years.

3.8.2 All proposers must include a complete Proposer's Submission Checklist (see section 6.4) with their response.

3.8.3 The Bidder must have adequate equipment, finances, and personnel to satisfactorily and expeditiously furnish the goods or services offered.

3.8.4 The Bidder must have proper tools, equipment, facilities, and any other requirements to successfully perform the Work. All equipment needed to perform the Work that requires a State certification must have current certification in State where Work is to be performed prior to Work.

3.8.5 The Bidder must employ only qualified operators and workers who are skilled in the performance of the Work. All employees of the Bidder who will work in an HCSO facility or on a Hillsborough County property may be required to have a background check by the HCSO prior to beginning Work. All employees must comply with the HCSO's policies and procedures to include prohibiting the use of any tobacco products on any HCSO property.

3.8.6 By signing the Bid Package, the Bidder certifies that all services provided under the Contract Document resulting from this Bid, by the Bidder and all potential subcontractors, if approved, must be performed in the United States.

3.9 General & Platform Requirements

3.9.1 Sustained Operational Performance: The system must provide uninterrupted performance for a standard duty cycle (14 hours for the purpose of this solicitation), and the vendor must clearly state the system's guaranteed operational duration under continuous recording/use, providing documented testing to support the claim.

3.9.2 Security Certification: Solution must meet or exceed the requirements of the CJIS Security Policy. Supplier must provide independent documentation (e.g., FIPS 140-2 validation certificate for encryption modules) that demonstrates compliance with relevant federal security standards.

- Security Compliance Notice: Proposers must provide relevant security certifications for the products offered. Note: While CJIS audit reports, SOC 2 Type II, and FIPS certifications are mandatory for Digital Evidence Management (DEMS) and BWC systems, they may be marked as "N/A" for standalone environmental or situational sensors that do not store or transmit Criminal Justice Information (CJI).

3.9.3 Scalability and Capacity: The platform must demonstrate the capability to horizontally and vertically scale to accommodate the demands of the nation's largest potential users and must provide a transparent capacity planning methodology for agencies of all sizes. Proposers shall provide a detailed Scalability Plan outlining the transition from small pilot programs to enterprise-level deployments. Acceptance of the Federal Grant Compliance page within Appendix I Supplier Application packet assists to ensure product is made available to a variety of funding sources which may be available to eligible purchasers.

- Marketing Strategy: A brief overview of how the Proposer will promote this cooperative contract and its awarded discount structure to eligible entities to drive volume is to be included within the Scalability and Capacity narrative.

3.9.4 Evidentiary Quality: Video capture must provide forensically sound clarity adequate for identification and court presentation, with the vendor clearly specifying the maximum available resolution, frame rate, and compression technology.

The following value-add components of this category will be considered but are not required for award consideration:

1. Advanced Intelligence (Value-Add): The platform should ideally offer Generative AI capabilities to assist in administrative tasks, such as automated incident narrative drafting, real-time audio translation, and natural language data querying.
2. Behavioral Triggers (Value-Add): Proposed solutions should demonstrate the ability to initiate recording or alerts based on automated behavioral analysis (e.g., detecting a weapon drawn, holster activation, or physical trauma/impact).

3.9.5 Documentation of Performance Compliance: Proposers must provide verifiable, third-party documentation for all technical, security, and financial claims. This includes CJIS audit reports, SOC 2 Type II Reports, FIPS 140-2 certificates, and financial statements. References to documentation required for scoring are detailed in 6.4 and are mapped directly to the Evaluation Criteria in Section 4. Failure to provide the requested supporting evidence may result in a determination of non-responsiveness (Mandatory for DEMS/BWC; N/A for standalone sensors).

- Audited financial statements (Income/Cash Flow) and proof of at least five (5) years of experience in public safety technology will be reviewed as a verification of Corporate Stability.

3.9.6 Operational Execution & Order Fulfillment: To evaluate the corporate capacity of the Proposer, provide a brief narrative and visual representation of their standard operating procedure (SOP) for a typical agency engagement . This "Step-by-Step Order Workflow" must demonstrate how the Proposer manages the lifecycle of a purchase from initial inquiry to post-implementation support.

The response must explicitly address the following five (5) phases:

Phase 1: Quote Generation & Contract Alignment. Describe the process for providing a quote to an Eligible Purchaser. How does the Proposer ensure the Category Discount (Section 3.14.2) is accurately applied to the current MSRP?

Phase 2: Order Processing & Lead Times. Outline the internal workflow once a Purchase Order (PO) is received. Provide standard lead times for hardware delivery and software "provisioning" (account setup).

Phase 3: Implementation & Deployment. Describe the "White Glove" or remote onboarding process. Who is the primary point of contact during the hardware mounting, sensor calibration, or cloud configuration phase?

Phase 4: Training & Knowledge Transfer. Detail the execution of the "Train-the-Trainer" program. How is training scheduled, and what documentation is provided to agency administrators to ensure self-sufficiency?

Phase 5: Technical Support & SLA Escalation. Trace the path of a "Critical" support ticket. How does a field user move from a hardware failure notification to a resolution or replacement unit (RMA) under the proposed Service Level Agreement (Section 3.12.1)

3.10 Pricing Methodology & Living Vehicle Structure

This solicitation utilizes a Category-Based Discount Model to ensure the resulting contract remains a "living vehicle" for emerging situational awareness solutions. Rather than awarding fixed pricing for individual SKUs—which may become obsolete during the contract term—the Hillsborough County Sheriff's Office (HCSO) will award contracts based on Minimum Guaranteed Category Discounts. This structure ensures that any technology released during the 5-year term is automatically included in the contract at a pre-negotiated, auditable price point (MSRP minus the Awarded Category Discount). This model prioritizes long-term value and "Price Certainty" without the administrative burden of manual catalog maintenance.

3.10.1 Technical Capabilities vs. Financial Transactionality

Proposers must submit two distinct documents to support the evaluation of their solution:

- Solution Capabilities Overview: In lieu of a line-item product catalog, Proposers shall submit a comprehensive overview of their current ecosystem. This document must demonstrate the "Depth and Breadth" of the solution through narrative descriptions, technical specifications (e.g., battery life, IP ratings, encryption), and a Product Roadmap detailing planned technology categories for the contract term. This is used to evaluate the technical quality and vision of the vendor.

- TCO Verification Spreadsheet: This document serves as the transactional anchor of the proposal. It must translate the Proposer's discount logic into a format that proves Total Cost of Ownership (TCO). This spreadsheet is exampled as Appendix II with an Instructional tab, Discount Category Table tab, Evaluation Scenario tab(s), and an Order Workflow tab. NOTE that the Discount Category Tables and Order Workflows may require duplication should multiple Technology Ecosystem Categories be offered.

3.11 Digital Evidence Management System (DEMS) Requirements

3.11.1 Support high-speed, bulk ingestion and rapid retrieval of evidence files, regardless of volume, while maintaining data integrity and system responsiveness.

3.11.2 Retention & Compliance: Offer highly granular and automated policy engine functionality for deletion capabilities for non-investigatory data as applicable. For ALPR solutions, Proposers must provide explicit data purge policies, access controls, and proof of automated deletion capabilities for non-investigatory data to ensure compliance with varying state laws (e.g., Florida Statute Ch. 119.0712).

3.11.3 Built on an open, documented platform utilizing modern APIs (Application Programming Interfaces) to ensure seamless and supported integration with a wide variety of existing and future third-party public safety systems (RMS, CAD, etc.). Proposed solutions must demonstrate the ability to seamlessly integrate with existing eligible purchaser systems, including Records Management Systems (RMS) and Computer-Aided Dispatch (CAD) software via APIs or standard protocols.

3.11.4 Data Sovereignty: Vendors must clearly define and comply with data sovereignty requirements, allowing agencies to meet their jurisdictional needs regarding the physical location and storage of their evidence.

3.11.5 External Data Ingestion & Storage: The DEMS must allow for the manual and automated upload of third-party data and files not generated by the provider's native ecosystem. This includes, but is not limited to, case-related support documents, digital evidence from private citizens (e.g., cell phone video), and evidence exported from other law enforcement technology solutions.

3.11.6 Chain of Custody & Common Operating Picture: The core software should provide a unified, secure platform for the ingestion, storage, retrieval, retention, and chain-of-custody tracking of all video and digital evidence from all offered technologies. Preference will be given to systems providing a 'Common Operating Picture' (COP) that integrates live video, GPS breadcrumbs, and CAD/911 data into a single, map-based geospatial interface for real-time incident management. Proposers must provide a description of hashing algorithms (e.g., SHA-256) and immutable audit trails used to ensure courtroom-ready evidence.

3.11.7 Redaction & Public Records Capabilities: The DEMS must provide robust, AI-assisted redaction tools for both video and audio. The system must be capable of facilitating the redactions required by Section 119.071(2)(l), Florida Statutes, concerning recordings that are exempt from public records disclosure (e.g., recordings within a private residence or a facility providing healthcare).

3.11.8 Storage Architecture: Proposers must provide a pricing model for "Unlimited Third-Party Storage" within their financial proposal. If a vendor utilizes tiered storage for third-party files, they must explicitly define any associated caps or modification fees.

3.12 Hardware Requirements

All hardware must be ruggedized and proven capable of sustained operation in extreme and dynamic environmental conditions typical of national public safety operations (e.g., thermal shock, dust, humidity, immersion resistance).

Hardware designs must prioritize operator safety and intuitive operation, requiring minimal distraction during critical incidents and supporting rapid deployment with a minimal learning curve.

3.12.1 Reliability and Service Network: Equipment must demonstrate a proven Mean Time Between Failure (MTBF) that supports a minimum expected operational life of five years under rigorous duty cycles. Proposers shall provide documentation of their service/repair network and a map demonstrating their ability to provide timely on-site support across the United States. Proposers must also submit example Service Level Agreements (SLAs) showing guaranteed response and resolution times for Critical, High, and Low-severity issues.

3.12.2 Documentation of Hardware/Software Specifications: For every technology category proposed, the Proposer shall include detailed specification sheets. Proposers must also include a Project Management Plan outlining the transition from purchase order to "Go-Live" status, including risk mitigation strategies and details on "Train-the-Trainer" programs (on-site, remote, and self-paced). Evaluators will utilize the provided documentation to verify claims regarding battery life, ingress protection (IP) ratings, and encryption standards. Narrative assertions without supporting technical documentation will not receive full credit during evaluation.

3.12.3 Statutory Hardware Compliance: All hardware provided under this contract must comply with all applicable state and federal regulations. Specifically, all equipment and associated components must meet the security and manufacturing standards established in Section 112.22, Florida Statutes, and any subsequent administrative rules regarding authorized technology manufacturers.

3.13 Product & Hardware Specifications

3.13.1 Body Worn Camera (BWC) Variety: Vendors must propose a broad range of BWC models that cover different end-user needs, including ruggedized, high-definition, low-light optimized, and small-form factor options.

3.13.2 Unmanned Aerial System (UAS/Drone) Capabilities: Solutions must include various drone platforms (small tactical to large surveillance) with required accessories like thermal imaging, secure data links, and multi-sensor payloads. In addition to the technical specifications provided in the Proposer's narrative, all UAS flight platforms, controllers, and data-link hardware must be fully compliant with the "Drones in Government Act." Proposers must certify that all UAS hardware meets the requirements of Section 934.50, Florida Statutes, including the prohibition on the acquisition of drones from restricted manufacturers and adherence to state-mandated security protocols.

3.13.3 Fixed & Mobile Surveillance: Vendors must propose solutions for both fixed infrastructure cameras (e.g., public safety towers, building mounts) and mobile surveillance units (e.g., temporary deployable systems).

3.13.4 License Plate Reader (LPR) Systems: The LPR solutions must include both fixed-location readers and vehicle-mounted mobile readers, with a focus on high accuracy and all-weather operational capability. Must demonstrate that all data captured, particularly Automated License Plate Recognition (ALPR) data, is handled in a manner that preserves statutory exemptions. The Proposer's security architecture and data handling policies must ensure full compliance with the privacy protections and public record exemptions defined in Section 119.0712 and Section 119.071(2)(l), Florida Statutes.

3.13.4.1 Lane Capture Capacity: Proposers must specify the maximum number of lanes of traffic a single camera unit can accurately capture.

3.13.4.2 Performance Validation: Documentation must distinguish between units designed for single-lane precision and those capable of multi-lane capture (up to 3 lanes) without degradation in read accuracy or trigger speed.

3.13.5 Ancillary Equipment: The SOW requires the provision of all necessary ancillary equipment, including docking stations, mounting kits, in-car charging systems, secure data offload devices, and network infrastructure components needed for system operation.

3.13.5.1 Docking & Logistics: Proposers must provide options for both multi-bay and single-bay docking stations. To support decentralized logistics where officers start and end their shifts in the field, the Proposer must specify the availability and cost difference for single-bay docks assigned to individual officers versus centralized multi-bay configurations

3.13.6 Environmental Sensors: The Proposer should offer ruggedized, field-deployable hardware capable of real-time visualization of environmental data, including but not limited to air quality, gas detection, and thermal hazards. These devices must provide a common operating picture accessible by field personnel and command staff.

3.14 Total Cost of Ownership (TCO) & Discount Architecture

The goal of this model is to establish "Price Certainty" for all eligible purchasers without requiring the Lead Agency to perform line-item catalog maintenance. Evaluation is based on the integrity of the Proposer's pricing logic, the depth of the guaranteed discounts, and the operational reliability of the delivery workflow.

Any item, component, or service fee not associated with a specific awarded Category or Sub-Category Discount shall be deemed 'outside the scope' of this contract. Proposers are encouraged to define specific sub-categories for items requiring unique discount structures to ensure they remain available for purchase throughout the contract term.

3.14.1 Financial Transparency & Verification Package

To support the evaluation of Criterion 4.10.6, Proposers must provide a TCO Verification Package consisting of the following:

- **TCO Verification Spreadsheet**: An editable document containing the Category Discount Table, Anchor-Point tiered discount table, the itemized breakdown for the specific line items utilized in the Evaluation Scenario, and the Step-by-Step Order Workflow.

- **Mock Quote** (5-Year TCO Summary): A quotation illustrating the "All-In" cost (Hardware + Software + Storage + Support) for years 1 through 5 for the specific (Modular) Evaluation Scenario (3.14.10). This document is for scoring purposes only used to demonstrate the Proposer's ability to provide clear, itemized pricing without hidden fees. It is the proposer's responsibility to show that their Scenario Quote aligns with their stated Category Discounts.

- **Mock Invoice** (Sample "Day 30" Invoice): A mock-up of the actual first invoice an agency would receive from the "accepted" Mock Quote. This must reflect the items in the Mock Quote and clearly show the application of the contract, contract discount, shipping, and any one-time onboarding fees.

- **Step-by-Step Order Workflow** (Operations & Fulfillment): A narrative and visual map (contained within the TCO Verification Spreadsheet) detailing the lifecycle of a purchase from initial inquiry through implementation and post-go-live SLA support.

- **Explicit Fee Waive**r: By submitting a proposal, the Proposer explicitly acknowledges that any fee, surcharge, or cost component (including "convenience fees," "data egress fees," or "activation fees") not explicitly disclosed or accounted for in the Category Discount structure is waived for the duration of the contract.

3.14.2 Structure of the TCO Verification Spreadsheet

The TCO Verification Spreadsheet is the transactional anchor of the proposal. It is divided into three primary functions: the Award Basis, the Scenario Verification, and the Operations Workflow**.**

- The Category Discount Table (The "Award" Basis)

  Proposers shall establish a Minimum Percentage Discount off MSRP for each functional Sub-Category within the broad technology areas they are bidding. These percentages represent the "Price Ceiling" for the life of the contract. Any item added to the vendor's catalog during the contract term will automatically be available at the current MSRP minus this percentage.

  Proposers are encouraged to separate hardware components from professional services or technical labor to ensure competitive pricing for each billable component. This will ensure any future quotation remains within the scope of this contract.

  Any item within the Proposer's catalog that is not specifically listed in a specialty sub-category will automatically default to the broad 'Technology Category' discount rate.

  If the Proposer offers technical labor or installation, these must be listed as distinct sub-categories with their own minimum discount or hourly rate ceiling. A missing "Category Discount Table" may result in a non-responsive determination for that category.

  The awarded Minimum Category Discount serves as a "Price Ceiling." No line item on any quote may reflect a discount lower than the awarded minimum for that category. Any item requiring a unique discount structure must be explicitly proposed as a Sub-Category during the bid phase; otherwise, it shall default to the broad category rate or be deemed "off-contract.

Proposers must provide a single, fixed minimum discount percentage for each of the six components being offered. These discounts will be evaluated using a weighted formula to determine the relative financial value of the proposer's long-term pricing commitment.

This portion of the document also contains the Anchor-Point tiered discount table to assess the aggressiveness of additional quantity discounts offered. If no volume break is offered, the contract price must remain consistent across columns.

- Scenario Verification (The "Proof of Math")

  Evaluation Scenarios are hypothetical configurations used strictly for the purpose of scoring and verifying the Proposers pricing transparency. This Mock Quote does not constitute a binding order, nor does it represent the only configuration available under the resulting contract. The actual cost of any future purchase will be determined by applying the awarded Category Discount to the current, verifiable MSRP and services ceiling. **For the items represented strictly within the Mock Quote and Mock Invoice, Proposers must provide a line-item breakdown including:**

  - Item Description: Clear description including model numbers.
  - Manufacturer's List Price (MSRP): The current, verifiable price before discounts.
  - Cooperative Contract Price: The final price (MSRP minus the Category Discount).
  - Unit of Measure (UOM): (e.g., Each, Per User, Per Year, Per TB).
  - Applicable Warranty Terms: Explicitly state the duration and type of warranty included in the base price.

- The Order Workflow (The "Service" Basis)

  Proposers must provide a Workflow, or standard operating procedure of their own process from quote onwards within the TCO Verification Spreadsheet. This serves as a functional map of the vendor's operational execution—ensuring an Eligible Purchaser is not just buying a product, but a sustainable service model. This section will be evaluated based on the clarity of the path from "Order" to "Go-Live."

3.14.3 **Valid Dates**: All prices submitted must include a validity date or state they are firm for a minimum of the initial contract term.

3.14.4 **Component Clarity**: Suppliers are to organize their TCO Verification Spreadsheet to clearly separate and define the different cost components of the Total Cost of Ownership (TCO). This ensures that the Category Discount is applied transparently to each individual element of the solution.

Regardless of the technology ecosystem bid (CAT 1-5), these specific discount types are required. Proposers may self-identify sub-categories if required to differentiate discounts. Proposers should utilize the following structure when building their Scenario Verification tab:

	TCO Component	Requirement & Definition
CAT-1 35%	Primary Hardware (Cameras, Drones, Sensors)	All core physical devices required for system functionality (e.g., BWC units, Drone aircraft, ALPR cameras, and fixed sensors). Must list MSRP and the awarded Category Discount. Proposers are prohibited from bundling hardware costs into software fees.
CAT-2 10%	Parts & Accessories (Batteries, Mounts, Cables)	Supplemental physical items including batteries, mounting brackets, cabling, and replacement parts. These items must be billed according to the "Parts" discount tier to ensure price certainty for future maintenance needs.
CAT-3 35%	Software/SaaS (DEMS, AI, Cloud Licenses)	Recurring "Right to Use" fees, including Cloud/DEMS hosting, AI analytics, and data storage. Must specify the Unit of Measure (UOM) (e.g., per-user, per-device, or per-TB). "Unlimited" storage must be explicitly defined.
CAT-4 10%	Support & Maintenance (SLAs, Refresh Programs)	Multi-year Service Level Agreements (SLAs), technical support, and proactive hardware refresh programs (e.g., "Technology Refresh" cycles) for Years 2–5 (minimum). This pillar ensures long-term operational integrity.
CAT-5 5%	Professional Services (Installation, Calibration, Training)	One-time technical labor for installation, field configuration, and sensor calibration. This includes Cost-Plus schedules for complex infrastructure (Ref 3.13.5) where third-party contractors are required.
CAT-6 5%	Training	Dedicated costs for "Train-the-Trainer" programs, user certifications, and instructional materials. This must be a standalone line item to allow the Agency the option to opt-out and utilize internal trainers.

Unlimited Native Storage: Refers to data generated exclusively within the Proposer's technology ecosystem (e.g., their own body cameras or LPRs).

Unlimited Third-Party Storage (CAT-3): Explicitly defined as data generated related to an investigation from technology *outside* the vendor's ecosystem, such as private citizen cell phone video, documents, or exports from other law enforcement agencies.

3.14.5 **Documentation and Format**:

The following formatting and submission requirements must be strictly adhered to:

- Format: The TCO Verification Spreadsheet must be submitted in an editable, searchable electronic format (e.g., Microsoft Excel or a similarly functional spreadsheet program).
- Cross-Reference: The TCO Verification Spreadsheet must clearly reference the specific Product or Hardware technology category from the documentation provided in the proposal package Product Catalog. The TCO Verification Spreadsheet must also be the basis for quotation and invoicing alike.
- Invoice matching over multi-year span: Invoicing resulting from any purchases under this contract must be able to match Category Discounts from the submitted TCO Verification Spreadsheet. Clear and understandable payment structure, when required, will be quoted and invoiced matching line items from the submitted pricing.
- Custom Services & Cost Plus Pricing: For complex field installations (e.g. fixed ALPR infrastructure) where standardized MSRP pricing for labor is unavailable, suppliers may provide a ‘cost-plus’ or ‘fixed-fee’ labor schedule. However, all associated hardware components must still adhere to the proposed Category Discount percentage ceiling.

By adhering to these requirements, suppliers can use their established internal systems while guaranteeing all necessary data points are present for eligible purchasers to accurately budget for recurring expenditures and demonstrate the long-term financial viability of the proposed solution.

3.14.6 **All proposed pricing must be**:

Line-Item Pricing, Percentage Discounts from Catalog Pricing, Cost-Plus Pricing, or a combination of these:

- Line-item Pricing is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
- Percentage Discount from Catalog or Category is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services . Individualized percentage discounts can be applied to any number of defined product groupings. Suppliers will be responsible for providing and maintaining current published MSRP with FSA CPP and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.
- Cost-Plus Pricing puts the financial risk on the eligible purchaser. To get this approved, a supplier will provide:
  - An example of their Detailed Cost Breakdown: A transparent list of direct costs, including hourly labor rates by role, material costs, and any subcontractor fees.
  - Proof of Overhead Rates: Documentation explaining their "indirect" costs (like office rent or utilities) and how they are allocated to your project may be requested.
  - A clear definition of the profit margin. This is usually either a Fixed Fee (a set dollar amount regardless of total cost) or a Percentage Fee (a set % of the total cost), with a not to exceed cap and may be required to be quoted.
  - Audit Rights: The eligible agency's financial team can audit the vendor's books at any time to verify that the "costs" being billed are actual and accurate.

3.14.7 **The proposer's not to exceed price.** A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.

3.14.8 **Travel and Per Diem:** If on-site installation, training, or support is required, the Proposer must provide an estimated travel budget within the TCO Package. All travel-related expenses (lodging, airfare, meals, and incidental expenses) shall be invoiced as a pass-through cost. Eligible Purchasers will only reimburse travel expenses at the actual cost incurred, provided they do not exceed the current GSA Per Diem rates for the destination location (Tampa, FL or relevant service area). No administrative markups or "service fees" on travel expenses will be permitted.

3.14.9 **Stated in U.S. dollars.** All pricing must be presented in USD.

3.14.10 **Modular Standardized Evaluation Scenarios**
Proposers must provide a Sample Five-Year Scenario for EACH broad category in which they are submitting a proposal. Sub-Categories of a broad Technology Category do not necessitate additional Mock Quotes/Invoices. If your solution covers multiple technology categories (e.g., BWC and Drones), you must submit a separate scenario for each category applicable to demonstrate your pricing clarity across your entire product line. The "Mock" Quote must reference Scenario and Solicitation Number.

Scenario A: Video Evidence (BWC & In-Car)
For vendors proposing Body-Worn Cameras, In-Car Video, or DEMS.

- Hardware: 50 Body-Worn Cameras (with 5 multi-unit docks) and 10 In-Car Dual-Camera Systems.
- Storage: 5 Years of Unlimited Cloud Storage for 60 total users.
- Service: 5 Years of 24/7 support and 1 hardware refresh at Month 36.
- Training: 2 days of on-site "Train-the-Trainer" for 5 staff members.

Scenario B: Unmanned Aircraft Systems (UAS)
For vendors proposing Drone/UAS hardware and flight management software.

- Hardware: 3 "Tactical/Small" UAS units and 1 "Long-Range/Thermal" UAS unit. Include 3 extra batteries per unit and 1 ruggedized controller per unit.
- Software: 5-year subscription for Flight Management and Live-Streaming software for 5 pilots.
- Service: 5 Years of maintenance/repair coverage (e.g., "Crash Protection" or accidental damage insurance).
- Training: Initial pilot certification/onboarding for 5 pilots.

Scenario C: Automated License Plate Recognition (ALPR)
For vendors proposing fixed or mobile license plate reading solutions.

- Hardware: 5 "Fixed Site" Solar/AC LPR units and 2 "Mobile" vehicle-mounted LPR kits.
- Software: 5-year data hosting and analytical software subscription for an unlimited number of agency users.
- Service: 5 Years of cellular data connectivity (if required) and 24/7 hardware monitoring.
- Training: Remote "Admin & Investigative User" training for up to 10 staff members.

Scenario D: Specialized/Other Situational Awareness Technologies
For vendors proposing technologies not covered by above (e.g., Gunshot Detection, AI Analytics, specialized sensor networks, or tactical surveillance).

- Hardware/Sensors: 10 "Standard Units" or "Sensor Sites." Include all mounting hardware, specialized enclosures, and initial connectivity components (e.g., gateways/routers) required for a complete deployment.
- Software/Platform: 5-year enterprise or per-unit subscription for the core platform, including all analytical features and data hosting.
- Implementation: 1 Lot including project management, remote system configuration, and data integration services.
- Service & Maintenance: 5 Years of 24/7 technical support and a 5-year hardware warranty or maintenance agreement (including firmware/software updates).
- Training: Comprehensive remote or on-site user training for 10 "Power Users" or System Administrators.

3.15 Vendor Responsibilities

The selected supplier(s) will be the single point of accountability for everything provided under the resultant contract.

If Supplier relies on distributors, resellers, or subcontractors to deliver any equipment, products, or services:

- The Supplier must clearly identify all parties involved (including any subsidiary companies).
- Supplier remains solely responsible for the quality, performance, and successful completion of all aspects of the solution provided by those parties to the purchaser.

The responsibility for ensuring that goods and services comply with federal and state regulations is a shared obligation between the awarded supplier and the procuring agency.

3.16 Miscellaneous Requirements

The awarded supplier must provide valid proof of current general business liability insurance and workers' compensation insurance prior to contract award and before commencing any work under the agreement.

HCSO requires proof of registration as an entity to legally operate in Florida, see Florida Department of State, Division of Corporations for additional information (https://dos.fl.gov/sunbiz/).

3.17 Funding

In the case of certain purchasers, including state agencies, funds expended for the purposes of the Contract Document resulting from this Bid must be appropriated by the Florida Legislature, the individual participating agency, or the agency's appropriating authority for each fiscal year within the contract period. For such purchasers, their performances and obligations to pay for goods and/or services under any resulting contract, or purchase order, are contingent upon such annual appropriation by the Legislature, individual agency, or by the appropriating authority. Therefore, any contract or purchase order with such a purchaser shall automatically terminate without penalty or termination costs in the event of non-appropriation. See also 5.19 Appropriation of Funds.

3.18 Location of Work

The location(s) for the performance, completion, or delivery of the Work shall be determined and agreed upon exclusively between the Awarded Supplier and the Eligible Purchaser at the time of the quotation request and acceptance.

Due to the potential of national awards, Bidders are required to provide a geographic coverage map applicable to the Work offered within their submission.

3.19 Purchase Orders

All purchases under this Contract shall be initiated exclusively by a written purchase order ("Purchase Order") issued by an Eligible Purchaser to the Awarded Supplier. No goods or services shall be provided, nor shall any obligation arise, until a valid Purchase Order is issued.

Each Purchase Order shall, at a minimum, include the following information:

- *For HCSO purchases*, the HCSO solicitation number and title
- The FSA contract number and title
- The Purchase Order issue date
- A detailed description and quantity of the goods and/or services being purchased
- The Eligible Purchaser's legal entity name, authorized contact name, telephone number, and email address

Within fifteen (15) calendar days of receipt of a Purchase Order, the Awarded Supplier shall complete and provide to the Eligible Purchaser, without request, either a Confirmation of Order form or a written affirmation of order acknowledging receipt and acceptance of the Purchase Order. Any additional information required to complete such confirmation shall be obtained by the Awarded Supplier directly from the Eligible Purchaser.

The Awarded Supplier shall be solely responsible for ensuring that all orders are fulfilled in full compliance with the Contract Documents and the applicable Purchase Order. Any nonconforming delivery resulting from the Awarded Supplier's failure to comply with the Purchase Order or Contract requirements shall be corrected at no additional cost to the Eligible Purchaser.

Purchase orders submitted to the FSA CPP must include all of the following:

- The FSA contract number and name
- The Eligible Purchaser's entity name, contact name, phone number and e-mail address
- Purchase order number
- Purchase order issue date
- List of goods/services purchased
- Price of goods/services
- Options by item
- Estimated delivery date

Purchase orders vary in format and information provided. If a purchase order does not include the required information, the Awarded Supplier must submit supplemental documentation to the FSA CPP at the same time the purchase order is due. Such information may be in bid quotes, equipment proposals, confirmation of orders, or other documents. If an Eligible Purchaser does not use purchase orders, written communication from the Eligible Purchaser to the Awarded Supplier will be provided to the FSA CPP. Purchase Orders must be submitted with the quarterly reports.

3.20 Quarterly Reports

Quarterly Reports are the contractual responsibility of each Awarded Supplier. Quarterly reports must be completed electronically. Quarterly reports which do not adhere to the required format or are not complete of all Purchase Orders received and/or deliveries made during the quarter will be returned to the reporting Awarded Supplier for correction.

Quarterly reports are due no later than the 15th day of the month following the end of the quarter. Quarterly reports shall follow the schedule below for the duration of the contract. If a contract extension is executed, the quarterly reports will maintain the same schedule for future reporting periods.

Quarter 1	October 1 - December 31	Q1 Report Due:	January 15
Quarter 2	January 1 - March 31	Q2 Report Due:	April 15
Quarter 3	April 1 - June 30	Q3 Report Due:	July 15
Quarter 4	July 1 - September 30	Q4 Report Due:	October 15

Quarterly reports must be submitted even if there are no sales or no deliveries in a quarter. If Vendor has no sales within a quarter, the Vendor shall indicate "No sales this quarter" or "No deliveries this quarter" to FSA CPP by e-mail to Reports@flsheriffs.org

The FSA CPP reserves the right to modify the procedure for submitting quarterly reports during the term of the contract. Such a change shall not materially modify the substance of the information to be reported but may change the method by which future quarterly reports are to be submitted. In the event of such a change, the FSA CPP will provide written notice to all Awarded Suppliers of the method by which future quarterly reports are to be submitted.

3.21 Administrative Fee

The FSA CPP charges three quarters of one percent (0.0075%) to administer the Contract Document resulting from this Bid. The administrative fee is the contractual responsibility of each Awarded Supplier.

After receipt of payment from contract purchases, the Awarded Supplier shall remit all administrative fees to the FSA CPP no later than 15 calendar days after the end of each quarter. All fees payable to the FSA CPP during any given quarter will be accompanied and supported by a quarterly report.

The administrative fee will remain payable to the FSA CPP, and no relief from payment of the administrative fee, nor any additional charge to recoup the administrative fee, will be permitted if the Awarded Supplier failed to incorporate the administrative fee in its Bid Package pricing. The administrative fee should never be listed as a separate line item on any purchase order or invoice.

The administrative fee shall be calculated based upon the total purchase order value for all new goods and/or services purchased through the contract. The fee shall expressly exclude any value attributed to trade-ins. Furthermore, trade-ins, extended warranties, credits, or other forms of exchange shall not reduce, offset, or otherwise affect the calculation of the administrative fee.

The ACH form for electronic payment or wiring of funds is included in Exhibit B. It is the preference of the FSA CPP that all payments be electronically paid and submitted. If ACH is not available, checks for the cooperative administrative fee can be sent to:

Florida Sheriffs Association
Cooperative Purchasing Program
2617 Mahan Drive
Tallahassee, Florida 32308

The Awarded Supplier shall maintain an accounting of all purchases made by Eligible Purchasers under the Contract Document. The FSA and the HCSO reserve the right to audit the accounting for a period of four (4) years from the date the FSA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the HCSO or the FSA. In the event such audit reveals an underreporting of contract sales and a resulting underpayment of administrative fees, the Awarded Supplier shall promptly pay the FSA the amount of such underpayment and shall be obligated to reimburse the FSA's costs and expenses for such audit.

3.22 Liquidated Damages

The Awarded Supplier warrants that the goods and services supplied to the Eligible Purchaser shall conform in all aspects to the standards set forth herein, and the failure to comply with this condition will be considered a breach of contract. Any liquidated damages levied because of inadequacies or failures to comply with these requirements shall be borne solely by the Awarded Supplier responsible for the same.

Failure to submit the administrative fees with accompanying quarterly reports to the FSA CPP within 15 calendar days following the end of each quarter may result in the imposition of liquidated damages. Awarded Suppliers failing to submit administrative fees and/or quarterly reports will incur liquidated damages in the amount of $25 for each calendar day that the fees and/or reports are past due, beginning on the 16th day following the end of the quarter.

If a civil action is initiated by the FSA to recover administrative fees or liquidated damages as set forth in this section, the prevailing party shall be entitled to its reasonable attorneys' fees and costs incurred in the litigation. The venue shall lie in the Circuit Court for the Thirteenth Judicial Circuit in and for Hillsborough County, Florida.

When quarterly reports are late, liquidated damages are to be included in the Awarded Supplier's quarterly report and administrative fees submission. Liquidated damages that remain unpaid beyond 45 calendar days may result in the FSA CPP, at its sole discretion, implementing contract compliance actions, including but not limited to, suspension, limited participation by specifications or zones, disqualification from future solicitations, or termination for cause pursuant to the terms and conditions of the Contract Document.

Failure to submit the quarterly report on time	$25 per calendar day
Failure to submit the administrative fee on time	$25 per calendar day
Failure to report a purchase order to the FSA CPP within 15 calendar days of the purchase order issue date	$100 per purchase order
Failure to report sales	0.0075% of the sales price plus 1.5% each month following the delivery date

The Awarded Supplier agrees and acknowledges that its failure to take any of the actions specified in the above schedule will result in liquidated damages to the Contract Document resulting from this Bid. The Awarded Supplier agrees and acknowledges that these liquidated damages are not intended to be and do not constitute a penalty, and that these amounts are reasonably calculated to compensate the FSA for the damages it will incur as a result of the Awarded Supplier's failure to take the specified actions.

3.23 Recalls

The Bidder shall provide within its Bid Package a detailed description of its process for issuing notifications of product recalls, including the method and timing of such notifications. In the event of any product recall, technical service bulletin, safety notice, or other significant advisory affecting goods or services procured under the Contract resulting from this Bid, the Bidder shall promptly issue written notification to the designated representatives of all participating Eligible Purchasers. Such notifications shall be made in a timely manner sufficient to ensure appropriate and immediate action by the affected parties.

3.24 Frequency

Work will be requested of the Awarded Supplier on an as needed, when needed basis.

3.25 Condition of Materials and Packaging

Unless otherwise indicated, it is understood and agreed that any goods offered or shipped on the Contract Document resulting from this Bid must be newly manufactured, latest model and design, and in first class condition, and that all containers must be new, suitable for storage or shipment, and in compliance with all applicable laws relating to construction, packaging, labeling, and registration.

3.26 Security

When applicable, or as specified by the Eligible Purchaser, the Awarded Supplier's personnel and/or subcontractors performing Work at HCSO or Eligible Purchaser facilities shall be escorted by authorized facility personnel at all times. The Awarded Supplier shall acknowledge and accept that Work may be interrupted at any time due to emergency, safety, or security-related situations. No additional costs or charges shall be permitted as a result of such interruptions.

It is further understood that entry and exit times for detention or other secure facilities may vary daily based on security conditions, and no additional compensation shall be provided for delays associated with security clearance or access procedures.

3.26.1 All persons entering any HCSO facility are prohibited from having weapons, cell phones, or tobacco/vaping products in their possession.

3.26.2 All persons entering any HCSO facility are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.

3.26.3 The HCSO detention facilities require all persons to wear long pants, and a shirt with the company logo is preferred. Shorts are not allowed.

3.26.4 All persons entering any HCSO detention facility are prohibited from wearing orange, red, or forest green clothing.

3.26.5 The HCSO detention facilities allow safety vests to be worn when Work requires it, but orange-colored safety vests are prohibited.

END OF SECTION

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Section 4: General Solicitation/Award Process Information

*This document utilizes a standard template . All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section 4.10, rather than price alone.*

4.1 Supplier Diversity

The HCSO shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the project, including but not limited to those relating to the Americans with Disabilities Act (ADA).

To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE), Veteran-Owned Small Business (VOSB/SDVOSB), and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.

4.2 Disadvantaged Businesses

As part of the solicitation process, the HCSO makes information publicly available to potentially qualified entities, and conducts additional outreach to qualified:

- Small business enterprises
- Minority-owned small businesses
- Veteran-owned small businesses
- Women-owned small business enterprises
- Disadvantaged business enterprises

The HCSO takes necessary affirmative steps to ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used, when possible, as recommended by 2 C.F.R. § 200.321. The HCSO will:

- Evaluate whether small, minority, women's, and veteran-owned businesses are potential sources.
- Place those qualified small, minority, women's, and veteran-owned businesses on solicitation lists.
- Search the Small Business Administration and the Minority Business Development Agency of the Department of Commerce for additional potential sources

Bidders are instructed to self-certify in their Bid Package whether they meet the state and federal definitions of a small business, minority-owned small business, women-owned small business enterprise, and/or disadvantaged business.

4.3 Acceptance and Rejection of Bid Package

The HCSO reserves the right to reject any or all Bid Packages, for cause, to waive irregularities, if any, and to accept the Bid Package(s) that, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to examine, add, and/or reject any items from any Bid or resulting contract(s) when deemed to be in the best interest of the HCSO.

4.4 Next Best Bidder

In the event of a default by the Awarded Supplier, or cancellation by the HCSO, the HCSO reserves the right to utilize the next best responsive Bid Package and responsible Bidder. In the event of this occurrence, the new Awarded Supplier shall be required to provide the Bid items at the prices as contained in their Bid Package, for the remainder of the award period.

4.5 Additions or Deletions to the Bid or Resulting Contract

The Hillsborough County Sheriff's Office (HCSO) reserves the right to add or delete any items from this Bid or any resulting contract(s) when such action is determined to be in the best interest of HCSO.

Any additions or deletions made prior to contract execution shall be considered Bid Amendments.

Any additions or deletions made after contract execution shall constitute a Change Order, which must be executed in writing and approved by the Chief Financial Officer (CFO).

The Change Order shall include a memorandum to the CFO, prepared by the designated Buyer, detailing the justification for the modification. The memorandum must be accompanied by the Awarded Supplier's written price quotation for each item to be added or deleted. Upon CFO approval, the modification will be incorporated into the existing contract and reflected on the original Bid tabulation and price sheet.

4.6 Modification Requests By Vender

A Vendor may formally request the addition or deletion of a good (item) or service from an existing contract. Any proposed modification must remain within the original scope and intent of the contract. HCSO reserves the exclusive right to determine whether the requested modification aligns with the contract's intent and serves the best interest of HCSO and any potential eligible purchasers. Approved requests shall be processed as Change Orders.

To initiate a modification request, the Vendor shall submit a formal written request to the HCSO Purchasing Section at purchasing@hcso.tampa.fl.us.

The request must be accompanied by at least one of the following supporting documents:

- Justification for the proposed modification
- Pricing support documentation
- Product literature or specifications
- Completed price proposal template
- Applicable market rate sheets or comparable pricing data

HCSO will review the submitted documentation to verify the fairness and reasonableness of the proposed pricing prior to approval or denial of the request.

4.7 Award

Award shall be made to the most responsive and responsible Bidder(s) whose proposal is determined to best satisfy the specifications, pricing, and other evaluation criteria set forth herein. The Hillsborough County Sheriff's Office (HCSO) reserves the right to make award(s) on an individual line-item basis, by group, or in the aggregate, whichever is determined to be in the best interest of the HCSO and/or participating Eligible Purchasers.

To ensure the timely and efficient completion of the Work, the HCSO further reserves the right to make multiple awards if, in its sole discretion, such action is deemed to be in the best interest of the HCSO and/or the Eligible Purchasers.

If the HCSO awards the contract, in whole or in part, to multiple Bidders, orders will be placed on an as-needed basis. The selection of which Awarded Supplier an Eligible Purchaser will place an order with may depend on price, lead time, and other operational requirements at the time of the order.

Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at time of the award. All Bidders responding with a Bid Package will receive a copy of the Bid tabulation.

Notification of Award will be sent to the Bidder(s) receiving the award. Bid results will be published on the HCSO website at https://TeamHCSO.com/Purchasing and Euna OpenBids at https://www.demandstar.com/.

If two (2) or more Bidders submit equally low and qualified Bid Packages, preference may be given to the Bidder whose principal place of business is located within the State of Florida. If all Bidders involved in the tie are either located within Florida or all located outside the state, the tie may be resolved by a coin toss.

4.8 Determination of Responsiveness

Determination of responsiveness will take place at the time of Bid Opening and evaluation. To be deemed a responsive Bidder, the Bid Package must conform in all material respects to the requirements stated in the Bid.

4.9 Responsible Supplier Criteria

Bid Packages will be verified to determine if qualifications and requirements are met. Bid Packages that do not meet all requirements of this Bid or fail to provide all required information, documents, or materials may be rejected as non-responsive. The HCSO will not request documentation of, consider, or give preference to a Bidder based on the Bidder's social, political, or ideological interests, when determining if the Bidder is a responsible Bidder.

Bidders whose responses, past performance, or current status do not reflect the capability, integrity, or reliability to fully, and in good faith, perform the requirements detailed in the Bid may be rejected as non-responsible. In determining a responsible Bidder, the following factors may be considered:

- Adequacy of facilities, staffing, and financial resources
- Previous experience with HCSO contracts or other similar government contracts
- Ability to provide excellent customer service, including on previous HCSO contracts
- Any other information relevant to the responsibility of a Bidder of which the HCSO is aware.

In addition to the requirements set forth by these terms and conditions, the HCSO reserves the right to request staffing, performance, and financial information from any Bidder during the evaluation process.

The HCSO reserves the right to determine which responses meet the requirements, specifications, and terms and conditions of the Bid, and which Bidders are responsive and responsible.

The HCSO further reserves the right to limit participation of Bidders who, in HCSO's sole discretion, are determined to present responsibility concerns that call into question the Bidder's ability to perform but that do not rise to the level of deeming the Bidder non-responsible.

4.10 Evaluation Criteria (1,000 Total Points)

The Evaluation Committee will evaluate responsive and responsible Proposals based on the following weighted criteria for scoring sections 4.10.1 through 4.10.5. Section 4.10.6 (Total Cost of Ownership) will be scored independently by the HCSO Financial Services Division based on the TCO Verification Spreadsheet, Mock Invoice and Mock Quotes submitted by the Proposer. Proposers should organize their responses to follow this outline to facilitate a streamlined evaluation.

4.10.1 Financial Viability and Marketplace Success (100 Points)

Objective: To ensure the supplier is a stable, long-term partner with a proven track record.

- (30 points) Corporate Stability: Audited financial statements (Income/Cash Flow) and proof of at least five (5) years of experience in public safety technology. (Ref. Section 3.8 & 3.9.5)
- (30 points) Step-by-Step Order Workflow: Initial quote through final training and SLA support. (Ref. Section 3.9.6)
- (20 points) Marketplace Success: Evidence of current market share and industry awards. (Ref. Section 3.8.1)
- (20 points) Past Performance: List of multi-jurisdictional clients and three (3) professional references with at least two (2) years of solution utilization. (Ref. Section 3.8.1)

4.10.2 Ability to Sell and Deliver Service (150 Points)

Objective: To evaluate the capacity to deploy and maintain compliance across diverse jurisdictions.

- (50 points) Scalability & Deployment Infrastructure: A detailed, technical roadmap for scaling the solution from a small pilot program to a large-scale, enterprise-level deployment. This includes logistical capabilities for hardware distribution, cloud infrastructure elasticity, and administrative support for high-volume device management. (Ref. Section 3.9.3)
- (50 points) Statutory Compliance & Privacy Documentation: Explicit documentation of the Proposer's ability to meet varying state-specific privacy and retention laws. Priority is given to Proposers who demonstrate a deep understanding of Florida Statute Ch. 119.0712 or 119.071(2)(I), as applicable , and the automated tools provided to ensure adherence to these regulations. (Ref. Section 3.11.7)
- (50 points) Data Purge & Integrity Policies: Evaluation of the automated mechanisms used to manage data lifecycles.
    - For ALPR Bidders: Evidence of automated deletion capabilities for non-investigatory data and strict access control logs.
    - For BWC/DEMS/Sensor Bidders: Evidence of sophisticated, logic-based retention and

purge workflows that mirror statutory requirements (Ref. Section 3.11.2).

- For all technology bidders: Evidence of configurable data lifecycle management tools that allow the Agency to define “expiration dates” for specific data types. Bidders must demonstrate how the system handles the permanent, forensic deletion of metadata and primary files once the retention period is reached.

4.10.3 Operations and Logistics Plan (100 Points)

Objective: To ensure infrastructure supports a national cooperative contract.

- (20 points) Geographic Coverage: Documentation of the broadest range of service/repair network and on-site support capabilities (Ref. Section 3.12.1).
- (35 points) Service Level Agreements (SLAs): Example SLAs for Critical, High, and Low-severity issues (Ref. Section 3.12.1).
- (25 points) Implementation Strategy: A Project Management Plan outlining the transition from Purchase Order to "Go-Live" (Ref. Section 3.12.2).
- (20 points) Marketing Strategy: Overview of how the Proposer will promote this contract to drive volume (Ref. Section 3.9.3).

4.10.4 Innovation and Value-Added Attributes (100 Points)

Objective: To reward efficiency through "Next-Gen" features and seamless integration.

- (30 points) Interoperability: Proof of integration with common RMS/CAD systems and open API documentation (Ref. Section 3.11.3).
- (20 points) AI Governance Documentation: Confirmation of adjustable guardrails without modification fees. (Ref. Section 3.3.1)
- (10 points) Advanced AI Tools: Evidence of efficiency tools such as Assisted Redaction or Automated Transcription (Ref. Section 3.9.4).
- (20 points) Chain of Custody: Description of hashing algorithms (SHA-256) and immutable audit trails (Ref. Section 3.11.6).
- (20 points) Training: Details on "Train-the-Trainer" and multi-modal delivery methods (Ref. Section 3.12.2).

4.10.5 Depth and Breadth of Offered Solutions (150 Points)

Objective: To evaluate technical quality and the security of the data environment.

- (60 points) Capabilities Overview: Narrative of the current ecosystem and product roadmap (Ref. Section 3.10.1, 3.12.2).
- (50 points) Technical Specifications: Detailed spec sheets for all hardware (Battery, IP ratings, MTBF) (Ref. Section 3.10.1, 3.12.2).

- (40 points) Security & Encryption: Proof of all validated encryption certificates and CJIS Security Policy compliance (Ref. Section 3.9.2).

4.10.6 Total Cost of Ownership - TCO (400 Points)

Objective: To reward both financial value and billing transparency. This section to be evaluated by the HCSO Financial Services Division Purchasing Section independently of the Technical Evaluation Committee. This is evaluated via the TCO Verification Package (Ref. Section 3.14).

Proposer Notice regarding Financial Evaluation: HCSO does not award points based on the lowest total dollar amount submitted in the TCO Scenario. Points are instead awarded for the Transparency, Auditability, and Stability of the financial model. A Proposer with a higher total price may outscore a lower-priced competitor by demonstrating superior discount depth, price stability, and administrative clarity.

4.10.6.1 Financial Transparency & Auditability (150 Points)

- Consistency (50 pts): Audit matching the Mock Quote, Mock Invoice, and Narrative.

  Formula: (Valid Points / 3) * 50
  HCSO will verify three matching points:

  1. Mock Quote Total is equal to Mock Invoice Total.
  2. Spreadsheet Line Items is equal to Narrative Description.
  3. Scenario Total is equal to the Sum of Parts.

- Clarity of "All-In" Cost (50 pts): Ease of identifying the 5-year lifecycle cost.

  50 Points awarded for providing an editable Excel with easily identified sections and complete with 5-year cost breakdown.

  25 Points awarded for providing TCO Verification Spreadsheet in searchable/calculable format.

  0 Points awarded for PDF only or missing 5-year totals.

- Simplicity of UOM (50 pts): Clearly defined Units of Measure to prevent "billing surprises."

  50 Points awarded for all items using fixed units of measure (each, annual, per user, hour, etc)

  -10 points deducted for every "usage-based" or "estimated" fee (e.g. "starts at," "variable data fees") any deductions will be verified with the Technical Committee.

4.10.6.2 Relative Financial Value (250 Points)

Pricing will be evaluated based on the Category Discounting Model. Proposers shall provide a firm-fixed percentage discount off their MSRP (Manufacturer's Suggested Retail Price) for each subcategory they are bidding. This model ensures the contract remains a 'Living Vehicle,' allowing for the addition of new products within an awarded subcategory as technology evolves, provided they adhere to the awarded discount rate.

- Competitive Discounting (100 pts): Depth of the "Cooperative Discount" relative to Offers from same Technology-Ecosystem Award Categories.

  (Lowest Proposer Average TCO Component Discount by Weight / Subject Proposer Average TCO Component Discount by Weight) * 100 (See 3.14)

- Category Discount (50 pts): Guaranteed discount percentages for future technology releases.

  (Subject Sum of Discount % / Highest Subject Sum of Discount % Offered in Category) * 50

- Quantity-Tiered Pricing (75 pts): Points for this component will be awarded based on the Proposer's "Efficiency Index," calculated across three (3) established Anchor Points.

  Calculation Method: HCSO will average the guaranteed minimum discount percentages provided by the Proposer for the following unit quantities: 10 units, 100 units, and 500 units.

  (Subject Average Anchor Discount / Highest Average Anchor Discount in Category) * 75

- Price Stability (25 pts): Documented caps on annual inflation or firm-fixed pricing.

  25 Points awarded for Firm Fixed pricing for the initial 5-year term.

  15 Points awarded for an annual escalation capped at a fixed % (e.g. CPI or 3% max).

  5 Points awarded where price is "subject to market" or includes "force majeure" or extraneous price adjustment clause.

  0 points awarded if no price stability statement is provided.

4.11 Evaluation Method

Initially, all Proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the Proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in the Section 4.10, Evaluation Criteria, and are presented in the same outline. It is, therefore, important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. The Section 4.10, Evaluation Criteria, offers details of the criteria below.

		POINTS
4.10.1	Financial Viability and Marketplace Success	100
4.10.2	Ability to Sell and Deliver Service	150
4.10.3	Operations & Logistics	100
4.10.4	Innovation and Value-Add	100
4.10.5	Depth and Breadth of Offered Solutions	150
4.10.6	Total Cost of Ownership (TCO) *comprised of:*	400
4.10.6.1	↳ *Price Transparency - 150*	
4.10.6.2	↳ *Relative Financial Value - 250*	
	Total:	1000

An Evaluation Committee consisting of a minimum of three (3) people will be convened. The committee will be comprised of personnel from various Eligible Purchasers as well as HCSO personnel. The Evaluation Committee will score criteria 4.10.1 through 4.10.5 as a composite of the Proposer's overall capability.

The Total Cost of Ownership criteria 4.10.6, based on the TCO Verification Spreadsheet and provided mock quote and mock invoice, will be scored independently by the HCSO for each specific Category bid to ensure fair financial comparison within that technology type where the most competitive or transparent offer in each sub-category sets the benchmark (100% of points) for other proposers. The TCO score is not a 'mathematical low-bid' calculation but an evaluation of Financial Transparency and Relative Value as defined in the TCO model. Use of the mandatory TCO Verification Spreadsheet is required to ensure all 'All-In' costs are identifiable; failure to utilize the provided Excel template may result in a zero score for 'Clarity' and 'Consistency' checkpoints.

The Assigned Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the HCSO and eligible purchasers, request a Best and Final Offer from the top ranked respondents.

4.12 Basis of Award

The Agency intends to award one or more contracts to the Proposers whose proposals are determined to be the "Best Value." To be considered for an award, a Proposer must achieve a minimum cumulative technical and financial score of 700 points (70%) out of the 1,000 total available points.

4.12.1 Any proposal receiving an aggregate score below this threshold, or a score of zero (0) in any critical security category—specifically Section 4.10.5 (Security & Encryption)—may be deemed non-responsive. The Agency reserves the right to make multiple awards to ensure a diverse and capable "Living Vehicle" of technology solutions.

4.12.2 Proposers should include all relevant information in its proposal, since HCSO cannot consider information that is not included in the Proposal. HCSO reserves the right to verify Proposer's information and may request clarification from a Proposer, including samples of the proposed equipment or products.

4.12.3 Depending upon the responses received in a given category, HCSO may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory. In the event a Proposer offers multiple categories, the provided Mock Quote and Mock Invoice (See 3.14.1) provided for each one will be evaluated for that category's score independently under the Total Cost of Ownership criteria.

4.12.4 A Proposer's documented negative past performance with HCSO or its Participating Entities occurring under a previously awarded HCSO contract may be considered in the evaluation of a proposal.

4.13 Protests

Any prospective Bidder that disputes the reasonableness or appropriateness of the Notice of Award, or notice of rejection, for any or all Bids, must submit a written notice of protest within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the Notice of Award, to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

4.13.1 The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Bidder or request a meeting to gain further clarification of the issue. Upon completion of this review process, the Buyer will make a recommendation to the CFO.

4.13.2 The CFO may concur with the recommendations or arrive at a separate decision. The decision of the CFO will be communicated to the protesting Bidder in writing. This decision, and the basis upon which it was made, will be communicated to the Bidder within five (5) business days following receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is allowable by submitting a written notice within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) requesting a management review of the decision. Final decision of an appeal will be made by the Sheriff.

4.14 Shipments and Delivery (if applicable)

Products ordered must be delivered in accordance with the delivery timelines specified in the Bid Package. Failure to meet these requirements shall constitute a breach of contract or default, allowing the HCSO to exercise its rights and remedies as outlined herein.

Upon receipt of a purchase order, the Awarded Supplier(s) shall ship the ordered goods to the HCSO or Eligible Purchaser within the time frame stated in the written estimate. If shipment cannot be made within the specified period, the Awarded Supplier must promptly notify the HCSO or Eligible Purchaser, provide the reason for the delay, and supply a revised estimated shipping date. If the revised delivery schedule is not acceptable, the HCSO or Eligible Purchaser reserves the right to cancel the order. All deliveries shall be freight prepaid, F.O.B. destination.

Deliveries under this Bid shall occur during the normal business hours of the HCSO or the applicable Eligible Purchaser. It is the responsibility of the Awarded Supplier to confirm these business hours prior to delivery.

Any backordered products must be fulfilled within sixty (60) calendar days from the original order receipt date. If the backorder cannot be completed within this timeframe, the HCSO or applicable Eligible Purchaser must be notified in writing. Upon notification, the HCSO or Eligible Purchaser may procure the required materials or items elsewhere and/or exercise its contractual options as provided herein.

4.15 Claims for Damaged/Missing Items

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

4.16 Invoicing and Payments

The Awarded Supplier shall invoice the Hillsborough County Sheriff's Office (HCSO) or the Eligible Purchaser for Work completed and/or items delivered. All invoices must contain a unique invoice number and must reference the corresponding HCSO or Eligible Purchaser purchase order number.

Invoices must mirror the structure of the awarded TCO Verification Spreadsheet. Discrepancies between contract pricing and invoice line items are grounds for rejection.

Invoices shall be submitted via email to AccountsPayable@HCSO.Tampa.FL.US, or to the designated Eligible Purchaser's Accounts Payable email address as specified in the purchase order or quotation request.

4.16.1 All quotes and invoices must reference the FSA's contract number and HCSO's contract number. When applicable, invoices submitted to an Eligible Purchaser must also reference the Eligible Purchaser's purchase order number and contract reference information.

4.16.2 At a minimum, all invoices for Goods and or Services shall include:

- Site location where the Work was performed (HCSO or Eligible Purchaser site)
- Description of Work completed
- A statement that all Work completed meets state and local codes
- As applicable, costs for supplies, parts, and equipment use plus percentage markup (cost + percentage markup). Supporting documentation for the Awarded Supplier's parts cost must be readily available for review by HCSO or the Eligible Purchaser
- As applicable, labor hours by labor type, labor hourly rate, and labor total (labor hours x labor rate)
- The corresponding HCSO or Eligible Purchaser purchase order number
- The FSA contract number

4.16.3 At a minimum, all invoices for goods/materials delivered shall include:

- Ship-to location (HCSO or Eligible Purchaser facility)
- Items shipped, including quantity and stock number
- For items priced using a percentage factor, the invoice must include the base price, the percentage factor, and the final price. Supporting documentation for base prices must be readily available to the Eligible Purchaser for review
- The corresponding HCSO or Eligible Purchaser purchase order number
- The FSA contract number

4.16.4 ACH and HCSO Purchasing Card (P-Card) are the accepted methods of payment. Please inquire at (813) 247-8276 or AccountsPayable@HCSO.Tampa.FL.US. Eligible Purchasers may provide their own designated payment contact information and instructions.

4.16.5 Payment shall be made in accordance with Chapter 218, Part VII, Florida Statutes, which states the Awarded Supplier's rights and the HCSO's or Eligible Purchaser's responsibilities concerning interest penalties and time limits for payment invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved invoice.

4.17 Escalation/De-escalation in Pricing

The HCSO will allow an escalation/de-escalation provision in the Contract Document that results from this Bid. The Awarded Supplier(s) shall have the opportunity to adjust the prices set herein during the renewal period for each term of the Contract Document. To be considered, any request for price escalation or de-escalation must be submitted by the Awarded Supplier(s) to the HCSO's Financial Services Division no less than sixty (60) calendar days prior to the end of each renewal period. Any proposed price escalation must result from circumstances beyond the reasonable control of the Awarded Supplier, including but not limited to force majeure events or other uncontrollable market factors, and shall not exceed the actual percentage increase imposed by the supplier or manufacturer. At the time of submission, the Awarded Supplier shall provide written documentation substantiating the price adjustment, as received from its supplier or manufacturer. Said substantiation shall be in the form of invoices, receipts, and/or other appropriate documentation showing the cost in effect at the time the Bid Package was submitted versus the cost in effect at the time of the price escalation request. Any price escalation must be substantiated to the satisfaction of the HCSO and shall only be effective upon acceptance by the HCSO in writing.

A price escalation request outside of the renewal process may be approved. The request must reference and include any source materials used as the basis for escalation justification, but must not include information that pre-dates the initial term of the Contract Document that results from this Bid. The request must also include the same written substantiation documentation as mentioned in the paragraph above. The HCSO will research the Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related sources and conduct an analysis to determine: 1) if the submitted justification and source materials are sufficient, 2) if the requested price escalation is fair and reasonable, and 3) if approving the request is in the HCSO's best interest. The HCSO reserves the right to negotiate, accept, or reject the request, or terminate the Contract Document and resolicit the commodities.

4.18 Default

The Contract Document resulting from this Bid may be canceled or nullified, in whole or in part, by written notice of default issued by the HCSO's Chief Financial Officer (CFO) to the Awarded Supplier(s). For purposes of this agreement, "default" shall mean any failure to perform in accordance with the terms, conditions, or requirements of the Invitation to Bid, the Bid, and executed Contract, including but not limited to non-performance, delay, or violation of any contractual provision.

In the event of such default, an award may be made to the next most responsive and responsible Bidder based on the evaluation criteria, or the specified commodities and/or services may be procured on the open market. Failure of the Awarded Supplier to deliver goods and/or services within the time frame specified in the Bid package, unless an extension has been granted in writing by the Financial Services Division, shall constitute a contract default.

Awarded Suppliers found in default may be removed from the HCSO supplier list and deemed ineligible for future contract opportunities at the sole discretion of the CFO.

4.19 Cancellation

When deemed to be in the best interest of the HCSO, any Contract Document(s) resulting from this Bid may be cancelled by the following means:

- 10 calendar days' written notice with cause, or
- 30 calendar days' written notice without cause

If it becomes necessary to terminate the Contract Document without cause, all goods and/or services provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and/or other Eligible Purchasers and will be considered for payment, providing documentation of said expenses is forwarded with the request for payment. An award may be made to the next best responsive Bid Package and responsible Bidder based on evaluation, or specified commodities similar to those terminated may be purchased on the open market.

END OF SECTION

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Section 5: General Legal Information

*This document utilizes a standard template . All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section 4.10, rather than price alone.*

5.1 E-Verify Requirement

Pursuant to § 448.095, Florida Statute, the Sheriff requires the Awarded Supplier, and any and all subcontractors, if permitted by agreement, to register with and utilize the E-Verify internet-based system to verify the work authorization status of all newly hired employees. If the Awarded Supplier enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier shall maintain a copy of such affidavit for the duration of the contract. Additional information about E-Verify is available at https://www.e-verify.gov/.

5.1.1 If the Sheriff has a good faith belief that the Awarded Supplier has knowingly violated § 448.09(1), Florida Statute, the Contract Document that resulted from this Bid will be terminated.

5.1.2 If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier and require the Awarded Supplier to immediately terminate the contract with the subcontractor.

5.1.3 Termination of any and all contracts and/or subcontracts as provided above does not constitute a breach of contract and may not be considered as such.

5.1.4 If the Sheriff terminates a contract with an Awarded Supplier as provided above, the Awarded Supplier may not be awarded a contract for at least one (1) year after the date on which the contract was terminated.

5.1.5 The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

5.2 Anti-Discrimination

The Awarded Supplier certifies that they are in compliance as applicable by federal or state law with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin.

5.3 Severability of Provisions

The covenants and provisions contained herein are separate and independent and in the event any section, paragraph, or provision herein shall be declared invalid, illegal, or unenforceable in any respect for any reason, the same will not affect any other section, paragraph, or provision in this document, which should be construed as if such invalid, illegal, or unenforceable section, paragraph, or provision had never been contained herein.

5.4 No Waiver

No failure or delay on the part of any party hereto in exercising any right, power, or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. Any waiver granted hereunder must be in writing and shall be valid only in the specific instance in which given.

5.5 Public Entity Crimes

Pursuant to §§ 287.132-.133, Florida Statutes, the HCSO, as a public entity, may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in § 287.017, Florida Statute, for Category Two ($35,000) with any person or affiliate on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to § 287.133(3)(f), Florida Statute. If you submit a Bid Package in response to this Bid, you are certifying that §§ 287.132-133, Florida Statutes, does not restrict your submission.

5.6 Manufacturer's Name

Any manufacturers' names, trade names, brand names, information, and/or catalog numbers when furnished are for the purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive, and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO, and such determination shall be final and binding upon all Bidders. The HCSO will not allow substitutions to the brand name, model number, or the configuration of the requested equipment or service unless authorized in writing. All items not specifically mentioned but which are standard factory items shall be included. Manufacturers' specification sheets shall be furnished upon request.

5.7 Independent Contractors

Nothing herein shall be construed to create any relationship of employer and employee, agent and principal, partnership, or joint venture between the Parties. Each Party is an independent contractor. Neither party shall assume, either directly or indirectly, any liability of or for the other party. Neither party shall have the authority to bind or obligate the other party, and neither party shall represent that it has such authority.

The relationship of an Awarded Supplier to the HCSO under the Contract Document that results from this Bid shall be that of an independent contractor. The Contract Document shall not be construed to create an employment relationship between the Parties. The Awarded Supplier(s) shall be responsible for payroll, payroll taxes (including Federal and State Withholding taxes, Federal Social Security taxes, and State Unemployment taxes); costs of any background checks, uniforms, and all other expenses of the Awarded Supplier in conjunction with the performance of this Contract Document.

5.8 Assignment of Contract

The Awarded Supplier(s) will not assign, transfer, convey, or otherwise dispose of the Contract Document that results from this Bid or any part thereof, or of its right title or interest therein, or its power to execute the Contract Document or any amendment or modification hereto, to any other person, company, or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy, or reorganization shall be considered an assignment.

5.9 Conflict of Interest

The Awarded Supplier agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of the HCSO's compliance with § 112.313, Florida Statute, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer's or employee's spouse or child, or any combination thereof, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

5.10 Governing Law and Jurisdiction

The Contract Document that results from this Bid and all amendments, modifications, alterations, supplements, and any disputes or claims arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of Florida. The Parties hereto irrevocably agree that the Thirteenth Judicial Circuit in and for Hillsborough County or U.S. District Court for the Middle District of Florida shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

5.11 Familiarity with Law

The Awarded Supplier is required to be familiar with all Federal, State, and local laws, ordinances, rules, codes, and regulations that in any manner affect the Work. Ignorance on the part of the Awarded Supplier will in no way relieve them from responsibility. Proposer acknowledges and agrees to the following Florida Statute mandates:

- Section 287.055 (Consultants' Competitive Negotiation Act - CCNA): To the extent that any Work or individual project under this contract requires professional services as defined by Florida law (including, but not limited to, professional engineering, architecture, or registered surveying and mapping for fixed infrastructure, mounting systems, or site development), the Awarded Vendor shall ensure all such services are performed in strict accordance with the CCNA.

- Section 287.133 (Public Entity Crimes): A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity for a period of 36 months following the date of being placed on the convicted vendor list.

- Section 287.135 (Scrutinized Companies): For any contract with a value of $1 million or more, the Proposer certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel.

5.12 Laws, Statutes, and Ordinances

The terms and conditions of the Bid and the resulting Contract Document shall be construed in accordance with the laws and statutes of the State of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this Bid and to the resulting Contract Document. While the Sheriff is not bound by Chapter 287, Florida Statutes, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

5.12.1 The Awarded Supplier's attention is directed to the fact that all applicable Federal, State, and local laws, ordinances, codes, rules, and regulations shall apply to the Contract Document, and they will be deemed to be included in the Contract Document the same as though written therein.

Florida law will govern all questions concerning the interpretation and execution of the Contract Document and shall also be controlling in any cause of action brought pursuant to the Contract Document.

5.12.2 The Awarded Supplier agrees that it shall observe and obey all the laws, ordinances, regulations, and rules of the federal, state, county, and city which may be applicable to its services, as well as the Standard Operating Procedures of the HCSO.

5.13 Federal and State Standards

It is the intent of the HCSO that all specifications herein are in full and complete compliance with all Federal and State of Florida laws, requirements, and regulations applicable to the type and class of commodities and contractual services being provided.

In addition, any applicable Federal or State legal or regulatory requirements that become effective during the term of the Contract Document that results from this Bid, regarding the items and services specifications, safety, and environmental requirements, shall immediately become part of the Contract Document. The Awarded Supplier shall meet or exceed any such requirements of the laws and regulations. If an apparent conflict exists, the Awarded Supplier will contact the FSA CPP immediately.

5.14 Federal Funding Certification (Optional)

Suppliers have the option to certify their willingness to accept purchase orders that are funded, in whole or in part, with federal funds. Suppliers may self-certify by completing and signing the Federal Grant Compliance Certification included in Appendix I and submitting it with their bid response.

By signing this certification, the Supplier acknowledges and agrees to comply with all applicable federal requirements outlined in Appendix I for federally funded purchases. This certification is optional and not a mandatory requirement of this Invitation to Bid or any resulting contract.

Suppliers are, however, required to indicate whether they opt in or opt out of accepting federally funded purchase orders. It shall be the responsibility of the Eligible Purchaser to verify each Supplier's compliance status prior to issuing a purchase order using federal funds or requesting reimbursement from a federally funded source. See also 3.14.

5.15 No Exclusivity

The Parties expressly acknowledge that this Bid and resultant Contract Document does not create an exclusive relationship between the Parties. The HCSO is free to engage others to perform services of the same or similar nature to those provided by the Awarded Supplier, and the Awarded Supplier shall be entitled to offer and provide services to others, solicit other clients, and otherwise advertise the services offered by the Awarded Supplier.

5.16 Information and Descriptive Literature

In their Bid Package, the Bidder must furnish all information requested in this Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature, and/or complete specifications covering the goods and/or services offered. References to literature submitted with previous responses will not satisfy this provision. Bid Packages which do not comply with these requirements will be subject to rejection.

5.17 Compliance with Occupational Safety and Health Act (OSHA)

The Bidder certifies that all materials/items contained in their Bid Package meet all OSHA requirements, if applicable.

5.18 Emergency

If and when an emergency requirement should occur, the HCSO reserves the right to deviate from the Contract Document that results from this Bid and procure the goods and/or services from the most available source.

5.19 Appropriation of Funds

The HCSO is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners (BOCC) in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this Bid for each and every fiscal year following the fiscal year in which such a contract is executed and entered into, and for which that contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Contract Document, provide prompt written notice of such event and, effective 30 calendar days after giving of such notice or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Contract Document. See also 3.15 Funding.

5.20 Florida Sheriffs Association

The HCSO has partnered with the FSA to make the contract prices and terms that result from this Bid available through FSA's CPP to FSA; any unit of local government, political subdivision, or agency of the State of Florida, including but not limited to counties, municipalities, sheriffs' offices, clerks, property appraisers, tax collectors, supervisors of elections, school boards or districts, water management districts, other special districts, police and fire departments, emergency response units, state universities and colleges, or other state, local, or regional government entities within the State of Florida; and any Eligible User, as defined in F.A.C. 60A-1.001(2), jointly the "Eligible Purchasers".

In addition, Contract Documents that result from this Bid may be extended and guaranteed to other entities, which can include out-of-state sales, in accordance with Awarded Suppliers' and manufacturers' agreements. Awarded Suppliers that wish to extend contract pricing to entities other than those defined above are governed by their manufacturers' agreements and must agree to the terms and conditions therein.

All transactions, purchase orders, invoices, and payments between the Awarded Supplier and an Eligible Purchaser will occur directly between the Awarded Supplier and each Eligible Purchaser individually. The Awarded Supplier must communicate directly with each Eligible Purchaser regarding the placement of orders, issuance of purchase orders, invoices, payments, and contract disputes.

5.21 Force Majeure

Notwithstanding anything to the contrary contained herein, neither party shall be liable for any delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, shortage of supply, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labor difficulties, or civil unrest. Notwithstanding the foregoing, in the event of such an occurrence, each party agrees to make a good faith effort to perform its obligations hereunder.

5.22 Certificate of Insurance

The policy(ies) shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff.

The Awarded Supplier shall not commence any work in connection with this Contract until he has obtained and provided copies of the same to the HCSO, nor shall the Awarded Supplier allow any Subcontractors to commence work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved. All insurance policy(ies) shall be with insurers qualified to do business in Florida. Sixty calendar days' notice of cancellation, non-renewal, or change in the insurance coverage is a requirement.

5.22.1 Workers' Compensation Insurance

The Awarded Supplier shall take out and maintain during the life of the Contract Document resulting from this Bid, Workers' Compensation Insurance as per statutory minimum requirements for all of their employees connected with the Work of this project and, in case any Work is sublet, the Awarded Supplier shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Awarded Supplier. Such insurance shall comply fully with the Florida Workers' Compensation Law. In case any hazardous Work under the Contract Document resulting from this Bid at the site of the project is not protected under the Workers' Compensation statute, the Awarded Supplier shall provide, and cause each subcontractor to provide, adequate insurance satisfactorily to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

Employer's Liability:

- $100,000 Limit each accident
- $500,000 Limit each aggregate
- $100,000 Limit disease each employee

5.22.2 Contractor's Public Liability and Property Damage Insurance

The Awarded Supplier shall take out and maintain during the life of the Contract Document resulting from this Bid, Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance and shall protect itself from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under the Contract Document resulting from this Bid whether such operations be by the Awarded Supplier or by anyone directly or indirectly employed by the Awarded Supplier, and the amounts of such insurance shall be the minimum limits as follows:

Comprehensive General:

- $300,000 bodily injury and property damage, combined single limit

Automobile:
- $300,000 bodily injury and property damage, combined single limit

5.22.3 Professional Liability Insurance (to the extent applicable to the Work to be performed)

The Awarded Supplier shall take out at its own expense, during the life of the Contract Document resulting from this Bid, Professional Liability Insurance in the amounts of:

Professional Liability:
- $500,000 per occurrence, and
- $1,000,000 aggregate

5.22.4 Comprehensive Insurance Coverage (to the extent applicable to the Work to be performed)

The Awarded Supplier shall take out and maintain during the life of the Contract Document resulting from this Bid, Comprehensive General Liability Insurance, and Comprehensive Automobile Insurance, and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under the Contract Document resulting from this Bid, whether such operations be by the Awarded Supplier or by anyone directly or indirectly employed by the Awarded Supplier, and the amounts of such insurance shall be the minimum limits as follows:

Bodily Injury:
- $300,000 per person per occurrence

Property Damage:
- $300,000 per occurrence

Automobile Liability:
- $300,000 bodily injury and property damage, combined single limit

Garage Liability:
- $1,000,000 each occurrence, combined single limit

Garage Keepers Liability:
- $100,000 collision and comprehensive per vehicle

5.22.5 An Eligible Purchaser may, at its sole discretion, negotiate alternate insurance requirements through a separate supplemental agreement executed between the Eligible Purchaser and the Awarded Supplier, provided that such alternate requirements satisfy the insurance standards and risk management needs of the Eligible Purchaser.

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5.23 Public Record

Any material submitted in response to this Bid will become a public document pursuant to § 119.07, Florida Statute. This includes material which the Bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after Bid Opening pursuant to § 119.07, Florida Statute. The Bidder agrees to comply with § 119.0701, Florida Statute, regarding maintenance and provision of access to all public records generated by the Contract Document with the HCSO that results from this Bid.

The HCSO requires that, at the conclusion of the selection process, the contents of all the Bid Packages be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Bid Package must be clearly stated in the Bid Package itself, and a redacted electronic copy must be provided by the Bidder. Proprietary information submitted in response to the Bid will be handled in accordance with applicable Florida Statutes.

If the Bidder has questions regarding the application of Chapter 119, Florida Statute, to the Bidder's duty to provide public records relating to the Contract Document resulting from this Bid, contact the custodian of public records at:

Hillsborough County Sheriff's Office
Records Section - Freddie Solomon Annex
1900 East 9th Avenue
Tampa, Florida 33605

The Records Custodian may also be reached at (813) 247-0960 or rec_request@HCSO.Tampa.FL.US.

END OF SECTION

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Section 6: Bid Package

*This document utilizes a standard template . All mentions of **'Bid'** should be read as **'Proposal.'** Evaluation will be based on the 'Best Value' criteria outlined in Section 4.10, rather than price alone.*

6.1 Bidder Order Instructions

Describe the preferred method of contact to request service, to be cited on tabulation.

Company Name:

Contact Name and Title:

Address:

City: State: Zip Code:

Office Phone: Mobile Phone: Fax:

E-mail Address:

Company Website:

6.2 Bid Contact Information

Provide the contact information for the individual submitting this Bid Package and ensuing Contract Document.

Company Name:

Contact Name and Title:

Address:

City: State: Zip Code:

Office Phone: Mobile Phone: Fax:

E-mail Address:

Describe below the preferred method of contact for questions regarding this Bid Package:

6.3 Exceptions to Bid

The following represents every deviation (itemized by paragraph number) to the foregoing sections of this Bid. If there is no deviation or exception, please write "N/A".

All Bidders should carefully read the entire document. Any deviation or exception (below) may cause their Bid Package to be rejected by the HCSO.

____

____

____

6.4 Response Checklist and Organization

To facilitate an efficient and objective evaluation process, Proposers are required to organize their technical and financial responses in direct alignment with the six (6) Evaluation Criteria categories defined in this solicitation. The evaluation committee will utilize a standardized scoring matrix mapped specifically to this structure; therefore, a response that mirrors this organization ensures that all "Value-Add" features and mandatory compliance documents are easily located and accurately credited.

Proposers should utilize the Proposer's Submission Checklist provided on the next page as the "Table of Contents" for their proposal. Each requirement listed in the checklist must be addressed with a corresponding page reference or clearly labeled attachment. Please note that the "Total Cost of Ownership" (Section 6) must be submitted as a separate, editable electronic file (Excel) as detailed in the Pricing requirements. Failure to adhere to this organizational structure—or the omission of mandatory supporting documentation such as CJIS certifications or the Sample Invoice—may be interpreted as a lack of administrative responsiveness and may negatively impact the "Financial Transparency" scoring.

- One (1) original **or** one (1) electronic copy of the completed Bid Package in its entirety
- One (1) redacted copy suitable for public record requests.
- Signatures as required for Acknowledgements, Addenda, etc.
- Appendix I - Supplier Application Packet: Must include the completed Application; W9; ACH Authorization with valid secondary verification method; business tax receipt or other government issued business license regardless of Supplier's current status.
- Mock Quote for each technology category offered
- Mock Invoice for each technology category offered
- Appendix II - Editable TCO Verification Spreadsheet, spreadsheet template
- Bid Packaging Label: As applicable, must be affixed to the outermost packaging of Bid Package

Feature	Comprehensive Product Catalog & Reponses	TCO Verification Package
Primary Goal	Demonstrate technical depth and breadth	Ensure price certainty and transparency
Content	Specs, MTBF, IP Ratings, and AI capabilities, Security (Below sections 1-5)	MSRP, Contract Price, UOM, Anchor Point Discounts, Workflow, Scenarios (Below Section 6)
Format	Narrative PDF with spec sheets	Editable/Searchable Spreadsheet, PDF Quotes/Invoice
Evaluation Focus	Technical and Operational	Price Transparency, Relative Financial Value

Evaluation Reference:	PTS		Category / RFP Sub-Criteria	Specification Refernce:	Content	Found in Submission at:
Section 1: Financial Viability & Success						
4.10.1.1	100	30	Audited Financials	3.8.1 3.9.5	5+ years of history required for maximum points.	
4.10.1.2		30	Step-by-Step Order Workflow	3.9.6	Narrative/visual of the lifecycle from quote to SLA support.	
4.10.1.3		20	Marketplace Success	3.8.1	Evidence of current market share and industry awards.	
4.10.1.4		20	Multi-Jurisdictional References	3.8.1	Minimum of three (3) references with 2+ years of use among multi-jurisdictional clients.	
Section 2: Ability to Sell & Deliver						
4.10.2.1	150	50	Detailed Scalability Plan	3.9.3	Roadmap for transitioning from pilot to enterprise-level rollout.	
4.10.2.2		50	§ Compliance and Privacy Documentation	3.11.7	F.S. 119.071(2)(l) compliance for healthcare/residence redaction as applicable. Documents to support all security claims.	
4.10.2.3		50	Data /Purge Policies	3.11.2	Proof of automated deletion capabilities for non-investigatory data as applicable.	
Section 3: Operations & Logistics						
4.10.3.1	100	20	Geographic Coverage	3.12.1	Documentation of the ability to provide on-site support and service/repair network area.	
4.10.3.2		35	Example Service Level Agreements	3.12.1	Resolution times for Critical, High, and Low-severity issues.	
4.10.3.3		25	Project Management	3.12.2	Timeline from Purchase Order to "Go-Live" status.	
4.10.3.4		20	Marketing Strategy	3.9.3	Plan to promote this contract to drive cooperative volume.	
Section 4: Innovation & Value-Add						
4.10.4.1	100	30	RMS/CAD Integration Proof	3.11.3	Proof of pre-built integrations and open API documentation.	
4.10.4.2		20	AI Governance & Guardrails	3.3.1	Confirmation of adjustable guardrails without modification fees.	
4.10.4.3		10	AI Tools	3.9.4	Evidence of efficiency tools such as Assisted Redaction or Automated Transcription, Advanced Intelligence or Behavioral Triggers	
4.10.4.4		20	Chain of Custody Documentation	3.11.6	Description of hashing algorithms (SHA-256), or similar, and audit trails.	
4.10.4.5		20	Training Program	3.12.2	Details on multi-modal delivery and trainer certifications.	
Section 5: Depth & Breadth of Solutions						
4.10.5.1	150	60	Capabilities Overview	3.10.1 3.12.2	Narrative of the current ecosystem and product roadmap, [roof of licensed engineering capacity for fixed infrastructure as applicable.	
4.10.5.2		50	Technical Specs	3.10.1 3.12.2	Battery life, IP ratings, and MTBF for all hardware.	
4.10.5.3		40	Security Certifications	3.9.2	Valid FIPS 140-2/3, SOC 2 Type II and CJIS audit reports (Mandatory for DEMS/BWC) as applicable	
Section 6: TCO Package (Scored by HCSO)						
4.10.6	400	(See 4.10.6)	TCO Verification Spreadsheet	3.14+	Includes the Category Discount Table (The "Price Ceiling") for each technology category ecosystem bid.	
4.10.6			Evaluation Scenario	3.14+	Line item detail for mock scenario(s) to ensure all requirements for go-live are included within the TCO Component Discount Table or proposer-defined subcategory.	
4.10.6			Mock Quote	3.14+	Summary for EACH technology category Scenario (A, B, C, or D) to match Evaluation Scenario and Mock Invoice.	
4.10.6			Mock Invoice	3.14+	Must match the Mock Quote and Evaluation Scenario	
4.10.6			MSRP List / Catalog Attestation	3.14+	Signed attestation or link to verifiable MSRP list.	

6.5 Distinguishing the Order Workflow

To ensure your proposal is scored accurately, please note the different purposes of the various workflows requested throughout this RFP:

Workflow Type	Location	Primary Purpose
Order Workflow	TCO Spreadsheet	Transactional Integrity: Maps the financial path from quote to invoice. Used to verify how discounts are applied and how the Agency "buys" the solution.
Implementation Narrative	Technical Proposal	Project Management: Describes the high-level strategy for deployment, staffing, and timeline. Focuses on "The Big Picture" of getting the system live.
Data Lifecycle Workflow	Security/Compliance	Data Integrity: Describes how data is ingested, retained, and purged according to Florida Statute. Focuses on the "life of the data" rather than the "life of the order."
Support & Escalation	SLA Section	Problem Resolution: Defines the path for technical support when things break. Focuses on post-deployment maintenance.

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6.6 Statement of No Participation

If, for any reason, you are unable or do not desire to participate in this Bid, please complete and return this Statement of No Participation to the e-mail Purchasing@HCSO.Tampa.FL.US or by fax to (813) 242-1826. Your choices or comments below will assist us in properly notifying you of future opportunities.

Specifications	Nature of Award
______ Specifications are too "tight" (i.e., limited to one brand or manufacturer)	______ Insufficient time was provided for response
______ Unable to meet specifications	______ Product or an equivalent is not offered
______ Specifications are unclear	______ Other

Please provide an explanation:

____

____

____

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We request to:

______ Remain on the HCSO's list for future solicitations in this service category	______ Be removed from the HCSO's list for future solicitations in this service category

Company Name: ______________________________

Officer Name and Title: ______________________________

Address: ______________________________

City: ______________ State: ______________ Zip Code: ______________

Office Phone: ______________ Mobile Phone: ______________ Fax: ______________

E-mail Address: ______________________________

Signature of Officer ______________________________ Date: ______________

6.7 Affirmation and Declaration (signature required)

At this present time, we understand all requirements and warrant that as a Bidder we will comply with all the stipulations included in the Bid. The undersigned must be an officer of the company, or a designated agent empowered to bind the company in contract.

The below named Bidder affirms and declares:

- The Bidder is of lawful age and that no other person, firm, or corporation has any interest in this Bid Package;
- That this Bid Package is submitted without any understanding, agreement, or connection with any other person, firm, or corporation submitting a Bid Package for the same purpose, and is in all respects fair and without collusion or fraud;
- That the Bidder is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- That no officer, employee, or person whose salary is payable in whole, or in part, from the HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise, in this Bid Package; in the performance of the Contract Document resulting from this Bid; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Bid Package shall remain open for 60 days following the Bid Opening.

6.7.1 Signature of Acknowledgement

The general terms and conditions outlined in the preceding pages are acknowledged. Our Bid Package is attached.

Respectfully submitted by:

____
Company Name

____
Company Officer Name (Printed) Date

____
Company Officer (Signature) Title

6.8 Bid Packaging Label

Below is the information required on the outermost packaging of your Bid Package for hard copy/paper submissions. Use this as a label.

URGENT - SEALED SUBMITTAL PACKAGE ENCLOSED

URGENT

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
SHERIFF'S OPERATIONS CENTER
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION
2008 EAST EIGHTH AVENUE
TAMPA, FL 33605

DESAT PACKAGE SUBMITTAL

From: ______________________________________

2026-010

DIGITAL EVIDENCE AND SITUATIONAL AWARENESS TECHNOLOGIES

OPENING DATE/TIME:
MONTH XX, 20XX 3:00pm EST

URGENT

END OF SECTION

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Section 7: Attachments

7.1 Attachment Number and Description or Contents

Appendix I	Supplier Application Packet
Appendix II	TCO Verification Package Template
Exhibit A	Draft Award Contract
Exhibit B	ACH Instructions to Pay FSA
Exhibit C	Evaluation Scoring Rubric

END OF SOLICITATION

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