

Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

2/14/2025

TO: ALL INTERESTED PROPOSERS

REQUEST FOR PROPOSAL: Comprehensive Security Risk Assessment

PROPOSAL NUMBER: 25-0238-RFP

PROPOSAL SUBMITTAL IS DUE: February 27, 2025 @ 3:00 P.M.

ADDENDUM NO. 1

Following are responses relative to referenced Request for Proposal (RFP):

QUESTION(S)/RESPONSE(S):

1. Question: We see that it's not a requirement, but is Pinellas County able to use a contract vehicle like GSA, Omnia, or NASPO to contract services?
Response: All pricing, contract or otherwise, may be used when submitting pricing.
2. Question: Are we able to bid on partial scope?
Response: One supplier will be awarded the entire project.
3. Question: How many URL's/Web Applications would you need tested?
Response: 12 applications for PEN test, 120+ Visible IPs External Vuln Scan.
4. Question: What DLP solution do you use?
Response: That information is only available to the awarded supplier.
5. Question: We'd like to better understand the existing security landscape. Could you provide details on the current security infrastructure, including the security tools and software currently in use for vulnerability management, SIEM, endpoint protection, and network security?
Response: That information is only available to the awarded supplier.
6. Question: The County requires Contractor to complete the initial assessment no later than three (3) months after the issue of a notice to proceed. All vulnerability assessment tasks must be scheduled and completed within this timeframe. Is this time negotiable. The rules of engagement for the Penetration Testing (as an example) will take time to typically the issue is coordination and agreement to proceed at the local customer level?
Response: Proposed timeline is preferred, however the timeline can be negotiated during contract finalization.



7. Question: Will the Penetration Testing be a Black Box test or credentialed?
Response: Black Box external, however some internal Web/Application testing will be grey.
8. Question: Has the County considered how long it will take to get s sign-ff on the Rules of Engagement for Penetration Testing?
Response: That will be decided in contract negotiation.
9. Question: The proposer will be required to present the findings of the initial report to the BTS Board at the earliest scheduled meeting after completion of the initial assessment. Is the BTS Board an executive group or technical in nature?
Response: BTS Board is an executive body and presentations should be of an executive nature.
10. Question: After the County completes the mitigation, the Contractor must complete a follow-up assessment to validate mitigation implementations and detect any new vulnerabilities. This phase is given thirty (30) days. Will the follow-up be question based or will new scans be required to determine that mitigations were put in place?
Response: Both.
11. Question: From a contractual standpoint, steps 5 and 6 are amorphous because the level of effort is not clear. Can the County please be more clear about the requirement for retesting and new validation?
Response: It is Pinellas County's goal to have an opportunity to mitigate high priority findings, which would be retested and validated by the supplier. The retesting and validation may require rescanning of mitigated items from the original assessment. The final report would reflect the validation of any mitigated issues.
12. Question: Have systems been characterized? (Hi, Low, Critical)
Response: Partially.
13. Question: Is there an incumbent, who?
Response: The last awarded supplier was RSM US LLP.
14. Question: Is there a small workspace onsite for contractor support?
Response: Yes?
15. Question: Are there previous assessment reports for review of the winning bidder?
Response: No, the previous reports will not be provides to the awarded supplier.
16. Question: NIST CSF 2.0 Assessment: Evaluate the County's current security posture against the NIST Cybersecurity Framework (CSF) 2.0 including a qualitative report for each agency that follow Florida State standards. Where can the Florida standards be found?
Response:
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=282.3185&URL=0200-0299/0282/Sections/0282.3185.html
<https://cyberflorida.org/cip/>
17. Question: Can you please provide a high-level inventory of the resources (incl. estimated qtys) deployed within the cloud environments you would like assessed?
Response: That information is only available to the awarded supplier, however 12 applications will be selected for PEN testing which would include some cloud assets.
18. Question: Can a vendor bid on parts of the contract, or do they need to fulfill all aspects of the RFP?
Response: One supplier will be awarded the entire project.

19. Question: How many agencies within Pinellas need a report for NIST, and does Pinellas County require unique reports for each one (ex. one report for all the agencies or one for each)?
Response: 14 agency NIST reports and one overall Pinellas County Enterprise NIST report.
20. Question: The RFP mentions "other applicable regulations" what are these other regulations?
Response: Should be "and any other applicable regulations" that may be discovered or regulated before or during the assessment.
21. Question: Does Pinellas have an OT network, and will that be in scope for any of the pen testing or security assessments?
Response: While the Pinellas OT/ICS/SCADA is not specifically targeted, it is not being excluded from any PEN testing, vuln or risk exposure or findings.
22. Question: How many people at each agency will be interviewed?
Response: There should be a primary for each agency (14), it is possible that each agency may invite a backup or alternate.
23. Question: The RFP says there are 30,000 IPs but list a total of 7600-7800 devices in the network makeup. Are the additional ~22,000 IPs all live and pingable? If so, what types of devices are they?
Response: The other IPs are a mix of phones, IoT, network connected devices, WiFi or VPN subnets.
24. Question: Is the RFP requesting completely blind discovery for the external or internal pen testing? Or will Pinellas provide starting IP ranges?
Response: External class B should be a blind discovery for external as well as potential vuln and breach testing. Internal more detailed subnets will be provided for targets vuln and pen testing, sample testing is acceptable for endpoint subnets when assessing endpoint vulnerabilities.
25. Question: Does Pinellas want to retest following 90 days of remediation of Critical and High recommendations on Internal and External networks or Web apps?
Response: It is Pinellas County's goal to have an opportunity to mitigate high priority findings, which would be retested and validated by the supplier. The retesting and validation may require rescanning of mitigated items from the original assessment. The final report would reflect the validation of any mitigated issues.
26. Question: How many SSIDs will need to be tested for wireless?
Response: 4 Wireless SSIDs
27. Question: How many host OSes in AWS and in Azure?
Response: 46 Linux AWS, 28 Windows AWS, 18 Windows Server Azure, 18 VDI Azure
28. Question: Regarding the 12 critical applications to be tested:
a. How many user inputtable pages are there in each application?
b. How many use roles for each application need to be tested?
c. Where are these applications hosted? Internally or in AWS/Azure?
d. Does Pinellas want a separate report for each application?
Response: a. Numerous inputtable pages. Actual numbers will be discussed with selected supplier. b. Primary testing is anticipated to be unauthenticated. However, for authenticated testing only one role will be provided. c. Both Internally and in external cloud providers such as AWS/Azure. d. Yes, a report of finding is requested for all 12 applications.
29. Question: Does Pinellas want the NIST and other interview-type assessments to be performed on-site or can they be performed remote?

Response: On-Site, remote, or hybrid is acceptable.

30. Question: How many IT and Security Staff do you have?

Response: 180 IT / 5 Security

31. Question: Are you looking for Remediation Services and/or vCISO Services built into the cost of the 3-month Mitigation period after the initial report?

Response: No. Any mitigation services would be established through a separate competitive procurement process.

32. Question: Are you looking for an updated Risk Assessment after the mitigation period is complete?

Response: It is Pinellas County's goal to have an opportunity to mitigate high priority findings, which would be retested and validated by the supplier. The retesting and validation may require rescanning of mitigated items from the original assessment. The final report would reflect the validation of any mitigated issues.

33. Question: Are you looking for Mitigation before or after Quantitative Assessment?

Response: It is Pinellas County's goal to have an opportunity to mitigate high priority findings, which would be retested and validated by the supplier. The retesting and validation may require rescanning of mitigated items from the original assessment. The final report would reflect the validation of any mitigated issues.

34. Question: Have you had a NIST Quantitative and or Quantitative Risk Assessment in the past 12 months?

Response: NIST CSF 1.1

35. Question: How many SSID's do you want pen tested of WiFi?

Response: 4 Wireless SSIDs

36. Question: How many devices are expected to be detected in the 33,000 active IP's?

Response: 33,000 is the estimated active IPs.

37. Question: Do you want all devices pen tested or sampling?

Response: For most endpoint networks, sampling will be acceptable. Critical infrastructure networks (Server, Router, Firewall, Remote Access, etc.) would require more detailed assessments.

38. Question: What compliancy standards was the past assessment done against CFS-800-53 HIPAA etc.? / How long ago was it done? / What was the budget for that project?

Response: The past assessment information is not a requirement for submitting a proposal for this advertisement that is focusing on the current cybersecurity needs and challenges facing Pinellas County.

39. Question: Can pen testing be done onsite / remotely or a hybrid?

Response: External testing (External Vulnerability & External Penetration Test) would be possible remotely, internal testing (Vulnerability & Penetration) may be remote if the supplier has such means, else it will be required on premise.

40. Question: What time of day/week can we conduct vulnerability and pen testing?

Response: External and non-disruptive could be done any time, targeted grey testing that could be disruptive would be discussed and scheduled with the awarded supplier to have the least impact to business.

41. Question: Could you clarify what is in scope in the "Security Architecture Assessment?"

Response: Review the County's security architecture and identify potential design flaws and weaknesses.

42. Question: Would you please clarify whether business impact analysis is in scope for this assessment?

Response: Business impact analysis is not a requirement of this assessment.

43. Question: What is the County's budget for this project?

Response: The County does not provide the budget for advertised projects.

44. Question: Excluding redundant or firewalls running in HA mode, how many firewalls are in scope?

Response: 115 firewalls (60 of those are part of HA pairs)

45. Question: How many routers | switches are in scope for a configuration review? Are the web applications Internet-facing or internal only?

Response: 100 routers / 600 switches, web applications are internal and/or internet facing depending on the business need.

46. Question: How many web applications are in scope?

Response: All web applications are in scope for basic vulnerability scanning and breach opportunities. 12 Proposed Applications for overall Application Security Posture and Penetration Testing.

47. Question: How many unique databases are in scope for database-specific testing? If databases are in different locations, can all locations be reached from one central location?

Response: All databases are in scope for basic vulnerability scanning and breach opportunities. 12 Proposed Applications for overall Application Security Posture and Penetration Testing. All applications will be accessible from a central location.

48. Question: Can the entire ICS | SCADA network be tested from a single location? If there are more than one location to be tested, how many sites are there?

Response: While the Pinellas OT/ICS/SCADA is not specifically being targeted, it is not being excluded from any PEN testing, vuln or risk exposure or findings. SCADA cannot be tested from a single location, there are 6 sites.

49. Question: Could you please provide a detailed overview of your current cybersecurity and security technology stack, including the tools and environment you utilize?

Response: That information is only available to the awarded supplier.

50. Question: Could you please provide the projected timeline for the execution of this project?

Response: Please see Section 6.2 and 6.3 of the Advertisement.

51. Question: Are there any goals associated with this project?

Response: The goal is to enhance the County's overall security posture and protect sensitive information.

52. Question: Is there any budget allocated for this contract? If yes, can you please let us know the same?

Response: The County does not provide the budget for advertised projects.

53. Question: If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

Response: Yes.

54. Question: Will the client allow candidates to perform work 100% remotely?

Response: On-Site, remote, or hybrid is acceptable. External testing (External Vulnerability & External Penetration Test) would be possible remotely, internal testing (Vulnerability & Penetration) may be remote if the supplier has such means, else it will be required on premise.

55. Question: Is the work entirely onsite or can it be done remotely to some extent?

Response: On-Site, remote, or hybrid is acceptable. External testing (External Vulnerability & External Penetration Test) would be possible remotely, internal testing (Vulnerability & Penetration) may be remote if the supplier has such means, else it will be required on premise.

56. Question: What is the total number of resources which the client is expecting to work on this project?

Response: Unknown, resources is not defined in the question.

57. Question: Is there an incumbent on the contract?

Response: The last awarded supplier was RSM US LLP.

58. Question: Is this a single award or multiple award contract?

Response: One supplier will be awarded the entire project.

59. Question: Would you like an assessment of M365 as well? (If applicable)

Response: Yes.

60. Question: How many accounts (AWS), subscriptions (Azure), and/or tenants (M365 if applicable) within your environment?

Response: 48 AWS Accounts, 26 Azure Subscriptions, 3 M365 Tenants

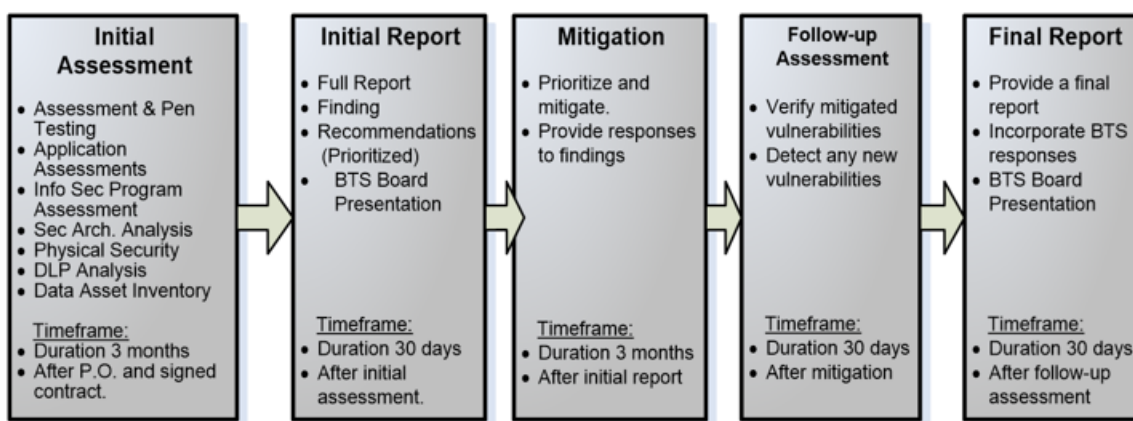
61. Question: Any adjacent technologies outside of the core CSP that you want to covered? (AD, CI/CD, MDO, MDE, MEM, CASB, etc.)

Response: Pinellas has AD and CI/CD that should included.

62. Question: Diagram #1 seems to bleed off page. Can a full diagram be provided?

Response:

Diagram 1 example



63. Question: For each in scope application, are you looking for an authenticated DAST scan of the application, or a manual, deep dive penetration test of the application to identify business logic flaws?

Response: 12 Proposed Applications for overall Application Security Posture and Penetration Testing with the goal being to identify security vulnerabilities and weaknesses.

64. Question: How many different agencies or separate business continuity plans are in scope?

Response: 14

65. Question: Are there any citizenship requirements to work on this project?

Response: All should be US citizens with appropriate background checks.

66. Question: Are there any data residency requirements to work on this project?

Response: Compliance with Regulations such as HIPAA, PCI DSS and CJIS.

67. Question: How many policy sets are in scope?

Response: 50 to 60 (10 Enterprise and 3 or 4 per agency)

68. Question: Is there a single environment which meets all regulatory requirements or multiple segmented environments?

Response: Multiple segmented environments.

69. Question: How many agencies are in scope for the assessment?

Response: 14

70. Question: For NIST CSF 2.0 how many profiles will be provided?

Response: 14 plus an Enterprise County Profile.

71. Question: How many private AI models are being managed by the county/in scope for the assessment?

Response: None

72. Question: Does the county allow public AI?

Response: AI that meets County AI Policy requirements may be permitted.

73. Question: Does the county allow vendor AI within the environment?

Response: AI that meets County AI Policy requirements may be permitted.

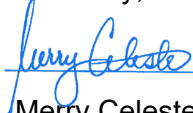
74. Question: Are AI policies in scope for the policy review?

Response: Yes

All other specifications, terms and conditions remain the same.

Confirm receipt of Addendum(s) in OpenGov.

Sincerely,



Merry Celeste, CPPB
Division Director
Purchasing and Risk Management



SOLICITATION

25-0238-RFP

COMPREHENSIVE SECURITY RISK ASSESSMENT

Pinellas County

Pinellas County Courthouse Annex Bldg., Sixth Floor

Clearwater, FL 33765

THE MISSION OF PINELLAS COUNTY

"Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow."

ISSUE/RELEASE DATE: January 31, 2025

QUESTION SUBMISSION DEADLINE: February 10, 2025

PROPOSAL SUBMISSION DEADLINE: February 27, 2025, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY VIA OPENGOV TO:

<https://procurement.opengov.com/portal/pinellasfl>

Pinellas County
SOLICITATION
Comprehensive Security Risk Assessment

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1. Notice

SOLICITATION

SUBMITTALS ARE OPENED PUBLICLY AND ARE ACCEPTED VIA OPENGOV

RFP - Informal / Formal

25-0238-RFP

Comprehensive Security Risk Assessment

ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION & ANSWER SECTION.

SOLICITATION MEETINGS: Site Visit: None; Pre-Conference: None

SUBMITTALS MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER OPENING DATE.

The Purchasing and Risk Management Division for the Pinellas County Board of County Commissioners has transitioned to OpenGov Procurement for Contractor/Vendor registration, and for posting, submitting and receiving bids, quotes and proposals for active solicitations. Contractors/Vendors must register with OpenGov Procurement (<https://procurement.opengov.com/signup>) to participate in active County solicitations.

Should you need technical assistance with OpenGov, the following options are available:

Phone: (855) 680-4747, 8 a.m. to 8 p.m., Monday - Friday

Email: procurement-support@opengov.com

Chat is available in the OpenGov application

Web: <https://help.procurement.opengov.com>

Please Note:

From time to time, addenda may be issued to this solicitation. Any such addenda will be posted to <https://procurement.opengov.com/portal/pinellasfl>. Receipt of addenda confirmation is required in OpenGov.

AUTHORIZED BY:

Merry Celeste, CPPB

Division Director of Purchasing and Risk Management

2. Introduction

2.1. Summary

Pinellas County, Department of Business Technology Services (BTS), seeks a qualified Information Security Services provider to conduct a comprehensive security risk assessment. The assessment will evaluate the County's information technology infrastructure, systems, and applications to identify potential vulnerabilities, risks, and compliance gaps. The goal is to enhance the County's overall security posture and protect sensitive information.

2.2. Background

Security assessment services are requested for all agencies that fall under the Pinellas County umbrella such as, but not limited, to Pinellas County Board of County Commissioners, Pinellas County Sheriff, Clerk of the Court, Property Appraiser, Sixth Circuit of the Courts (Pinellas), State Attorney, Public Defender, Supervisor of Elections, and Tax Collector.

This comprises approximately 33,000 active IP addresses, across 950 subnets, 86 unique physical addresses, and 100 buildings all located geographically within Pinellas County. The Vulnerability Assessment scope will include the County's primary datacenter, backup datacenter, approximately 35 server rooms (2,500 Servers), just under 300 communications rooms (network & telecommunications), and 4 AWS and Azure Cloud Environments.

The Applications/Database environment consists of 300 plus applications that support the business needs of Pinellas County Government. The application portfolio consists of in-house development, COTS (Commercial Off The Shelf) and Mainframe solutions. The different development tools used are Java, D2K, ADF, .NET, VB6, MF Cobol and CICS. The database environments used are Oracle and Microsoft SQL Server. The middleware platforms being used are WebSphere and WebLogic.

2.3. Contact Information

Kimberly Meador, CPPB
Procurement Analyst Lead
400 S. Ft. Harrison
6th Floor
Clearwater, FL 33765
Email: klmeador@pinellas.gov
Phone: [\(727\) 464-3148](tel:(727)464-3148)

Department:
BUSINESS TECHNOLOGY SERVICES / OFFICE OF TECHNOLOGY AND INNOVATION (BTS/OTI)

2.4. Timeline

Issue Date	January 31, 2025
Question Submission Deadline	February 10, 2025, 3:00pm
Proposal Submission Deadline	February 27, 2025, 3:00pm

3. Instructions & General Conditions for Submittals

3.1. DEFINITIONS

- A. Agreement means the final written agreement between the County and the successful Contractor under this solicitation, regardless of the title of that final document, and may be used interchangeably with “Contract”.
- B. Contractor means the entity submitting a response to this solicitation, and may be used interchangeably with the terms “bidder”, “respondent”, “contractor”, “vendor”, “submitter”, or “proposer”.
- C. County or means Pinellas County, a subdivision of the State of Florida and may be used interchangeably with “Pinellas County”.
- D. Submittal means a Respondent’s submissions in response to this solicitation, and may be used interchangeably with the terms “submission”, “bid”, “quote” or “proposal,” as applicable to the specific solicitation. For example, these terms should be interpreted to mean “bid” if this is an ITB, “quote” if this is an ITQ, and “proposal” if this is an RFP.

3.2. INSTRUCTIONS & PROCEDURES

- A. **PREPARATION OF SUBMITTAL** - Submittal will be prepared in accordance with the following:
 - 1. Submittals must be uploaded on forms furnished, utilizing the OpenGov procurement website. Failure to comply could result in the submission being rejected.
 - 2. If price is factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.
 - 3. Alternate submittals will not be considered unless authorized by the solicitation.
 - 4. Proposed delivery time must be shown and any date calculations must include weekends and holidays.
 - 5. Contractor is advised that exceptions to any terms and conditions contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Contractor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms and conditions that Contractor does not take exception to in its response. The County reserves the right to modify or add terms and conditions based upon the exceptions stated by the Contractor, or to declare any terms and conditions non-negotiable, as determined by the County in its sole discretion.
 - 6. Contractors will thoroughly examine the drawings, specifications, schedule, instructions and/or all other solicitation documents.

7. Contractors will make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the Contractor.
8. Contractors are advised that all County solicitations are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

B. SUBMITTAL METHOD & FORMAT

1. Submittals must be uploaded utilizing the OpenGov procurement website (<https://procurement.opengov.com/portal/pinellasfl>). Failure to comply could result in the submittal being rejected.
2. Submittals must be uploaded in the Vendor Questionnaire section of this solicitation. Submittals sent via email will not be considered.
3. The preferred format for submittal is PDF conversion from your source files (to minimize file size and maximize quality and accessibility) rather than scanning. Instructions for Providing Files in PDF Format to Pinellas County Government:
 - a. How do I convert my files to PDF format?
 - b. Answer- If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.
 - c. Should I scan everything and save as PDF?
 - d. Answer- Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as "clean" or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible* under Federal ADA guidelines (*unless the scans are OCR.)

C. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE CONTRACTOR

1. Where two (2) or more related parties each upload a submittal, or multiple submittals are received from one (1) Contractor, for any solicitation, such submittals will be judged non-responsive. Related parties mean Contractors or the principles thereof, which have a direct or indirect ownership interest in another Contractor for the same solicitation or in which a parent company or the principles thereof of one (1) Contractor have a direct or indirect ownership interest in another Contractor for the same solicitation.

D. INTEGRITY OF SOLICITATION DOCUMENTS

1. Contractors will use the original solicitation form(s) provided by the Purchasing & Risk Management Division and enter information only in the spaces where a response is requested. Contractors may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the Contractor to enter a complete response. Any modifications or alterations to the original solicitation documents by the Contractor, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a Contractor wishes to propose must be clearly stated in the Contractor's submittal response and presented in the form of an addendum to the original solicitation documents.

E. LATE SUBMISSION OR MODIFICATIONS

1. Submittals and modifications received after the time set for the submission will not be considered. This upholds the integrity of the process.
2. Modifications in writing received prior to the time set for the submittal will be accepted.

F. WITHDRAWAL OF SUBMITTAL

1. The submittal may be withdrawn prior to the solicitation opening date, however, a submittal may not be withdrawn for a period of time as specified in this solicitation document.

G. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

1. No oral interpretations will be made to any firms as to the meaning of specifications or any other Contractor documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be sent in writing (electronically) to the Purchasing and Risk Management Division and received by the date specified in solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The County will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Purchasing and Risk Management Division will be unable to respond to questions received after the specified time frame.

H. REJECTION OF SUBMISSION

1. The County may reject a submittal if:
 - a. The Contractor incorrectly states or conceals any material fact in the solicitation.
 - b. The solicitation does not strictly conform to the law or requirements of solicitation including insurance requirements.
 - c. The solicitation is conditional, except that the Contractor may qualify its submittal for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the Contractor was invited.
 - d. The respective constitutional officer, County Administrator, on behalf of the Board of County Commissioners or within their delegated financial approval authority, or Director of Purchasing, within their delegated financial approval authority, has the authority when the public interest will be served thereby to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.
 - e. The County reserves the right to waive minor informalities or irregularities in any submittal.

I. PUBLIC REVIEW AT OPENING

1. Pursuant to Florida Statute, Section 119.071(1)(b)2, all submittals will be subject to review as public records after 30-days from opening, or earlier if an intended decision is reached before the thirty-day period expires. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request. All trade secrets claims must be dispositively determined by a court of law prior to trade secret protection being granted.

J. TABULATION INQUIRIES

1. Inquiries relating to the results of this solicitation, prior to the official award by the Pinellas County Board of County Commissioners may be made by visiting OpenGov or calling the Purchasing Office after 30 days to comply with Florida Statute, Section 119.071(1)(b)2.

3.3. JOINT VENTURES

Contractors intending to submit as a joint venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting (see Section 489.119 Florida Statutes). Joint ventures must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

3.4. EVALUATION CRITERIA - RFP

The evaluation criteria define the factors that will be used by the Evaluation Committee to evaluate and score responsive, responsible and qualified submittals. Contractor shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score their submittal. Each submission shall be evaluated and ranked by an Evaluation Committee. The contract will be awarded to the most qualified Contractor, per the evaluation criteria listed in the solicitation.

3.5. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS

In addition to all other rights of the County under Florida law, the County specifically reserves the following:

- A. the right to rank firms and negotiate with the most qualified firm.
- B. the right to select the proposal that it believes will serve the best interest of Pinellas County.
- C. the right to reject any or all responses, or parts thereof, to disqualify any and all responses, and/or determine any response to be non-responsive.
- D. the right to cancel the entire Request for Proposal.
- E. the right to remedy or waive technical or immaterial errors in the Request for Proposal or in the proposals submitted.
- F. the right to request any necessary clarifications or proposal data without changing the terms of the solicitation.
- G. the right to require the Proposer to perform the services required on the basis of the original submittal without negotiation.

3.6. PROTEST PROCEDURE

Protest procedures are governed by Pinellas County Code Section 2-162, which states:

Right to Protest. "A vendor who is aggrieved by the contents of the bid or proposal package, or a vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of respondents or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section will not be reviewed."

"Posting. The purchasing department will post the recommended award on or through the departmental website."

Requirements to protest.

"If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after issuance of the bid or proposal package."

"If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after posting of the award recommendation."

"The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds."

"A formal written protest is considered filed with the county when the purchasing department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the respondent or proposer."

"Sole remedy. These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award."

"Lobbying. Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any county official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing department's or county attorney's office to address situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration."

"Time limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal."

"Authority to resolve. The director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full business day after the filing thereof."

"Review of director's decision."

"The protesting party may request a review of the director's decision to the county administrator by delivering written request for review of the decision to the director by 5:00 p.m. EST on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the respondent or proposer deems relevant to the issues raised in the request to review the decision of the director."

"The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m. EST on the seventh full business day after receipt of the request for review. The decision shall be final and conclusive as to the county unless a party commences action in a court of competent jurisdiction."

"Stay of procurement during protests. There shall be no stay of procurement during protests."

(Ord. No. 94-51, § 5, 6-7-94; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 14-11, § 2, 2-11-14; Ord. No. 18-34, 10-23-18)

3.7. ADA REQUIREMENT FOR PUBLIC NOTICES

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727-464-4062 (voicedd) fax 727-464-4157, not later than seven days prior to the proceeding.

3.8. ADDITIONAL REQUIREMENTS

The County reserves the right to request additional goods or services relating to this agreement from the Contractor. When approved by the County as an amendment to this agreement and authorized in writing, the Contractor will provide such additional requirements as may become necessary.

3.9. COLLUSION

The Contractor, by affixing a signature to their response, certifies that its submittal is made without previous understanding, agreement, or connection with any person, firm or corporation making a submittal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

3.10. CONFLICT OF INTEREST

- A. The Contractor, by affixing a signature to their response, represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Contractor further represents that, if it is awarded a contract under this solicitation, no person having any such interest will be employed during the contract term and any extensions. In addition, the Contractor will not offer gifts or gratuities to County employees as County employees are not permitted to accept gifts or gratuities. By signing this document, the Contractor acknowledges that no gifts or gratuities have been offered to County employees or anyone else involved in this competitive solicitation process.
- B. The Contractor will promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification will identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into

by the Contractor. The County agrees to notify the Contractor of its opinion, by certified mail, within thirty days of receipt of notification by the Contractor.

- C. It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:

1. Pinellas County Clerk of Circuit Court – Division of Inspector General
2. Phone – (727) 45FRAUD (453-7283)
3. Fax – 727-464-8386

3.11. CONTRACT STANDARD TERMS & CONDITIONS

The awarded contract resulting from this solicitation will be subject to the County's Standard Terms and Conditions effective as of the date of the contract award, available at <https://pinellas.gov/county-standard-terms-conditions/>, and any Special Conditions outlined in this solicitation.

The successful Contractor must be prepared for the County to accept its response as submitted, subject to the Standard and Special Terms & Conditions. The successful Contractor's response will be incorporated into the final contract as the Scope of Work. The County may reject any exception to the Standard or Special Terms & Conditions proposed by the Contractor, and will not be bound by any additional or modified terms and conditions included in the successful Contractor's response that are in conflict with the Standard or Special Terms and Conditions, or are not acceptable to, or have been declared to be non-negotiable by the County, as determined in its sole discretion.

If the successful Contractor fails to sign all documents necessary to successfully execute the final contract within a reasonable time following the award, or (if applicable) negotiations do not result in an acceptable agreement, the County may reject the response or revoke the award, and may begin negotiations with another Contractor. Final contract terms must be approved or signed by the appropriately authorized County official(s).

3.12. CONTRACTOR CAPABILITY / REFERENCES

Prior to agreement award, any Contractor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Contractors must furnish a reference list of at least four (4) customers for whom they have performed similar services.

3.13. CONTRACTOR LICENSE REQUIREMENT

All Contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any submittal and/or award.

3.14. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit dos.myflorida.com/sunbiz/ for this information on how to become registered.

3.15. DESCRIPTION OF GOODS/SERVICES/SUPPLIES

- A. Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Submittals will be considered for all brands which meet the quality of the specifications listed for any items.
- B. Contractors are required to state exactly what they intend to furnish otherwise they will be required to furnish the items as specified.
- C. Contractor submission must include all data necessary to evaluate and determine the quality of the item(s) they intend to furnish.
- D. **ALTERNATES:** Alternates will not be considered unless authorized by the solicitation. Such alternates may or may not be accepted by the County. If approved, it is at the County's discretion to accept said alternate(s) in any sequence or combination therein. If the Contractor is proposing an alternate that is not provided in the solicitation, alternate(s) must be submitted within the OpenGov Q & A section prior to the question deadline, and receive approval prior to the solicitation opening date in order to be considered for award.
- E. **OR EQUAL DETERMINATION:** Where submitting other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

3.16. E-VERIFY

The Contractor and their subcontractor(s) must register with and use the E-verify system in accordance with Florida Statute 448.095. A Contractor and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a Contractor enters a contract with a subcontractor, the subcontractor must provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) they must immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor will insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor will be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

3.17. EXCEPTIONS

Contractor is advised that if it wishes to take exception to any of the terms contained or referenced in this solicitation it must explicitly identify the term and the exception in its response to the solicitation. Contractor's stated exception to a non-negotiable term may disqualify it from consideration for award.

3.18. INDEMNIFICATION

By submitting a response to this solicitation, Contractor understands and agrees that if awarded the indemnification provisions in the <https://pinellas.gov/county-standard-terms-conditions/> apply, subject to Pinellas County Resolution 2006-70 ("Indemnification").

3.19. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Contractor acknowledges that it is functioning as an independent Contractor in performing under the terms of this agreement, and it is not acting as an employee of Pinellas County. The Contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of the agreement will be considered a material breach and grounds for immediate termination of the agreement.

3.20. INSURANCE

The Contractor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in the insurance section below. Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of award may result in the County to vacate the original determination or recommendation and proceed with recommendation to another Contractor.

3.21. LOBBYING

All Contractors agree to adhere to Pinellas County Code Section 2-189, which states:

Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective respondent/proposer/protestor from contacting the Purchasing Department or the County Attorney's Office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the respondent, any member of the respondent's staff, any agent or representative of the respondent, or any person employed by any legal entity affiliated with or representing a respondent, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a respondent/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director.

(Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18).

3.22. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The laws of the State of Florida apply to any purchase made under this solicitation. Contractors must comply with all local, state, and federal directives, orders and laws as applicable to this solicitation and subsequent agreement(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this agreement.

3.23. RESPONSIBLE VENDOR DETERMINATION

Vendor is hereby notified that Section 287.05701, Florida Statutes, requires that the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

3.24. NON-EXCLUSIVE CONTRACT

Award of this agreement will impose no obligation on the County to utilize the Contractor for all work of this type, which may develop during the agreement period. This is not an exclusive agreement. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term agreements, this provision will apply separately to each term.

3.25. PROCUREMENT POLICY FOR RECYCLED MATERIALS

- A. Pinellas County wishes to encourage its Contractors to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.
- B. When awarding a purchase or recommending a purchase for products, materials, or services, the Director of Purchasing and Risk Management may allow a preference to a responsive Contractor who certifies that their product or material contains the greatest percentage of postconsumer material. If solicitation includes paper products, Contractor must certify that their materials and/or products contain at least the content recommended by the Environmental Protection Agency (EPA) guidelines.
- C. On all quotes, or as required by law, the Director of Purchasing and Risk Management require Contractors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.
- D. Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying submittal received.

Definitions for Recycled Materials:

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

3.26. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated, the Contractor(s) agree to make available to all “Eligible Users” the prices submitted in accordance with the terms and conditions of the contract resulting from this solicitation. Eligible Users means all State of Florida government agencies, the legislative and judicial branches, and political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the resulting contract.

3.27. PUBLIC EMERGENCIES

It is hereby made a part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County will require a first priority for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a first priority basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

3.28. PUBLIC ENTITY CRIMES STATEMENT

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and Contractor agrees that its submittal and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. Contractor represents and certifies that Contractor is and will at all times remain eligible to submit for and perform the services subject to the requirements of these, and other applicable, laws. Contractor agrees that any agreement awarded to Contractor will be subject to termination by the County if Contractor fails to comply or to maintain such compliance.

3.29. PUBLIC RECORDS/TRADE SECRETS

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are “trade secrets” or “confidential” as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation will belong exclusively to the County.

To the extent that Contractor desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and Contractor will provide an additional copy of the Contractor’s submittal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Contractor signature page, Contractor acknowledges and agrees:

- A. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the Contractor will be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its

sole cost, which action will be taken immediately, but no later than ten (10) calendar days from the date of notification or Contractor will be deemed to have waived the trade secret designation of the materials;

- B. That to the extent that the Contractor with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating agreement terms, approving any agreement based on the Contractor, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final agreement award;
- C. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Contractor, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- D. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. Contractor agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire submission document, line item and/or total Contractor prices, the work, services, project, goods, and/or products to be provided by Contractor, or any information, data, or materials that may be part of or incorporated into an agreement between the County and the Contractor is not acceptable to the County and will result in a determination that the Contractor submittal is nonresponsive; the classification as trade secret of any other portion of a submittal document may result in a determination that the submittal is nonresponsive.

3.30. TRUTH IN NEGOTIATIONS

The Contractor certifies to truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original agreement amount and any additions thereto will be adjusted to exclude any significant sums where the County determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the agreement.

4. Special Terms & Conditions

4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for Comprehensive Security Risk Assessment to be ordered, as and when required.

4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) *(if the Agreement includes software, online, or digital content services)*

Any terms required by law

4.3. PRICING/PERIOD OF CONTRACT

Unit prices submitted of listed items will be held firm for the duration of the Agreement. Duration of the Agreement shall be for a period of twelve (12) months. The Parties may extend the term of the Agreement for one (1) additional twelve (12) month period pursuant to the same terms, conditions, and pricing set forth in the Agreement.

4.4. PRE-COMMENCEMENT MEETING

Upon award of the Agreement, the County will coordinate a pre-commencement meeting with the successful Contractor. The meeting will require Contractor and the County Representative to review specific Agreement details and deliverable documents at this meeting to ensure the scope of work and work areas are understood.

4.5. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

4.6. ASBESTOS MATERIALS

The Contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the Contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful Contractor. The County will furnish a copy of the asbestos survey to the successful Contractor. The Contractor must keep this copy on site at all times during the actual demolition.

4.7. SERVICES

The terms below are applicable if the Solicitation includes the provision of SERVICES:

- A. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

4.8. GOODS & PRODUCTS

The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:

- A. **DELIVERY/CLAIMS** - Prices quoted will be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) will be identified at time of order. Successful Contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

4.9. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

4.10. PERFORMANCE SECURITY

Not Applicable

5. Insurance Requirements

5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

5.2. INSURANCE (Requirements)

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
- B. **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
- C. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- D. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@ididata.com by the Vendor or their agent prior to the expiration date.
 - 1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk

Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.

2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement,.
- E. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.
1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall
 - a. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
 - b. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
 - c. Provide that County will be an additional indemnified party of the subcontract;
 - d. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
 - e. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
 - f. Assign all warranties directly to the County; and
 - g. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- F. Each insurance policy and/or certificate shall include the following terms and/or conditions:
1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.

2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

5.3. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. No explosion, collapse, or underground damage exclusions allowed.

A. Limits

1. Combined Single Limit Per Occurrence \$ 1,000,000
2. Products/Completed Operations Aggregate \$ 2,000,000
3. Personal Injury and Advertising Injury \$ 1,000,000
4. General Aggregate \$ 2,000,000

5.4. CYBER RISK LIABILITY (NETWORK SECURITY/PRIVACY LIABILITY) INSURANCE

To include cloud computing and mobile devices, for protection of private or confidential information whether electronic or non- electronic, network security and privacy; privacy against liability for system attacks, digital asset loss, denial or loss of service, introduction, implantation or spread of malicious software code, security breach, unauthorized access and use; including regulatory action expenses; and notification and credit monitoring expenses with at least minimum limits as follows:

A. Limits

1. Each Occurrence \$ 5,000,000
2. General Aggregate \$ 5,000,000

- B. For acceptance of Cyber Risk Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Cyber Risk Liability and other coverage combined.

5.5. PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE

Minimum limits as follows. If “claims made” coverage is provided, “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing “claims made” insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

A. Limits

1. Each Occurrence or Claim \$ 5,000,000
2. General Aggregate \$ 5,000,000

- B. For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

5.6. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

6. Scope of Work / Specifications

6.1. Scope of Work

The scope of work includes, but is not limited to, the following:

- **NIST CSF 2.0 Assessment:** Evaluate the County's current security posture against the NIST Cybersecurity Framework (CSF) 2.0 including a qualitative report for each agency that follow Florida State standards under Florida Statute 282.3185.
- **Security Assessment:** Conduct a comprehensive assessment of the County's IT infrastructure, systems, and applications to identify security vulnerabilities and weaknesses.
- **Vulnerability Assessment:** Perform a thorough vulnerability scanning of all systems, networks, and applications to identify and prioritize vulnerabilities.
- **Penetration Testing:** Conduct simulated attacks to identify exploitable vulnerabilities and assess the effectiveness of security controls and to measure the feasibility of systems compromise beyond identifying and documenting discrete vulnerabilities. This includes External, Internal, Wireless, Remote Access, Application and Web.
- **Cloud Security Assessment:** Evaluate the security posture of cloud environments (AWS and Azure) used by the County.
- **Application Assessments:** Review the security of critical applications, including web applications, database systems, and custom applications.
- **Information Security Program Review:** Evaluate the effectiveness of the County's information security program, including its adherence to industry standards and regulatory requirements such as HIPAA, PCI DSS, CJIS, and other applicable regulations.
- **Security Architecture Analysis:** Review the County's security architecture and identify potential design flaws and weaknesses.
- **Data Loss Prevention (DLP) Services:** Assess the County's DLP capabilities and recommend improvements to protect sensitive data.
- **Inventory of Data Assets and Impact Analysis:** Identify and classify sensitive data assets and assess the potential impact of a data breach.
- **Ransomware Defense & Incident Readiness Analysis:** Assess the County's ransomware defense capabilities, incident response plans, and business continuity plans.
- **Security Policy Review and Modernization:** Assess the County's enterprise and agency security policies for modernization and compliance with state and regulatory requirements such as NIST 2.0, HIPPA, PCI and CJIS.

6.2. DELIVERABLES

The deliverables include, but are not limited to, the following:

The County requires Contractor to complete the initial assessment no later than three (3) months after the issue of a notice to proceed. All vulnerability assessment tasks must be scheduled and completed within this timeframe. Scheduling will be coordinated by the Contractor's assigned project manager and the County's assigned project coordinator.

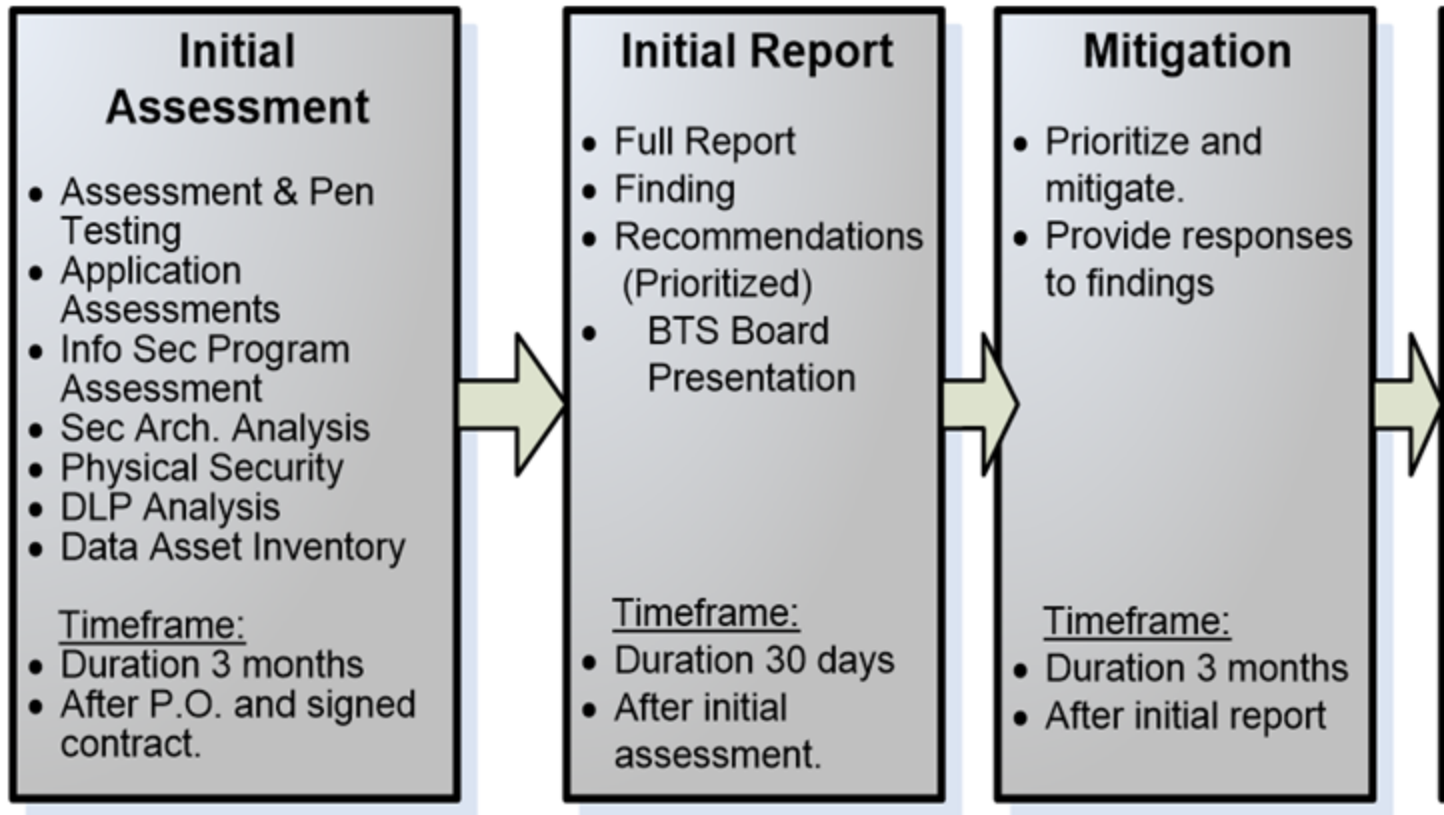
After the initial assessment the Contractor will have 30 days to prepare and compile the initial report of findings. The initial report will include all findings and mitigation recommendations as well as agency specific NIST CSF 2.0 state aligned qualitative report and exports. The Contractor is requested to assign a priority scoring to the findings and prioritize remediation activities. The proposer will be required to present the findings of the initial report to the BTS Board at the earliest scheduled meeting after completion of the initial assessment.

The County requires three (3) months to mitigate and provide responses to certain findings. The responses are to be incorporated in the final report.

After the County completes the mitigation, the Contractor must complete a follow-up assessment to validate mitigation implementations and detect any new vulnerabilities. This phase is given thirty (30) days.

At the completion of the follow-up assessment the Contractor has thirty (30) days to prepare the final report which will include all findings and final disposition of each finding. All responses to findings provided by the County will be incorporated into the final report. Agency specific NIST CSF 2.0 state aligned qualitative report and exports, supplemental reports for individual agencies where requested. The Contractor will be required to present the findings of the final report to the BTS Board at the earliest scheduled meeting after completion of the follow-up assessment.

Diagram 1 example below outlines the County's expectations for assessment activities and the expected timeframes for completion of each phase.



6.3. [Submittal Requirements](#)

The County is requesting qualified firms to submit ample information establishing and quantifying the experience your firm possesses in relation to the services requested.

Please provide in the following order:

- Cover letter/Statement of Interest- identify the contracting party, including a brief description of your company providing the name, title, address, email address, telephone number of the contact person.
- Curriculum vitae of the project manager and/or team responsible for this engagement.
- Executive summary – Please provide your understanding of the services requested and outline in detail how your firm conducts Comprehensive Information Security Risk Assessments.
- Experience – Provide a complete history (client list) of your security assessment experience for government entities or corporations that support multiple operating systems and networking technologies comparable to the County in number of employees and devices.
 - Expertise in NIST CSF 2.0 and other industry-recognized security frameworks.
 - Strong technical skills in network security, systems security, application security, and cloud security.

- Expertise in regulatory requirements such as HIPAA, PCI DSS, CJIS.
- Certified security professionals (e.g., CISSP, CISM, CISA).
- Ability to work collaboratively with County personnel.
- References – Provide at least five (5) references of organizations (preferably governmental) in the last three (3) years your firm has successfully engaged for Comprehensive Information Security Risk Assessments. Please provide with your references the outline of services provided, duration of project, total price and name, title, and organizational contact for each reference.
- Schedule – Provide a project schedule identifying specific key tasks and duration.
- Reports – Provide an overview of the reports provided, including format and at what stages of the project the reports are provided.
- Price – provide a maximum not to exceed fixed price and all associated reimbursable costs to conduct the specified services associated with this project.
- Is your firm willing to provide additional services as needed at an hourly rate? If so, please provide a description of the services and the associated pricing in an hourly rate format.
- Statement regarding how soon your firm can begin this project.

6.4. [Frequently Asked Questions \(FAQ\)](#)

- QUESTION: Do you require vendors to offer a government contracting vehicle, and if so, which?
 - RESPONSE: A government contracting vehicle is not a requirement.
- QUESTION: Will there be any additional documents, a conference call, or a Q&A period that will be released.
 - RESPONSE: Apart from advertised addendums, no additional documents or conference calls will be forthcoming.
- QUESTION: Is this a funded project by the County?
 - RESPONSE: Yes, this is a funded effort for the County.
- QUESTION: Are we able to perform testing remotely?
 - RESPONSE: External testing (External Vulnerability & External Penetration Test) would be possible remotely, internal testing (Vulnerability & Penetration) may be remote if the vendor has such means, else it will be required on premise.
- QUESTION: Are you wanting a vulnerability assessment against all 33,000 IPs? or is sampling acceptable?
 - RESPONSE: For most endpoint networks, sampling will be acceptable. Critical infrastructure networks (Server, Router, Firewall, Remote Access, etc.) would require more detailed assessments.
- QUESTION: Of the 33,000 active IP addresses, please indicate how many are in scope for the external network vulnerability assessment and penetration test.

- RESPONSE: 130 External IP across 14 subnets for vulnerabilities and penetration (a basic scan of our class B network would be desired)
- QUESTION: How many application penetration tests?
 - RESPONSE: 12 Proposed Applications for overall Application Security Posture and Penetration Testing.
- QUESTION: What is the approximate network makeup for the County?
 - RESPONSE: 115 firewalls (60 of those are part of HA pairs), 100 routers / 600 switches, 1800+ servers (Mostly Windows, Some Linux, Unix), 5000+ computers (Windows).
- QUESTION: For the wireless network assessment, how many controllers support the wireless network(s)? How many locations are in scope?
 - RESPONSE: 9 Controllers, 900+ AP's, 1 or 2 locations.
- QUESTION: Could the County please elaborate on any areas that are more critical than others.
 - RESPONSE: Some agencies are identified as DHS critical infrastructure sectors (SCADA, 911, Traffic, Airport, Sheriff, Elections) and supplemental reports are requested where possible.
- QUESTION: Does the County have an incident response plan in place?
 - RESPONSE: Pinellas County does have an Enterprise Cyber Incident Response Policy. (It should be reviewed along with any other enterprise security policies and procedures as well as agency specific policies.)
- QUESTION: Are they looking External and Internal Assessments? Grey/white or Black Box Testing?
 - RESPONSE: Both Internal/External. Black Box for some External. Grey/Black Box for some Internal.
- QUESTION: Remediation is included? Or they have a team to remediate and harden the findings.
 - RESPONSE: The initial report will include all findings and mitigation recommendations. The Proposer is requested to assign a priority scoring to the findings and prioritize remediation activities. Any remediation not handled by the County would be a separate project and budget item not included as part of this proposal.
- QUESTION: Data Loss Prevention Process. How much data must be analyzed?
 - RESPONSE: Assessment of sensitive data systems, PII and HIPAA (Is the sensitive data exposed at rest or in transit).
- QUESTION: Inventory of Data Assets and Impact Analysis. How much data and what type needs to be inventoried?
 - RESPONSE: Enough for completeness of initial report that will include all findings and mitigation recommendations. Security Items, Systems, Networks, Applications, Vulnerabilities, Risks, etc.
- QUESTION: County makeup of active directory?
 - RESPONSE: 12+ Forests, 16+ Domains, 10,000+ Users.
- QUESTION: Are all in-scope hosts reachable from a single network connection point? If not, how many connection points are needed to reach all in-scope hosts?

- RESPONSE: All locations can be accessed from a central location via Network typically, segmentation and firewalls may inhibit some networks.
- QUESTION: Can you provide the VPN brands and numbers of termination points?
 - Juniper Pulse Secure (2), Cisco Point-to-Point (30), NetMotion (2).
- QUESTION: How many different internet perimeter designs do you operate?
 - RESPONSE: 1 with 2 possible backups.
- QUESTION: Which regulatory or contractual compliance standards are you required to follow? (e.g. SOX, GLBA, FFIEC, PCI, HIPAA, GDPR, CCPA, NERC, FERPA, FISMA)
 - RESPONSE: NIST CSF 2.0, Florida State Laws, CJIS, HIPAA and PCI.
- QUESTION: Among all applications, indicate how many are protected by a web application firewall (WAF)?
 - RESPONSE: All Segmented and External applications should be protected by NextGen inspection-based firewalls.
- QUESTION: Is the County looking for testing to be performed from an unauthenticated perspective or will authenticated testing also be performed.
 - RESPONSE: unauthenticated (Though, should a successful pen-test afford an authenticated scan, then those results should be included in the initial findings and recommendations.

7. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Qualifications A statement describing the Proposer's qualifications and experience in providing the same or similar services as outlined in the RFP Scope of Work. This description should include the names of the person(s) who will provide the services, including any subcontractors, their qualifications, and the years of experience in performing this type of work/services. Provide at least four (4) references of organizations (preferably governmental) in the last three (3) years your firm has successfully engaged for Comprehensive Information Security Risk Assessments. Please provide with your references the outline of services provided, duration of project, total price and name, title and organizational contact for each reference.	0-10 Points	300 (30% of Total)
2.	Approach A separate written narrative describing the methods and/or manner in which the Proposer proposes to satisfy the requirements of the Scope of Work.	0-10 Points	300 (30% of Total)
3.	Statement of Work A proposed Statement of Work that enumerates and defines the work/services that Proposer will provide to the County to complete the Scope of Work in this RFP, including each task, deliverable, and/or goods or products comprising the services Proposer will provide, as well as a proposed completion schedule for each task or deliverable, if applicable. The Proposer's Statement of Work shall be in a form that can be incorporated into the Agreement at the County's option. Proposers Scope of Work should include but not be limited to: provide a project schedule identifying specific key tasks and duration, provide an overview of the reports provided, including format and at what stages of the project the reports are provided.	0-10 Points	250 (25% of Total)

4.	<p>Compensation</p> <p>The proposed compensation to be paid by the County for the services identified in the Statement of Work, including the methodology for determining the compensation. Unless the method of compensating Proposer for the services is otherwise specified in Section B, paragraph 5, Proposer shall specify whether the proposed compensation is based on: (i) a lump sum not-to-exceed amount; (ii) time and materials with a not-to-exceed amount; (iii) milestone payments upon completion of identified tasks or deliverables; (iv) percentage of completion of the services; or (v) any other proposed method of compensation.</p>	Points Based	<p>100 (10% of Total)</p>
5.	<p>No Exceptions to RFP</p> <p>Proposer is advised that exceptions to any terms and conditions contained in this RFP or the Agreement must be stated with specificity in its response to the RFP. The points available under this criterion will be deducted if the Proposer takes exception to any language to this RFP package. Failure to provide exceptions with the submittal shall result in the mandatory acceptance of the agreement as submitted herein by default. Exceptions must be submitted on a separate sheet titled: exceptions.</p>	Points Based	<p>50 (5% of Total)</p>

8. Vendor Questionnaire

8.1. VENDOR QUESTIONNAIRE

Respondents are expected to organize their submittals in such a manner as to facilitate the evaluation process. Submittals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific submittal, criterion, section or paragraph number of the solicitation being addressed.

Evaluators will make a reasonable effort to locate information in the responses; however failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate credit.

Additional documentation may be requested by the County to ensure contract compliance.

8.1.1. CONTRACTOR ACCEPTANCE FORM*

Download the below documents, complete, and upload.

- [11.13.2024.Vendor.acceptanc...](#)

*Response required

8.1.2. OPENGov ELECTRONIC PRICING PROPOSAL AND DELIVERY DAYS*

See OpenGov electronic [Pricing Proposal](#). Pricing must be submitted within the OpenGov electronic [Pricing Proposal](#) and all pricing must be completed.

DELIVERY _____ DAYS AFTER RECEIPT OF ORDER

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit dos.myflorida.com/sunbiz/ for this information on how to become registered.

*Response required

8.1.3. SUBMITTAL DOCUMENTS*

Upload all other documents relating to this solicitation.

*Response required

9. Pricing Proposal

PRICING PROPOSAL

Provide a maximum not to exceed fixed price and all associated reimbursable costs to conduct the specified services associated with this project

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Lump Sum	1	each		
TOTAL					

10. Sample Agreement

AGREEMENT

25-0238-RFP

Comprehensive Security Risk Assessment

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and [Contractor Legal Name] whose primary address is [Contractor Legal Address] (hereinafter “CONTRACTOR”) (jointly, the “Parties”).

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
 - a. This Agreement
 - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
 - c. Solicitation Section 4, titled Special Conditions attached as Exhibit C.
 - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
 - e. Contractor's response to Solicitation Section 6, titled Scope of Work / Specifications attached as Exhibit E.
 - f. Contractor's response to Solicitation Section 9, titled Pricing Proposal attached as Exhibit F.
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

B. Term

1. The initial term of this Agreement shall be for a period of twelve (12) months. The Parties may extend the term of this Agreement for one (1) additional twelve (12) month period pursuant to the same terms, conditions, and pricing set forth in the Agreement.

C. Expenditures Cap

1. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit F. County expenditures under the Agreement will not exceed [NTE Approval Amount] for [NTE Period] without a written amendment to this Agreement.
2. In no event will annual expenditures exceed \$TBD within any given fiscal year without a written amendment to the Agreement.

D. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor:

Signature:

Print Name and Title:

Date:

For County:

Signature:

Print Name and Title:

Date: