



**The Office of Tiffany Moore Russell**  
Orange County Clerk of Courts  
425 North Orange Ave, Suite 260  
Orlando, FL 32801

**Issued Date: April 25, 2022**

## **Request for Proposal**

### **Orange County Clerk of Courts Website (UI/UX) Re-design**

**RESPONSES DUE: May 23, 2022 at 4:00 p.m. Eastern Time**

The Mission of Orange County Clerk of Courts is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

Orange County Clerk of Courts pursues excellence through efficiency and effectiveness.

**Financial Services Division Purchasing Contact:**

Cathy Baca, Purchasing Specialist  
425 North Orange Ave, Suite 260 Orlando, FL 32801  
Phone: 407-836-2214  
Email: [Cathy.Baca@myorangeclerk.com](mailto:Cathy.Baca@myorangeclerk.com)

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

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## 1 Request for Proposal, Business Overview, and Introduction

Orange County Clerk of Courts is a constitutional office that serves the citizens of Orange County, Florida and has approximately 400 employees. Our main work site is the Orange County Courthouse the majority of employees working at this location and the remaining workforce at our outlying locations and branch offices, all within the boundaries of Orange County, Florida. As the custodian of court records for the 9th Judicial Circuit Court, the Orange County Clerk of Courts maintains more than 41 million digital court documents as well as millions of paper records. We are charged with collecting court fines and fees in Orange County civil, criminal and traffic cases and distributing the funds to the appropriate local and state agencies. In addition to our ministerial role in Orange County, the Clerk's Office works to provide assistance to customers through our Self Help Center and other community outreach programs.

The Orange County Clerk of Courts, herein after referred to as OCCC, is seeking proposals from responsive, responsible, highly qualified, and experienced vendors for our website re-design to enhance our User Experience. Competitive proposals for the project are being sought. This solicitation will be administered by the Financial Services Division of the Orange County Clerk of Courts.

This Request for Proposal seeks vendors who can provide a website re-design that will substantially meet the technical requirements and the business requirements of the OCCC as set forth in this document. Respondents interested in submitting a proposal must comply with all of the terms and conditions described in this RFP.

## 2 Submission Details

### 2.1 Submission Deadlines

#### Request for Proposal Timeline of Events

Request for Proposal released to Public Vendors	04/25/2022
Written Questions from Prospective Vendors Due	05/02/2022
Publish Answers to Vendor Questions	05/16/2022
Submit Final RFP Proposal by 4:00 pm EST	05/23/2022
Anticipated Demos/Presentations	July 2022 – August 2022
Vendors notified	September - October 2022 *** <i>Contingent on Sr. Staff approval</i> ***
Anticipated Launch of project	November 2022 *** <i>Subject to change</i>

\*Timeline subject to change based on number of submittals to be reviewed

Please check OCCC website, **[www.myorangeclerk.com](http://www.myorangeclerk.com)**, periodically for addendums and questions.

### 2.2 Submission Questions, Clarifications, and Responses

Any and all questions concerning conditions and specifications in this RFP and responses submitted must be in writing via email and addressed to the following person:

Cathy Baca, Purchasing Specialist  
 Orange County Clerk of Courts  
 Financial Services Division  
 425 North Orange Ave, Suite 260 Orlando, FL 32801  
 Voice: 407-836-2214  
 Email: [Cathy.Baca@myorangeclerk.com](mailto:Cathy.Baca@myorangeclerk.com)

**ADA Disclaimer:** This document currently does not meet Orange County Clerk of Courts ADA accessibility requirements. If you have a disability and the format of any material in our RFP interferes with your ability to access the information, please email the Clerk of Courts's ADA Coordinator at [ADACoordinator@myorangeclerk.com](mailto:ADACoordinator@myorangeclerk.com) or call (407)836-2215. To enable us to respond in a manner most helpful to you, please indicate the nature of the accessibility problem, the requested material, your preferred format in which you want to receive the material (electronic format (ASCII, etc.), standard print, large print, etc.) and your contact information.

For additional information about our ADA policy, please review Orange County Clerk Website: <https://myorangeclerk.com/Misc-Pages/ADA/American-Disabilities-Actme>

All responses to vendor questions will be posted on the OCCC's website located at [www.myorangeclerk.com](http://www.myorangeclerk.com).

The Purchasing Specialist is the sole point of contact from the date of the release of this RFP until the contract award is made. Questions must be received no later than May 02, 5:00PM ET (local time of Orlando, FL). Questions and/or requests submitted in facsimile will not be accepted.

OCCC may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in the proposals received as a result of this RFP. OCCC also reserves the right to request clarification of information from any Proposer. OCCC is not obligated to accept the lowest priced proposal. Additionally, OCCC shall have the right to cancel a solicitation and/or reject all bid/proposals and authorize the entire transaction to be re-solicited.

### 2.3 Electronic Submissions

Electronic submission in response to this Request for Proposal is the preferred method and must be emailed to: [Cathy.Baca@myorangeclerk.com](mailto:Cathy.Baca@myorangeclerk.com).

Document standards:

- All responses must be submitted as:
  - Word or Excel, if applicable, created on a Windows Platform;
  - or Adobe Acrobat format, file name should end in ".pdf";
  - .zip files are also acceptable.
- Inbound emails to the OCCC are limited to less than 30 MB.
- Please limit proposal to 25 pages not to include cover page, table of contents or appendices

It is the sole responsibility of the vendor to ensure that all electronic submissions are received by the Purchasing Specialist. The Purchasing Specialist will confirm receipt of your submitted proposal by replying to the sender via email.

### 2.4 Mandatory RFP Submittal Form

Vendors are required to complete the RFP Submittal form (Appendix D). This form is intended to confirm that the Vendor has reviewed the specifications of this RFP and the Vendor has provided all the necessary information per this RFP.

### 2.5 Lobbying

A lobbying blackout period begins upon issuance of the solicitation and continues until the OCCC selects the successful proposer/bidder. Any violations of the lobbying blackout period will be grounds for disqualification.

### 3 Specifications

#### 3.1 Scope of Work

The Orange County Clerk of Courts, herein after referred to as OCCC, is seeking proposals from responsive, responsible, highly qualified, and experienced vendors of Website Redesign. Competitive proposals for the project are being sought. This solicitation will be administered by the Financial Services Division of the Orange County Clerk of Courts.

This Request for Proposal seeks vendors who can provide a Website Redesign service that will substantially meet the technical requirements and the business requirements of the OCCC as set forth in this document. Respondents interested in submitting a proposal must comply with all of the terms and conditions described in this RFP.

#### 3.2 Mandatory Business Requirements

Below are the mandatory requirements for the Website Redesign project for OCCC.

A Website Re-design project shall:

1. Utilize simple navigation that allows customers to locate forms, information, and payment options within 2 minutes or less on the OCCC (myorangeclerk.com) website.
2. Allow customers to use a search feature.
3. Offer a responsive website that allows myorangeclerk.com to be accessed via all mobile and desktop platforms.

If the response does not meet this criterion, the proposal is automatically eliminated from moving forward in the evaluation process.

#### 3.3 Mandatory Technical Requirements

Below are the mandatory technical requirements that any vendors and or their offered solution shall be capable of:

1. The vendor shall follow best practices per ADA WCAG2.1 AA standards.
2. The vendor shall obtain OCCC's approval to use fonts and icons. The vendor shall provide OCCC with any applicable license and costs for icon and font usage.
3. The proposed solution shall use vanilla JavaScript, jQuery and or Bootstrap and if proposed the response shall include corresponding versions. The proposed solution shall not use the React, Angular, Vue, Ember or similar frameworks.
4. The chosen vendor shall not use any 3<sup>rd</sup> party libraries unless approved by OCCC. Any 3<sup>rd</sup> party library usage requires the vendor to inform OCCC of the requirements for the 3<sup>rd</sup> party licenses, whether the library may be used in multiple environments, costs, and applicable security requirements.

If the response does not meet this criterion, the proposal is automatically eliminated from moving forward in the evaluation process.

#### 3.4 Additional Technical Considerations

Should the vendor decide that in their response they would like to work with OCCC in implementing the proposed design then the following considerations are applicable: (A vendor may elect to not perform the implementation tasks):

1. The vendor shall restrict access to the UI/UX system and or data from outside of the continental U.S. –

2. The vendor may be provided with access to OCCC domains restricting privileged accounts to facilities within the continental U.S.
3. The vendor shall be required to conforming to OCCC VPN requirements for remote access to OCCC domain(s).
4. The vendor shall store source code in a GitHub OCCC instance.
5. The vendor shall provide a detailed explanation of how the integration of any additional features (ex: chatbot) will work with the OCCC framework.
6. The vendor shall prove details of how functions such as Captcha, Google Analytics, Google Translate, LiveAgent will be integrated with the UI/UX.
7. The vendor shall provide OCCC with information about vendor internal controls and or vendor access to any third-party audit of the same.

### 3.5 Additional Business Considerations:

Below are the additional Business considerations that OCCC is seeking in a solution:

1. To provide an enhanced User experience, the UI/UX shall offer:
  - a. An intuitive search bar feature
  - b. A design for a chatbot feature that can be used in the future.
  - c. Identifying customers who cannot locate the information they need online within a reasonable time.
  - d. A website home page that facilitates:
    - i. Creation of alerts for emergency notifications
    - ii. A news and or updates section
    - iii. An option or solution for posting news and or events with pictures
    - iv. Promotion of certain functions (ex: Pay Now, Contact Us, Chatbot feature)
2. The UI/UX shall accommodate all internet and mobile platforms such that:
  - a. Users can access myorangeclerk.com using Microsoft Edge, Chrome, Safari, Samsung Internet, UC Browsers, Opera, Firefox, and Android web browsers.
  - b. All mobile device operating systems such as Android and iOS can accommodate access to chatbot features.
3. The UI/UX shall have the general ability to:
  - a. Integrate with Google Translate for translation into different languages
  - b. Integrate with or point to OCCC's current web-based payment options
4. The UI/UX solution shall have the ability to integrate with Google Analytics to provide data analytics services.
5. The vendor shall conduct stakeholder interviews with OCCC stakeholders to determine OCCC's needs and wants for the website re-design.
6. Vendor shall conduct a research (survey/focus group) on OCCC's current website to obtain feedback from customers so that vendor can incorporate findings into the new website redesign.
7. Once the design concepts are in place, vendor shall conduct and complete a focus group to obtain feedback on the new design.

8. The chosen vendor shall provide UI/UX mockups for OCCC's approval.
9. The vendor shall provide OCCC with the ability to perform development work.
10. The vendor solution shall be capable of webpage migration including multi-media webpage content.
11. The vendor shall provide OCCC with their standard training and documentation on the solution.

The following are additional specifications for services related to the chosen vendor(s):

1. All vendor personnel entering secured areas shall submit to and are required to pass an Orange County Sheriff's Office criminal background check prior to reporting to any OCCC occupied facility.
2. All data and images stored within/by/or made a part of relating to the OCCC remains the property of OCCC in perpetuity.
3. Chosen vendor shall not use or share OCCC data for anything other than providing the services being solicited in this RFP.
4. Chosen vendor shall not use the OCCC name for future marketing or sales of chosen vendor's products and/or services without prior written approval from OCCC.

### 3.6 Optional Implementation Services

Please include a quotation, timeline and any considerations for implementing the proposed website redesign. This is an optional addition and any vendor who chooses not to submit an implementation proposal will not be precluded from consideration for the website redesign work.

## 4 Additional Submission Requirements

### 4.1 Work Plan

A work plan must be submitted, detailing your specific plans for achieving the project as described. The work plan should include:

1. Identification of the key elements of the plan
2. Identification of the services provided under the plan
3. Timeline of project from initiation to completion
4. Technical specifications for final solution

### 4.2 Sample Files and/or Reports

Provide sample files and/or reports to the Clerk as described in an appendix to the response.

### 4.3 Vendor Index

Provide an index between RFP requirements and page(s) in the proposal. Indicate where proposal requirements are addressed or satisfied accordingly in the Vendor proposal.

### 4.4 Vendor Profile

An executive summary highlighting the qualifications of vendor must be submitted. The summary should include a named officer of the company who shall be the single point of contact for OCCC to address questions or issues relating to the performance of the contract.

- 4.1 Provide an overview of your organization including number of years in business, including the year and place the company was first established.
- 4.2 Specify if your organization has any of the following designations:



- a. Certified Minority and Women Business Enterprise (MWBE)
- b. Certified Disadvantaged Business Enterprise (DBE)
- c. Verified Veteran-Owned Small Business (VOSB)
- d. Verified Service-Disabled Veteran-Owned Small Business (SDVOSB)

## 5 References and Litigation

### 5.1 References

Submittal must include at least three (3) references for related projects or services of similar magnitude, including:

- Individual contact name
- Name of the company
- Phone number/email
- Dates of engagement with the client
- Samples of recent website redesign work

OCCC reserves the right to contact the references prior to awarding the contract.

### 5.2 Litigation

Disclose any information regarding any pending or previous litigation and administrative proceedings within the last ten (10) years regardless of outcome filed by or against this company or its predecessors. This is to include the case name, court and case number, court location, and a description of the case and the outcome.

### 5.3 Litigation pertaining to RFP

Any and all legal actions associated with this RFP and/or resultant contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this agreement or any actions promulgated as a result of this agreement shall be with the Circuit Court here in Orlando, Orange County, Florida.

## 6 Licenses, Certificates, and Insurances

Prior to the time vendor is entitled to commence any part of the project, work, or services under this contract, vendor shall procure, pay for, and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to OCCC of (1) certificate of insurance executed by the insurers listing coverage and limits, expiration dates, and terms of policies and all endorsements whether or not required by OCCC, and listing all carriers issuing said policies; and (2) a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this contract.

1. Professional Liability Insurance (including Errors and Omissions) with minimum limits of one million dollars (\$1,000,000) per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage". Vendor shall submit annually to OCCC a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.
2. Comprehensive Insurance covering employee dishonesty and theft, disappearance and destruction of money and securities with minimum limits of two hundred fifty thousand dollars (\$250,000) per occurrence.

Each insurance policy shall include the following conditions by endorsement to the policy:

- Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage or limits, a notice thereof shall be given to OCCC via email to Cathy.Baca@myorangeclerk.com. Vendor shall also notify OCCC, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said vendor from its insurer; and nothing contained herein shall absolve vendor of this requirement to provide notice.
- Companies issuing the insurance policy, or policies, shall have no recourse against OCCC for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of vendor.
- The term "Clerk" shall include all authorities, divisions, departments, and offices of OCCC and individual members, employees thereof in their official capacities, and/or while acting on behalf of OCCC.
- The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by OCCC to any such future coverage.
- Vendor hereby waives subrogation rights for loss or damage against OCCC.
- The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract.

## 7 Orange County Clerk of Courts Responsibilities

The OCCC will provide the following in support of the RFP process to the qualified vendors:

- If OCCC determines part of the selection process will include vendor demonstrations for their proposed applications, OCCC may provide the facilities, WebEx logon, and/or scheduling for such demonstrations.
- All questions/answers will be made available to all prospective vendors via a subsequent document posting to the Clerk's Internet site during the submission period.

The OCCC shall provide the following in support of the project to the vendor(s) awarded the contract if said vendor requires access to the OCCC building(s):

1. Access to in-house project contact persons
2. Computer, software, and accessories
  - a. Desktop, keyboard, mouse
  - b. Printer/Copier
  - c. Internet access
3. Copy of OCCC dress code and code of conduct policies, and holiday schedule.

## 8 Cost and Fee Arrangement

The vendor must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposal.

Responses should include a breakdown of the firm's rates, fees, and charges for services, by section where applicable and for total project including implementation support and any on-going maintenance expense and the basis for such expenses. Vendor should propose expected payment schedule within RFP. The payment schedule will be finalized at time of contract execution.

All prices shall be firm and not subject to increase during the period of the Contract.

## 9 Terms and Conditions

This RFP is an invitation by OCCC for potential vendors to submit a proposal, which may be subject to subsequent discussion. Submittal of a proposal does not create any right in or expectation to a contract with OCCC. OCCC reserves the right to reject any or all proposals and further declares that it shall incur no financial obligations for any costs by any company in preparation of their proposal. OCCC may award sections individually or collectively whichever is in its best interest.

### 9.1 Addendum and Amendments to Request for Proposal

The OCCC reserves the right to modify this RFP by issuing addenda. Any and all addenda to this RFP will be issued in writing and will be posted on **www.myorangeclerk.com**. It is the responsibility of the Respondent to check for any changes on the OCCC website. Addenda requiring acknowledgement must be signed and included in the RFP Proposal.

Insert additional Terms and Conditions, if applicable.

### 9.2 Invoice and/or Remittance Procedures

The Clerk of the Court's payment terms are within 30 days of receipt of invoices. Invoices for payment may be submitted by email to: Amy.Ragazinni@myorangeclerk.com

Invoices for payment may also be mailed to:

Orange County Clerk of Courts  
Attn: Financial Services, Ste 260  
425 N. Orange Ave  
Orlando, FL 32801

OCCC is exempt from Sales and Use Taxes and will provide exemption certificate upon award.

## 10 Termination Clause

OCCC shall have the right to terminate the Contract at any time, upon 30 days written notice to the service provider, whenever OCCC determines that the performance of the vendor is unsatisfactory, whenever the funds are not appropriated by OCCC to pay for such services, or for any reason for cause as determined by OCCC.

## 11 Selection Criteria

To be considered, a vendor must be an established vendor of requested services. The vendor should be able to demonstrate that its recommended solutions have been successfully implemented in other organizations of similar size and meet the requirements. Selection is not based solely on the lowest cost proposal and OCCC reserves the right to utilize a phased approach in the evaluations.

Members of OCCC's selection team shall evaluate each submitted proposal to recommend a contract for one or more firms to the Clerk of Court or designee for final approval.

All proposals submitted may be evaluated using the following criteria at a minimum:

1. Compliance with the RFP
2. Specifications, Work plan, Sample Files and/or Reports (if applicable), Index.
3. References
4. Cost

## **12 Confidentiality Statement**

The Orange County Clerk of Courts, being a government entity doing business within the State of Florida shall adhere to chapter 119 of the Florida Statutes, also recognized as Florida's Government-in-the-Sunshine law and the Public Records Act, and provide any information other than that deemed confidential or proprietary under the same Laws to any individual making a public records request for such information.

Selected vendor(s) and all sub-contractors of selected vendor(s) shall be required to sign a standard non-disclosure agreement addressing information/content deemed confidential or proprietary if there is not already one on file.

## **13 Right to Audit Records and Custody of Public Records**

In the performance of this Agreement/Contract awarded because of this Request for Proposal process, the vendor shall keep and maintain books, records, and accounts of all activities related to the Agreement in compliance with generally accepted accounting procedures.

The vendor is required to comply with Section 119.0701, F.S. without limitation and is considered a custodian of public records with regard to any and all records relative to this contract.

Public records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with OCCC. Vendor records may also include, but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during the term of this agreement shall be open to inspection by an authorized representative of the office or the public and shall be retained by the vendor for a period of three (3) years after termination of this Agreement, unless such records are made exempt pursuant to Art. I, § 24(a), Fla. Const. and Section 119.071, F.S.

At the termination of this Agreement for any reason, the vendor shall arrange, at no cost to OCCC, the transfer of all public records to OCCC. Records stored in an electronic format shall be provided in a format compatible with OCCC's information systems.

## **14 Appendices**

**Appendix A – Notice of Conflict of Interest**

**Appendix B – Certification of Drug-Free Workplace Program**

**Appendix C – References**

**Appendix D – Respondent Acknowledgment**

**Appendix E – RFP Submittal Form**

**Appendix A**

**NOTICE OF CONFLICT OF INTEREST**

**Company or Entity Name:**

For the purpose of participating in the solicitation process and complying with the public officer and public employee ethics provisions outlined in Chapter 112 of the Florida Statutes, the undersigned corporate officer(s) hereby states, as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of Orange County Clerk of Courts:

_____	_____
_____	_____
_____	_____

The persons listed below are current Orange County Clerk of Courts employees:

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
*Print Name of Authorized Representative*

\_\_\_\_\_  
*Signature and Date of Authorized Representative*

**Appendix B**  
**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

**287.087 Preference to businesses with drug-free workplace programs.**--Whenever two or more bids, proposals, or replies that are equal with respect to price, quality and service are received by OCCC for the procurement of commodities or contractual services, a bid, proposal or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

Respondent's Name:

By:

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

## Appendix C

**REFERENCES**

<b>Business Reference #1</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Name/Title</b>	
<b>Phone/Email</b>	
<b>Dates of Service</b>	
<b>Type of Service</b>	

<b>Business Reference #2</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Name/Title</b>	
<b>Phone/Email</b>	
<b>Dates of Service</b>	
<b>Type of Service</b>	

<b>Business Reference #3</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Name/Title</b>	
<b>Phone/Email</b>	
<b>Dates of Service</b>	
<b>Type of Service</b>	

**Appendix D**  
**RESPONDENT ACKNOWLEDGEMENT**

**Website Redesign Tool**

**RFP Addendum number:** \_\_\_\_\_

**Date posted by OCCC:** \_\_\_\_\_

**Business name:** \_\_\_\_\_

**As the person authorized to sign this document, I certify that this firm complies fully with the Addendum acknowledgement requirements of this RFP.**

\_\_\_\_\_  
**Authorized Signature and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**



**Appendix E**  
**MANDATORY RFP SUBMITTAL FORM**  
**WEBSITE REDESIGN TOOL**

The undersigned hereby declare(s) that (Company Name) \_\_\_\_\_ has carefully examined the specifications for the Website Redesign Tool for Orange County Clerk of Courts, for which RFP Submittals were advertised to be received no later than 4:00 pm, EST, on May 16, 2022 and further declares that the Company will supply product and or services according to specifications.

Have you supplied all the Submittal Requirements outlined below?

- ☐ Mandatory Requirements
- ☐ Additional Requirements
- ☐ Vendor Profile Information
- ☐ Litigation (if any)
- ☐ Conflict of Interest Form (Appendix A)
- ☐ Certification of Drug-Free Workplace Form (Appendix B)
- ☐ References (Appendix C)
- ☐ Addenda form pertaining to this RFP - if applicable (Appendix D)

The Orange County Clerk of Courts reserves the right to reject any proposals, to waive informalities and accept all or any part of any proposal as may be deemed to be in the best interest of the Clerk of Courts.

I hereby certify that I have read and understand the requirements of this Request for Proposal, “ for Orange County Clerk of Courts”, and that I, as the Bidder, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any agreement (s) and/or other transactions required by award of this RFP.

The Respondent acknowledges that the OCCC will rely on the representations made on this form in making its decision of award. If the OCCC discovers that any of the information on this form is false prior to the award of the contract, the OCCC will determine the Respondent non-responsive and not evaluate its Proposal. If the OCCC discovers that any information on this form is false after the award to the Respondent is made, the OCCC reserves the right to terminate the contract and the Respondent will be liable for costs associated with re-procuring the services.

Further, as attested to my signature below, I will provide the required proof of insurance (if applicable) upon notification of recommendation of award.

---

The vendor acknowledges that information provided in this Bid is true and correct:

---

Authorized Signature

Printed Name

---

Title

---

Date

---

Company Name

---

Full Address

---

Telephone

Fax

Email Address

---

Federal I.D. #

---