



County of Collier  
CLERK OF THE CIRCUIT COURT

**Dwight E. Brock**  
Clerk of Courts

COLLIER COUNTY COURTHOUSE

3315 TAMAMI TRL E STE 102  
NAPLES, FLORIDA  
34112-5324

P.O. BOX 413044  
NAPLES, FLORIDA  
34101-3044

Clerk of Courts  
Accountant  
Auditor  
Custodian of County Funds

August 5, 2015

TO: Interested Bidders/Distribution List  
**IFB 2015-013 Network Security Assessment**

The Clerk of the Circuit Court of Collier County (CCCOCC), Florida desires to receive Bids for the above-referenced IFB. Attached is captioned bid packet for the Clerk of the Circuit Court of Collier County, Florida.

Bona fide bidders may submit a bid by completing the official Contract Bid included in this bid package. All bidders should be reasonably compliant with this Bid.

All bids must be submitted before 3 p.m. EST on Wednesday, August 19, 2015. Any questions or requests for more information regarding this IFB should be directed to [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com), Administrative Technology Coordinator for the Clerk of the Circuit Court.

The Clerk of the Circuit Court of Collier County does not discriminate based on age, race, color, sex, religion, national origin or disability.

**Note: All bid submittals must be received by 3:00 p.m. EST on Wednesday, August 19, 2015.**

Sincerely,

Judy Dunder  
Administrative Technology Coordinator

## **PUBLIC NOTICE**

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Clerk of the Circuit Court of Collier County until 3 p.m. EST on Wednesday, August 19, 2015 for:

### **IFB 2015-013 Network Security Assessment**

A copy of the purchasing policy, bid instructions, and specifications for this bid may be obtained from any of the following:

- DemandStar - [www.demandstar.com](http://www.demandstar.com)
- The Clerk of the Circuit Court's website at [www.CollierClerk.com](http://www.CollierClerk.com)
- The Office of the Clerk of the Circuit Court via email from [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com)

Bidders may submit a bid by completing the official Contract Proposal included in this bid package. All bids should be reasonably compliant with this proposal.

Any questions regarding this bid may be directed to Judy Dunder, Administrative Technology Coordinator for Clerk of the Circuit Court, at [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com).

The Clerk of the Circuit Court of Collier County does not discriminate based on age, race, color, sex, religion, national origin or disability.

**All bid submittals must be received by 3:00 p.m. EST on Wednesday, August 19, 2015.**

DWIGHT E. BROCK  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY, FLORIDA

BY: Judy Dunder  
Administrative Technology  
Coordinator

Broadcast through [DemandStar](http://DemandStar) and [www.CollierClerk.com](http://www.CollierClerk.com) on Wednesday, August 5, 2015.

**SPECIAL CONDITIONS**  
**IFB 2015-013 Network Security Assessment**

**Purpose**

The purpose of this IFB is to seek competitive bids for a Network Security Assessment for the operation of the Clerk of the Circuit Court of Collier County Florida.

**Award**

Award of contract shall be made to the lowest, qualified and responsive bidder meeting the specifications. The Clerk of the Circuit Court reserves the right to award/not award this contract through an approach which best serves the interest of the Clerk of the Circuit Court.

**Delivery**

All deliverables under this contract are to be delivered electronically.

**ALL WORK TO BE COMPLETED AND DELIVERED TO THE COLLIER COUNTY CLERK OF THE CIRCUIT COURT, NO LATER THAN WEDNESDAY, SEPTEMBER 23, 2015. INVOICE TO BE RECEIVED NO LATER THAN FRIDAY, SEPTEMBER 25, 2015.**

## **CONTRACT PROPOSAL**

### **IFB 2015-013 Network Security Assessment**

#### **I. SCOPE OF WORK**

The Successful Bidder will be expected to meet the specifications and requirements. The items listed in the Required Tasks are intended to be a minimum set required to achieve the Assessment Objectives and should not be considered all-inclusive. The awarded contract will include the responsibility for providing network security assessment services to the CCCOCC as specified.

CCCOCC will provide the Successful Bidder with reasonable support and assistance during the term of the awarded contract.

The Successful Bidder will provide comprehensive services that meet all Federal, State and local laws, statutes and ordinances governing such services.

The following scope of services is not meant to limit a Bidder's response to this request. The Bidder is requested to provide any services needed to do a complete and thorough job. All of the following tasks are meant to serve as a general outline of anticipated steps needed to accomplish project goals.

##### **A. General**

- 1) The Network Security Assessment will assess the vulnerabilities of components of the CCCOCC's network infrastructure and computing systems. The Successful Bidder will work with CCCOCC's MIS personnel to classify any identified vulnerabilities. Recommendations will then be made for specific technical and procedural improvements to reduce or eliminate these vulnerabilities. The Network Security Assessment represents the first phase of work to ensure security throughout CCCOCC's computer environment.
- 2) The Successful Bidder will complete the initial assessment as soon as reasonable possible following the date of execution of the awarded contract.
- 3) All work to be completed and delivered to CCCOCC no later than Wednesday, September 23, 2015.

##### **B. Assessment Objectives**

- 1) Identify security vulnerabilities within the CCCOCC network as well as from outside.

- 2) Simulate malicious hacker activity in attempting to gain unauthorized access to any part of the network.
- 3) Utilize Social Engineering techniques to penetrate the network.
- 4) Develop an overall assessment of strengths and weaknesses compared to industry best practices and business requirements.
- 5) Provide recommendations and knowledge transfer on the use of continuous monitoring techniques, methods and processes to enable CCCOCC to implement proactive monitoring capabilities.
- 6) Identify shortcomings in policies, procedures and standards and recommend improvements.

#### C. Critical Assessment Areas

- 1) Security protection of CCCOCC's network and data and supporting servers via external entities
- 2) Security protection of CCCOCC's network and supporting infrastructure
- 3) Physical security of CCCOCC's network
- 4) Remote access protection supporting connectivity to the network or servers
- 5) Response mechanisms in place to detect attacks
- 6) The security of all business information systems within CCCOCC's network
- 7) The ability to withstand deliberate, internal and external attacks against management systems as well as other systems
- 8) Security of internal user workstations on CCCOCC's network
- 9) Security of all database/data management systems

#### D. Required Tasks

- 1) The Network Security assessment is to include, but not be limited to, the following activities:
  - a) Vulnerability scanning
  - b) External penetration testing
  - c) SQL server vulnerabilities, including injection attack assessment
  - d) Remote access assessment of connectivity, including war driving
  - e) Intranet/extranet testing
  - f) Internal network assessment
  - g) Risk assessment – technical, administrative, personnel, physical
  - h) Evaluation of existing security implementation and fit with accepted security model

- i) Review and recommendations for improvements to current:
  - (i) MIS Policies & Procedures
  - (ii) Management structure
  - (iii) Intrusion detection systems
  - (iv) Access controls
  
- E. Devices, systems and procedures to be tested and evaluated:
  - 1) Routers
  - 2) Switches
  - 3) Servers
  - 4) Backup devices and methods
  - 5) Remote access servers and devices:
    - a) VPN
    - b) GoToMyPC
    - c) Mobile
  - 6) Firewalls
  - 7) Wireless access points
  - 8) Business applications
  - 9) E-mail systems
  - 10) Database/data management systems
  - 11) Workstations & peripherals
  - 12) Procedures/policies, including but not limited to the following:
    - a) Password policies
    - b) Aged account policies
    - c) Termination of employees' process
    - d) Other related policies
  
- F. Deliverables. The Successful Bidder will inform CCCOCC immediately if significant vulnerabilities are detected as the project is being executed.
  - 1) The Successful Bidder will present an analysis of vulnerabilities and risks for the overall test findings.
  - 2) The Successful Bidder will make a complete list of learned network or database accounts if their passwords were compromised during testing.
  - 3) The Successful Bidder will present a prioritized list of technical solutions for addressing identified or perceived vulnerabilities and a specific list of recommendations for mitigation.
  - 4) The Successful Bidder will recommend needed procedures, policies and methods for future security reviews.

5) The Successful Bidder will provide evaluation criteria to check final product.

- G. Knowledge Transfer. Transfer of knowledge is also an important deliverable of the project. The Successful Bidder will routinely interact with CCCOCC's MIS department during the assessment. As part of this interaction, the Successful Bidder will work with CCCOCC's personnel throughout all steps of the Assessment, including training on procedures and automated test steps to afford CCCOCC personnel a "hands on" experience. This knowledge transfer is intended to provide an opportunity for CCCOCC personnel to increase their ability to implement ongoing monitoring capabilities.

## **II. ADJUSTMENTS, MODIFICATIONS AND AMENDMENTS**

- A. Should the CCCOCC and the Successful Bidder mutually agree to a change in the scope of the project during the contract term, the price must also be mutually agreed upon.
- B. Changes in contractual provisions of services to be furnished under the contract may be made only in writing and must be approved mutually by an agent of the Successful Bidder and CCCOCC or designated representative.
- C. The Successful Bidder shall give full attention to the faithful execution of the contract, shall keep the contract under his control, and shall not by power of attorney or otherwise assign the contract to any other party without prior written approval of the CCCOCC or designated representative.
- D. Should laws change requiring additional services or significant changes in costs, the Successful Bidder and the CCCOCC or designated representative, will negotiate an equitable price adjustment.
- E. During the term of the awarded contract, the Successful Bidder will furnish all of the services specified in the Invitation to Bid. The Successful Bidder understands and agrees that the CCCOCC will have no responsibility or obligation to the Successful Bidder in providing contractor's services.
- F. All notices and requests by CCCOCC shall be in writing and shall be delivered by certified mail, return receipt requested, to the correct address of the parties to the contract. Either party may change its address by giving notice of the new address to the other party.

## **III. TERMINATION OF CONTRACT**

- A. Unless otherwise mutually agreed by both parties, the awarded contract shall be terminated on the last day of September, 2015.

- B. Termination for Cause: The CCCOCC may terminate the awarded contact at any time that the Successful Bidder fails to carry out its provisions or to make substantial progress under the terms specified in the contract.
  - 1) CCCOCC shall provide the Successful Bidder within fifteen (15) business days, notice of conditions endangering performance. If after such notice the Successful Bidder fails to remedy the condition contained in the notice, CCCOCC shall issue an order to stop work immediately.
  - 2) CCCOCC shall be obligated to reimburse the Successful Bidder only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.
- C. Termination by Mutual Agreement: With the mutual agreement of both parties upon receipt and acceptance of not less than fifteen (15) business days written notice, the awarded contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.
- D. Termination for Special Situations: Either party may terminate the awarded contact immediately following fifteen (15) business days written notification to the other, documenting the occurrence of any of the following:
  - 1) In the event there is a change in the CCCOCC due to an election, resignation or death and the CCCOCC-elect makes the decision not to continue the awarded contract.
  - 2) The Successful Bidder or any of its principals are debarred, suspended, proposed for debarment or declared ineligible to participate in the State of Florida's e-procurement system under the provisions of Section 287.133(3)(a), Florida Statutes.
  - 3) Insolvency, bankruptcy or receivership of the Successful Bidder

#### **IV. REIMBURSEMENT CRITERIA**

- A. The Successful Bidder will invoice CCCOCC no later than Friday, September 25, 2015 for the services that were provided.

#### **V. STATE OF FLORIDA CONVICTED VENDOR**

- A. A person or affiliate who has been placed on the State of Florida Convicted Vendor List following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids



on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.

**VI. CONFORMITY TO APPLICABLE LAWS**

- A. The Consultant must comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to, the “Public Records Law”, Chapter 119, Florida Statutes (the Florida Sunshine Law).

**VII. SUMMARY**

- A. All vendors are requested to complete the information requested in this bid, including the Exhibits, and return the package to Judy Dunder as explained on the Bidder’s Checklist on Page 25. The Collier County Clerk of the Circuit Court intends to enter into a formal Network Security Assessment contract with the awarded Bidder, which will incorporate all provisions of the Invitation to Bid. Additional terms and conditions will not be included in the Contract unless mutually agreed to by both parties.
- B. Due care and diligence has been exercised in the preparation of this Invitation to Bid, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the network security assessment services required and the administrative responsibilities involved rest solely with those making Bids. Neither the Office of the Collier County Clerk of the Circuit Court, nor its representatives, shall be responsible for any error or omission in this request, nor for the failure on the part of the bidder to determine the full extent of the exposure.

**CONTRACT PROPOSAL Cont'd.**  
**IFB 2015-013 Network Security Assessment**

**RE: IFB 2015-013 Network Security Assessment**  
**DATE DUE: Wednesday, August 19, 2015 @ 3 p.m. EST**

The undersigned, as bidder, hereby declares that he has examined the Scope of Work within this contract proposal and informed himself fully in regard to all conditions. The bidder further declares that the only persons, company or parties interested in this proposal or the contract to be entered into as principals are named herein. That this bid is made without connection with any other person, company or companies submitting a bid or proposal; and, it is in all respects fair and in good faith, without collusion or fraud.

The bidder proposes and agrees, if this proposal is accepted, to contract with the Clerk of the Circuit Court and furnish in complete accordance with the attached specifications, according to the following specifications and unit prices.

All exceptions shall be noted and explained.

**ALL WORK TO BE COMPLETED AND DELIVERED TO THE COLLIER COUNTY CLERK OF THE CIRCUIT COURT, NO LATER THAN WEDNESDAY, SEPTEMBER 23, 2015. INVOICE TO BE RECEIVED NO LATER THAN FRIDAY, SEPTEMBER 25, 2015.**

**CONTRACT PROPOSAL**  
**IFB 2015-013 Network Security Assessment**

Provide separate pricing for each of the following objectives as previously described in Section I (B).

Item	Description	Price
1	Identify Security vulnerabilities within the CCCOCC network as well as from outside.	\$
2	Simulate malicious hacker activity in attempting to gain unauthorized access to any part of the network.	\$
3.	Utilize Social Engineering techniques to penetrate the network.	\$
4.	Develop an overall assessment of strengths and weaknesses compared to industry best practices and business requirements.	\$
5.	Provide recommendations and knowledge transfer on the use of continuous monitoring techniques, methods and processes to enable CCCOCC to implement proactive monitoring capabilities.	\$
6.	Identify shortcomings in policies, procedures and standards and recommend improvements.	\$

Company Name \_\_\_\_\_

Prompt payment terms: \_\_\_\_% \_\_\_\_ Days; Net 45 Days

**CONTRACT PROPOSAL**  
**IFB 2015-013 Network Security Assessment**

The products and or services to be furnished by us is hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court. The undersigned do agree that should this bid be accepted, to execute the form of contract and present the same to the Clerk of the Circuit Court for approval as soon as possible after being notified of the awarding of the contract, so as to meet the final deliverables date of September 23, 2015.

IN WITNESS WHEREOF, we have hereunto subscribed our names on this \_\_\_\_\_ day

Of \_\_\_\_\_, 2015 in the county of \_\_\_\_\_, in the State of

\_\_\_\_\_.

\_\_\_\_\_

BIDDER'S COMPLETE LEGAL BUSINESS NAME

Circle one: Corporation, Sole Proprietorship, Partnership

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**EXHIBIT A**  
**IFB 2015-013 Network Security Assessment**

**GENERAL INFORMATION**

**Qualifications and Experience**

1. Name of company/firm: \_\_\_\_\_
2. Physical address of office proposing to serve Collier County Clerk of the Circuit Court:  
\_\_\_\_\_
3. Date business was founded: \_\_\_\_\_
4. Attach a current resume for each staff member who would participate on this project. Resume should contain current names, titles, phone numbers and e-mail addresses.
5. Provide a brief biography of each of the staff members who will be involved in providing services to Collier County Clerk of the Circuit Court. (Use additional paper as necessary). Prior to award of this contract a background check will be conducted for participating staff working on behalf of the vendor for this project. At that time, a driver's license and social security number must be submitted for those staff members.
6. Provide a summary showing the organizational hierarchy and principal staff members who will be involved in providing services to the Clerk of Courts.
7. Describe the responsibilities of personnel who will be involved in the project, including the chain of command for problem resolution. (Use additional paper as necessary)


8. Who will be the primary contact(s) assigned to our account? From which area of the organization and from which location will they be assigned?


**EXHIBIT B**  
**IFB 2015-013 Network Security Assessment**

**BID EXCEPTION FORM**

*OUR FIRM CAN COMPLY WITH ALL ASPECTS OF THE CLERK'S NETWORK SECURITY ASSESSMENT REQUIREMENTS.*

\_\_\_\_\_ **YES**    \_\_\_\_\_ **NO** (if no, provide explanation below).

**EXCEPTIONS to the requirements in this Invitation to Bid:**

Page:

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Paragraph or Item Number:

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Exception/Deviation:

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Describe:

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Page:

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Paragraph or Item Number:

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Exception/Deviation:

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Describe:

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Page:

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Paragraph or Item Number:

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Exception/Deviation:

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Describe:

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**EXHIBIT C**  
**IFB 2015-013 Network Security Assessment**

**CUSTOMER REFERENCES**

*NOTE TO CUSTOMER REFERENCE:*

The vendor for this Invitation to Bid (IFB) is providing you this Customer Reference form to verify your overall satisfaction of their prior contract performance in relation to the requirements of this IFB.

As part of reviewing completed customer reference forms received, Collier County Clerk of the Circuit Court may contact you for a brief discussion of the contents of this form.

If the vendor has pre-filled items 1 through 8, please verify that the information is correct.

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**1. Customer / Government Agency Name and Department:**

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**2. Customer Level:**

- State Government (specify): \_\_\_\_\_
- County Government (specify): \_\_\_\_\_
- City Government (specify): \_\_\_\_\_
- Subsection within a government (e.g., Port Authority) \_\_\_\_\_
- Non-Government (specify): \_\_\_\_\_

**3. Vendor was the prime contractor:**  Yes  No

**4. Customer Reference Contact Person:**

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**5. Title of Customer Reference Contact Person:**

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**6. Phone #:** ( ) \_\_\_\_\_

**7. Customer Reference Contact Address:**

**Street:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_



E-mail Address: \_\_\_\_\_

8. Duration of Service: \_\_\_\_\_ through \_\_\_\_\_

9. Dollar Amount of Service (\$50,000 Annual Minimum): \_\_\_\_\_

ITEMS 10 THROUGH 11 ARE TO BE COMPLETED BY THE REFERENCE CUSTOMER ONLY.

10. Provide a brief description of the work performed (use additional sheets if necessary):


11. Ratings

**Knowledge and Skill Ratings:** On a scale from one (1) to ten (10), with ten being the highest rating, for each of the following categories how would you rate the referenced vendor’s Knowledge and Skills? (Please circle one number)

**Risk assessment and vulnerability testing knowledge and skills**

1    2    3    4    5    6    7    8    9    10

**Written, oral, and presentation skills**

1    2    3    4    5    6    7    8    9    10

**Knowledge of mandates, policies, and standards**

1    2    3    4    5    6    7    8    9    10

**Performance Ratings:** On a scale from one (1) to ten (10), with ten being the highest rating, for each of the following categories how would you rate the referenced vendor’s Performance?  
(Please circle one number)

**Quality of work products**

1    2    3    4    5    6    7    8    9    10

**Timeliness of Deliverables and Other Work Products**

1    2    3    4    5    6    7    8    9    10

**Effectiveness of vendor's personnel**

1    2    3    4    5    6    7    8    9    10

**Success of the Work Product (i.e., was the project successfully implemented?)**

1    2    3    4    5    6    7    8    9    10

**EXHIBIT D**

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Bid or Contract No. \_\_\_\_\_ For  
\_\_\_\_\_
2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)  
whose business address is: \_\_\_\_\_  
  
(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
3. My name is \_\_\_\_\_ and my relationship to the entity named  
(please print name of individual signing)  
above is \_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or
  - b) An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliated” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture

with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c) I understand that a “person” as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d) Based on information and belief the statement that I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting the sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPHS 1-3 (ONE THRU THREE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_

(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who, after first being sworn by me, affixed his/her signature in the space provided on this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC  
Commission number: \_\_\_\_\_  
Commission expires: \_\_\_\_\_

**EXHIBIT E**  
**IFB 2015-013 Network Security Assessment**

**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION (Florida State Statute 287.087)**

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, Bids, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, Bid, 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 by, 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 this statement, I certify that this firm complies fully with the above requirements. False statements are punishable by law.

Company Name:

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Written Signature:

---

Print or Type Signatory Name:

---

Print or Type Title:

---

Date:

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**EXHIBIT F**  
**IFB 2015-013 Network Security Assessment**

**CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT**

I certify that I have no personal or financial interest and no present or past employment or activity which would be incompatible with my participation in any activity related to the planning or procurement processes for the IFB 2015-013 Network Security Assessment. For the duration of my involvement in this project, I agree not to accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is bidding and/or proposing, or associated with a bidder and/or bidder on the Project.

I certify that I will keep all project information, including information concerning the planning, processes, development or procedures of the project, confidential and secure. I will not copy, give or otherwise disclose such information to any other person unless Collier County Clerk of the Circuit Court has on file a confidentiality agreement signed by the other person, and the disclosure is authorized and necessary to the project. I understand that the information to be kept confidential includes, but is not limited to, specifications, administrative requirements, and terms and conditions, and includes concepts and discussions as well as written or electronic materials. I understand that if I leave this project before it ends, I must still keep all project information confidential. I agree to follow any instructions provided by the project relating to the confidentiality of project information.

I fully understand that any unauthorized disclosure I make may be a basis for civil or criminal penalties and/or disciplinary action. I agree to advise Marni Scuderi, Staff Attorney for Collier County Clerk of Courts at 239-252-2725, immediately in the event that I either learn or have reason to believe that any person who has access to project confidential information has or intends to disclose that information in violation of this agreement.

Signature:	Date:
Name:	Company/Firm:
Title:	Department:
Position:	E-Mail Address:
Telephone:	Fax Number:

Return original signed certification with your final offer.  
Keep copy for self (and contract and/or vendor's employer) if desired.

**EXHIBIT G**  
**IFB 2015-013 Network Security Assessment**  
**NON-DISCLOSURE AGREEMENT**

This **Confidentiality and Non-Disclosure Agreement** certifies that all employees of the company identified below will apply confidentiality measures in compliance with the practices or procedures mandated by Collier County Clerk of the Circuit Court (CCCOCC). All confidential information will remain the exclusive property of CCCOCC. All requests from entities other than those related to this project must be approved by the CCCOCC Clerk of Courts.

On behalf of below company, I fully understand that disclosure of confidential information may be cause for civil penalties.

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_



**BIDDER'S CHECK LIST**  
**IFB 2015-013 Network Security Assessment**

**IMPORTANT:** Please read carefully, sign in the spaces indicated and return with your bid.

Responder should check off each of the following items as the necessary action is completed:

- The Bid has been signed.
- The Bid prices offered have been reviewed.
- The price extensions and totals have been checked.
- The payment terms have been indicated.
- Any required drawings, descriptive literature, etc. have been included.
- Any delivery information required is included.
- If required, the amount of bid bond or cashier's check has been included.
- Any addenda have been signed and included.
- If submitting by email, submit to: [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com)
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

**Collier County Clerk of the Circuit Court**  
**ATTN: Judy Dunder**  
**3299 Tamiami Trl E., Ste. 501**  
**Naples, FL 34112-5749**

- The mailing envelope must be sealed and marked with:

◆ **IFB Number/Title:** IFB 2015-013 Network Security Assessment

- The sealed response will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise bid will be rejected)

ALL COURIER-DELIVERIES MUST HAVE THE IFB NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Company Name \_\_\_\_\_

Signature & Title \_\_\_\_\_

Typed Name \_\_\_\_\_

Date \_\_\_\_\_

**NON-BIDDER'S RESPONSE**  
**IFB 2015-013 Network Security Assessment**

For purposes of maintaining an accurate bidder's list and facilitating your firm's response to our Invitation to Bid, we are interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids.

If your firm is not responding to this IFB, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form via email to Judy Dunder at [Judy.Dunder@collierclerk.com](mailto:Judy.Dunder@collierclerk.com).

We are not responding to this invitation for bid for the following reason(s):

- Materials or services requested not manufactured by us or not available from our company;
- Our items or materials do not meet specifications. The specifications were (check one);
  - Not clearly understood                       Not applicable
  - Too vague     Too rigid
  - Quantities too small                       Other \_\_\_\_\_
- Insufficient time allowed for preparation of response;
- Incorrect address used. Please correct mailing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other reason(s): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

By: \_\_\_\_\_

Signature of Representative

Print Name: \_\_\_\_\_