

SOLICITATION COVER SHEET**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT REQUEST FOR PROPOSALS**

SUBMIT PROPOSALS TO: SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
VIA: WWW.DEMANDSTAR.COM

DIRECT INQUIRIES TO: Chamanda Burris, Procurement Supervisor
Phone: 352-505-2970 E-mail: procurement@watermatters.org

DATE POSTED:
October 24, 2025

PROPOSALS WILL BE OPENED:
November 18, 2025, at 2:00 p.m., and may not be withdrawn for 120 days after this date.

PRE-PROPOSAL CONFERENCE: Not Applicable

ORAL PRESENTATIONS: Demos Required for Shortlisted Respondents Only

TITLE: RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION (RFP 25-4871)

SPECIFICATIONS: The Southwest Florida Water Management District (District) is seeking proposals from qualified consultants or firms for the procurement and implementation of a new Comprehensive Emergency Management and Continuity of Operations Planning (CEMP/COOP) software solution. This Project includes updating and enhancing the District's existing Comprehensive Emergency Management Plan (CEMP), migrating the current Continuity of Operations Plan (COOP) to the new software solution, and fully integrating the COOP with the updated CEMP within the selected solution.

Respondent Name:

Reason for No-Bid

Mailing Address:

City-State-Zip:

Telephone Number () -

FAX Number () -

Toll-Free Number () -

Email address for correspondence:

Authorized Signature:

Full Name (please print or type):

Title (please print or type):

I, the above signed, as Respondent, hereby declare that I have carefully read this Request for Proposal and its provisions, terms, and conditions covering the equipment, materials, supplies, or services as called for, and fully understand the requirements and conditions. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, entity, or person submitting a proposal for the same goods/services (unless otherwise specifically noted) and is in all respects fair and without collusion or fraud. I agree to be bound by all the terms and conditions of this Request for Proposal and certify that I am authorized to sign this proposal for the Respondent.

THE DISTRICT OFFICIALLY POSTS SOLICITATION PACKAGES ON WWW.DEMANDSTAR.COM AND WWW.WATERMATTERS.ORG/PROCUREMENT. THE DISTRICT RECEIVES PROPOSALS THROUGH DEMANDSTAR AT WWW.DEMANDSTAR.COM. THE DEMANDSTAR TIME STAMP WILL BE CONCLUSIVE AS TO THE TIMELINESS OF FILING. IT IS THE RESPONDENT'S RESPONSIBILITY TO ENSURE THAT ITS PROPOSAL IS TIMELY UPLOADED. PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE ACCEPTED. TO MAINTAIN A SECURED SEALED PROCESS ELECTRONIC SUBMISSIONS MAY BE MADE ONLY THROUGH THE DEMANDSTAR PLATFORM. FAXES, EMAILS, OR HAND DELIVERY WILL NOT BE ACCEPTED.

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
REQUEST FOR PROPOSALS 25-4871
NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS
PLANNING (CEMP/COOP) SOFTWARE SOLUTION**

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- Attachment 7 Sample Agreement

PART I - GENERAL CONDITIONS

- 1.1 PURPOSE.** The purpose of this solicitation is to provide guidelines for submission of proposals for the services described in Part III, hereinafter referred to as the "Services."
- 1.2 DEFINITIONS.** "Respondent" means consultant, contractor, organization, firm, college or university, or other entity submitting a response to this solicitation. "District" means the Southwest Florida Water Management District, which is the issuing agency.
- 1.3 DEVELOPMENT COST.** Neither the District nor its representatives will be liable for any expenses incurred in connection with the preparation of a response for this solicitation. All proposals should be prepared simply and economically, providing a straightforward and concise description of the Respondent's ability to meet the requirements of the solicitation.
- 1.4 CHANGES, DELAYS, AND ADDENDA.** The District reserves the right to delay scheduled solicitation due dates if determined to be in the best interest of the District.

District solicitations, changes, delays, and addenda are available for review and download at <http://www.watermatters.org/procurement> and www.demandstar.com. Persons/firms receiving solicitations from the Internet websites are responsible to recheck the websites for any changes or addenda.

All interpretations and supplemental instructions will be in the form of written addenda, including District answers provided in response to SECTION 1.9, QUESTIONS, of this solicitation. Respondents will acknowledge receipt of all addenda in their proposal.

No interpretation of the meaning of the specifications or other solicitation documents, nor correction of any apparent ambiguity, inconsistency or error therein, will be made to any Respondent orally. Prospective Respondents are advised that no other sources are authorized to give information concerning, explaining, or interpreting solicitation documents. Any information obtained from an officer, agent or employee of the District or any other person will not affect Respondent's risks or obligations or relieve it from fulfilling any and all conditions of the solicitation.

- 1.5 PRE-PROPOSAL CONFERENCES.** None.
- 1.6 RULES FOR PROPOSALS.** Two or more firms may combine for the purpose of responding to this solicitation providing that one is designated as "Prime" Respondent and the other as "Sub-Respondent(s)". The signer of the proposal must declare that any person or entity with any interest in the proposal, as a principal, is identified therein; that the proposal is made without collusion; that it is, in all respects, fair and in good faith; and that the signer of the proposal has full authority to negotiate for and bind the Respondent stated on the solicitation cover sheet.
- 1.7 PROPOSAL FORMAT.** In order to assist the District's review process, proposals are to be prepared utilizing the following format. The evaluation criteria are set forth in PART V – EVALUATION PROCEDURES.
- 1.7.1 Cost/Fee Schedule.** The cost/fee schedule containing all price information as defined in ATTACHMENT 1 - Cost Proposal Response Form must be submitted as a separate file from any file(s) containing all non-price factors as identified in SECTION 1.7, PROPOSAL FORMAT.
- 1.7.2 Sign and Return the Solicitation Cover Sheet.** The person signing the proposal must be an authorized signatory of Respondent as demonstrated by such individual being listed as an officer on the Florida Division of Corporations (Sunbiz.org) website or in Respondent's Articles of Incorporation, or specifically authorized on a Board Resolution. Such documentation verifying the authorized signatory must be submitted as part of this section.

1.7.3 Table of Contents. This should include clear identification of the material by section and page number.

1.7.4 Letter of Transmittal. This letter should not exceed two pages in length and should briefly state the Respondent's understanding of the work to be performed and make a positive commitment to performing the work in a timely fashion. This letter should give the names of the individuals who will be authorized to make representations for the organization, their titles, addresses and telephone numbers. This letter should, as applicable, include conflict of interest information per SECTION 1.10. CONFLICT OF INTEREST, below, or state no such conflicts of interest exist. This letter must be signed by an official authorized to negotiate for the Respondent.

1.7.5 Organizational Profile and Qualifications. This section of the proposal should provide the following:

1.7.5.1 A description of the Respondent's organization, including location(s), size, range of activities, number of client organizations, current and projected workloads, and any other appropriate information to describe the organization. Emphasis should be given to the organization's relevant experiences that indicate their overall capability to deliver the services specified in PART III – NATURE OF SERVICES REQUIRED. The Respondent must explain a) its ability to furnish the required services, b) its (and Sub-Respondents') performance history on similar enterprise-level support activities, c) current and projected workload as related to its willingness to meet the ongoing support requirements of the District

1.7.5.2 Name and address of operating company and contact, indicate type of business (i.e. Individual, Partnership, Corporation, etc.)

1.7.5.3 Number of years in business, number of years as a provider of the services specified in PART III – NATURE OF SERVICES REQUIRED, total number of employees, number of people regularly employed as support consultants, and specifically, the number of people regularly employed to provide the services specified in PART III NATURE OF SERVICES REQUIRED.

1.7.5.4 Documentation showing CEMP implementation and support of at least 25 enterprise-level customers. Of the supported customers, provide a summary, not to exceed a maximum of five pages, highlighting a minimum of ten that most closely mirror, at least, the District's minimum expectations as outlined in PART III – NATURE OF SERVICES REQUIRED. Indicate their longevity as Respondent customers, average support incidents per year, and products supported.

1.7.6 References. Respondent must provide at least three (3) separate, relevant, and verifiable references for public entities that use the Respondent's proposed consulting services of similar size and scope as specified in PART III – NATURE OF SERVICES REQUIRED. Each reference must be able to comment on Respondent's relevant experience. References must be public entities of similar operations and size or larger than the District. One reference must be from a Florida state agency or Florida county jurisdiction. Failure to comply with reference requirements may result in rejection according to SECTION 1.14 RIGHT TO ACCEPT OR REJECT PROPOSALS. Submit a summary sheet indicating the following:

- Name of the entity
- Time period and summary of the scope of work provided by Respondent.
- Contact name, address, e-mail address and phone number

1.7.7 Methodology Approach. This section shall include a written narrative describing the Respondent's overall approach to fulfilling the requirements of this solicitation as outlined in PART III – NATURE OF SERVICES REQUIRED. The narrative should address each subsection below and provide a clear, structured explanation of the proposed methodology.

The submission is limited to a maximum of seven (7) single-sided pages, using a minimum 10-point font, and must be included with the proposal.

1.7.7.1 Scope of Work. This section of the proposal must explain the Scope of Work as you understand it.

1.7.7.2 Onboarding Methodology. Respondents must provide a detailed description and timeline of their onboarding methodology for new clients. The onboarding plan should demonstrate a clear understanding of the District's operational environment and include the following components:

- Implementation Timeline – The Performance Schedule, Attachment 3, with an anticipated start date of February 1, 2026, and concluding at the point of “full productive use,” defined as the point at which the software is fully configured, all required data has been migrated, designated District staff have been trained, and the solution is actively being used in day-to-day operations without reliance on temporary workarounds or parallel legacy systems.
- District Resource Requirements - A breakdown of the District staff roles required to support implementation, organized by department (e.g., Emergency Operations Center, Information Technology) or by functional role (e.g., application administrator, subject matter expert). For each role, the Respondent must specify:
 - The required skill set or expertise
 - The estimated weekly time commitment during implementation
 - The anticipated level of involvement after the solution is in production
- District Deliverables - A list of specific deliverables or inputs required from the District to support a successful implementation. This may include access to existing solutions, documentation, data sets, and participation in planning, configuration, or validation sessions.
- Onboarding Costs - Any costs associated with onboarding activities must be clearly identified and itemized in the proposal.

1.7.7.3 Software Training Plan - Respondents must provide a comprehensive training plan that supports the successful adoption and use of the proposed software solution. The plan should include:

- Training Types and Time Commitments - A description of the types of training to be provided, organized by user role (e.g., application administrator, general staff, subject matter expert). For each role, specify:
 - The format of training (e.g., live virtual sessions, recorded modules, hands-on workshops);
 - The estimated time commitment required to complete training; and
 - Any follow-up or refresher training options available.

- Training Schedule and Optional Modules - A proposed schedule of training modules, including:
 - The sequence and timing of sessions aligned with the implementation timeline;
 - Identification of any additional training sessions required for optional modules or advanced features, if proposed; and
 - Availability of training materials for future reference or onboarding of new staff.

1.7.7.4 Data Maintenance/Migration - Respondents must describe their approach to data handling throughout the lifecycle of the software solution, including the migration of the District's existing COOP from its current platform to the proposed solution. The proposal must address the following:

- Data Requirements for Migration - Identify the types of data and metadata required from the District to support the import of both active (current) and closed (historical) reports. Specify any formatting, structure, or validation requirements necessary to ensure a successful migration
- COOP Migration Strategy - Provide a clear process for migrating the District's existing COOP content into the new software solution. The strategy should ensure that common elements (e.g., resources, contacts, facilities) are structured in a way that allows shared use across both the COOP and the CEMP modules.
- Data Retention and Deletion - State how long data will be retained in the Respondent's system by default. Include whether the District will have the ability to delete specific data upon request and describe any limitations or procedures related to data deletion.
- Data Return Upon Termination - Outline the process for returning all relevant files and documents to the District should the District choose to discontinue services. This should include format, delivery method, and any associated costs.

1.7.7.5 Security - Respondents must describe their approach to ensuring the confidentiality, integrity, and availability of District data throughout the lifecycle of the software solution. The security section of the proposal must address the following:

- Data Protection and Confidentiality - Respondents must explain how they will maintain the confidentiality of District records and data. This includes:
 - Security procedures currently in place for accessing, transmitting, and storing data;
 - Measures to prevent unauthorized access or disclosure;
 - A statement confirming that all District data will be maintained and processed exclusively within the continental United States.
- Data Recovery and Business Continuity - Describe the Respondent's high-level disaster recovery and business continuity practices, including:
 - System redundancy;
 - Backup frequency and retention;
 - Recovery time objectives (RTO) and recovery point objectives (RPO).
- Encryption Standards - Provide documentation describing how data encryption is implemented:

- During transmission (in transit); and
- While stored (at rest).

1.7.7.6 **Ongoing Communications Strategy.** The Respondent must outline their communication plan for this Project. This plan should include details on initial onboarding, daily interactions, routine and emergency communications, as well as management-level reporting.

1.7.7.7 **Service Level Agreements.** Respondents must provide their Service Level Agreements (SLAs) outlining their approach to addressing District-reported issues and inquiries. SLAs should clearly define issue severity levels, expected response times, resolution efforts, and escalation procedures.

1.7.7.8 **Support Team Qualifications.** The Respondent shall provide a comprehensive overview of their support team and the proposed support model. This description should include the titles of each support team role, the minimum level of experience or qualifications required for each position, and a clear explanation of the responsibilities assigned to each role. The information provided should demonstrate the Respondent's ability to deliver effective and reliable support throughout the duration of the Agreement.

1.7.7.9 **Additional Capabilities.** Respondents may include additional information not specifically requested in the preceding sections only if it directly supports their qualifications and experience to provide the services outlined in this solicitation. This section may be used to present any relevant details referenced in Section 5.2 – Evaluation Method and Criteria, including but not limited to enhanced reporting capabilities, such as those related to Emergency Action Plans (EAPs). The District will evaluate this information solely to the extent that it substantiates the Respondent's ability to meet or exceed the requirements of this RFP.

1.7.8 Cost. Respondent must provide an annual rate inclusive of all costs for each year of the anticipated five-year agreement term. This section of the proposal is addressed in ATTACHMENT 1 - Cost Proposal Response Form.

1.7.9 Submittal of Proposal Documents. In addition to the proposal submission requirements outlined in Subsections 1.7.1 through 1.7.8, all required proposal documents and forms listed below must be fully and accurately completed, including signatures where indicated, and submitted with the proposal. Failure to comply with these requirements may result in the proposal being deemed non-responsive and rejected. Forms required with proposal submission:

- Solicitation Cover Sheet: The Respondent must sign and return the Solicitation Cover Sheet with their proposal.
- Addenda Acknowledgment
- ATTACHMENT 1 – Cost Proposal Response Form
- ATTACHMENT 2 – Mutual Non-Disclosure Agreement
- ATTACHMENT 3 – Performance Schedule

1.8 PROPOSAL OPENING. Proposal opening will be public on the date and at the time specified in the solicitation. It is the Respondent's responsibility to ensure that its proposal is uploaded to DemandStar at the proper time. Proposals that are not uploaded by that time, for any reason, will not be considered.

To be considered, one electronic Adobe Document Format Files (pdf) of the proposal must be uploaded to WWW.DEMANDSTAR.COM, by **2:00 p.m., Local Time, on Tuesday, November 18, 2025.** Proposals

not received in a timely manner by DemandStar will not be accepted. THE DEMANDSTAR TIME STAMP WILL BE CONCLUSIVE AS TO THE TIMELINESS OF FILING. THE DISTRICT HAS NO CONTROL OVER WHETHER WWW.DEMANDSTAR.COM IS EXPERIENCING TECHNICAL DIFFICULTIES.

The District may make an award within 120 days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If an award is not made within one hundred twenty (120) days, the response shall remain firm until either the District awards the Agreement or the District receives, from the Respondent, written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the District's sole discretion, be accepted or rejected.

By submitting a proposal, Respondent agrees to all the terms and conditions of this solicitation and those included in ATTACHMENT 7 - Sample Agreement. Any changes offered by a Respondent in a proposal will not be considered by the District. The submittal of a proposal shall constitute Respondent's acknowledgement of all terms and conditions of this solicitation and the District will construe the proposal as though no proposed changes were presented. If a Respondent desires to propose a change to a term or condition of this solicitation or Sample Agreement, Respondent must submit its request under the procedure set forth in SECTION 1.9, QUESTIONS.

AS INDICATED ON THE SOLICITATION COVER SHEET, THE DISTRICT RECEIVES PROPOSALS THROUGH DEMANDSTAR. PROPOSAL PACKAGE DOCUMENTS MAY BE ELECTRONICALLY SIGNED OR SIGNATURES TRANSMITTED ELECTRONICALLY (VIA .PDF, ETC.). ELECTRONIC SIGNATURE/ TRANSMISSION SHALL BE DEEMED THE SAME AS A HANDWRITTEN SIGNATURE/ORIGINAL EXECUTED COPY FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

The District is providing a virtual option to join the proposal opening for RFP 25-4871. The meeting will begin at **2:00 p.m. Local Time on Tuesday, November 18, 2025**. Respondents may view the opening by clicking on the "Join Microsoft Teams Meeting" title below. You may also click on or copy and paste the following Teams link URL into your browser:

Microsoft Teams
[Join the meeting now](#)
Meeting ID: 250 307 478 892 9
Passcode: N2Hb7uj7
<https://bit.ly/48v50qh>
Dial in by phone
[+1 786-749-6127](tel:+17867496127), [989554227#](tel:+1989554227) **United States, Miami**
[Find a local number](#)
Phone conference ID: 989 554 227#

1.9 QUESTIONS. All questions must be presented in writing to Procurement@Watermatters.org, or the physical address as stated in SECTION 1.27, CORRESPONDENCE and received by the District no later than **5:00 p.m. on Monday, November 03, 2025**, 10 business days prior to the proposal opening. Inquiries must reference the proposal title, number and the date of proposal opening. Respondents are responsible for checking the District's website as specified in SECTION 1.4, CHANGES, DELAYS, AND ADDENDA, for the District's responses to the questions presented. The District will attempt to answer all submitted questions in a timely manner but accepts no responsibility for response delays.

1.10 CONFLICT OF INTEREST. The award hereunder is subject to the provisions of Chapter 112, Part III, Florida Statutes, as amended, governing conflicts of interest. All Respondents must disclose with their proposal the name of any officer, director, or agent who is also a public employee. Further, all Respondents must disclose the name of any public employee who owns, directly or indirectly, an interest of five percent

(5%) or more in the Respondent's firm or any of its branches.

The Respondent hereby agrees that, at the time of execution of an agreement, the Respondent will not be involved in any matters which adversely affect any interest or position of the District, and that the Respondent has no relationship with any third-party relating to any matters which adversely affect any interest or position of the District. The Respondent will not accept during the term of the agreement, or any renewal thereof, any retainer or employment from a third-party whose interests appear to be conflicting or inconsistent with those of the District.

1.11 PROPOSAL WITHDRAWAL. Proposals may be withdrawn at any time prior to the opening via the DemandStar platform.

1.12 PUBLIC AVAILABILITY OF RECORDS. Once opened, all proposals will become the property of the District and, at the sole discretion of the District, may not be returned to the Respondent. Any information, reports or other materials given to, prepared or submitted in response to this solicitation will be subject to the provisions in Chapter 119, Florida Statutes, commonly known as the Florida Public Records Act. Any Respondent claiming that its proposal contains information that is exempt from the public records law must clearly segregate (separate electronic copy PDF file) and mark that specific information as "CONFIDENTIAL", state the reason such information is exempt from public disclosure, and provide the specific statutory citation for such exemption (i.e., Section 815.04, Florida Statutes); otherwise, Respondent waives any possible or claimed exemption upon submission, effective at opening.

The Florida Public Records Act, Section 119.071(1)(b), Florida Statutes, as amended, exempts sealed proposals from inspection, examination, and duplication until such time as the District issues a Notice of Intent to Award pursuant to Section 120.57(3)(a), Florida Statutes, or within 30 days after the proposal opening, whichever comes first. This exemption is not waived by the public opening of the proposals.

1.13 RESPONSIVE/RESPONSIBLE. At the time of submitting a proposal, the District requires that the Respondent be properly licensed and registered to do business in the State of Florida in accordance with applicable Florida Statutes. Submissions that do not meet all requirements of this solicitation or fail to provide all required information, documents, or materials as provided in SECTION 1.7, PROPOSAL FORMAT, may be rejected as non-responsive. Respondents whose responses, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the proposal may be rejected as non-responsive. The District reserves the right to determine which responses meet the requirements of this solicitation, and which Respondents are responsive and responsible. The District reserves the right before awarding the proposal, to require a Respondent to submit such evidence of their qualifications as it may deem necessary and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Respondent to perform the work in a satisfactory manner and within the time agreed upon. The Respondent is assumed to be familiar with all federal, state or local laws, ordinances, rules and regulations that in any manner affect the work, and to abide thereby if awarded the Agreement. Ignorance of legal requirements on the part of the Respondent will in no way relieve responsibility.

1.14 RIGHT TO ACCEPT OR REJECT PROPOSALS. Proposals which are incomplete, conditional, obscure, or contain additions not contemplated by the solicitation or irregularities of any kind, or do not comply in every respect with the solicitation may be rejected as nonresponsive at the option of the District. The District does not bind itself to accept the minimum specifications stated in this solicitation but reserves the right to accept any proposal which, in the judgment of the District, will best serve the needs and the interests of the District. The District reserves the right to reject all proposals and not grant any award resulting from the issuance of this solicitation. If awarded, no agreement will be formed between the Respondent and the District until the agreement is executed by both parties.

- 1.15 NOTICE OF INTENT TO AWARD:** The Notice of Intent to Award will be posted for review by interested parties on the District's Internet website, (<http://www.watermatters.org/procurement>) and www.demandstar.com.
- 1.16 PROTESTS.** Any Respondent who protests the specifications or decision, or intended decision, must file with the District a notice of protest and formal protest in compliance with Chapter 28-110, Florida Administrative Code (F.A.C.), and applicable provisions in Section 120.57, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- 1.17 CONTRACT INFORMATION.** By submitting a proposal, the Respondent agrees to all the terms and conditions of this solicitation and those included in the Sample Agreement attached as ATTACHMENT 7. The contents of the proposal of the successful Respondent will be incorporated into a written agreement in terms acceptable to the District at its absolute discretion. If a Respondent desires to propose a change to a term or condition of the solicitation of Agreement, the Respondent must submit its request under the procedure set forth in SECTION 1.9, QUESTIONS. Any changes offered by a Respondent in a proposal will not be considered by the District. The submittal of a proposal will constitute acknowledgement of all terms and conditions of this solicitation and the District will construe the proposal as though no changes were presented. If Respondent desires an additional agreement(s) be considered for execution along with the District's Agreement (ATTACHMENT 7 – Sample Agreement), the Respondent must provide a copy of the proposed agreement with its response. The District reserves the right to reject a Respondent if the terms and conditions of a proposed agreement cannot be negotiated to the District's satisfaction.
- 1.18 INDEMNIFICATION.** The Respondent agrees to indemnify and hold harmless the District and all District agents, employees and officers from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorney fees and costs and attorney fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Respondent, its agents, employees, subconsultants, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the Respondent's performance under this Agreement. This provision shall survive the termination or expiration of this Agreement.
- 1.19 WITHHOLDING PAYMENT.** The District may, in addition to other remedies available by law or equity, retain such monies from amounts due the Respondent as may be necessary to satisfy any claim for damages, penalties, costs, and the like asserted by or against the District. The District may set off any liability or other obligation of the Respondent or its affiliates to the District against any payments due the Respondent under any agreement with the District.
- 1.20 TERMINATION.** Unless otherwise agreed to by the District, any agreement resulting from this solicitation may be terminated by the District without cause upon ten days written notice. Termination is effective upon the tenth day as counted from the date of the written notice. In the event of termination under this paragraph, the contractor or consultant will be entitled to compensation for all services provided to the District up to the date of termination on a pro-rated basis and which are within the Statement of Work, are documented in the budget, and are allowed under the Agreement.
- 1.21 LAW COMPLIANCE.** The Respondent will abide by and assist the District in satisfying all applicable federal, state and local laws, rules, regulations and guidelines (including, but not limited to, the Americans with Disabilities Act) relative to performance under this solicitation. The Respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, disability, marital status or national origin. The Respondent will obtain and maintain all permits and licenses necessary for its performance under this solicitation.

1.22 AMERICANS WITH DISABILITIES ACT (ADA). The District does not discriminate upon the basis of disability of any individual's disability status. This non-discrimination policy involves every aspect of the District's functions, including one's access to, participation, employment, or treatment in the District's programs, services and activities. Anyone requiring reasonable accommodation, or who would like information as to the existence and location of accessible services, activities, and facilities, as provided for in the Americans with Disabilities Act should contact the District's Human Resources Office Chief, 2379 Broad Street, Brooksville, Florida 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (Florida only); or email ADACoordinator@WaterMatters.org. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

1.23 PUBLIC ENTITY CRIMES. Pursuant to Subsections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on an agreement to provide any goods or services to a public entity, may not submit a proposal on an agreement with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Subsection 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submitting a proposal to this solicitation, the Respondent certifies that it is not on the convicted vendor list.

1.24 DISCRIMINATION. This section does not apply to this solicitation.

1.25 RESPONSIBLE VENDOR DETERMINATION. The Respondent is hereby notified that Section 287.05701, Florida Statutes, requires that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

1.26 SCRUTINIZED COMPANIES. Pursuant to section 287.135, Florida Statutes, a company or other entity that, at the time of submitting a bid or proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies or Other Entities that Boycott Israel List, or is engaged in a boycott of Israel, is ineligible to, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services in the amount of one hundred thousand dollars or more. If the goods or services are in the amount of one million dollars or more, the company or other entity must also not be on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in Iran Terrorism Sectors List or be engaged in business operations in Cuba or Syria. By submitting a Proposal, the Respondent certifies that it is not on any of the lists or engaged in any of the prohibited activities identified above, as applicable based upon the Agreement amount. The District has the option to terminate such contact if the contracting company or other entity is found to have been placed on the Scrutinized Companies or Other Entities that Boycott Israel List or is engaged in a boycott of Israel.

1.27 CORRESPONDENCE. Unless otherwise stated or notified in writing by the District, correspondence pursuant to this solicitation must be sent to the District at the following address:

Procurement Services Office
Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34604-6899
E-mail: Procurement@Watermatters.org

The remainder of this page intentionally left blank.

Proposed Respondents or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this solicitation, except in writing to the Procurement Service Office as provided in this solicitation, until the Notice of Intent to Award is posted and becomes final. Violation of this provision may be grounds for rejecting a proposal.

1.28 BACKGROUND CHECKS. This section does not apply to this solicitation.

1.29 PURCHASES BY OTHER PUBLIC AGENCIES. With the consent and agreement of the Respondent, purchases may be made under this solicitation by other governmental agencies or political subdivisions within the State of Florida. Such purchases will be governed by the same terms and conditions stated herein. This Agreement in no way restricts or interferes with the right of any public entity to procure any or all of these services independently.

1.30 EMPLOYMENT ELIGIBILITY VERIFICATION. In accordance with Section 448.095, Florida Statutes, Respondent, by responding to a solicitation or entering into a contract with the District, certifies: (i) it is registered with and uses the E-Verify system operated by the U.S. Department of Homeland Security to verify the work authorization status of all newly hired employees, (ii) during the year prior to making its submission or entering into a contract with the District, no contract of Respondent was terminated by a public employer in compliance with Section 448.095, Florida Statutes, and (iii) it is and shall remain in compliance with Sections 448.09 and 448.095, Florida Statutes, including securing and maintaining subcontractor affidavits as required by Section 448.095(2)(b), Florida Statutes. Upon good faith belief that Respondent or its subcontractors of any tier have knowingly violated Sections 448.09(1) or 448.095(2), Florida Statutes the District shall terminate (or order the termination of) their contract. Respondent shall be liable for any additional cost incurred by the District as a result of its termination. The District's receipt of proof that Respondent and each subcontractor performing through Respondent are E-Verify system participants is a condition precedent to any District contract. Information on how to obtain proof of participation, register for and use the E-Verify system may be obtained via U.S. Department of Homeland Security website: <http://www.dhs.gov/E-Verify>.

1.31 NO USE OF COERCION FOR LABOR OR SERVICES. In accordance with Section 787.06, Florida Statutes, a non-governmental entity, prior to entering into, renewing or extending a contract (including a purchase order) with the District, must provide the District with an affidavit signed by an officer or representative of the non-governmental entity under penalty of perjury attesting that the non-governmental entity does not use coercion for labor or services.

1.32 CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN. In accordance with section 287.138, Florida Statutes, prior to submitting a bid, proposal, or reply to the District, or entering into a contract (including a purchase order) with the District which would grant the entity access to an individual's personal identifying information, must provide the District with an affidavit signed by an officer or representative of the entity under penalty of perjury attesting it is not owned by the government of a "foreign country of concern" as defined in section 287.138(1)(c), Florida Statutes; the government of a foreign country of concern does not have a "controlling interest" as defined in section 287.138(1)(a), Florida Statutes, in the entity; nor is the entity organized under the laws of or has its principal place of business in a foreign country of concern. Affidavit for Contracting With Entities of Foreign Countries of Concern is included in ATTACHMENT 7 – Sample Agreement.

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PART II – INTRODUCTION

- 2.1 GENERAL INFORMATION.** The District hereby solicits offers for the services of a qualified Respondent for the following purpose:

Procurement and implementation of a new Comprehensive Emergency Management and Continuity of Operations Planning (CEMP/COOP) software solution. This Project includes updating and enhancing the District's existing Comprehensive Emergency Management Plan (CEMP), migrating the current Continuity of Operations Plan (COOP) to the new software solution, and fully integrating the COOP with the updated CEMP within the selected solution.

- 2.2 BACKGROUND INFORMATION.** The District is one of five regional districts charged by Chapter 373 of the Florida Statutes to preserve and protect the resources for the people through water resource development, regulatory and other programs. Central to the mission is maintaining the balance between the water needs of current and future residents, while protecting and maintaining the natural systems that provide the District with its existing and future water supply. The District's services include, but are not limited to, flood control; regulatory programs such as surface water and water use permitting; natural systems management; preservation and restoration of threatened lakes, rivers, streams, and estuaries; land management and acquisition; and public education and awareness.

The District is organized into five Divisions and 11 Bureaus, comprising a total of 32 Sections. In addition to these core operational units, the District includes the Office of General Counsel (OGC), the Office of the Executive Director (ED), and the Office of the Inspector General (OIG), which function independently to support governance, oversight, and legal compliance. The Emergency Operations Center (EOC), a critical component of the District's emergency preparedness and response infrastructure, operates under the Operations, Lands, and Resource Monitoring Division. This organizational structure ensures that emergency management functions are integrated across all levels of the District, enabling coordinated planning, response, and recovery efforts.

- 2.3 TERM OF CONTRACT.** The initial term of this award is for a period of three years. The Agreement may be extended for two additional one-year periods at the sole discretion of the District, commencing on February 1st of each calendar year.

The District anticipates execution of the agreement by January 31, 2026. The Agreement will be effective upon execution by both parties and will remain in effect through January 31, 2029. Services shall commence starting February 01, 2026.

- 2.4 PROPOSAL CALENDAR.** The following is a list of key dates concerning this solicitation.

Request for Proposal issued by the District	October 24, 2025
Deadline to submit questions	November 03, 2025
Due date for Respondents to submit proposals (2:00 p.m. local time)	November 18, 2025
Preliminary Evaluation Meeting (Virtual, 2:00 p.m. local time)	December 09, 2025
Oral Presentation/Demos (Virtual for shortlisted respondents)	December 15 – 16, 2025
Final Evaluation meeting immediately following oral presentations (Virtual, 2:00 p.m. local time)	December 17, 2025
Notice of Intent to Award, anticipated	December 19, 2025

PART III – NATURE OF SERVICES REQUIRED

- 3.1 PROJECT OBJECTIVES.** The District is seeking proposals for the procurement and implementation of a Software-as-a-Service (SaaS) solution to support its Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plan (COOP). The primary objective is to modernize and consolidate emergency management functions into a single, integrated solution that enhances operational efficiency, compliance, and collaboration.

The District has allocated an estimated budget of \$65,000 for this initiative. The driving force behind the Project is the commitment to continual improvement, specifically the update of the District's 2018 CEMP and the integration of both the CEMP and COOP onto a unified software solution. Currently, the District utilizes Bold Planning for COOP management.

3.1.1 Software Requirements. The software solution shall:

- Provide a centralized, customizable dashboard linking all relevant contacts, documents, reports, and data.
- Support secure integration with Microsoft Entra Single Sign-On (SSO).
- Enable access to files stored in the District's preferred document repository.
- Offer comprehensive reporting capabilities, metadata tracking, and audit trails.
- Include optional modules such as Emergency Action Plan (EAP) reporting and emergency management tracking, if available.
- Ensure compliance with Florida's Sunshine Law and document retention requirements.

3.1.2 Consulting Services. In addition to the software solution, the District is seeking professional consulting services to support the enhancement of its Emergency Management program. These services will include:

- Reviewing and updating the existing CEMP.
- Conducting a Business Impact Analysis (BIA) and Risk Assessment (RA).
- Migrating the current COOP into the new software solution.
- Ensuring seamless integration of the updated CEMP and COOP within the new solution.

- 3.2 SCOPE OF WORK.** The desired software solution must consolidate all CEMP and COOP data into a single, integrated solution that centralizes plan-related information to improve consistency, accessibility, and administrative control. The solution must support the generation of both scheduled and ad-hoc reports and display key performance metrics through a clearly structured, role-based dashboard interface.

3.2.1 Project Kick-Off Meeting. The Consultant shall coordinate with the District's Project Manager to schedule and conduct a virtual kick-off meeting. The primary purpose of the meeting is to review the Project scope, confirm the Performance Schedule, discuss data and information requirements, establish the communication plan, and to confirm deliverables, including format and means of delivery, for each task. Meeting minutes must be compiled and distributed to all attendees within five (5) business days following the meeting.

3.2.2 Background Data Collection and Review. The Consultant shall conduct a comprehensive background data collection and review as part of the Project scope. This task will include researching and evaluating applicable Florida Statutory Requirements, the District's current Comprehensive Emergency Management Plan (CEMP), Mission Essential Functions (MEFs), the [Florida Division of Emergency Management \(FDEM\) Local Comprehensive Emergency Management Plan Compliance Criteria \(CEMP-001\)](#), and the District's current Emergency

Operations Organization Chart. Additionally, the Consultant shall review site plans and maps, Emergency Action Plans (EAPs) for various structures, site mapping for field offices and water control structures, relevant District Information Technology plans, and Geographic Information System (GIS) files. This task will be coordinated with the District's Project Manager and documented in the Performance Schedule.

3.2.3 CEMP Baseline Assessment. The Consultant shall conduct a comprehensive review of the District's Comprehensive Emergency Management Plan (CEMP) in accordance with ATTACHMENT 5, [FEMA Developing and Maintaining Emergency Operations Plans – Comprehensive Preparedness Guide \(CPG\) 101](#), and ATTACHMENT 6, [Florida Division of Emergency Management \(FDEM\) Local Comprehensive Emergency Management Plan Compliance Criteria \(CEMP-001\)](#), or an equivalent recognized doctrine. As part of this task, the Consultant will perform a baseline assessment to determine whether the existing CEMP aligns with FEMA and FDEM standards, as well as the District's specific jurisdictional requirements. Any identified gaps will be documented, and the Consultant shall compile recommendations into a draft for District review and comment. Upon receiving feedback, the Consultant shall finalize the recommendations within ten (10) business days, and submit the final version for the District's review and approval.

3.2.4 Mission Essential Functions (MEF) Workshop. The Consultant shall conduct a virtual Mission Essential Functions (MEF) workshop, which will be scheduled and coordinated in collaboration with the District's Project Manager. The workshop will include representatives from each of the District's five Divisions, the Executive Group, the Office of General Counsel, and the Office of Inspector General. Prior to the workshop, the District will provide the Consultant with the most recent MEFs for each bureau and office.

During the workshop, the Consultant will guide participants through a structured process to validate and prioritize critical MEFs. This process will include assessing potential threats and hazards, estimating their likelihood of occurring, evaluating vulnerabilities, determining the potential impact of MEF failure, and calculating associated risk values. The Consultant will also facilitate discussions to identify the technology, systems, staffing, and vital records necessary to resume or restore each critical MEF. The primary outcome of the workshop will be a prioritized list of District-wide critical MEFs.

Within ten (10) business days following the MEF workshop, the Consultant, in coordination with the District's Project Manager, shall prepare and submit a draft of the Business Impact Analysis (BIA) report, including RA and the corresponding BIA worksheet as outlined in ATTACHMENT 4, [Business Process Analysis and Business Impact Analysis User Guide – 072019](#), Annexes A through C for review. Upon receiving feedback, the Consultant shall finalize the BIA report within ten (10) business days and submit the final version for the District's review and approval.

3.3 DELIVERABLES. All deliverables shall become the property of the District. The Consultant shall provide the deliverables listed below. Unless otherwise specified, all documents submitted must be in a protected format, such as a locked Microsoft Office document or PDF. Draft reports submitted for review shall be provided in an editable format to allow for comments and revisions.

- Project Kick-off Meeting
- Meeting Documentation
- Weekly Communication
- Monthly Progress Reports
- Draft Version of CEMP List of Recommendations for Review
- Final CEMP List of Recommendations

- Draft Version BIA Report with Corresponding Worksheet Review
- Presentation of Findings and Final BIA Report with Corresponding Worksheet
- Project Completion Communication

3.4 PERFORMANCE SCHEDULE. The Consultant shall prepare, submit, and maintain a detailed Performance Schedule using February 1, 2026, as the anticipated start date, to define the start of the Project. This schedule will serve as the primary tool for managing and controlling the Project timeline and will be used as the basis for scheduling all work and determining compensation.

PART IV - INSURANCE REQUIREMENTS

4.1 INSURANCE REQUIREMENTS. See SECTION 9, INSURANCE REQUIREMENT of ATTACHMENT 7, Sample Agreement.

PART V - EVALUATION PROCEDURES

5.1 REVIEW OF PROPOSALS. All responsive and responsible proposals will be individually evaluated by members of the District's Evaluation Committee based on the criteria outlined in Section 5.2 – Evaluation Method and Criteria. The Evaluation Committee will convene in a properly noticed public meeting to discuss the proposals.

Following the discussion, each Evaluation Committee member will independently complete their evaluation of each proposal and submit their scores to District Procurement staff. Individual raw scores will be compiled and ranked, with the highest-ranked Respondent receiving a rank of one.

5.2 EVALUATION METHOD AND CRITERIA. Proposals will be evaluated using the following criteria:

<u>Category</u>	<u>Point Range</u>
Methodology and Approach	0 – 35
Respondent's overall approach to fulfilling the requirements in Part III – Nature of Services Required. Understanding of the Scope of Work (10); Onboarding methodology and implementation timeline (10); Training plan (5); Data migration strategy (5); and Communication protocols (5)	
Qualifications and Experience	0 – 25
Respondent's demonstrated ability to deliver similar services as to those specified in PART III – NATURE OF SERVICES REQUIRED. Organizational profile and relevant experience (10); Experience with similar public entities and enterprise-level clients (10); Support team and implementation team qualifications (5).	
Security and Data Management	0 – 15
Respondent's statement confirming that all District data will be maintained and processed exclusively within the continental United States, and the overall approach to ensure data confidentiality, integrity, and availability.	
References	0 – 10
Relevance, quality, positive feedback, and responsiveness of at least three references, including one from a Florida state agency or county jurisdiction.	

Cost 0 – 15

Respondent's sealed cost (Attachment 1 - Cost Proposal Response Form) shall be evaluated as follows: The lowest cost receives the maximum points. The lowest cost is then divided by itself or the other cost to determine the percentage. The percentage is then multiplied by the maximum points allowed. (The resulting weighted score will be rounded to the nearest whole number.)

Example:	Score A	Score B	Score C
Vendor Proposed Cost	\$42,375.00	\$37,500.00	\$33,900.00
Weighted Score	80%	90%	100%
% Maximum Score	\$33,900 divided by \$42,375 = 80%	\$33,900 divided by \$37,500 = 90%	
	80% x 15 = 8	90% x 15 = 9	
Points Award	12	14	15

5.3 FINAL SELECTION. The Respondents with the highest preliminary ranked proposals will be required to participate in software demonstrations with the Evaluation Committee. The Evaluation Committee will determine the number of Respondents required to provide demonstrations. The initial preliminary rankings of Respondents are subject to change based upon the software demonstrations and final evaluation by the Evaluation Committee. The Evaluation Committee will finalize their evaluations in accordance with the criteria set forth in Section 5.2, Evaluation Method and Criteria, at a public meeting and will determine the number of Respondents with whom the District will commence negotiations.

Following the evaluation process described herein, the District will initiate contract negotiations with the highest-ranked Respondent. If negotiations with the highest-ranked Respondent are unsuccessful, the District will proceed to negotiate with the next highest-ranked Respondent. This process will continue in descending order of ranking until a contract is successfully negotiated to the satisfaction of the District, subject to the terms and conditions outlined in this solicitation.

The contract negotiation will include, at a minimum, an authorized representative of Respondent, a member from the Procurement Office, a member from the Information Technology department, and a member from the District's end-user department. The District reserves the right to negotiate any and all elements of a contract resulting from this solicitation.

Once the final selection has been made, the Notice of Intent to Award will be posted on the District's Internet website (<http://www.watermatters.org/procurement>) and at www.demandstar.com.

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Forms Required with Proposal Submission

**ATTACHMENT 1
COST PROPOSAL RESPONSE FORM
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION**

COST PROPOSAL RESPONSE FORM			
DESCRIPTION	QUANTITY	UNIT	TOTAL ITEM COST (\$)
Year 1 (inclusive of all onboarding, consulting, training, implementation costs)	1	Lump Sum	\$ _____
Year 2	1	Lump Sum	\$ _____
Year 3	1	Lump Sum	\$ _____
Year 4	1	Lump Sum	\$ _____
Year 5	1	Lump Sum	\$ _____

TOTAL PROPOSAL AMOUNT \$ _____

TOTAL PROPOSAL AMOUNT IN WORDS (Type or Clearly Print):

ATTACHMENT 2
MUTUAL NON-DISCLOSURE AGREEMENT
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION

THIS MUTUAL NON-DISCLOSURE AGREEMENT ("Agreement") is made and entered into by and between the Southwest Florida Water Management District, a public corporation of the State of Florida, having an address of 2379 Broad Street, Brooksville, Florida 34604-6899, hereinafter referred to as the "District," and _____ having an address of, _____ hereinafter referred to as the "Consultant".

1. Nature and Purpose. The District desires to engage the Consultant in a possible business relationship that may lead to the purchase of services and software related to the CEMP and COOP for Emergency Operations. This Agreement is made in order for either party to disclose (Disclosing Party) to the other (Receiving Party) during the term of this Agreement, such technical, business and personal information as the Disclosing Party may elect to disclose, so that the Receiving Party may review and use the same solely for the purpose of completing the Project under terms that will protect the confidential and proprietary nature of such information.

2. Confidential Information.

2.1 As used in this Agreement, "Confidential Information" shall mean information which is a "trade secret" and made confidential and exempt from disclosure by Section 815.045, Florida Statutes. "Trade secret" is defined in Section 812.081(1)(f), Florida Statutes, as follows:

"Trade secret" means the whole or any portion or phase of any formula, pattern, device, combination of devices, or compilation of information, which is for use, or is used, in the operation of a business and which provides the business an advantage, or an opportunity to obtain an advantage, over those who do not know or use it. "Trade secret" includes any scientific, technical, or commercial information, including financial information, and including any design, process, procedure, list of suppliers, list of customers, business code, or improvement thereof, whether tangible or intangible, and regardless of whether or how it is stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing. Irrespective of novelty, invention, patentability, the state of the prior art, and the level of skill in the business, art, or field to which the subject matter pertains, a trade secret is considered to be: 1. Secret; 2. of value; 3. for use or in use by the business; and 4. of advantage to the business, or providing an opportunity to obtain an advantage, over those who do not know or use it, when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.

2.2 Information which is disclosed orally shall not be considered Confidential Information unless (i) it is identified as Confidential Information prior to or at the time of such disclosure, and (ii) it is memorialized in writing within 15 days following such disclosure by the Disclosing Party. Such confirmation shall describe in detail the information which qualifies as Confidential Information under this Agreement. Information which is disclosed visually or in tangible form (whether by document, electronic media or other form) shall not be considered Confidential Information unless it is clearly identified and marked as Confidential Information at the time of receipt. Information whether disclosed orally, visually or in tangible form (whether by document, electronic media or other form), shall not be considered Confidential Information if such information is non-confidential pursuant to Paragraph 3 below.

- 2.3 In addition to the above, “Confidential Information” shall also include information made confidential and exempt from disclosure under Chapter 119, Florida Statutes, Florida’s Public Records Act, as may be amended from time to time. Such exempt information includes, but is not limited to, social security numbers, bank account numbers, and debit, charge and credit card numbers. Exempt information under Section 119.071(5), Florida Statutes, shall be considered “Confidential Information” regardless of whether such information is marked “Confidential Information.”
3. Non-Confidential Information. The obligations of this Agreement hereof shall not apply to any information if:
- 3.1 It was in the public domain at the time of communication to the Receiving Party or is later placed in the public domain by the Disclosing Party.
 - 3.2 It entered the public domain through no fault of the Receiving Party subsequent to the time of disclosure hereunder to the Receiving Party.
 - 3.3 It was in the Receiving Party’s possession free of any obligation of confidence prior to disclosure hereunder.
 - 3.4 It was developed by employees or agents of the Receiving Party independently of and without reference to any Confidential Information.
 - 3.5 Such information is a public record subject to disclosure under Section 119, Florida Statutes.
4. Restrictions.
- 4.1 Disclosure to Third Parties. The Receiving Party shall not disclose, publish or communicate the Confidential Information to any third-party without the prior written consent of the Disclosing Party. However, the Receiving Party may disclose the Confidential Information to a third-party who has a need to know the Confidential Information to accomplish the purpose as stated in Section 1., Nature and Purpose and (i) is an accountant, attorney, underwriter or adviser under a duty of confidentiality; or (ii) is under a written obligation of confidentiality at least as restrictive as this Agreement.
 - 4.2 Disclosure within Receiving Party’s Organization. The Receiving Party shall not use the Confidential Information nor circulate it within its own organization except to the extent necessary or desirable for negotiations, discussions and consultations with personnel or authorized representatives of the parties, relating to the purposes set forth in Section 1., Nature and Purpose. The Receiving Party agrees to have any and all individuals who may have access to Confidential Information acknowledge the obligations contained in this Agreement regarding the protection and use of the Disclosing Party’s Confidential Information prior to such individuals having access to Confidential Information.
 - 4.3 Duty of Care. The Receiving Party shall maintain the Disclosing Party’s Confidential Information using the same degree of care as it uses to protect its own confidential information but, in any case, using no less than a reasonable degree of care. The Receiving Party shall immediately notify the Disclosing Party if the Confidential Information is used, distributed, or communicated in a manner not authorized under this Agreement.
 - 4.4 Return or Destruction of Confidential Information. Upon demand or if not otherwise demanded, upon the termination of such project or purposes, the Confidential Information and all copies thereof and notes made therefrom shall be immediately destroyed by the Receiving Party or returned to the Disclosing Party. If destroyed, the Receiving Party shall certify in writing to the Disclosing Party, upon Disclosing Party’s request, that all such information, including all copies, has been destroyed.

- 4.5 Data Protection and Privacy Laws. Consultant shall comply and warrants that it has complied with implementing all applicable data protection and privacy laws and regulations in any relevant jurisdiction. Consultant shall provide notice to the District of any breach of security concerning confidential personal information where such information was previously disclosed to Consultant by District pursuant to this Agreement, in accordance with Section 501.171, Florida Statutes.
- 4.6 Access of Social Security Numbers. The parties agree that social security numbers shall only be disclosed in accordance with Section 119.071(5), Florida Statutes.
- 4.7 Legal Action Requiring Disclosure. If Receiving Party is required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority, to disclose the Confidential Information, Receiving Party shall give Disclosing Party prompt notice of such request so that Disclosing Party may seek an appropriate protective order or similar protective measure. If Receiving Party is nonetheless compelled to disclose the Confidential Information, Receiving Party shall disclose only that portion of the Confidential Information that Receiving Party is legally required to disclose.
5. No License. No license to the Receiving Party under any trademark, patent or copyright, or application for same which are now or thereafter may be obtained by the Disclosing Party, is either granted or implied by the conveying of Confidential Information to the Receiving Party.
6. Contact Person. The parties agree to appoint the following contact persons to control dissemination of the Confidential Information:

For District:

Michelle Leonard
Southwest Florida Water Management District
7601 US HWY 301 North
Tampa, FL 33637
813.278.1762
Michelle.Leonard@watermatters.org

For Consultant:

_____[Consultant PM]
_____[Consultant]
_____[Consultant Address]
_____[City, State & Zip Code]
_____[Consultant PM Phone]
_____[Consultant PM Email]

Any changes to the above contact persons must be provided to the other party in writing.

7. Term. This Agreement shall be effective upon execution by both parties and shall govern all communications of the Confidential Information by Disclosing Party from the effective date of this Agreement through the date on which the Project is complete or is no longer being pursued by the parties.
8. Survival. Notwithstanding the termination of this Agreement, the obligations of each party regarding the protection and use of the other party's Confidential Information shall survive the termination of this Agreement in perpetuity.
9. Florida Law. Notwithstanding any other term or condition of this Agreement, the District does not agree to any term or condition that conflicts with Florida law as may be amended from time to time.
10. Miscellaneous.
- 10.1 In the event of any litigation or other proceedings before an adjudicative authority regarding the construction hereof or any breach hereof, the non-prevailing party shall pay the reasonable attorneys' fees and expenses of the prevailing party incurred therein.

- 10.2 Each party acknowledges that unauthorized disclosure or use of the Confidential Information by the Receiving Party may cause irreparable harm and damage to the business of Disclosing Party which may be difficult to ascertain, and which may not be adequately compensated by damages at law. Therefore, each party agrees that, in the event of a breach or threatened breach of the terms of this Agreement, the Disclosing Party shall be entitled to seek an injunction prohibiting any unauthorized disclosure or use of its Confidential Information. Any such injunction relief request may be in addition to, and not in lieu of, any appropriate monetary damages.
- 10.3 In the event of any legal proceedings arising from or related to this Agreement, venue for such proceedings, if in state court, will be exclusively in Hillsborough County, Florida, and if in federal court, will be in the Middle District of Florida, Tampa Division.
- 10.4 This Agreement shall be construed in accordance with the laws of Florida in the United States, without regard to principles of conflicts of law.
- 10.5 This Agreement contains the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior negotiations, agreements and understandings with respect thereto. This Agreement may only be amended by a written document duly executed by all parties.
- 10.6 In the event of the invalidity or unenforceability of any provision of this Agreement under applicable law, the parties agree that such invalidity or unenforceability shall not affect the validity or enforceability of the remaining portions of this Agreement.

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties hereto, or their lawful representatives, have executed this Agreement on the day and year set forth next to their signatures below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

By: _____
Amanda Rice. P.E. Date
Assistant Executive Director

[CONSULTANT'S NAME]

By: _____ Date
Name: _____
Title: _____
Authorized Signatory

**ATTACHMENT 3
PERFORMANCE SCHEDULE
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE**

Task	Start Date	End Date
Project Kick-off Meeting (virtual)		
Meeting Documentation (within 5 business days of each meeting)		
Weekly Status Updates (ongoing through implementation)		
Monthly Progress Reports (ongoing through implementation)		
Background Data Collection and Review		
Provision and Configuration of SaaS-based COOP/CEMP Software		
CEMP Baseline Assessment		
Draft Recommendations to the CEMP		
Migration of Current COOP into New Software Platform		
Final CEMP List of Recommendations		
Development of CEMP on New Software Platform		
Mission Essential Functions (MEF) Workshops		
Training Delivery (per Software Training Plan)		
Final BIA Report with Attached BIA Worksheet		
Draft Report Submission and Review		
Virtual Presentation of Findings (CEMP Review, BIA, RA)		
Project Completion Communication and Final Deliverables Confirmation		
COOP and CEMP Software Maintenance (post-implementation)		

Refer to attachment 7, Sample Agreement, paragraph 4. Contract Period, for the expected start date.

Referenced Documents

**ATTACHMENT 4
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION
BUSINESS PROCESS ANALYSIS AND BUSINESS IMPACT ANALYSIS USER GUIDE – 072019**

This document is available by following the link below or by downloading it from the solicitation page on
DemandStar.com

[Business Process Analysis and Business Impact Analysis User Guide – 072019](#))

**ATTACHMENT 5
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION
FEMA DEVELOPING AND MAINTAINING EMERGENCY OPERATIONS PLANS - COMPREHENSIVE
PREPAREDNESS GUIDE (CPG) 101**

This document is available by following the link below or by downloading it from the solicitation page on
DemandStar.com

[FEMA Developing And Maintaining Emergency Operations Plans - Comprehensive Preparedness Guide
\(CPG\) 101](#)

**ATTACHMENT 6
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION
FLORIDA DIVISION OF EMERGENCY
MANAGEMENT (FDEM) LOCAL COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
COMPLIANCE CRITERIA (CEMP-001.XLSX)**

This document is available by following the link below or by downloading it from the solicitation page on
DemandStar.com

[Florida Division of Emergency Management \(FDEM\) Local Comprehensive Emergency Management Plan
Compliance Criteria \(CEMP-001\)](#)

Sample Documents

**ATTACHMENT 7
SAMPLE AGREEMENT
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF
OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION
AGREEMENT
BETWEEN
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AND**

**FOR
NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING
(CEMP/COOP) SOFTWARE SOLUTION**

This AGREEMENT is made and entered into by and between the SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public corporation of the State of Florida, whose address is 2379 Broad Street, Brooksville, Florida 34604-6899, hereinafter referred to as the "DISTRICT," and _____, a private corporation, whose address is _____, hereinafter referred to as the "CONSULTANT."

WITNESSETH:

WHEREAS, the DISTRICT desires to engage the CONSULTANT to provide purchase of services and software related to the CEMP and COOP for Emergency Operations as more particularly described in the DISTRICT'S Request for Proposal 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION ("RFP 25-4871"), hereinafter referred to as the "PROJECT"; and

WHEREAS, the CONSULTANT represents that it possesses the requisite skills, knowledge, expertise and resources, has no conflict of interest, is independent without product affiliation and agrees to provide the desired services to the DISTRICT; and

NOW THEREFORE, the DISTRICT and the CONSULTANT, in consideration of the mutual terms, covenants and conditions set forth herein, agree as follows:

1. INDEPENDENT CONSULTANT.

Neither the DISTRICT nor any of its employees shall have any control over the conduct of the CONSULTANT or any of the CONSULTANT'S employees, subcontractors or agents, except as set forth in this Agreement, and the CONSULTANT expressly warrants not to represent at any time or in any manner that the CONSULTANT or the CONSULTANT'S employees, subcontractors or agents, are in any manner agents or employees of the DISTRICT. It is understood and agreed that the CONSULTANT is and shall at all times remain as to the DISTRICT, a wholly independent contractor and that the CONSULTANT's obligations to the DISTRICT are solely as prescribed by this agreement.

2. PROJECT MANAGER.

Each party hereby designates the individual set forth below as its respective Project Manager for matters arising under this Agreement. Project managers shall assist with PROJECT coordination and shall be each party's prime contact person. Notices shall be sent to the attention of each party's Project Manager by U.S. mail, postage paid, by nationally recognized overnight courier, or personally to the parties' addresses as set forth below. Notice is effective upon receipt.

The remainder of this page intentionally left blank.

For DISTRICT:

DISTRICT PM
Southwest Florida Water Management District
DISTRICT Address
City, State & Zip Code
DISTRICT PM Phone
DISTRICT PM Email

For CONSULTANT:

_____[CONSULTANT PM]
_____[CONSULTANT]
_____[CONSULTANT Address]
_____[City, State & Zip Code]
_____[CONSULTANT PM Phone]
_____[CONSULTANT PM Email]

Any changes to the above representatives or addresses must be provided to the other party in writing.

3. COMPENSATION.

The DISTRICT agrees to pay the CONSULTANT on a Fixed Price basis, according to the Invoice Table included with the CONSULTANT'S response to RFP 25-4871 and in accordance with the Local Government Prompt Payment Act, Part VII of Chapter 218, Florida Statutes, upon receipt of a proper invoice, as defined in Subparagraph 3.2 of this Agreement. Invoices shall be submitted annually by the CONSULTANT to the DISTRICT electronically at invoices@WaterMatters.org, or at the following address:

Accounts Payable Section
Southwest Florida Water Management District
Post Office Box 15436
Brooksville, Florida 34604-5436

In addition to sending an original invoice to the DISTRICT'S Accounts Payable section as required above, copies of invoices may also be submitted to the DISTRICT'S Project Manager in order to expedite the review process.

- 3.1 The DISTRICT'S performance and payment pursuant to this Agreement are contingent upon the DISTRICT'S Governing Board appropriating funds in its approved budget for the PROJECT in each Fiscal Year of this Agreement.
- 3.2 All invoices must include the following information: (1) CONSULTANT'S name, address and phone number (include remit address, if different than principal address in the introductory paragraph of this Agreement); (2) CONSULTANT'S invoice number and date of invoice; (3) Dates of service; (4) Related Task Deliverables. Invoices that do not conform with this paragraph will not be considered a proper invoice.
- 3.3 If an invoice does not meet the requirements of this Agreement, the DISTRICT'S Project Manager, after consultation with his or her Bureau Chief, will notify the CONSULTANT in writing that the invoice is improper and indicate what corrective action on the part of the CONSULTANT is needed to make the invoice proper. If a corrected invoice is provided to the DISTRICT that meets the requirements of the Agreement, the invoice will be paid within forty-five (45) days after the date the corrected invoice is received by the DISTRICT.
- 3.4 In the event any dispute or disagreement arises during the course of the PROJECT, including those concerning whether a deliverable should be approved by the DISTRICT, the CONSULTANT will continue to perform the PROJECT work in accordance with the DISTRICT'S instructions and may claim additional compensation. The CONSULTANT is under a duty to seek clarification and resolution of any issue, discrepancy, or dispute by providing the details and basis of the dispute with a request for additional information, additional compensation, or schedule adjustment, as

appropriate, to the DISTRICT'S Project Manager no later than ten (10) days after the precipitating event. If not resolved by the Project Manager, in consultation with his or her Bureau Chief, the dispute will be forwarded to the Assistant Executive Director. The Assistant Executive Director in consultation with the DISTRICT'S Office of General Counsel will issue a final determination. The CONSULTANT will proceed with the PROJECT in accordance with the DISTRICT'S determination; however, such continuation of work will not waive the CONSULTANT'S position regarding the matter in dispute. No PROJECT work will be delayed or postponed pending resolution of any disputes or disagreements.

- 3.5 Each CONSULTANT invoice must include the following certification, and the CONSULTANT hereby delegates authority by virtue of this Agreement to its Project Manager to affirm said certification:

"I hereby certify that the costs requested for payment, as represented in this invoice, are directly related to the consulting services related to the NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION Agreement between the Southwest Florida Water Management District and _____ (Agreement No. 25CN0004871), are allowable, allocable, properly documented, and are in accordance with the approved PROJECT budget."

- 3.6 The DISTRICT may, in addition to other remedies available at law or equity, retain such monies from amounts due CONSULTANT as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against the DISTRICT. The DISTRICT may set off any liability or other obligation of the CONSULTANT or its affiliates to the DISTRICT against any payments due the CONSULTANT under any agreement with the DISTRICT. This paragraph shall survive the expiration or termination of this Agreement.

4. CONTRACT PERIOD.

This Agreement is effective upon execution by both parties and will remain in effect through January 31, 2029. Services shall commence starting February 1, 2026. The Agreement may be extended for two additional one-year periods at the sole discretion of the DISTRICT, commencing February 1st of each year.

5. PROJECT RECORDS AND DOCUMENTS.

The CONSULTANT, upon request, will permit the DISTRICT to examine or audit all PROJECT related records and documents during or following completion of the PROJECT at no cost to the DISTRICT. Payments made to the CONSULTANT under this Agreement shall be reduced for amounts found to be not allowable under this Agreement by an audit. If an audit is undertaken by the DISTRICT, all required records shall be maintained until the audit has been completed and all questions arising from it are resolved. The CONSULTANT will maintain all such records and documents for at least three (3) years following completion of the PROJECT.

- 5.1 Each party shall allow public access to PROJECT documents and materials made or received by either party in accordance with the Public Records Act, Chapter 119, Florida Statutes. To the extent required by Section 119.0701, Florida Statutes, the CONSULTANT shall (1) keep and maintain public records required by the DISTRICT to perform the service; (2) upon request from the DISTRICT'S custodian of public records, provide the DISTRICT with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law; (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the CONSULTANT does not transfer the records to the DISTRICT; and (4) upon completion of this Agreement, transfer, at no cost to the DISTRICT, all public records in possession of the

CONSULTANT or keep and maintain public records required by the DISTRICT to perform the service. If the CONSULTANT transfers all public records to the DISTRICT upon completion of this Agreement, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records requirements. If the CONSULTANT keeps and maintains public records upon completion of this Agreement, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the DISTRICT, upon request from the DISTRICT'S custodian of public records, in a format that is compatible with the information technology systems of the DISTRICT.

- 5.2 **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 352-205-8482, by email at RecordsCustodian@swfwmd.state.fl.us or at the following mailing address:**

**Public Records Custodian
Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34604-6899**

Any changes to the above contact information will be provided to the CONSULTANT in writing.

- 5.3 This provision shall survive the termination or expiration of this Agreement.

6. OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS.

All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under this Agreement with DISTRICT funds or developed in connection with this Agreement will be and will remain the property of the DISTRICT.

7. REPORTS.

The CONSULTANT will provide the DISTRICT with any and all reports, models, studies, maps, or other documents resulting from the PROJECT at no cost to the DISTRICT.

- 7.1 All original documents prepared by the CONSULTANT are instruments of service and shall become property of the DISTRICT. The use of data gathered under this Agreement, excluding the data in the public domain, shall not be used in connection with other contracts or for other clients of the CONSULTANT without the written permission of the DISTRICT. The CONSULTANT will provide the DISTRICT with reproducible copies of all reports and other documents. Copies of electronic media used to store data shall be provided to the DISTRICT in a format suitable for hard copy print out. Reports, documents and maps obtained from other agencies in the course of executing the PROJECT will be considered the property of the DISTRICT and will be delivered by the CONSULTANT to the DISTRICT upon the DISTRICT'S request and/or completion. The CONSULTANT shall retain ownership and property interest in its pre-existing intellectual property and pre-existing work products.

- 7.2 The CONSULTANT shall make any patentable product or result of the Scope of Work and all information, design, specifications, data, and findings available to the DISTRICT. No material prepared in connection with the PROJECT will be subject to copyright by the CONSULTANT. The DISTRICT shall have the right to publish, distribute, disclose and otherwise use any material prepared by the CONSULTANT. Any use of materials or patents obtained by the DISTRICT under

this Agreement for any purpose not within the Scope of Work of the CONSULTANT pursuant to this Agreement shall be at the risk of the DISTRICT.

7.3 The provisions of this Paragraph 7 shall survive the expiration or termination of this Agreement.

8. INDEMNIFICATION.

The CONSULTANT agrees to indemnify and hold harmless the DISTRICT and all DISTRICT agents, employees and officers from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorney fees and costs and attorney fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its agents, employees, subconsultants, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the CONSULTANT'S performance under this Agreement. This provision shall survive the termination or expiration of this Agreement.

9. INSURANCE REQUIREMENT.

The CONSULTANT must maintain during the entire term of this Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida and will not commence work under this Agreement until the DISTRICT has received an acceptable certificate of insurance showing evidence of such coverage.

9.1 COI. Certificates of insurance issued by the Vendor under this Agreement shall name the Southwest Florida Water Management DISTRICT as certificate holder and place the following information in the description of operations section:

Southwest Florida Water Management District is an Additional Insured in regards to the liability policies as per the Agreement.

Agreement No. 25CN0004871; NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION
Project Manager – Kim Cash

9.2 Additional Insured. The DISTRICT and its employees, agents, and officers shall be an Additional Insured in regards to all liability policies with exception of Professional Liability and Workers' Compensation. Vendor shall demonstrate by listing the DISTRICT as an additional insured in the Additional Insured Column and the Description of Operations section of the certificate of insurance (or other proof acceptable to the DISTRICT).

9.3 Waivers of Subrogation. Any waiver of subrogation shall extend to the DISTRICT's favor. Vendor shall demonstrate such waiver by delivery of the applicable endorsement and check the Subrogation Waived column (or other proof acceptable to the DISTRICT) to the DISTRICT's Project Manager concurrent with delivery of its signature on this Agreement.

9.4 Notice of Cancellation. The CONSULTANT must notify the DISTRICT in writing of the cancellation or material change to any insurance coverage required by this Agreement. Such notification must be provided to the DISTRICT a minimum of 30 days' notice prior to any modifications or cancellation of policies, with 10 days' notice of cancellation due to non-payment of premium.

The remainder of this page intentionally left blank.

9.5 Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office without restrictive endorsements, or equivalent; with the following coverage of not less than:

\$1,000,000 per occurrence / \$2,000,000 aggregate

Auto liability insurance, if applicable; including owned, non-owned and hired autos with the following minimum limits and coverage:

Bodily Injury Liability per Person.....	\$100,000
Bodily Injury Liability per Occurrence	\$300,000
Property Damage Liability.....	\$100,000
Or	
Combined Single Limit.....	\$500,000

9.6 Workers' compensation insurance in accordance with Chapter 440, Florida Statutes. if applicable and include the waiver of subrogation. If Contractor hires or leases employees through a third-party arrangement, the DISTRICT must have a certificate of workers' compensation coverage evidencing coverage for the Contractor from the third party. If the Contractor does not carry workers' compensation coverage, Contractor must submit to the DISTRICT both an affidavit stating that the Contractor meets the requirements of an independent contractor as stated in Chapter 440, Florida Statutes and a certificate of exemption from workers' compensation coverage.

9.7 Employers Liability with minimum limits of \$500,000 each accident/\$500,000 by employee/\$500,000 policy limit must be maintained. Such policies shall cover all employees engaged in any work under the Agreement.

9.8 Technical liability (errors and omissions) insurance in a minimum amount of Two Million Dollars (\$2,000,000) each claim.

10. **TERMINATION WITHOUT CAUSE.**

This Agreement may be terminated by the DISTRICT without cause upon ten (10) days written notice to the CONSULTANT. Termination is effective upon the tenth (10th) day as counted from the date of the written notice.

11. **DEFAULT.**

Either party may terminate this Agreement upon the other party's failure to comply with any term or condition of this Agreement, as long as the terminating party is not in default of any term or condition of this Agreement at the time of termination. To effect termination, the terminating party will provide the defaulting party with a written "Notice of Termination" stating its intent to terminate and describing all terms and conditions with which the defaulting party has failed to comply. If the defaulting party has not remedied its default within thirty (30) days after receiving the Notice of Termination, this Agreement will automatically terminate. In addition, the initiation, either by CONSULTANT or against CONSULTANT, of proceedings in bankruptcy, or other proceedings for relief of debtors, or CONSULTANT becoming insolvent, admitting in writing its inability to pay its debts as they mature or making an assignment for the benefit of creditors will constitute a default by CONSULTANT entitling the DISTRICT to terminate this Agreement as set forth above. The parties agree that this Agreement is an executory contract. If this Agreement is terminated due to CONSULTANT'S default, the CONSULTANT shall reimburse the DISTRICT for advance fees paid within fourteen (14) days of the termination of this Agreement. If, after termination by the DISTRICT, it is determined that the CONSULTANT was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of

the DISTRICT. The rights and remedies in this provision are in addition to any other rights and remedies provided by law or this Agreement.

12. RELEASE OF INFORMATION.

The CONSULTANT agrees not to initiate any oral or written media interviews or issue press releases on or about the PROJECT without providing notices or copies to the DISTRICT'S Project Manager and Communications and Board Services Bureau Chief no later than three (3) business days prior to the interview or press release.

13. ASSIGNMENT.

Except as otherwise provided in this Agreement, CONSULTANT may not assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the DISTRICT. If the CONSULTANT assigns its rights or delegates its obligations under this Agreement without the DISTRICT'S prior written consent, the DISTRICT is entitled to terminate this Agreement. If the DISTRICT terminates this Agreement, the termination is effective as of the date of the assignment or delegation. Any termination is without prejudice to the DISTRICT'S claim for damages.

14. LAW COMPLIANCE.

The CONSULTANT will abide by and assist the DISTRICT in satisfying all applicable federal, state and local rules, regulations and guidelines, related to performance under this Agreement. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, disability, marital status or national origin.

15. EMPLOYMENT ELIGIBILITY VERIFICATION.

The CONSULTANT must utilize the U.S. Department of Homeland Security's Employment Verification (E-Verify) Program to verify the employment eligibility of CONSULTANT employees performing work directly associated with this Agreement in accordance with the terms and conditions applicable to the E-Verify Program. If the CONSULTANT uses subconsultants to furnish services directly associated with this Agreement, performed in the United States, in an amount greater than \$3,000, the CONSULTANT must include the requirements of this provision (appropriately modified for identification of the parties) in each subcontract. Information on registration for and use of the E-Verify Program can be obtained via the Internet at the Department of Homeland Security Website: <http://www.dhs.gov/E-Verify>.

16. VENUE AND APPLICABLE LAW.

All claims, counterclaims, disputes, and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach of it will be decided in accordance with the laws of the State of Florida and by a court of competent jurisdiction within the State of Florida and Venue will lie exclusively in the County of Hillsborough. This provision shall survive the termination or expiration of this Agreement.

17. REMEDIES.

Unless specifically waived by the DISTRICT, the CONSULTANT'S failure to timely comply with any obligation in this Agreement will be deemed a breach of this Agreement and the expenses and costs incurred by the DISTRICT, including attorneys' fees and costs and attorneys' fees and costs on appeal, due to said breach will be borne by the CONSULTANT. Additionally, the DISTRICT will not be limited by the above but may avail itself of any and all remedies under Florida law for any breach of this Agreement. The DISTRICT'S waiver of any of the CONSULTANT'S obligations will not be construed as the DISTRICT'S waiver of any other obligations of the CONSULTANT. This provision shall survive the termination or expiration of this Agreement.

18. ATTORNEY FEES.

Should either party employ an attorney or attorneys to enforce any of the provisions of this Agreement, or to protect its interest in any matter arising under this Agreement, or to recover damages for the breach of

this Agreement, the party prevailing is entitled to receive from the other party all reasonable costs, charges and expenses, including attorneys' fees, expert witness fees, fees and costs on appeal, and the cost of paraprofessionals working under the supervision of an attorney, expended or incurred in connection therewith, whether resolved by out-of-court settlement, arbitration, pre-trial settlement, trial or appellate proceedings, to the extent permitted under Section 768.28, Florida Statutes. This provision does not constitute a waiver of the DISTRICT'S sovereign immunity or extend the DISTRICT'S liability beyond the limits established in Section 768.28, Florida Statutes. This provision shall survive the termination or expiration of this Agreement.

19. SUBCONSULTANTS.

Nothing in this Agreement will be construed to create or be implied to create any relationship between the DISTRICT and any subconsultant of the CONSULTANT.

20. THIRD-PARTY BENEFICIARIES.

Nothing in this Agreement will be construed to benefit any person or entity not a party to this Agreement.

21. PUBLIC ENTITY CRIMES.

Pursuant to Subsections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a consultant, supplier, subconsultant, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months following the date of being placed on the convicted vendor list. By signing this Agreement, CONSULTANT warrants that it is not currently on a suspended vendor list and that it has not been placed on a convicted vendor list in the past 36 months. CONSULTANT further agrees to notify the DISTRICT if placement on either of these lists occurs.

22. SCRUTINIZED COMPANIES.

Pursuant to section 287.135, Florida Statutes, a company or other entity that, at the time of submitting a bid or proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies or Other Entities that Boycott Israel List, or is engaged in a boycott of Israel, is ineligible to, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services in the amount of one hundred thousand dollars or more. If the goods or services are in the amount of one million dollars or more, the company or other entity must also not be on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in Iran Terrorism Sectors List or be engaged in business operations in Cuba or Syria. CONSULTANT certifies that it is not on any of the lists or engaged in any of the prohibited activities identified above, as applicable based upon the amount of this Agreement. The CONSULTANT agrees to notify the DISTRICT if it is placed on any of the applicable lists or engages in any of the prohibited activities during the term of this Agreement. The DISTRICT may immediately terminate this Agreement at its option if the Consultant is found to have submitted a false certification, is placed on the Scrutinized Companies with Activities in Sudan List, engages in business operations in Cuba or Syria, or is placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran.

23. CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN.

In accordance with Section 287.138, Florida Statutes, by submitting a bid, proposal, or reply to the DISTRICT, or entering into a contract with the DISTRICT which would grant [the entity] access to an individual's personal identifying information, [the entity] affirms and shall provide the DISTRICT with an affidavit signed by an officer or representative of [the entity] under penalty of perjury attesting [the entity] is not owned by the government of a "foreign country of concern" as defined in Section 287.138(1)(c), Florida Statutes; the government of a

foreign country of concern does not have a “controlling interest” as defined in Section 287.138(1)(a), Florida Statutes, in [the entity]; nor is [the entity] organized under the laws of or has its principal place of business in a foreign country of concern.

24. NO COERCION FOR LABOR OR SERVICES.

In accordance with Section 787.06, Florida Statutes, by executing, renewing, or extending a contract with the DISTRICT, the entity affirms and shall provide the DISTRICT with an affidavit signed by an officer or representative of the entity, under penalty of perjury, attesting that the entity does not use coercion for labor or services.

25. ENTIRE AGREEMENT.

This Agreement and the attached exhibits listed below constitute the entire agreement between the parties and, unless otherwise provided herein, may be amended only in writing, signed by all parties to this Agreement.

26. SEVERABILITY.

If any provision or provisions of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

27. DATA SECURITY.

The CONSULTANT warrants that the DISTRICT Data shall be maintained in strict confidence by CONSULTANT and shall not at any time, either during the term of this Agreement or thereafter, disclose the DISTRICT Data or make it available in any form to any person or entity other than to the DISTRICT, its current authorized employees, and designated contractors. The CONSULTANT shall take such safeguards that is necessary to prevent disclosure of the DISTRICT Data to unauthorized persons and entities. The CONSULTANT warrants that the DISTRICT Data shall be maintained and processed only in the continental United States. The CONSULTANT warrants that it will maintain the confidentiality and security of the DISTRICT'S Data. The CONSULTANT shall be responsible for any costs and expenses, including legal fees, incurred by the DISTRICT in connection with the enforcement of this Section. The CONSULTANT acknowledges that any breach of this paragraph would result in irreparable harm to the DISTRICT for which an adequate remedy at law does not exist. Accordingly, the CONSULTANT hereby agrees that the DISTRICT is entitled to the entry of a preliminary and permanent injunction or other appropriate equitable relief in the event of such breach. If the CONSULTANT fails to comply with this paragraph, the DISTRICT shall be entitled to terminate this Agreement and receive a full refund of the fees prepaid by the DISTRICT.

The CONSULTANT shall establish procedures that its employees and agents acknowledge and comply with these DATA SECURITY procedures. Acknowledgements will be made available to the DISTRICT within 30 days of DISTRICT'S request.

28. DOCUMENTS.

The following documents are attached or incorporated herein by reference and made a part of this Agreement. In the event of a conflict of contract terminology, priority will first be given to the language in the body of this Agreement, then to the DISTRICT'S solicitation, then to the CONSULTANT'S proposal to the solicitation.

- RFP 25-4871
- CONSULTANT'S Response to RFP 25-4871
- Certificate of Insurance
- Mutual Non-Disclosure Agreement
- Exhibit “A” - Affidavit for Use of Coercion for Labor or Services

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties hereto, or their lawful representatives, have executed this Agreement on the day and year set forth next to their signatures below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

By: _____

Amanda Rice, P.E.
Assistant Executive Director

Date

CONSULTANT'S NAME

By: _____

Date

Name: _____

Title: _____

Authorized Signatory

AGREEMENT
FOR
RFP 25-4871
NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION
AGREEMENT
BETWEEN
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AND

FOR
NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION

EXHIBIT A
AFFIDAVIT FOR NO USE OF COERCION FOR LABOR OR SERVICES
FOR
RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS
PLANNING (CEMP/COOP) SOFTWARE SOLUTION

Statement Under Section 787.06(13), Florida Statutes

Pursuant to Section 787.06(13), Florida Statutes, this form must be completed by an officer or representative of the nongovernmental entity executing, renewing, or extending a contract with a governmental entity.

The entity identified below does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Entity Name: _____

Authorized Representative/Officer's Printed Name: _____

Authorized Representative/Officer's Title: _____

Signature: _____ Date: _____