

February 7, 2025

MEMORANDUM

TO: Amanda Rice, P.E., Assistant Executive Director

THROUGH: Brandon Baldwin, Division Director, Business and IT Services
 Tom Hughes, Bureau Chief, Information Technology
 Georgia S. Hudson, Office Chief, Procurement Services Office

FROM: Chamanda Burris, Procurement Supervisor

SUBJECT: Recommendation for Award and Request to Post Notice of Intent to Award for RFP 24-4534 Physical Risk Assessment

In accordance with the specifications set forth in RFP 24-4534, Physical Risk Assessment, the evaluation committee, and the Procurement Services Office, hereby recommends the solicitation mentioned be awarded to Collaborative Technical and Comprehensive Security Business Consulting.

The District received five solicitation responses. Responses were received from:

- B. Riley Advisory Services
- Collaborative Technical and Comprehensive Security Business Consulting
- Fortalice Solutions
- Guidepost Solutions
- True North Consulting

Based on a comprehensive evaluation of the responses submitted by the aforementioned firms, Collaborative Technical and Comprehensive Security Business Consulting was selected by the evaluation committee as the top respondent.

Approval is requested to post the Notice of Intent to Award to Collaborative Technical and Comprehensive Security Business Consulting and to enter into an Agreement in the amount of \$41,500.00 for the RFP 24-4534 Physical Risk Assessment. There will be no renewals to this contract.

Please sign and return this Recommendation of Award and request for approval to post the Notice of Intent to Award memorandum to me. Attachments below have been uploaded to a SharePoint folder using this link: [RFP 24-4534](#).

Thank you.

Attachments: RFP including Addenda
 Responses
 Ranking Tabulation
 Best and Final Offer (Email)

Signed by:


Amanda Rice, P.E.
 Assistant Executive Director

02/13/2025

Date

Certificate Of Completion

Envelope Id: FD27E1F8-FE0E-422D-BB7B-6B43D6FA423F

Status: Completed

Subject: Recommendation for Award and Request to Post Notice of Intent RFP 24-4534 Physical Risk Assessment

Source Envelope:

Document Pages: 1

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Chamanda Burris

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2379 Broad Street

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Southwest Florida Water Management District

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Signature

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Georgia Hudson

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Procurement Specialist

Southwest Florida Water Management District

Security Level: Email, Account Authentication (None)

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Viewed: 2/10/2025 1:48:06 PM

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Electronic Record and Signature Disclosure:

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Tom Hughes

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IT Bureau Chief

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

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Viewed: 2/11/2025 11:28:48 AM

Signed: 2/11/2025 11:30:14 AM

Electronic Record and Signature Disclosure:

Accepted: 2/11/2025 11:28:48 AM

ID: 7cf83f69-bf6d-4c77-af12-5348f12ed6bb

Brandon Baldwin

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Southwest Florida Water Management District

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

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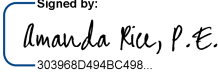
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Signed: 2/13/2025 4:29:35 PM

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Signer Events	Signature	Timestamp
Amanda Rice, P.E. mandi.rice@swfwmd.state.fl.us Assistant Executive Director Southwest Florida Water Management District Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/13/2025 4:46:45 PM ID: 65c187c2-8ddd-4f00-840c-b41d01db9a4b	Signed by:  303968D494BC498... Signature Adoption: Pre-selected Style Using IP Address: 24.160.119.77 Signed using mobile	Sent: 2/13/2025 4:29:37 PM Viewed: 2/13/2025 4:46:45 PM Signed: 2/13/2025 4:49:46 PM
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Melodie Miler Procurement@swfwmd.state.fl.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 2/13/2025 4:49:48 PM Viewed: 2/14/2025 10:40:36 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/7/2025 11:51:59 AM
Envelope Updated	Security Checked	2/11/2025 4:31:12 PM
Certified Delivered	Security Checked	2/13/2025 4:46:45 PM
Signing Complete	Security Checked	2/13/2025 4:49:46 PM
Completed	Security Checked	2/13/2025 4:49:48 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

Your Consent to Use Electronic Records and Signatures

From time to time, the Southwest Florida Water Management District ("District") may provide you with certain agreements. The federal E-SIGN Act and the Florida Uniform Electronic Transaction Act, Chapter 668, Florida Statutes, allow the District to provide you these agreements electronically and the use of electronic signatures with your consent. Described below are the terms and conditions for providing you such agreements electronically as well as for the use of electronic signatures. This consent relates to your agreement with the District and any associated electronic signatures. If you consent to receive your agreement electronically and to use electronic signatures, you must keep your email address up to date by notifying ESignQuestions at ESignQuestions@swfwmd.state.fl.us of any changes to your contact information.

Please read the information below thoroughly and, if you can access this information electronically to your satisfaction, please confirm your acceptance and understanding that your electronic signature executed in conjunction with the electronic submission of your agreement shall be legally binding and such transaction shall be considered authorized by you by clicking the "I consent to use Electronic Records and Signatures" box located on the previous page. If you do not agree to use electronic signatures, click the link under "Other Options" to print and sign the agreement.

Right to Have Records Provided on Paper

At any time, you may request from the District paper copies of any of your agreements at no cost to you. You may request delivery of paper copies by contacting ESignQuestions at ESignQuestions@swfwmd.state.fl.us. Additionally, following your signing session, you will have the ability to download and print your agreement through the DocuSign, Inc. ("DocuSign") system. You will receive an email with a link to access your agreement within the DocuSign system.

Right to Withdraw Your Consent to Receive Electronic Records; Consequences

If you agree to receive your agreement electronically and use electronic signatures, you have the right to withdraw your consent at any time and at no cost to you. You must inform the District of your decision by ESignQuestions at ESignQuestions@swfwmd.state.fl.us. Please include your contact information and the agreement number you are declining to sign electronically in your withdrawal notice. If you elect to receive your agreement only in paper format, or refuse to sign electronically, it may slow down the speed at which you receive documents or information.

Hardware and Software Minimum Requirements

To access and retain your agreement, you will need the following:

Operating Systems:	Windows 2000 or Windows XP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla Firefox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enable Security Settings:	Allow per session cookies Users accessing internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

These minimum requirements are subject to change. If these requirements change such that you may not be able to access or retain the electronic records, we will provide you with an email message at the email address we have on file for you, providing you with the revised hardware and software requirements. At that time, you will have the right to withdraw your consent to receive documents electronically.