



**Orange County Government  
Request for Proposal RFP#: 367-OC 5446**

**Request for Proposals for Public Safety Software  
for the Orange County Sheriff's Office**

**Date of Issue: May 29, 2025**

**Proposal Opening Date: July 24, 2025  
At 2:00 P.M. ET**

**Direct all inquiries concerning this RFP to:  
Jovana Amaro  
Purchasing Manager**

Email: [finance-purchasing@orangecountync.gov](mailto:finance-purchasing@orangecountync.gov)

***Electronic responses ONLY will be accepted for this solicitation.***

# **1. PURPOSE AND BACKGROUND**

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Orange County is located in the Piedmont Region of North Carolina, with a population of 150,477. The county is comprised of 400.96 square miles, with 397.56 of those square miles as land and the remaining 3.40 square miles as water. The City of Chapel Hill is in the southeastern part of the county, as is the Town of Carrboro. The county seat is the Town of Hillsborough, which is located in the central portion of Orange County.

This county is included in the Durham-Chapel Hill Metropolitan Statistical Area, which is also included in the Raleigh-Durham Combined Statistical Area. This area has an estimated combined population of 2,368,947 (2023).

Public safety professionals in Orange County are aware of how important cutting-edge technology is to supporting public safety services to the citizens of the County. The Orange County Sheriff's Office emphasizes that every second counts and that they need a dependable, technological solution in order for law enforcement personnel to respond and care for citizens effectively. Public safety software provides information to those in need and facilitates adherence to protocols and procedures.

Due to the outdated nature of its current jail management (JMS) and records management (RMS) systems, Orange County has encountered major obstacles in updating numerous features and functionalities. Beyond the fundamentals of contemporary operations, the County and the involved agencies have determined that the new systems must have a number of important features, such as enhanced field reporting and compatibility with state report format specifications, field reporting functionality for mobile data, inventorying and managing evidence, and compatibility with law enforcement interfaces and integrations with top tier Data Analysis.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

## **2.0 GENERAL INFORMATION**

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### **2.1 REQUEST FOR PROPOSAL DOCUMENT**

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

### **2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS**

It shall be the Vendor's responsibility to read the Instructions, Orange County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.4 PROPOSAL QUESTIONS. If the Orange County determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum.

### **2.3 RFP SCHEDULE**

The table below shows the *intended* schedule for this RFP. Orange County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	OC	May 29, 2025
Submit Written Questions	Vendor	June 23, 2025
Provide Response to Questions	OC	June 30, 2025
Submit Proposals	Vendor	July 24, 2025, at 2:00 pm
Contract Award	OC	TBD
Contract Effective Date	OC	TBD

## 2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to [finance-purchasing@orangecountync.gov](mailto:finance-purchasing@orangecountync.gov) and [cmicham@nationalpsgroup.com](mailto:cmicham@nationalpsgroup.com) by the date and time specified above. Vendors should enter “**RFP#: 367-OC 5446: Questions**” as the subject for the email. Questions submittals should include a reference to the applicable RFP section.

Questions received by the deadline date, Orange County’s response, and any additional terms deemed necessary by the Orange County will be posted in the form of an addendum to Orange County website <https://www.orangecountync.gov/Bids.aspx> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any Orange County personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

## 2.5 PROPOSAL SUBMITTAL

**IMPORTANT NOTE: This is an absolute requirement.** Vendor shall bear the risk for late submission due to unintended or unanticipated delay. Any proposal–submitted after the proposal deadline will be rejected.

Vendors should enter “**RFP#: 367-OC5446: Public Safety Software for the Orange County Sheriff’s Office**” as the subject for the email. One **Electronic (PDF Format) submittal and Exhibits A and B** should be less than 20 MB in size and submitted by **2:00 p.m. EST on July 24, 2025**. Electronic submittals shall be emailed to [finance-purchasing@orangecountync.gov](mailto:finance-purchasing@orangecountync.gov) and [cmicham@nationalpsgroup.com](mailto:cmicham@nationalpsgroup.com) by the date specified above.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors proposing on this RFP periodically check the Orange County’s website <https://www.orangecountync.gov/Bids.aspx> for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

## **2.6 PROPOSAL CONTENTS**

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter (Identify Project Manager)
- b) A written narrative response to address the Project Organization (Section 5.5)
- c) A written narrative response to address the Technical Approach (Section 5.6)
- d) A written narrative response to address the Scope of Services (Section 5.1)
- e) A written narrative response to address the Tasks and Deliverables (Sections 5.4, 5.4.2-5.4.8)
- f) Vendor Experience and Qualifications (Sections 4.4, 4.5, and 4.6)
- g) Completed RFP Cost Proposal Sheet (Exhibit A)
- h) Completed Requirements Evaluation Matrix: Agency Information, Field Reporting, Law RMS, JMS, Interfaces, Reliability Testing (Exhibit B)
- i) Acknowledgement of receipt of any addenda.
- j) Completed and notarized E-Verify form.
- k) Completed and signed Orange County Non-Discrimination Certification form
- l) Completed Supplemental Vendor Information: Historically Underutilized Businesses form.

## **3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS**

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### **3.1 METHOD OF AWARD**

All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the RFP requirements and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to single Vendor, Orange County reserves the right to make separate awards to different Vendors for one or more-line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the County to do so.

Orange County reserves the right to waive any minor informality or technicality in proposals received.

### **3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION**

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using agency, issuing agency, other government agency office, or body (including the purchaser named above, department secretary, agency head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in Orange County's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of Orange County would not be served by the disqualification. A Vendor's proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement

to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

### 3.3 PROPOSAL EVALUATION PROCESS

Orange County shall review all Vendor responses to this RFP to confirm that they meet the specifications and requirements of the RFP.

Proposals will be received from each responsive Vendor according to the method of submission specified in Section 2.5 of this RFP.

All proposals must be received by Orange County not later than the date and time specified on the cover sheet of this RFP.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff, and cost. Specific evaluation criteria are listed in 3.4 EVALUATION CRITERIA, below.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and Orange County reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the County.

Upon completion of the evaluation process, the County will make Award(s) based on the evaluation criteria.

### 3.4 EVALUATION CRITERIA

All qualified proposals will be evaluated and the award made based on considering the following criteria, to result in an award most advantageous to Orange County:

<b>Criteria</b>	<b>Maximum Point Value</b>
Company Background and References (Section 5.4.2 and 4.5)	<b>15</b>
Functionalities/Features (Requirements Matrix, Exhibit B)	<b>15</b>
Customer service and support (online, telephone and in-person) (Section 5.4.7)	<b>30</b>
Implementation/training/project management strategy (Section 5.4.6)	<b>30</b>
Total Costs (Cost Proposal Worksheet, Exhibit A)	<b>10</b>
<b>Total</b>	<b>100</b>

## 4.0 REQUIREMENTS

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### 4.1 CONTRACT TERM

The Contract shall commence on the date of contract award (the “Effective Date”). Work shall be performed in accordance with specific dates as listed in this RFP with all work shall be completed by TBD.

### 4.2 COST PROPOSAL

An estimate of project costs in the proposal using the “Orange County Cost Proposal” worksheet in **Exhibit A**. Vendors shall provide contract pricing inclusive of all costs for all required specifications as described herein. The awarded Vendor shall be responsible for any costs more than the negotiated contractual pricing. All costs for the purchased system to be fully implemented by the vendor.

- Ongoing costs for additional 4 years, to include any annual increase percentages.
- Any hardware recommendations and costs as Optional
- All pricing in your cost proposal must be a ‘not to exceed’ price.
- Infrastructure requirements **outside of scope**, but that may be a requirement must be provided, i.e. wired or wireless bandwidth requirements, recommended server load balancers, etc.
- Outline any future costs after go-live for updates, upgrades, platform changes, etc.
- The cost of the Vendor’s annual training conference is to be included in the annual maintenance.

### 4.3 INVOICES

Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor’s project manager.

The County will authorize payments, as outlined in the scope of services, to the vendor. (Also, noted as a percentage of the entire contract). Invoices shall be sent to:

Orange County Sheriff’s Office  
106 East Margaret Lane  
Hillsborough, NC 27278

### 4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public safety and law enforcement clients with similar or greater size and complexity to Orange County Sheriff’s Office.

### 4.5 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. Orange County may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER

The proposer should submit a list of at least three customers who are currently using the product that is being proposed to Orange County. The list should include contact information for each of the references:

**References - should include at a minimum:**

- Agencies and projects similar in size and scope
- Agencies located in North Carolina
- Date of contract
- Date(s) of go-live (Dates if phased approach)
- State
- Agency
- Contact name, rank/title, email, direct phone
- Number of end users
- Number of agencies using system
- Products used

**4.6 PERSONNEL**

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. Orange County will approve or disapprove the requested substitution in a timely manner. Orange County may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, Orange County may request acceptable substitute personnel or terminate the contract services provided by such personnel.

List critical employees to be involved in the and include:

- Short Biography (Project Manager should include resume)
- Experience
- Their specific role in the project
- How long have they been with your company?
- List of all projects they have worked on over the last five (5) years

#### 4.7 VENDOR'S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of Orange County under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the County. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.
- d) A sample of the Services Contract – RFP that will be executed with the selected vendor is included.

#### 4.8 INSURANCE REQUIREMENTS

The Firm shall obtain, at its sole expense, Commercial General Liability Insurance, Automobile Insurance, Workers' Compensation Insurance, and any additional insurance as may be required by County's Risk Manager as such insurance requirements are described in the Orange County Risk Transfer Policy and Orange County Minimum Insurance Coverage Requirements <https://www.orangecountync.gov/DocumentCenter/View/1866/MinimumInsurance-Coverage-Requirements-PDF>

#### 4.9 NORTH CAROLINA PUBLIC RECORDS

All proposals received by Orange County shall be considered public information subject to lawful disclosure under North Carolina Public Records Law. **Any proposal material deemed by the vendor to constitute either proprietary or trade secret material shall be designated as such, and each page or section of a page containing such material shall be marked by the vendor.** In addition, it shall be the sole responsibility of the vendor to demonstrate to a court of competent jurisdiction that their designation is proper.

#### 4.10 TRAVEL

All travel related expenses shall be included within the costs identified for each Task, as referenced in the Pricing Form. No separate travel expenses will be reimbursed.

#### 4.3 BUSINESS REGISTRATION

The firm selected under this RFP will be required to have an active business registration with the North Carolina Secretary of State.

## **5.0 SCOPE OF SERVICES**

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This section should include a general discussion of the proposer's overall understanding of the project and the scope of work proposed, importantly, including the specific systems/solutions being proposed to fill the RFP request for any and all distinct solutions being sought by the County. The scope statement should include all work from project inception to the completion of the warranty period.

### **5.1 GOALS AND OBJECTIVES**

- To replace the existing system or systems
- Transforming current records into a new RMS and JMS system systems
- Reporting, gathering, and exchanging data with other County law enforcement agencies
- The new technology should streamline workflows and reduce the amount of time deputy staff spend in the office.
- Solutions should seamlessly integrate various modules (like dispatch, records management, and jail administration) to enhance agency cooperation.
- The program ought to be simple to use, intuitive, and made with the needs of law enforcement and corrections personnel in mind.
- Address problem areas and provide a workflow that is more effective.
- The replacement system should ensure accurate data entry, retrieval, and reporting.
- Accessibility is critical to the efficient exchange of information within and between organizations as well as in remote locations.
- Industry standards, reporting requirements, and State and Federal requirements

### **5.2 IMPLEMENTATION SCOPE**

#### **5.3.3 Law Enforcement Records Management**

Law Enforcement Records Management manages the time of taking the report to retrieving information for the public, everything pertaining to law enforcement operations is managed and stored by this comprehensive system. In order to protect citizens, it is crucial for keeping accurate records, assisting with investigations, and facilitating communication between agencies and constituents.

Implementation scope to include:

- System Configuration and Development of Workflows
- User Roles and Security Setup
- Interface Development
- Application Training
- Vendor/Orange County agencies Configuration Review Sessions
- Data Conversion and Validation (Migration)
- Acceptance Testing
- Support Reporting requirements to State and Federal agencies
- Go Live Support

### **5.3.4 Jail Management**

By simplifying data organization and integration and concentrating on essential features like inmate tracking, case management, scheduling, and communication, a Jail Management System (JMS) is an essential tool for enhancing correctional operations in jails and detention facilities.

Implementation scope to include:

- User roles and security setup
- Interface development
- Application training
- System configuration and workflow development
- Vendor/Orange County jail configuration review sessions
- Supporting requirements for reporting to local, state, and federal agencies
- Migrating and Converting Data
- Testing Acceptance
- Go Live Support

## **5.4 TASKS/DELIVERABLES**

### **5.4.1 Intent**

It is the intent of the Orange County Sheriff's Office to secure a vendor to provide Public Safety Software for the County. The following software is required:

- Law Enforcement Records Management System ("RMS")
- Jail Management System ("JMS")

Services shall include the full implementation and acceptance of the following solution, preferably from a software vendor that provides both solutions from a single vendor. These capabilities include:

- RMS  
JMS
- Features and Functionalities outlined in Exhibit B for the detailed Requirements Matrix
- The Sheriff's Office expects the Vendor to provide all the software necessary for the system to be fully functioning.
- The proposed system will be sized to meet the needs of the Orange County Sheriff's Office and other participating entities, including a margin for growth. The selected Vendor will assume any costs associated with that growth. A site license for all agencies listed is preferred.

### **5.4.2 Company Background**

Each proposal must provide information to include:

- How many years has your company been in business?
- Please describe the ownership of your organization (Sole proprietorship, partnership, privately or publicly held corporation). If a corporation, please provide evidence that the vendor is in good standing and qualified to conduct business in North Carolina.

- Does your company act as a Prime Contractor for the hardware and other third-party contracts? Please describe the typical arrangement.
- Do you currently have a plan for the End of Life (EOL) of this product? If so, please list the timeframe.
- How many years will you guarantee your product(s) to be supported?
- Does a plan exist for the future direction of the solution that you are proposing?
- Are you currently providing software and services to other public safety agencies in North Carolina?
- Do you contract with a third party for implementation services/resources? If yes, please describe.

**5.4.3 Proposed Solutions:**

- Is the Vendor proposing a solution for both RMS and JMS with their company's solutions?  
 Yes       No
- Is the Vendor proposing a solution for RMS only?  
 Yes       No
- Is the Vendor proposing a solution for JMS only?  
 Yes       No
- Is the Vendor proposing a solution as a Prime Contractor with a subcontractor?  
 Yes       No
- Which solution is the subcontractor proposing?  
RMS \_\_\_\_\_ JMS \_\_\_\_\_

**5.4.4 Vendor Legal Issues**

- List of all contracts in the last five (5) years which were cancelled and state reason.
- List of any litigation, arbitration or civil disputes between any public safety clients and your firm, your owners, or your employees
- Statement signed by representative of your firm that your answer to this request is true and accurate – preferred owner, attorney, or C-level executive to sign.

**5.4.5 Responses to Functional/Technical Requirements**

Responses to the functional/technical requirements listed in “Orange County Requirements Matrix” (Exhibit B) must be provided in this section of the proposer’s proposal. The response instructions can be found in the Instructions tab of the Requirements Matrix.

#### **5.4.6 Implementation Plan**

The proposer must provide a detailed outline plan and timeline for implementing the proposed system and services. Plan should include the following information:

- Engagement Preparation
- Solution Planning
- Solution Implementation
- Testing
- User/System Documentation
- Training (User, System/Security Administration)
- Customer Deliverables and Knowledge Transfer
- Engagement Closure

#### **5.4.7 Maintenance and Support Program**

The proposal must specify the nature of any post-implementation and on-going support provided by the vendor including:

- Software/Network Support
- Explanation of support tiers – Level 1, 2, 3, etc.
- Ad-hoc Support
- Emergency support provisions
- Telephone Support
- Describe your support and help desk process (phone, web, knowledge base, etc.)
- Customer Support
- Support day and times for all products
- What constitutes a response of onsite support?
- Specifically describe procedures if any of the proposed solutions crash
- Does anything include additional fees outside of maintenance costs?
- Escalation procedures
- If there is any difference in support levels based on dollar amounts?
- Include optional cost (if any) for a full-time onsite support representative that can assist in technical issues, training new hires, escalate issues, assist with upgrades, etc.
- Other Support (onsite, remote dial-in, web access, etc.)
- Outline your service level agreement (“SLA”) for all levels of support from minor questions to catastrophic failures of all proposed solutions. Include:
  - What constitutes a response of onsite support?
  - Specifically describe procedures if any of the proposed solutions crash
  - Do any other services have additional fees outside of maintenance costs?
  - If there is any difference in support levels based on dollar amounts?
  - Include optional cost (if any) for a full-time onsite support representative that can assist in technical issues, training new hires, escalate issues, assist with upgrades, etc.

#### **5.4.8 Upgrade Tools**

- How frequently is software upgraded?
- How do customers find out about patches and upgrades?
- How are updates and patches implemented?
- How are updates and patches applied?
- How are the upgrades implemented? Which testing process is applied while creating a new software version?
- How much end-user and technical training is typically needed when a system is upgraded?
- During the upgrade, what happens to software customizations (like user-defined tables and fields)?
- What is the number of software versions that your company supports?
- Please give specifics about every update and bug patch applied during the previous three years.
- Give a projected release schedule for the future as well.

### **5.5 PROJECT ORGANIZATION**

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

### **5.6 TECHNICAL APPROACH**

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

#### **5.6.1 Proposed Software and Computing Environment**

##### **Technology Architecture**

- A thorough technical description of any suggested hardware or software platform, hosted environment, or local on-premises should be included in this section.
- Provide process flow diagrams, network diagrams, hardware/software architecture diagrams, and, if applicable, the minimum and suggested server and client computer configurations.
- Which platforms is your system operating on?
- Which network specifications are recommended, minimal, and ideal?
- What are the best, bare minimum, and suggested requirements for clients?
- Which operating systems are supported on clients and servers?
- What format will be used to store the data?

### **Administration Toolsets**

- What sets of administration tools does the system come with?
- What abilities are needed to keep the system maintained?
- Which tools are available for system customization?
- Is there an API available?
- What kind of regular monitoring is necessary to ensure optimal system performance?

### **Reporting**

- Explain the architecture for reporting. Is there a reporting database and/or data warehouse, or do we report directly from the production database?
- How frequently is a data warehouse updated if one is being used?
- What technical skill set is required for reports, configuration, and/or ad hoc tasks?

### **Security**

- What security instruments does the system come with?
- What defines the security profile? What is contained in the security profile of the user?
- What are the prerequisites for a wireless connection and any restrictions that may apply?

### **Storage and Security for Data Centers**

- If your data center is hosted, who provides the hosted storage?
- Where is the data center located physically?
- Does the data center have enough bandwidth to handle the data transmittals from the County?
- Which security measures are available for both physical and electronic security?
- Which procedures are used for data segregation?
- Give a brief description of your continuity of business plan.
- What is the frequency of data center audits?
- Which type of data encryption is in use?
- What steps will be taken if there is a security or data breach?

### **Disaster Recovery/Redundancy**

- What measures are in place for high availability and disaster recovery, if they are on-premise?
- Are redundancy plans in place and single points of failure identified?
- Are there any rules in place that allow the County to access its information?

### **Data Backup and Archive**

- Describe what methods are available for local data backup to Orange County.

### **Cybersecurity**

- Cybersecurity practices and any audits performed:
- Provide if your system has a SOC 2 Type 2 audit or similar

- Include if any of the software provided at your company has ever been compromised by ransomware or hacking of any type
- Provide if you have any cybersecurity specialists assigned to the division that supports product design and implementation
- Provide what type of cybersecurity exercises you perform to find vulnerabilities in your system, i.e. Penetration testing, hiring outside ethical hackers to find vulnerabilities, etc.

## **CONTRACT ADMINISTRATION**

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### **6.1 PROJECT MANAGER AND CUSTOMER SERVICE**

The Vendor shall designate and make available to Orange County a project manager. The project manager shall be the County's point of contact for contract related issues and issues concerning performance, progress review, scheduling, and service.

### **6.2 POST AWARD MANAGEMENT REVIEW MEETINGS**

The Vendor, at the request of Orange County, shall meet monthly with the County for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and the County's performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

## **E-VERIFY**

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HB789 imposes E-Verify requirements on contractors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts "unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 65 of the General Statutes." (Article 2 of Chapter 65 establishes North Carolina's E-Verify requirements for private employers.) It is important to note that the verification requirement applies to subcontractors as well as contractors. The new laws specifically prohibit governmental units from entering into contracts with contractors who have not (or their subcontractors have not) complied with E-Verify.

**SUBMIT WITH PROPOSAL**

**ADDENDUM ACKNOWLEDGEMENT FORM**

Consultants must acknowledge receipt of addendums posted by Orange County before the RFP/RFQ deadline. Please initial for Addendums received.

Addendum No 1 \_\_\_\_\_

Addendum No 2 \_\_\_\_\_

Addendum No 3 \_\_\_\_\_

**SUBMIT WITH PROPOSAL**

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

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I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of North Carolina, \_\_\_\_\_ County

Signed and sworn to (or affirmed) before me, this the \_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_

Notary Public

||  
||  
(Affix Official/Notarial Seal)

## **SUBMIT WITH PROPOSAL**

### **ORANGE COUNTY NONDISCRIMINATION CERTIFICATION**

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

1. In preparing its enclosed bid or proposal, the undersigned bidder or proposer has considered all bids and proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in discrimination as defined in Section 12-52 of the Orange County Non-discrimination Ordinance.
2. Without limiting any other remedies that Orange County may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for Orange County to reject the bid or proposal submitted with this certification, and terminate any contract awarded based on such bid or proposal. It shall also subject the bidder or proposer to disqualification from participating in county contracts or bid processes for up to two years.
3. As a condition of contracting with Orange County, the undersigned bidder or proposer agrees to promptly provide to Orange County all information and documentation that may be requested by Orange County from time to time regarding the solicitation and selection of suppliers and subcontractors in connection with this solicitation process. Failure to maintain or failure to provide such information constitutes grounds for Orange County to reject the bid or proposal and to terminate, without penalty to Orange County, any contract awarded on such bid or proposal. All such information and documentation shall be maintained for a period of three years after the expiration of the contract.
4. As part of its bid or proposal, the undersigned bidder or proposer shall provide to Orange County a list of all instances within the past ten years where a complaint was filed or pending against bidder or proposer in a legal or administrative proceeding alleging that bidder or proposer discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees to comply with the Orange County Non-discrimination Ordinance. Falsification of this certification shall constitute a violation of the Orange

County Non-Discrimination Ordinance and shall be grounds for rejection of the bid or proposal or termination of an existing contract, without fault or further obligation to Orange County.

6. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees that Orange County may consider the information submitted as part of this certification in its determination of the responsibility of the undersigned bidder or proposer. The undersigned bidder or proposer, as the case may be, waives the right to challenge the rejection of a bid or proposal when such rejection is based, in its entirety, on information submitted as part of this certification.

The bidder or proposer certifies the undersigned has full authority to sign on its behalf.

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

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

On behalf of \_\_\_\_\_

\_\_\_\_\_  
Company or Corporate name

**SUBMIT WITH PROPOSAL**

**Supplemental Vendor Information: HISTORICALLY UNDERUTILIZED BUSINESSES**

**Vendor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Per G.S. 143-128.4, Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent (51%) owned and operated by an individual(s) who are members of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled, Disadvantaged.

The Vendor shall respond to question No 1 and No 2 below.

1) Is Vendor a Historically Underutilized Business?  **Yes**  **No**

If yes, please select from the following:

**Ethnicity:**

**Black**

**Hispanic**

**Asian American**

**American Indian**

**Gender**

**Male**

**Female**

**Disabled**

**Yes**

**No**

2) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  **Yes**  **No**

If so, state HUB classification: \_\_\_\_\_

Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330.

[Departmental Use Only]  
TITLE  
FY

**NORTH CAROLINA**

**SERVICES AGREEMENT RFP/RFQ**

**ORANGE COUNTY**

This Services Agreement (hereinafter "Agreement"), made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, ("Effective Date") by and between Orange County, North Carolina a political subdivision of the State of North Carolina (hereinafter, the "County") and \_\_\_\_\_, (hereinafter, the "Provider").

**WITNESSETH:**

That the County and Provider, for the consideration herein named, do hereby agree as follows:

**1. Services**

a. Scope of Work.

- i) This Services Agreement ("Agreement") is for services to be rendered by Provider to County with respect to (*insert type of project*):
- ii) By executing this Agreement, the Provider represents and agrees that Provider is qualified to perform and fully capable of performing and providing the services required or necessary under this Agreement in a fully competent, professional and timely manner.
- iii) Time is of the essence with respect to this Agreement.
- iv) The services to be performed under this Agreement consist of Basic Services, as described and designated in Section 3 hereof. Compensation to the Provider for Basic Services under this Agreement shall be as set forth herein.

**2. Responsibilities of the Provider**

- a. Services to be provided. The Provider shall provide the County with all services required in Section 3 to satisfactorily complete the Project within the time limitations set forth herein and in accordance with the highest professional standards.
- b. Standard of Care.
  - i) The Provider shall exercise reasonable care and diligence in performing services under this Agreement in accordance with the highest generally accepted standards of this type of Provider practice throughout the United States and in accordance with applicable federal, state and local laws and regulations applicable to the performance of these services. Provider is solely responsible for the professional

quality, accuracy and timely completion and submission of all work related to the Basic Services.

- ii) Provider shall be responsible for all errors or omissions of its agents, contractors, employees, or assigns in the performance of the Agreement. Provider shall correct any and all errors, omissions, discrepancies, ambiguities, mistakes or conflicts at no additional cost to the County.
- iii) The Provider shall not, except as otherwise provided for in this Agreement, subcontract the performance of any work under this Agreement without prior written permission of the County. No permission for subcontracting shall create, between the County and the subcontractor, any contract or any other relationship.
- iv) Provider is an independent contractor of County. Any and all employees of the Provider engaged by the Provider in the performance of any work or services required of the Provider under this Agreement, shall be considered employees or agents of the Provider only and not of the County, and any and all claims that may or might arise under any workers compensation or other law or contract on behalf of said employees while so engaged shall be the sole obligation and responsibility of the Provider.
- v) If activities related to the performance of this Agreement require specific licenses, certifications, or related credentials Provider represents that it or its employees, agents and subcontractors engaged in such activities possess such licenses, certifications, or credentials and that such licenses certifications, or credentials are current, active, and not in a state of suspension or revocation.
- vi) Should this Agreement involve project designs, the construction or creation of which is to be bid out or fulfilled by other contractors, and bidding or negotiation with contractors produce prices which, when added to the other elements of the approved total project cost, produce a cost that is in excess of the approved total project cost, the Provider shall participate with the County in negotiation and design adjustments to the extent such are necessary to obtain prices within the approved total project cost. All activity of the Provider with respect to these matters shall constitute Basic Services and shall be performed by the Provider without additional compensation. If negotiation and design adjustments fail to bring costs within the total project cost the County may reject all bids and Provider will redesign or reduce portions of the project in an effort to reduce the bid prices to within the total project cost and rebid the project. One such redesign is included within Basic Services. If this second letting for bids does not produce bids that are within the approved total project cost initially or after negotiations with the contractor the cost is not reduced to an amount within the total project cost, the Provider is not obligated to engage in further redesign.

### **3. Basic Services**

#### **a. Basic Services.**

- i) The Provider shall perform as Basic Services the work and services described herein and as specified in the County’s Request for Proposals or Request for Qualifications (the “RFP”) “RFP Number \_\_\_\_\_ for “\_\_\_\_\_” issued \_\_\_\_\_, 20\_\_\_\_\_, and the Provider’s proposal, which are fully incorporated and integrated herein by reference together with Attachments \_\_\_\_\_ (designate all attachments). In the event a term or condition in any referenced document or attachment conflicts with a term or condition of this Agreement the term or condition in this Agreement shall control. Should such conflict arise the priority of documents shall be as follows: This Agreement, the County’s RFP together with attachments, Provider’s Proposal together with attachments.
- ii) The Basic Services will be performed by the Provider in accordance with the following schedule: (Insert milestones task list, dates and fees. If milestones are not established mark N/A under Milestone Task 1.)

<u>Milestone Task</u>	<u>Milestone Date</u>	<u>Milestone Fee</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- iii) Should County reasonably determine that Provider has not met the Milestone Dates established in Section 3(a)(ii), County shall notify Provider of the failure to meet the Milestone Date. The County, at its discretion may provide the Provider seven (7) days to cure the breach. County may withhold the accompanying payment without penalty until such time as Provider cures the breach. In the alternative, upon Provider’s failure to meet any Milestone Date the County may modify the Milestone Date schedule. Should Provider or its representatives fail to cure the breach within seven (7) days, or fail to reasonably agree to such modified schedule, County may immediately terminate this Agreement in writing, without penalty or incurring further obligation to Provider. This section shall not be interpreted to limit the definition of breach to the failure to meet Milestone Dates.

**4. Duration of Services**

- a. Term. The term of this Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_.
- b. Scheduling of Services
  - i) The Provider shall schedule and perform its activities in a timely manner so as to meet the Milestone Dates listed in Section 3.

- ii) Should the County determine that the Provider is behind schedule, it may require the Provider to expedite and accelerate its efforts, including providing additional resources and working overtime, as necessary, to perform its services in accordance with the approved project schedule at no additional cost to the County.
- iii) The Commencement Date for the Provider's Basic Services shall be \_\_\_\_\_.

## 5. Compensation

- a. Compensation for Basic Services. Compensation for Basic Services shall include all compensation due the Provider from the County for all services satisfactorily (as determined by the County) performed pursuant to this Agreement. The maximum amount payable for Basic Services is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_). In the event the amount stated on an invoice is disputed by the County, the County may withhold payment of all or a portion of the amount stated on an invoice until the parties resolve the dispute. Payment for Basic Services shall become due and payable in direct proportion to satisfactory services performed and work accomplished. Payments will be made as Project milestones as set out in Section 3(a)(ii) are achieved up to the corresponding milestone fee. *(For example, Provider may invoice for the amount listed as the milestone fee corresponding to the first milestone task upon County's acknowledgement of the satisfactory completion of Task one. Upon the County's acknowledgement that the second Task has been satisfactorily completed Provider may invoice for that corresponding milestone fee.)* Milestone fees shall be the maximum amount payable for its corresponding milestone task which shall not be altered except by written amendment.
- b. Additional Services. County shall not be responsible for costs related to any services in addition to the Basic Services performed by Provider unless County requests such additional services in writing and such additional services are evidenced by a written amendment to this Agreement.

## 6. Responsibilities of the County

- a. Cooperation and Coordination. The County has designated ( \_\_\_\_\_ ) to act as the County's representative with respect to the Project who shall have the authority to render decisions within guidelines established by the County Manager or the County Board of Commissioners and who shall be available during working hours as often as may be reasonably required to render decisions and to furnish information.

## 7. Insurance

- a. General Requirements. Provider shall obtain, at its sole expense, Commercial General Liability Insurance, Automobile Insurance, Workers' Compensation Insurance, and any additional insurance as may be required by County's Risk Manager as such insurance requirements are described in the Orange County Risk Transfer Policy and Orange County Minimum Insurance Coverage Requirements (each document is incorporated herein by reference and may be viewed at [http://www.orangecountync.gov/departments/purchasing\\_division/contracts.php](http://www.orangecountync.gov/departments/purchasing_division/contracts.php).) If

County's Risk Manager determines additional insurance coverage is required such additional insurance shall consist of \_\_\_\_\_ (if no additional insurance required mark N/A as being not applicable). Provider shall not commence work until such insurance is in effect and certification thereof has been received by the County's Risk Manager.

## **8. Indemnity**

- a. Indemnity. To the extent authorized by North Carolina law the Provider agrees, without limitation, to defend, indemnify and hold harmless the County from all loss, liability, claims or expense, including attorney's fees, arising out of or related to the Project and arising from property damage or bodily injury including death to any person or persons caused in whole or in part by the negligence or misconduct of the Provider except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this provision to require the Provider to indemnify the County to the fullest extent permitted under North Carolina law.

## **9. Amendments to the Agreement**

- a. Changes in Basic Services. Changes in the Basic Services and entitlement to additional compensation or a change in duration of this Agreement shall be made by a written Amendment to this Agreement executed by the County and the Provider. The Provider shall proceed to perform the Services required by the Amendment only after receiving a fully executed Amendment from the County.

## **10. Termination**

- a. Termination for Convenience of the County. This Agreement may be terminated without cause by the County and for its convenience upon seven (7) days prior written notice to the Provider.
- b. Other Termination. The Provider may terminate this Agreement based upon the County's material breach of this Agreement; provided, the County has not taken all reasonable actions to remedy the breach. The Provider shall give the County seven (7) days' prior written notice of its intent to terminate this Agreement for cause. Either party may terminate this Agreement upon notice to the other party that obligations pursuant to this Agreement are made impractical due to declarations of emergency by Orange County or by North Carolina due to events directly impacting Orange County. Both parties shall remain responsible for all payment and performance due up to the receipt of such notice, but shall have no further obligation or responsibility beyond that date provided the terminating party has taken all reasonable steps to complete the performance of its obligations.
- c. Compensation After Termination.
  - i) In the event of termination, the Provider shall be paid that portion of the fees and expenses that it has earned to the date of termination, less any costs or expenses incurred or anticipated to be incurred by the County due to errors or omissions of the Provider. Upon request of the County, the Provider shall submit to County all

relevant documentation, including but not limited to, job cost records, to support its claims for final compensation.

- ii) Should this Agreement be terminated, the Provider shall deliver to the County within seven (7) days, at no additional cost, all deliverables including any electronic data or files relating to the Project.
- d. Waiver. The payment of any sums by the County under this Agreement or the failure of the County to require compliance by the Provider with any provisions of this Agreement or the waiver by the County of any breach of this Agreement shall not constitute a waiver of any claim for damages by the County for any breach of this Agreement or a waiver of any other required compliance with this Agreement.
- e. Suspension. County may suspend the Basic Services and this Agreement at any time for County's convenience and without penalty to County upon three (3) days' notice to Provider. Upon any suspension by County, Provider shall discontinue the Basic Services and shall not resume the Basic Services until notified to proceed by County.

## 11. Additional Provisions

- a. Limitation and Assignment. The County and the Provider each bind themselves, their successors, assigns and legal representatives to the terms of this Agreement. Neither the County nor the Provider shall assign or transfer its interest in this Agreement without the written consent of the other.
- b. Governing Law. This Agreement and the duties, responsibilities, obligations and rights of respective parties hereunder shall be governed by the laws of the State of North Carolina.
- c. Compliance with Laws. Provider shall at all times remain in compliance with all applicable local, state, and federal laws, rules, and regulations including but not limited to all state and federal anti-discrimination laws, policies, rules, and regulations and the Orange County Non-Discrimination Policy and Orange County Living Wage Policy (each Orange County policy is incorporated herein by reference and may be viewed at [http://www.orangecountync.gov/departments/purchasing\\_division/contracts.php](http://www.orangecountync.gov/departments/purchasing_division/contracts.php).) Any violation of this requirement is a breach of this Agreement and County may immediately terminate this Agreement without further obligation on the part of the County. This paragraph is not intended to limit and does not limit the definition of breach to discrimination. By executing this Agreement Provider affirms that Provider and any subcontractors of Provider are and shall remain in compliance with Article 2 of Chapter 64 of the North Carolina General Statutes. By executing this Agreement Provider certifies that Provider has not been identified, and has not utilized the services of any agent or subcontractor identified, on the list created by the State Treasurer pursuant to G.S. 147-86.58. By executing this Agreement Provider certifies that Provider has not been identified, and has not utilized the services of any agent or subcontractor identified, on the list created by the State Treasurer pursuant to G.S. 147-86.81.
- d. Dispute Resolution. Any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or non-performance of, this

Agreement shall be brought in the General Court of Justice of North Carolina sitting in Orange County, North Carolina. It is agreed by the parties that no other court shall have jurisdiction or venue with respect to such suits or actions. Binding arbitration may not be initiated by either Party, however, the Parties may agree to nonbinding mediation of any dispute prior to the bringing of a suit or action.

- e. Entire Agreement. This Agreement, together with the RFP and its attachments and the Proposal and its attachments, represents the entire and integrated agreement between the County and the Provider and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. Modifications may be evidenced by facsimile signatures.
- f. Severability. If any provision of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be valid and binding upon the Parties.
- g. Ownership of Work Product. Should Provider's performance of this Agreement generate documents, items or things that are specific to this Project such documents, items or things shall become the property of the County and may be used on any other project without additional compensation to the Provider. The use of the documents, items or things by the County or by any person or entity for any purpose other than the Project as set forth in this Agreement shall be at the full risk of the County.
- h. Non-Appropriation and Government Action. Provider acknowledges that County is a governmental entity, and the validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable or not appropriated for the performance of County's obligations under this Agreement, then this Agreement shall automatically expire without penalty to County immediately upon written notice to Provider of the unavailability or non-appropriation of public funds. It is expressly agreed that County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement.

In the event of a change in the County's statutory authority, mandate or mandated functions, by state or federal legislative or regulatory action, which adversely affects County's authority to continue its obligations under this Agreement, then this Agreement shall automatically terminate without penalty to County upon written notice to Provider of such limitation or change in County's legal authority.

- i. Signatures. This Agreement together with any amendments or modifications may be executed electronically. All electronic signatures affixed hereto evidence the consent of the Parties to utilize electronic signatures and the intent of the Parties to comply with Article 11A and Article 40 of North Carolina General Statute Chapter 66.
- j. Notices. Any notice required by this Agreement shall be in writing and delivered by certified or registered mail, return receipt requested to the following:

Orange County  
Attention:  
P.O. Box 8181  
Hillsborough, NC 27278

Provider's Name & Address

**IN WITNESS WHEREOF**, the Parties, by and through their authorized agents, have hereunder set their hands and seal, all as of the day and year first above written.

**ORANGE COUNTY:**

**PROVIDER:**

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

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

*Printed Name and Title*

**ORANGE COUNTY—INTERNAL USE ONLY**

**Finance Information**

Vendor Name: \_\_\_\_\_ Vendor Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Department: \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_ Budget Code(s): \_\_\_\_\_ Vendor # \_\_\_\_\_  
Vendor Status with NCSOS: \_\_\_\_\_ Vendor is a BOCC consultant:  Yes  No

**Contract Details**

Contract Type:  New  Amendment (Original Contract: \_\_\_\_\_) (Most Recent Amendment \_\_\_\_\_)  
Effective Date \_\_\_\_\_ End Date \_\_\_\_\_ Notice Date \_\_\_\_\_ (Notice Purpose \_\_\_\_\_)

**Award**

Approved by Board (Agenda Date: \_\_\_\_\_);  Made or Administered by \_\_\_\_\_

**Signature Authority**

- BOCC Express Delegation (Agenda Date: \_\_\_\_\_)
- Policy 9.4:  Under \$5,000;  Service Under \$90,000;  Construction Under \$250,000
- Budget Policy Section XV (Capital Improvement Project: \_\_\_\_\_)

**Bidding**

Informal Bidding (\$30k-\$90k);  Formal RFP (\$90k+);  Other (<\$30k);  Exception(# \_\_\_\_\_)

**Department Affirmation**

- This agreement is approved as to technical form and content and I as Department Director affirmatively state work on this project has not been initiated prior to execution of the agreement.
- This agreement is approved as to technical form and content. Services related to this agreement have already begun or been completed. Description of the nature of the emergency condition that was addressed:

**Department Director's Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**Information Technologies**

This agreement has been reviewed and is approved as to information technology content and specifications:

**Office of the Chief Information Officer** \_\_\_\_\_ Date: \_\_\_\_\_

*Inapplicable because no hardware/software purchases or related services*

**Risk Management**

This agreement is approved for sufficiency of insurance standards, specifications, and requirements:

**Office of the Risk Management Officer** \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Services**

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

**Office of the Chief Financial Officer** \_\_\_\_\_ Date: \_\_\_\_\_

**Legal Services**

This agreement is approved as to legal form and sufficiency:

**Office of the County Attorney** \_\_\_\_\_ Date: \_\_\_\_\_

**Clerk to the Board**

All DocuSign contracts must be copied to the Clerk upon completion: occlerkdocs@orangecountync.gov  
The following signature block is for hard copies only and is not required for DocuSign contracts:

Received for record retention:

**Office of the Clerk to the Board** \_\_\_\_\_ Date: \_\_\_\_\_