

## Attachment 1 - Mandatory Requirements

### SECTION B - RFP INSTRUCTIONS & FORMAT

This section of the RFP requires a response from Bidder. Bidder shall indicate whether Bidder will comply with the requirement, as written. Bidder shall specify "Read and Agree" or "Read and Do Not Agree" in the BIDDER RESPONSE space. Items answered with "Read and Agree" require no further comment or explanation from Bidder. Items answered with "Read and Do Not Agree" require a statement from the Bidder in the BIDDER COMMENT space as to why the requirement cannot be met and an explanation of how the Bidder proposes to meet the FCSO's needs without the required item. All statements where Bidder responded with "Read and Do Not Agree" must be listed in Attachment 1, Section M (Exceptions to RFP). Bidder comments will be evaluated in accordance with Attachment 1, Section C (Evaluation & Selection) and Section C.1 (Evaluation Criteria).

#### SUBSECTION 1 - GENERAL FORMAT

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	BIDDER RESPONSE	BIDDER COMMENT
1.001	Format Requirements	Bidder must completely respond to all requests for information and forms contained in this RFP to be considered for award. Brochures and advertisements will be considered an incomplete reply to requests for information. Bidder is solely responsible for the accuracy and completeness of its proposal. Proposals considered incomplete by the FCSO may be rejected without notification.		
1.002	Format Requirements	The original RFP text, as well as any appendices, amendments, addenda or other correspondence related to this RFP may not be manually, electronically or otherwise altered by Bidder. Any Bidder proposal containing altered, deleted or additional non-original RFP text may be disqualified.		
1.003	Format Requirements	Proposals shall be prepared on standard 8 1/2" x 11" paper with 1" margins, using a 12 point font with each page numbered.		
1.004	Format Requirements	Each piece of paper, printed on both sides, counts as 2 pages. For example, if the RFP response is allocated 100 pages, in print form it will be 50 individual sheets of paper.		
1.005	Format Requirements	Bidder's proposal shall contain the items listed in <b>Attachment 1, Section B.1 (Proposal Order)</b> and must conform to the page limits specified. If page limits are exceeded in any section, the FCSO reserves the right to deem the extraneous pages as non-compliant and those pages will not be evaluated.		
1.006	Format Requirements	The Cover Sheet, form DPSM32 (rev 12/10), shall be printed on Bidder letter head and signed by a company officer with the authority to bind and contract with the FCSO.		
1.007	Format Requirements	The executive summary shall be a concise summation of the Bidder's experience and qualifications and the proposed communications solution presented in the Bidder's proposal. the FCSO requirements that are addressed only in the executive summary and not included the Bidder's proposal will be considered non-compliant.		
1.008	Format Requirements	All information contained in Bidder's proposal must be relevant to a section or numbered item of this RFP. Any information which does not meet this criterion shall be deemed extraneous and shall not be evaluated.		

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1.009	Format Requirements	Photographs, graphics, tables and other visual aids included as part of any page-limited section, such as the Bidder's proposal, are counted against the maximum page limit.		
1.010	Format Requirements	Bidder may include complete client lists or general Bidder information in the final attachment "Other Bidder Brochures/Documents" but must adhere to the page limit.		
1.011	Format Requirements	Failure to follow the instructions in this RFP may, at the FCSO's sole discretion, result in the rejection of Bidder's proposal.		
1.012	Format Requirements	All costs and expenses relating to the preparation and submission of Bidder's proposal shall be the responsibility of Bidder.		

### SUBSECTION 2 - SUBMISSION OF PROPOSAL

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	BIDDER RESPONSE	BIDDER COMMENT
2.001	Submission of Proposal	Proposals received prior to the Proposal Due Date will be securely kept, unopened.		
2.002	Submission of Proposal	No responsibility will attach to the Purchasing Agent or his or her representative for the premature opening of a proposal not properly addressed and identified.		
2.003	Submission of Proposal	Unless specifically authorized in this RFP, telegraphic, electronic, or facsimile proposal modifications will not be considered.		
2.004	Submission of Proposal	All proposals failing to meet the Proposal Due Date specified in the RFP, Section 3.13 (Schedule of Events) will be returned to the Bidder unopened.		

### SUBSECTION 3 - QUESTIONS OR COMMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	BIDDER RESPONSE	BIDDER COMMENT
3.001	Bidder Questions	Any questions and/or comments submitted by the Bidders after the due date may not be answered by the FCSO.		
3.002	Bidder Questions	Only written communication executed by the FCSO in the form of an amendment or addendum shall be considered binding.		
3.003	Bidder Questions	Bidder shall not contact any of the FCSO's employees or any employee at the Facilities regarding this RFP during the RFP process. Inappropriate contact by Bidder may result in the FCSO's rejection of Bidder's proposal.		

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### SUBSECTION 4 - RFP SPECIFICATION CHANGES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	BIDDER RESPONSE	BIDDER COMMENT
4.001	RFP Specification Changes	The FCSO reserves the right to not award a Contract pursuant to this RFP.		
4.002	RFP Specification Changes	Bidder's submission of a proposal shall not bestow any rights upon Bidder nor obligate the FCSO in any manner.		

### SUBSECTION 5 - ACCEPTANCE PERIOD

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	BIDDER RESPONSE	BIDDER COMMENT
5.001	Acceptance Period	Bidder's submission of a proposal indicates Bidder agrees the proposal will remain valid for a minimum of 120 days from the Proposal Due Date ("Acceptance Period"). A proposal requesting less than 120 days may be rejected. Bidder may specify a longer Acceptance Period.		
5.002	Acceptance Period	If Bidder's Proposal is accepted within the Acceptance Period, Bidder agrees to furnish any or all items or services as negotiated, and under the terms and conditions specified in this RFP, its amendments(s) and/or addenda and Contract.		
5.003	Acceptance Period	If Bidder's proposal is accepted, the FCSO shall create a Contract for execution by the FCSO and the awarded Bidder, which shall contain the terms and conditions of the RFP, its addenda(s), <b>Attachment 1 - Mandatory Inmate Communications Requirements</b> and as negotiated by the FCSO and awarded Bidder.		
5.004	Acceptance Period	The awarded Bidder shall not unduly delay negotiations or execution of a Contract. Bidder is expected to respond promptly to the FCSO's requests.		