

QUOTE PRICES FORM:

**REQUEST FOR QUOTATION NO. 2019-34
PUBLIC RECORDS MANAGEMENT**

The signature below is a guarantee that the Quoter shall not withdraw, modify, or cancel this quote for a period of **ninety (90) days after the quote due date.**

The undersigned further certifies that he/she has read the Request for Quotation, Terms and Conditions, and any other documentation relating to this request, and this quotation is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

Line Item #	Specifications/Item Description/Service	Estimated Quantity	Unit of Measure	Unit Price	Extended Price
1	<u>(Tasks 1 through 4 only)</u> Evaluate Public Records Management Policy and Systems and Provide Recommendations to Improve the Plan and Systems' Level of Efficiency, Productivity, Functionality, and Connectivity.	1	Lump Sum		\$31,250.00
2	Hourly Rate for additional <u>Onsite</u> Consulting and Implementation Services "as needed". (Travel expenses to be billed at cost- no additional markup)	1	Hour	\$250.00	
3	Hourly Rate for additional <u>Offsite</u> Consulting and Implementation Services "as needed".	1	Hour	\$250.00	

Quoter Comments: _____

Steve M. Lewis, Inc. _____

Company Name

Matt Daugherty, Executive Vice President _____

Print Name & Title of Company Representative



Signature of person authorized to bind the company

01/21/2019 _____

Date

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A QUOTE.

QUOTE SUBMITTAL SIGNATURE FORM

**REQUEST FOR QUOTATION NO. 2019-34
PUBLIC RECORDS MANAGEMENT**

The signature below is a guarantee that the Quoter shall not withdraw his/her quote for a period of **ninety (90) days after the scheduled quote due date. If notified of the acceptance of the quoter's submittal, the undersigned agrees to accept the form of contract designated in this RFQ by the City for the stated compensation in the form as prescribed by the City.**

The undersigned further certifies that he/she has read the Request for Quotation, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this quotation is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the contractor acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. 1 Dated 12/10/2018 Addendum No. 3 Dated 01/18/2019
Addendum No. 2 Dated 01/16/2019 Addendum No. _____ Dated _____

Company Information

Type of Organization (Please Check One):

Individual Ownership _____ Joint Venture _____ LLC/LLP _____
Partnership _____ Corporation OTHER _____

Federal Identification Number: 20-1122317

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created: _____
Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business in Florida: Yes or No

State of Florida Department of State Certificate of Authority Document No.: P04000078170

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

Does it use a registered fictitious name: Yes or No

DBA (if any): SML, Inc.

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DRUG FREE WORKPLACE FORM

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that
Steve M. Lewis, Inc. does:
(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

Check one:

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.



Offeror's Signature

01/11/2019

Date

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REFERENCES - CLIENT LIST

SUMMARY EXPERIENCE/QUALIFICATIONS/CLIENT LIST (List similar projects, with completion dates showing experience)
(At least three (3) in the past three (3) years).

1. Project Location: City of Madeira Beach - 300 Municipal Drive, Madeira Beach, FL 33708

Name of Contact Person: Clara VanBlargan, City Clerk Telephone # (727) 391-9951

Project Description: Evaluated the City's Records Management Plan and provided written recommendations for improvements. Provided seven days of on-site consulting/implementation services to guide and assist the city in the implementation of key recommendations. Provided records storage organization, retention identification and disposal documentation services.

Total Project Amount: \$ 30,000.00 Start Date: 02/07/2018 Completion Date: 08/28/2018

2. Project Location: Central Florida Expressway Authority - 4974 ORL Tower Rd., Orlando, FL 32087

Name of Contact Person: Michelle Maikisch, Chief of Staff Telephone # (407) 690-5344

Project Description: Evaluated the Authority's Records Management Plan and provided written recommendations for improvements. Provided fifteen days of on-site consulting/implementation services to guide and assist the Authority in the implementation of key recommendations. Responded to complex Public Records Requests. Assisted in selection/hiring of records staff.

Total Project Amount: \$ 77,000.00 Start Date: 07/01/2016 Completion Date: 06/30/2017

3. Project Location: City of DeBary - 16 Colomba Road, DeBary, FL 32713

Name of Contact Person: Eric Frankton, IT Director Telephone # (386) 601-0225

Project Description: Consultant review and updating of City's written Records Management Plan. Provided nine days of on-site consulting services to guide and assist the City to complete key records projects including review of electronic recordkeeping systems, organization of network drives, box indexing, and disposal identification/documentation.

Total Project Amount: \$ 18,900.00 Start Date: 10/01/2016 Completion Date: 9/30/2017

4. Project Location: _____

Name of Contact Person: _____ Telephone # _____

Project Description: _____

Total Project Amount: \$ _____ Start Date: _____ Completion Date: _____

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CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

I am an employee, public officer or advisory board member of the City
_____ (List Position or Board)

I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____

An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____

Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____

None of The Above

PART II:

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

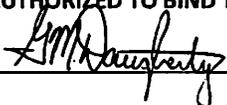
I will NOT request an advisory board member waiver under §112.313(12)

N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

BUSINESS NAME: Steve M. Lewis, Inc.

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Gregory M. Daugherty

SIGNATURE:  **DATE:** 01/11/2019

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STANDARD INDEMNIFICATION AGREEMENT (NON CONSTRUCTION/NON DESIGN PROFESSIONAL)

The **CONTRACTOR** shall be fully liable for the actions of its directors, officers, members, partners, or subcontractors, and the employees and agents of each of them, and shall fully indemnify, defend and hold harmless the **CITY**, its commissioners, employees, agents and assigns from all demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate levels), of any nature or kind whatsoever caused by, or arising out of or related to the performance or breach of this Contract by the **CONTRACTOR**, its officers, directors, members, partners, or subcontractors, and employees or agents of any of them; provided, however, that the **CONTRACTOR** shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the **CITY**.

To the extent applicable, the **CONTRACTOR** shall fully indemnify, defend and hold harmless the **CITY**, and its commissioners, agents, employees and assigns from any demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate level), arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right; provided, however, that the foregoing obligation shall not apply to the misuse or modification of **CONTRACTOR's** products by the **CITY** or any of its commissioners, agents, employees, and assigns, or to the operation or use of **CONTRACTOR's** products by the **CITY** or any of its commissioners, agents, employees, and assigns in a manner not contemplated by the Contract.

In the event of a claim, the **CITY** shall promptly notify the **CONTRACTOR** in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery to 4970 City Hall Boulevard, North Port, FL 34286, Attn: Kathryn Peto. Notification may also be provided by fax transmission to 941-429-7008.

The **CITY** shall provide all available information and assistance that the **CONTRACTOR** may reasonably require regarding any claim. This agreement for indemnification shall survive termination or completion of this Contract. The insurance coverage and limits required in this Contract may or may not be adequate to protect the **CITY** and such insurance coverage shall not be deemed a limitation on the **CONTRACTOR's** liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this Indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).

Name of Quoting Firm: Steve M. Lewis, Inc.

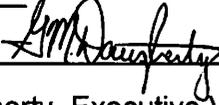
Mailing Address: PO Box 484, Vero Beach, FL 32961

Location Address: 580 42nd Court

City & State: Vero Beach, FL Zip: 32968-1950

Telephone: (813) 528-2705 Fax Number: _____

E-mail: mattdaugherty@msn.com

Signature of person authorized to bind the Company: 

Print name and title of person above: Gregory M. Daugherty, Executive Vice President

Date: 01/11/2019

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LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF Florida

COUNTY OF Miami-Dade

This 14 day of January, 2019, being first duly sworn, deposes and says that he or she is the authorized representative of Steve M. Lewis, Inc (Name of the contractor, firm or individual), and that the contractor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

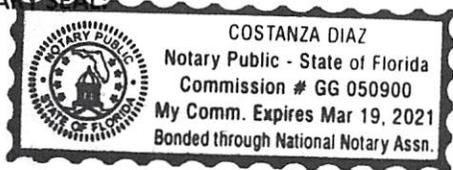
Signed, sealed and delivered this 14 day of January, 2019.

By: [Signature]
Gregory M. Daugherty
(Printed Name)
Executive Vice President
(Title)

STATE OF Florida
COUNTY OF Miami-Dade

Sworn to and subscribed before me this 14 day of January, 2019, by Matt Daugherty who is personally known to me or has produced his/her driver's license as identification.

NOTARY SEAL:



Notary Public - State of Florida
Print Name: Costanza Diaz
Commission No: GG050900

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NON-COLLUSIVE AFFIDAVIT

State of Florida

County of Miami-Dade

} SS.

Before me, the undersigned authority, personally appeared:

Matt Daugherty

who, being first duly sworn, deposes and says that:

1. He/She is the Officer (Owner, Partner, Officer, Representative or Agent) of Steve M. Lewis, Inc, the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any Respondent, firm, or person to fix the price or prices in the attached reply or of any other Respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

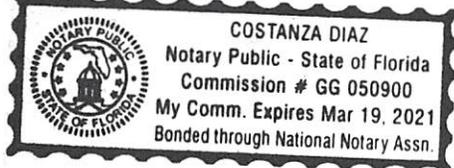
Signed, sealed and delivered this 14 day of January, 20 19.

By: [Signature]
Gregory M. Daugherty
 (Printed Name)
Executive V.P. President
 (Title)

STATE OF Florida
 COUNTY OF Miami-Dade

Sworn to and subscribed before me this 14 day of January, 20 19, by Matt Daugherty who is personally known to me or has produced his/her driver's license as identification.

NOTARY SEAL:



Notary Public - State of Florida
 Print Name: Costanza Diaz
 Commission No: GG 050900

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PUBLIC ENTITY CRIME INFORMATION

As provided by F.S. §287.133, 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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or Consultant under 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Gregory M. Daugherty, being an authorized representative of the Respondent,
Steve M. Lewis, Inc., located at 580 42nd Court

City: Vero Beach State: FL Zip Code: 32968-1950, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: [Signature] Date: 1/14/19

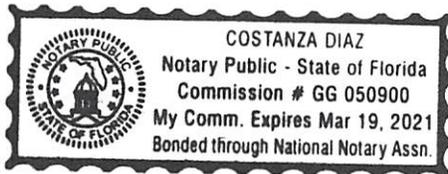
Telephone #: (813)528-2705 Fax #: _____

Federal ID #: 20-1122317

STATE OF Florida
COUNTY OF Miami-Dade

Sworn to and subscribed before me this 14 day of January, 2019, by Nate Daugherty who is personally known to me or has produced his/her driver's license as identification.

NOTARY SEAL:



Notary Public - State of Florida
Print Name: Costanza Diaz
Commission No: GG 050900

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SCRUTINIZED COMPANY CERTIFICATION FORM

Company Name: <u>Steve M. Lewis, Inc.</u>			
Authorized Representative Name and Title: <u>Gregory M. Daugherty, Executive Vice President</u>			
Address: <u>580 42nd Court</u>	City: <u>Vero Beach</u>	State: <u>FL</u>	ZIP: <u>32968-1950</u>
Phone Number: <u>(813) 528-2705</u>	Email: <u>mattdaugherty@msn.com</u>		
Address: <u>PO Box 484, Vero Beach, FL 32961</u>			

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

- This quote, bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

- This quote, bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.	
Certified By: <u></u>	_____
AUTHORIZED REPRESENTATIVE SIGNATURE	
Print Name and Title: <u>Gregory M. Daugherty, Executive Vice President</u>	
Date Certified: <u>01/11/2019</u>	

THIS PAGE MUST BE COMPLETED AND RETURNED IF SUBMITTING A QUOTE.

Public Records Management Request for Quotation 2019-34

City of North Port Florida

QUOTE DUE DATE:
January 24, 2019 AT 2:00 P.M.

Matt Daugherty
Executive Vice President
Post Office Box 484
Vero Beach, Florida 32961
813.528.2705
mattdaugherty@msn.com
www.smlinfo.net



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A. Understanding of the overall needs of the City

I. FIRM'S UNIQUE QUALIFICATIONS TO SERVICES REQUESTED

Steve M. Lewis, Inc., is a Records and Information Management Consulting and Implementation Firm with **expertise on Florida's Public Records requirements**. Our consultants bring **40 years of professional experience** assisting Florida Municipalities and other governmental agencies in managing Public Records pursuant to Chapter 119, Florida Statutes. Our clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, ports, law enforcement, court and regulatory agencies.

We are **recognized experts in the field of Records and Information Management and focus primarily on Government Agencies in the State of Florida**. Our Firm regularly conducts 12-hour seminars on Public Records Law and Public Records Management for Florida Universities. These seminars are certified for credit by the International Institute of Municipal Clerks (IIMC) for the Certified Municipal Clerk and Master Municipal Clerk program and ongoing education. We conduct lectures for a variety of audiences on Public Records Law and Public Records Management, including International Conferences, Professional Associations and Certification courses. Further, we regularly conduct on-site staff trainings for government agencies. This includes the City of North Port, where through the John Scott Dailey, Florida Institute of Government and in connection with City Clerk's Office, we conducted a three-day, comprehensive Public Records training of all City employees in January 2018.

Steve M. Lewis Inc., services directly address the requested services indicated in the Scope of Services making us uniquely suited for this project. Specifically, our **services focus on the evaluation and improvement of agency Records Management Programs**. These services include, but are not limited to:

- **Public records program evaluation**
- **Development of written, comprehensive Records Management Plans and Recommendations**
- **Policy and procedure review and development**
- **Software evaluation and recommendations**
- **Onsite staff training**
- **Records program maintenance services**
- **Legal compliance review**
- **Information organizational system design**
- **Records destruction review**
- **Social media guidance**
- **Retention schedule development**
- **Records inventorying**
- **Public Records Request consulting services and technical assistance**

II. DETAILED SCOPE OF WORK

Section 257.36, Florida Statute mandates each public agency to establish and maintain a records management program to ensure the economical and efficient management of agency information. To comply, a records program must be formalized and administered with key components established in writing. All decision-making effecting the management of information city-wide, either directly or indirectly (e.g. policy/procedure development, technology implementation, etc.), must consider the agency's written Records Management Program standards and goals. These goals include:

I. Access

- a. Internal – management access to both active and inactive records in an accurate and timely fashion to facilitate government processes.
- b. External – management access to both active and inactive records in an accurate and timely fashion to facilitate public records request.

II. Retention

- a. Retention of records in accordance with all local, state and federal requirements.
- b. Retention of all records under secure conditions, preventing unauthorized access by both employees and third parties.

III. Disposition

- a. Timely destruction of records at the end of their retention period in a secure manner.
- b. Disposition documentation pursuant to state requirements.

IV. Preservation

- a. Protection of all records from physical calamity and decay and provision for disaster recovery, vital records protection.
- b. Conversion of long-term retention records to an appropriate preservation device.
- c. Storage of all records under secure conditions, preventing unauthorized access by both employees and third parties.

Records Management Plan and Software System Evaluation

Steve M. Lewis, Inc., will access and evaluate the City's current records management plan and software systems to deliver recommendations for improvements. Consultant recommendations will be comprehensive, systematic, legally sufficient, and efficient in their approach. Recommendations will be based on general requirements and specific data relative to the agency and its operations. Recommendations will be long-range, describing in detail steps to be taken to achieve all comprehensive records program goals listed above.

Consultant recommendations will address the following:

- **Records Management Program Goals and Approach**
- **Program Implementation**
- **Program Administration**
- **Program Maintenance**
- **Training**
- **Public Records Definitions**
- **Public Agency Status**
- **Categorization**
- **Scheduling**
- **Disposition**
- **Format & Media Selection**
- **Imaging**
- **Microfilming**
- **Electronic Communications**
- **Social Media**
- **Storage & Security**
- **Filing Systems**
- **Public Records Access (Public Records Request)**
- **Exemptions**
- **City Specific Records Collections Issues**
- **Policies & Procedures**

Consultant recommendations will include:

- **Narrative explanations and recommendations.**
- **Public Records definitions and applicability.**
- **A detailed implementation narrative.**
- **An executive summary.**
- **A disposition procedure for all Public Records in accordance with Rule Chapter 1B-24, F.A.C.**
- **A filing system matrix together with an automated file code tracking system and/or boxed record index, word searchable, written to Microsoft Excel which may be saved to SQL as a network version.**
- **Detailed scheduling, disposition and imaging options to include destruction, microfilm and digital imaging in accordance with Rule Chapter 1B-26, F.A.C.**
- **Organizational structure recommendations related to record operations.**
- **A draft electronic communications policy (e.g. email, text, social media).**
- **An Agency-Wide Disposition List for Agency Public Records in accordance with Rule Chapter 1B-24, F.A.C. based on a record series title inventory.**
- **A training outline and training manual to be used by personnel with record responsibilities.**
- **A list of references and published sources used during preparation.**
- **Department or Records specific recommendations as identified.**
- **Applicable bid specifications for implementation of recommendations.**

Project Timeline

Phase 1 – On-site Data Collection (Five to Ten Days)

Traditional data collection and analysis techniques will be employed including but not limited to:

- On-site interviews with relevant staff:

- a. Management Meeting (City Manager & Applicable Senior Staff) - Assess management goals and issues
 - b. City Clerk Meeting - Assess City-Wide Records Program and Public Records Requests
 - c. IT Department Meeting - Assess Electronic Recordkeeping
 - d. Department Meetings – Assess Department Level Recordkeeping
 - e. Other - Address any identified issues as they arise (i.e. off-site storage vendor, contractor records, etc...)
- Evaluation of applicable software systems
 - Hands on evaluation of high density and key record collections
 - Evaluation of records activity
 - Review and analysis of existing policy and procedures
 - Record Series Inventory for the completion of City-Wide Disposition List

Phase 2: Data Analysis; Agency-Wide Disposition List Creation and Delivery; and Writing and Delivery of Consultant Recommendations (Thirty to Sixty Days)

Phase 2 will be conducted off-site. Consultant will communicate with the City via email or phone to address applicable issues. Consultant may return to the City when data analysis requires it. Agency-Wide Disposition List and Consultant Recommendations will be delivered to the City Clerk in Microsoft Word Format.

Phase 3: Management Presentation - Minimum Thirty Minutes (Flexible) (Scheduled following completion of Phase 2)

Steve M. Lewis, Inc., will return to the City to provide Management with a detailed presentation of the completed recommendations. This will be an opportunity for Management to present questions and suggestions for modification of Consultant recommendations based on City specific issues.

Phase 4: Staff Training (Optional – Scheduled following completion of Phase 3)

If requested, consultant will provide a one-day, six-hour training at no additional cost (scheduling of training is separate from project billing).

Phase 5: Onsite Consulting and Implementation Services (Recommended Minimum Ten Days – Scheduled following completion of Phase 3)

Following the development and delivery of consultant recommendations, Steve M. Lewis, Inc., can assist the agency with implementation of consultant recommendations and serve as a professional resource for records management issues and projects. These on-site services

include assistance with nearly any records related project. Although not an exhaustive list, the following is included:

- **Assist the City in the implementation of consultant recommendations.**
- **Technical assistance in the selection and implementation of electronic recordkeeping systems.**
- **Review of record collections with recommendations for disposal, preservation, and organization.**
- **Assistance monitoring changing legislation, Attorney General and Court Opinions to keep the Records Plan, Policies and procedures current.**
- **Assistance monitoring changing Florida Administrative Code and Retention Schedules to keep the Agency-wide Disposition List current.**
- **Assistance designing filing systems.**
- **Professional training for staff.**
- **Assistance compiling Florida Department of State Compliance Statements.**
- **Assistance compiling data to finalize each year's Records Disposition List.**
- **Assistance with the integration of technology and changing standards in the Florida Administrative Codes; specifically Rule Chapter 1B-26.**
- **Assistance selecting records related service providers together with compliance monitoring.**
- **Assistance designing and implementing file arrangements to ensure disposition efficiency and data retrieval.**
- **Assistance drafting record Policy and Procedure as issues arise.**

III. FIRM APPROACH TO PROBLEM IDENTIFICATION AND EFFECTIVE SOLUTION DEVELOPMENT

Problem identification and solution development will consider each of the following:

1. Legal Requirements

Records Management Program standards and goals are built around four provisions – Access, Retention, Disposition, and Preservation. Each of these provisions are guided by legal requirements and are required components of any compliant records program. As part of the City's records management plan and software systems evaluation requested within this RFQ, Steve M. Lewis, Inc., will determine legal requirement non-compliance through data collection, including staff interviews, policy/procedure review, inspection of records collections, and record series inventory. Steve M. Lewis, Inc., will design recommendations to address non-compliance and provide effective solutions built around the City Records Management Program standards and goals and the Consultant's experience and expertise.

2. Records and Information Management (RIM) Best Practices

To ensure efficiency and economics in problem identification and especially in solution development, Steve M. Lewis, Inc., will bring professional expertise gained from hands-on

consulting experience with other municipalities and other Florida Government Agencies. Further, our consultants stay abreast of industry best practices through continued research and membership in state and international professional associations including the Florida Records Management Association (FRMA), ARMA International, and the Association for Intelligent Information Management (AIIM).

3. Life Cycle Approach

Steve M. Lewis, Inc., will take a life cycle approach to the evaluation of the City's Records Program and to the development of consultant recommendation. The concept of a life cycle for records and information implies the planned management of agency information, regardless of format, from creation to final disposition, or permanent preservation. Utilizing a life cycle approach to records management will assist in the economical, efficient and integrated management of City Records. Problem identification and solution development will be framed within the life cycle concept and will consider the following life cycle aspects:

1. Control of record generation,
2. Format and media selection,
3. Storage and disaster recovery,
4. Access and use,
5. Retention, and
6. Final disposition or preservation.

B. Experience and Qualifications

I. THREE YEARS ACCEPTABLE AND VERIFIABLE PUBLIC RECORDS MANAGEMENT EXPERIENCE

Since 2004, Steve M. Lewis, Inc., has provided innovative and comprehensive records and information management consulting services to hundreds of government agencies throughout the State of Florida. Our clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation agencies, ports, law enforcement agencies, courts and regulatory agencies. Since December 2015, Steve M. Lewis, Inc., has worked with forty-nine separate governmental agencies or professional associations on records and information management projects directly related to the requested services of this RFQ.

II. DETAIL OF CORPORATE EXPERIENCE RELEVANT TO RFQ SERVICES

Similar Projects

1. The City of Margate

Contact: Joseph J. Kavanagh, MMC
City Clerk
City of Margate, City Clerk's Office
5790 Margate Blvd.
Margate, FL 33063
954-935-5327
jjkavanagh@margatefl.com

Steve M. Lewis, Inc., has provided the City of Margate with consulting and implementation services relevant to those requested within this RFQ. These services began in 2009 with a Records Management Program evaluation and the development of a Comprehensive Records Management Plan. A follow-up evaluation and the development of an updated Comprehensive Records Management Plan was completed in 2015 to address legal compliance changes and to stay current with technology and agency business process changes. From 2009 through the current fiscal year, the City has annually procured sixteen days of on-site consulting and implementation services allowing Steve M. Lewis, Inc., to implement and monitor Consultant recommendations.

In the past three years, Steve M. Lewis, Inc., has assisted the City of Margate with the following:

- Annual Staff Training (Last conducted December 12, 2018).
- Regular Meeting with City Clerk staff to discuss current and future needs of city-wide records program for continued compliance. This was conducted as part of the

Comprehensive Records Management Plan development and continues as part of the on-site consulting services procured by the City each fiscal year.

- Evaluation of current city electronic management software (OptiView) and assistance on the selection of a new city-wide electronic records management system (Laserfiche). This project is ongoing with selection and implementation to occur in the current fiscal year.
- Research and recommendations relating to Public Records Requests including review and commentary on application of statutory exemptions to access, request processing strategies, and best practices. This is conducted as part of the off-site technical assistance provided to the City via email or phone calls or as part of the on-site consulting services procured by the City each fiscal year.
- Annual Disposition Identification and Disposal Documentation Services pursuant to Rule 1B-24, Florida Administrative Code.
- Research & Creation of Consultant Report with recommendation relating to Electronic Communications including Email, Text, and Social Media (Completed December 18, 2018)
- Annual maintenance of a City-Wide, Alpha-Numeric File Coding system developed by Steve M. Lewis, Inc., to address the organization of paper files and electronic files.

2. The City of Coconut Creek

Contact: Leslie May, City Clerk
City of Coconut Creek
4800 W. Copans Road
Coconut Creek, FL 33063
954-973-6774
LMay@coconutcreek.net

Steve M. Lewis, Inc., has provided the City of Coconut Creek with consulting and implementation services relevant to those requested within this RFQ. These services began in 2014 with a Records Management Program evaluation and the development of a Comprehensive Records Management Plan. Since 2014, the City has procured fifteen days of on-site consulting and implementation services each fiscal year allowing Steve M. Lewis, Inc., to implement and monitor Consultant recommendations.

In the past three years, Steve M. Lewis, Inc., has assisted the City of Coconut Creek with the following:

- Annual Staff Training (Last conducted November 14 & 15, 2018).
- Regular Meeting with City Clerk staff to discuss current and future needs of city-wide records program for continued compliance. This was conducted as part of the Comprehensive Records Management Plan development and continues as part of the on-site consulting services procured by the City each fiscal year.
- Evaluation of current city electronic management software (Alfresco) and assistance on the organization of and usage of data stored City-Wide.
- Development of City-Wide Public Records Request Policy, Records Destruction Procedure, and Records Management Policy.

- Development of Consultant recommendations relating to the management of City Contracts.
- Research and Recommendations relating to Public Records Requests. Including review and commentary on application of statutory exemptions to access, request processing strategies, and best practices. This is conducted as part of the off-site technical assistance provided to the City via email or phone calls or as part of the on-site consulting services procured by the City each fiscal year.
- Annual Disposition Identification and Disposal Documentation Services pursuant to Rule 1B-24, Florida Administrative Code.
- Annual maintenance of Alpha-Numeric File Coding system developed by Steve M. Lewis, Inc., to address the organization of paper files and electronic files.

3. Central Florida Expressway Authority

Contact: Tim O'Toole, CRA
Records Administrator
Central Florida Expressway Authority
4974 ORL Tower Rd.
Orlando, FL 32087
407.690.5366
Tim.OToole@CFXWay.com

Steve M. Lewis, Inc., has provided the Central Florida Expressway Authority with consulting and implementation services relevant to those requested within this RFQ. These services began in 2016 with a Records Management Program evaluation and the development of a Comprehensive Records Management Plan. Since 2016, the Authority has procured approximately thirty days of on-site consulting and implementation services allowing Steve M. Lewis, Inc., to implement and monitor Consultant recommendations.

In the past three years, Steve M. Lewis, Inc., has assisted the Central Florida Expressway Authority with the following:

- Regular Meeting with Records Management Liaison Officer and Senior Staff to discuss current and future needs of agency-wide records program for continued compliance. This was conducted as part of the Comprehensive Records Management Plan development and continues as part of the on-site consulting services procured by the Agency each fiscal year.
- Evaluation of current electronic management systems and assistance on retention and disposition application.
- Consultant input on the selection and implementation of an Agency-Wide Electronic Content Management System (OnBase).
- Development of Agency-Wide Electronic Communications Policy.
- Research and Recommendations relating to Public Records Requests. Including review and commentary on application of statutory exemptions to access, request processing strategies, and best practices. This is conducted as part of the off-site technical assistance

provided to the agency via email or phone calls or as part of the on-site consulting services procured by the agency each fiscal year.

- Research & Creation of Consultant Reports with recommendation relating to:
 - Signature and a seal on engineering and architectural plans (Completed December 18, 2017)
 - Digital images of checks (Completed May 12, 2017)
 - Transfer of custody of records from one governmental agency to another (Completed May 29, 2017)

III. EXPERIENCE OF DEDICATED ACCOUNT TEAM

Matt Daugherty, Executive Vice President will act as Project Manager and will be assisted off-site by Steve M. Lewis, President. Since 2009, Mr. Daugherty and Mr. Lewis have worked together on numerous projects like that being proposed by the City.

**Matt Daugherty,
Executive Vice President**

Steve M. Lewis, Inc.
Post Office Box 484
Vero Beach, Florida 32961
(813) 528-2705
mattdaugherty@msn.com

**Steve M. Lewis,
President & CEO**

Steve M. Lewis, Inc.
Post Office Box 484
Vero Beach, Florida 32961
(813) 205-2850
stevemlewis@msn.com

Matt Daugherty, Executive Vice President, is a Records and Information Management Consultant with over sixteen years of professional experience managing Florida's Public Records. Clients include, but are not limited to, municipalities, counties, state agencies, universities, and professional associations.

Prior to joining Steve M. Lewis, Inc., Matt worked as a Records Analyst with the Florida Department of State, Records and Information Management Program and as a Records Clerk with the St. Johns County Clerk of Courts. Matt holds a Master of Arts degree in Public History/Historical Administration from Florida State University, which includes coursework in Records and Archives Management.

Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

Steve M. Lewis, President and CEO of Steve M. Lewis, Inc., is a Records and Information Management Consultant with over forty years of professional experience at nearly every size and type of government agency.

Clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, law enforcement, court and regulatory

agencies. Client list illustrates extensive experience in the private sector to include the defense industry, manufacturing and service sectors - nationally and internationally.

Steve has held two vice-president positions in the corporate world and has managed collections as large as two million cubic feet. Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

IV. NUMBER OF EMPLOYEES

Steve M. Lewis, Inc., employees eight individuals.

V. OTHER CURRENT AND RELEVANT CLIENTS

Municipalities

City of Alachua
 City of Boynton Beach CRA
 City of Coral Gables, Florida
 City of Clermont, Florida
 City of DeBary, Florida
 City of Doral, Florida
 City of Fort Walton Beach, Florida
 City of Gulfport, Florida
 City of Indian Rocks Beach, Florida
 City of Key West, Florida
 City of Largo, Florida
 City of Madeira Beach, Florida
 City of Margate, Florida
 City of Northport, Florida
 City of Sarasota
 City of Seminole, Florida
 City of St. Pete Beach, Florida
 Town of Belleair, Florida
 Town of Surfside, Florida
 Village of Islamorada, Florida

Counties

Bay Co. Board of County Commission
 Collier County School District
 Escambia Supervisor of Elections
 Indian River Clerk of Court
 Lake Tax Collector

Manatee Clerk of the Court
 Manatee Property Appraiser
 Manatee Co. Tax Collector
 Palm Beach Clerk of the Court
 St. Lucie Board of County Commissioners

State Agencies/Universities

Florida Atlantic University
 Florida Department of Revenue
 Florida Gulf Coast University
 Florida International University
 Florida State College at Jacksonville
 Florida State University
 University of Central Florida
 University of South Florida

Other

Central Florida Expressway Authority
 Florida Association of Business Tax Officials
 Florida Association of Code Enforcement
 Florida Government Finance Officers Association
 Florida Local Government Information Systems Association
 Florida Tax Collectors Association
 State Attorney, 4th Circuit
 State Attorney, 9th Circuit

C. References

1. Joseph J. Kavanagh, MMC

City Clerk
City of Margate
5790 Margate Blvd.
Margate, FL 33063
954-935-5327
jjkavanagh@margatefl.com

Steve M. Lewis, Inc., has provided the City of Margate with consulting and implementation services relevant to those requested within this RFQ. These services began in 2009 with a Records Management Program evaluation and the development of a Comprehensive Records Management Plan. A follow-up evaluation and development of an updated Comprehensive Records Management Plan was completed in 2015 to address legal compliance changes and to stay current with technology and agency business process changes. From 2009 through the current fiscal year, the City has annually procured sixteen days of on-site consulting and implementation services allowing Steve M. Lewis, Inc., to implement and monitor Consultant recommendations.

2. Leslie May, City Clerk

City of Coconut Creek
4800 W. Copans Road
Coconut Creek, FL 33063
954-973-6774
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3. Tim O'Toole, CRA

Records Administrator
Central Florida Expressway Authority
4974 ORL Tower Rd.
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Steve M. Lewis, Inc., has provided the Central Florida Expressway Authority with consulting and implementation services relevant to those requested within this RFQ. These services began in 2016 with a Records Management Program evaluation and the development of a Comprehensive Records Management Plan. Since 2016, the Authority has procured approximately thirty days of

on-site consulting and implementation services allowing Steve M. Lewis, Inc., to implement and monitor Consultant recommendations.

D. Supporting Materials

City of Coconut Creek Public Records Request Policy

This is the final adopted version of the City's Public Records Request Policy. Steve M. Lewis, Inc. worked with the City Clerk's Office to draft this policy.

ADMINISTRATIVE ORDER

SUBJECT: PUBLIC RECORDS REQUESTS POLICY NUMBER: G-21

- I. **PURPOSE:** To establish guidelines for processing requests for public records and/or requests for review only of the City's public records in a timely and consistent manner.
- II. **DESCRIPTION:** In accordance with Florida Statutes (F.S.) Chapter 119, the Public Records Act, the City will provide the public with access to public records. It is the policy of the City to permit the Public Record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian or records liaison of the public records, absent an exemption to the contrary.

At all times, the custodian or records liaison shall provide safeguards to protect the contents of Public Records from alteration and to prevent disclosure or modification of those portions of Public Records which are exempt, or confidential and exempt, as provided by law.

NOTE: In accordance with the Public Records Law, the City is under no obligation to create records that do not exist. Example: A requester may want a list of all day care centers or a list of all religious organizations in the City. If no such list exists, the City is not required to create one. In this case, the City Clerk's Department should be contacted immediately.

- III. **DEFINITIONS:**
- A. *Public Records* means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings emails, texts, or other material, regardless of physical form or characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- B. *Extensive Public Records Request* shall mean requests that require fifteen (15) minutes or more to process.
- C. *Records Liaisons* shall mean the designated employees responsible for the coordination of public records activities as appointed by the Department Head.

IV. ACTION:

When the nature or volume of public records requested to be inspected, examined, or copied is such as to require *extensive* use of information technology resources or *extensive* clerical or supervisory assistance by personnel of the City Department involved, or both, the City may charge, in addition to the cost of duplication, a special service charge, which shall be based on the cost incurred for such extensive effort.

To comply with this provision, the custodian or records liaison shall immediately inform the City Clerk when a Public Records Request is deemed to be extensive and forward and provide an estimated service charge in advance in addition to the fee for duplication. The service charge shall be calculated using the hourly wage, including benefits, of the lowest paid employee capable of performing the service.

The City Clerk will contact the requestor with the estimated service charge and collect the fee. Upon receipt of payment of fifty percent (50%) of the estimated service charge, the City Clerk will then notify the custodian or records liaison to proceed with processing the response to the Public Records Request.

If the estimated fee for duplication and service charge represent an overpayment upon completion of the effort, a refund shall be made to the requestor. If the estimated fee for duplication and service charge represent an underpayment upon completion of the effort, the custodian or records liaison shall collect the remaining balance due before delivery of the Public Record.

Non-specific requests, requests from attorneys, and requests relating to litigation shall be reviewed by the City Attorney's Office for processing pursuant to the City Attorney's direction. Requests for review of employee personnel records should be referred to the City Clerk for monitoring, who will work with the Director of Human Resources to complete the request.

V. FEES:

A. The custodian or records liaison shall furnish a copy or a certified copy of the record upon payment of authorized fees:

- For duplicated copies of not more than fourteen (14) inches by eight and a half (8.5) inches, upon payment of not more than fifteen (15) cents per one (1) sided copy;
- For each two (2) sided duplicated copy of not more than fourteen (14) inches by eight and a half (8.5) inches,

upon payment of not more than twenty (20) cents per each two (2) sided duplicated copy;

- For a certified copy upon payment of not more than one dollar (\$1.00) per copy; and
- For all other copies where fees are not prescribed by law, upon payment of the actual cost of duplication of the record.

B. A fee will not be required for requests less than five dollars (\$5.00);

C. A fee for duplication shall not be charged for non-extensive public records requests that result in scanned or electronically produced documents.

V. **REVOCATION:** C-01

IV. **EFFECTIVE:** March 1, 2018

AUTHORIZED: 

MARY C. BLASI
City Manager

E. Personnel

Matt Daugherty, Executive Vice President will act as Project Manager and will be assisted off-site by **Steve M. Lewis, President**. Since 2009, Mr. Daugherty and Mr. Lewis have worked together on numerous projects similar to that being proposed by the City.

Contact Information:

Matt Daugherty,
Executive Vice President
Steve M. Lewis, Inc.
Post Office Box 484
Vero Beach, Florida 32961
(813) 528-2705
mattdaugherty@msn.com

Steve M. Lewis,
President & CEO
Steve M. Lewis, Inc.
Post Office Box 484
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(813) 205-2850
stevemlewis@msn.com

Matt Daugherty
Post Office Box 484
Vero Beach, Florida 32961
(813) 528-2705
mattdaugherty@msn.com

Matt Daugherty is an independent Records and Information Management Consultant with over sixteen years of professional experience managing Public Records and historical documents. Client list generates extensive experience in the government sector to include municipalities, counties, state agencies, courts, ports, transportation, and professional associations. Services cover a broad spectrum to include designing records management plans, designing file systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement. Matt holds a Master of Arts degree in Public History/Historical Administration from Florida State University, with a concentration in Records and Archives Management.

EXPERIENCE

Executive Vice President, Steve M. Lewis, Inc. - Ten Years

Provide innovative and comprehensive records and information management consulting services to government agencies and the private sector including, but not limited to, Comprehensive Records and Information Management Planning; Records Retention Services; Disposition Services; Email Management; Training; Policy and Procedure Development; Facilities Management; and Compliance Monitoring.

Management Analyst, Florida Department of State - Four Years

Provided technical assistance to governmental agencies and private citizens relating to Florida public records retention and disposition requirements. Inventory management for Assisted in the operation of the State of Florida Records Center. Provided training and on-site consultation. Developed State of Florida Records Retention Schedules, Florida Administrative Code Rules, and statewide policies and procedures.

Park Service Specialist, Florida Park Service - Two Years

Coordinated and conduct special events and interpretive programs. Recruited and managed volunteer staff. Served as media liaison. Oversaw the management of park archival records, public records and historical structures.

Curator of Education, Old St. Augustine Village – Two Years

Created and conducted educational programs. Recruited and managed volunteer staff. Assisted in the maintenance and preservation of museum artifacts, archives, and historical structures.

Records Clerk, St. Johns County Clerk of Courts – One Year

Responsible for the management of Clerk of Court records pursuant to Florida Public Records Law including retention, disposition, access, and preservation.

EDUCATION

Master of Arts, Florida State University December 2008
Concentration in Records and Archives Management.

Bachelor of Arts, Fairmont State College December 1999

PUBLICATIONS

“Time to Change Our Thinking: Front End Public Records Management.” *Quality Cities*
(March/April 2011)

“General Records Schedule GS1-SL for State and Local Government Agencies.” Florida
Department of State (November 2006, September 2007) – Assisted with review and
development.

“General Records Schedule GS2 for Law Enforcement, Correctional Facilities, and District
Medical Examiners.” Florida Department of State (May 2008) - Assisted with review and
development.

MEMBERSHIP

Florida Records Management Association (FRMA)

Steve M. Lewis
Post Office Box 484
Vero Beach, Florida 32961
813.205.2850
stevemlewis@msn.com

Steve M. Lewis is an independent Records and Information Management Consultant with over thirty-four years of experience at nearly every size and type of government agency. Clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, law enforcement, court and regulatory agencies. Steve has held two vice-president positions in the corporate world. Client list generates extensive experience in the private sector to include the defense industry, manufacturing and service sectors - nationally and internationally. Steve has managed collections as large as two million cubic feet. Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

EXPERIENCE

President, Steve M. Lewis, Inc., a Florida Corporation – 14 Years

Continued responsibilities described below together with corporate obligations necessitated by a rapidly expanding client base and associated demand for services. Scope and depth of services continues to develop.

Self Employed, Sole Proprietor – 1 Year

Independent Consultant, Information Management Analysis, Design, Planning and Training. Offer a nearly unlimited range of Information Management consulting services. Specialize in Florida Public Records; yet continue to service the Private Sector as well. Provide Lecture Series to State University System covering a wide range of Records Management and Public Record Law Issues.

Vice President – Government Sector, LASON, Inc. – 6 Years

Responsibilities same as below, acquired by LASON from FDB, Inc. with purchase.

Vice President – Government Sector, Florida Data Bank, Inc. - 1.5 Months

Primary responsibilities include: provide a wide range of consulting services to include but not limited to writing Records Management Plans, writing procedures, writing records retention schedules, and writing vital records protection plans; identify records for destruction, manage Government accounts; develop new services and accounts; and maintain expertise in Florida Public Records Law and Florida Department of State requirements. Instruct classes for the Florida Institute of Government at Colleges and Universities throughout Florida in Public Records Law and Management.

Planner IV, Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs – 1 Year

Primary responsibilities included: management of public records relative to local comprehensive plan process.

Records and Information Management Program Manager, Management Information, General Services, Administrative Services, Florida Department of Health and Rehabilitative Services – 7 Months

Primary duties included: management of two million cubic feet of records statewide; supervise the programs of 12 district records managers; review pending legislation; and design and implement new records systems. Monitor each district on site, one week each year.

Planner II, Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs – 4 Years

Primary responsibility: design and implement records system to manage public records relative to local comprehensive plan process, Rule 9J-5, F.A.C.

Management Analyst II, Bureau of Archives and Records Management, Division of Library and Information Services, Florida Department of State – 3 Months

Primary duties included: conduct regional seminars on Public Record Laws; provide consulting services to state and local governments; review pending legislation; design records systems; draft standards and procedures and general records schedules.

Information Management Consultant, Florida Police Benevolent Association, Inc. – 2 Years

Duty: design system and forms to manage *request for service* functions.

Records Management Analyst I, Bureau of Records and Information Management, Division of Archives, History and Records Management, Florida Department of State – 2 Years

Duties very similar to Management Analyst II described above, yet on a smaller scale.

Salvage and Exploration Field Supervisor, Bureau of Historic Sites and Properties, Division of Archives, History and Records Management, Florida Department of State – 9 Months

Primary duties included: supervise nine employees employed in underwater salvage of antiquities; act as Records Custodian; coordinate record disposition with Bureau of Records and Information Management.

Various Positions throughout State Government – 9 Years

Primarily with the Department of State, all records related. Duties included entry-level micrographic position; records storage and retrieval functions; and various administrative positions related to records management.

PROFESSIONAL ASSOCIATIONS

Tallahassee Association of Records Managers and Administrators (ARMA) Board of Directors,
3-83 to 10-85,

Tallahassee ARMA 1984 Chapter Member of the Year.

Tallahassee ARMA President, two terms, 10-1-85 to 7-1-88, and

Tallahassee ARMA Chairman of the Board, 7-1-88 to 7-1-89.

PUBLICATIONS

"Digest, Records Management for Florida Clerks of the Court" Published by Florida State University.

Records Management Technology, (2003) - Regular monthly columnist

Draft Florida Statutes

Draft Florida Administrative Codes

General Records Schedules for the Florida Department of State.

F. Cost and Price Analysis

I. Records Management Plan Evaluation and Recommendation

Plan Evaluation and Recommendations can be billed in two ways:

1. Lump Sum – Total amount billed following delivery of written recommendations (Completion of Phase II).
2. Split – One half of total billing billed following completion of data collection (Phase I) and second half (remainder) billed following delivery of written recommendations (Phase II).

Pricing is based on the following factors:

1. Minimum Cost of Project
Based on consultant's daily consulting rate (\$2,000.00) multiplied by the estimated number of work days historically required to complete similar projects.
 - a. Data Collection (Phase I) - Average five days
 - b. Written Deliverables (Phase II) - Average eleven days
2. Rate for past billing of similar agency projects and scope of services
3. Complexity of the project
 - a. Number of State Records Retention Schedules Required
4. Size of the Agency
 - a. Number of Employees
 - b. Number of Departments
5. Estimated Travel Costs (Included in Fee)

II. On-site/Off-site Consulting and Implementation Services

On-site Consulting and Implementation Services are billed at contracted daily rate per number of business days (not to exceed eight-hours) that consultant is on-site.

Off-site Consulting and Implementation Services are billed per hour at contracted hourly rate.

III. Consultant Commission

Consultants earn 50% to 60% commission of total billing.