

October 21, 2024

**MEMORANDUM**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Acquisition of Door Access System for Public Safety Student Housing

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**Item Description**

This item requests approval of the attached material and services proposal for an automated door locking system for student housing at the Florida Public Safety Institute (FPSI).

**Overview and Background**

The student housing at FPSI is in need of a new door lock system which will provide better security and control while also making student check-in and check-outs more automated and efficient. As stated in the College's FY 2024-25 Technology Plan, the proposed solution will provide an updated access control system for interior and exterior door locks compatible with existing Wi-Fi infrastructure- allowing for improved monitoring and reporting.

Purchases exceeding the amount specified in Florida Statute 287.017, Category Five, currently \$325,000, require competitive solicitations and approval by the Board, unless exempt from the solicitation process by Florida Administrative Code (FAC) 6A-14.0734.

FAC 6A-14.0734 (g) provides an exemption for purchases that provide information technology support consistent with the College's Information Technology Plan.

**Funding/ Financial Implications**

The projected cost for implementation is \$601,649.27. Funding for the purchase of this system will be provided from the sale of timber from FPSI property.

**Past Actions by the Board**

This acquisition was listed as an initiative in the College's Information Technology Plan, approved by the Board at the May 20, 2024 meeting.

**Recommended Action**

Approve the College's request to purchase an automated door locking system at FPSI.



This Transact Order Form ("Order Form") by and between Transact Campus Inc. ("Transact") and Tallahassee State College ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary").

This Order Form, together with the Transact Master Agreement and the Transact Campus Schedule effectively dated November 8, 2021 and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Transact to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Transact Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Transact, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Product and Pricing Summary				
Qty	UOM	Product Code	Product or Service Description	Term Fees (USD)
1	Each	S2-NBVM-128	VIRTUAL NETBOX - 128 PORTALS SUPPORTED IN VMWARE	\$26,865.00
254	Each	S2-RLI-ASSA-TSC	ASSA ABLOY WIRELESS LOCK LICENSE	\$50,800.00
2	Each	S2-NR64	64 PORTAL EXPANSION	\$7,710.00
1	Each	S2-VMS-B-EX	EXACQVISION VMS INT LIC BASE	\$485.00
46	Each	S2-VMS-C-EX	EXACQVISION VMS INT LIC CAMERA	\$6,670.00
1	Each	S2-MM-PRO	S2 MAGIC MONITOR PRO LICENSE	\$450.00
50	Each	S2-MM-CAM	S2 MM SINGLE CAMERA LICENSE	\$7,000.00
38	Each	AA-IN120	ASSA ABLOY WIFI WIRELESS LOCK - IN120 ML20134 NAS 626 BIPS B CL6	\$45,789.62
36	Each	AA-COVERPLATE	ASSA ABLOY LOCK COVER PLATE - 784F147 630	\$4,164.12
36	Each	AA-INST-DOOR	ASSA ABLOY DOOR INSTALLATION - Installation of Mortise Locksets	\$6,930.00
218	Each	AA-INST-DOOR	ASSA ABLOY DOOR INSTALLATION - Installation of Cylindrical Locksets	\$41,965.00
218	Each	AA-COVERPLATE	ASSA ABLOY LOCK COVER PLATE - 784F177 630	\$25,235.68
223	Each	AA-IN120	ASSA ABLOY WIFI WIRELESS LOCK - IN120 CLX33134 NZD 626 BIPS B CL6	\$265,818.23
2	Annual	S2-SUSP-TR4	NETBOX SUSP PLAN - TIER 4; 129 -256 READERS; COVER - PORTALS, BADGING, REMOTE LOCKSETS, MERCURY SCP'S, PARTITIONS, DMP PANELS, AUDIT TRAIL, 3RD PART VMS	\$9,200.00
1	Each	SC-CONSULTFP	CONSULTING SRVCS-FIXED PRICE	\$11,550.00
<b>Total:</b>				<b>\$510,632.65</b>

Transact's pricing offered herein is subject to increase if this Order Form is not fully executed by November 3, 2024

**B. Term**

1. Term: The Term shall commence upon execution and continue for one (1) year following the Effective Date.
2. Subsequent Term(s) of this Order Form shall renew automatically for successive periods of one (1) year, unless Customer provides Transact, or Transact provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the then current Term, as applicable.
3. Effective Date: Upon final signature of this Order Form unless indicated otherwise in Section A. above.

**C. Payment Terms**

1. All initial and subsequent payments shall be due Net 30. Unless otherwise specified, all dollars (\$) are United States currency.
2. Sales Tax: If applicable, a copy of Customer's Sales Tax Direct Pay Certificate or Customer's Sales Tax Exemption Certificate must be returned with this Order Form.
3. Shipping: If applicable, shipping and handling fees for equipment and/or hardware purchased will be reflected in Customer's invoice.

**D. Special Provisions**

1. The attached Statement of Work is incorporated by this reference.

Sales Approved: Katrina Narwold

Initial

Customer: Tallahassee State College

Signature:

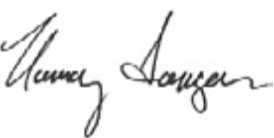
Name (Printed):

Title (Printed):

Date:

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?  
No  
Yes – Please complete below  
PO Number:  
PO Amount:  
Attach PO:  
Attach Tax Exemption:

Transact Campus Inc.

Signature:  


Name: Nancy Langer

Title: CEO

Date: 9/19/2024

## **TRANSACTION CAMPUS INC. ("Transact") PROFESSIONAL SERVICES STATEMENT OF WORK**

This Statement of Work ("SOW") outlines the responsibilities of both Transact and Tallahassee State College ("Customer") for the services that need to be performed. As such it may only be modified by a written document approved and signed by the designated representatives of each Transact and Customer. The work described below is intended to be performed on a time and materials and/or fixed fee basis as outlined in the pricing table.

This SOW incorporates the professional services terms as agreed to by the parties in a Master Services Agreement or Professional Services Agreement and will legally control the delivery of services.

### **1. Introduction and Objectives**

This SOW has been created and submitted to offer Transact's assistance to Customer with the QUO-47919-K6P5 ("Services"). Customer has identified the following objectives for the Services:

- S2 NetBox installation to control 254 Assa Abloy IN120 locks to be installed on dorm rooms that are currently using mechanical keys.
- Installation of one (1) LP1502 in a 4 door Life Safety enclosure to be used for licensing and later to be used to migrate two (2) wired doors from current system to S2.
- TS Services: (1) S2 Config, (1) Threat Level Setup & Training, (1) MSP Setup & Training, (1) Days onsite training. Transact will configure (1) Mercury LP2500/1502, (50) Assa Abloy IN120 locks. Customer will configure remaining devices, once Customer uses 43 hours config support time a PCR will be required. Total Hours: PM=7, Config=43, Train=8, Trips=1.

### **2. Project Scope and Administration**

Based on discussions with Customer the Project is outlined as follows:

SC-CONSULTFP (Services Description):

Transact will provide project oversight, management of Transact equipment shipping, review and processing of Project Change Requests and scheduling of the Support Turnover Call after Go-Live for Customer. Customer will provide a project lead along with access to the appropriate physical and technical environments for the installation. The Transact Project Manager will contact the Customer to initiate the project by reviewing the project scope and setting up a Project Kickoff. A formal project/implementation plan that provides detailed tasks and durations will be developed by the Transact project manager. Additionally, any customizations to the standard offering may cause delays in the deployment timeline.

- TS Services:
  - (1) S2 Config
  - (1) Threat Level Setup & Training
  - (1) MSP Setup & Training
  - (1) Days onsite training.
  - Transact will configure (1) Mercury LP2500/1502, (50) Assa Abloy IN120 locks.
  - Customer will configure remaining devices, once Customer uses 43 hours config support time a PCR will be required. Total Hours: PM=7, Config=43, Train=8, Trips=1.

INST-SVC (3rd Party Services):

The Transact Installer, Assa Abloy, will:

- Install (254) Assa IN120 locksets on doors currently with mechanical key locksets with metal frames.
- Installer will configure IN120 locksets using LCT software to allow locks to communicate to S2 server
- Testing & Commissioning
- Training Services

**3. Customer Responsibilities:**

General Customer Responsibilities:

- Provide adequate workspace, telephone access, internet access, and access to network resources.
- Provide Transact with access to the appropriate physical and technical environments.
- Provide network security, and manage configuration related to firewalls and open ports on the network, as well as appropriate anti-virus and intrusion detection software where applicable.
- Provide network connectivity and IP addressing for devices as required.
- Provide remote VPN access for system configuration.
- Provide requirements and specifications and participate in the analysis, design and development of all configuration data including data files used to transfer data from Customers' information system(s) to the Transact database.
- Install wiring and power for all associated hardware (unless otherwise stated).
- Provide the appropriate connection/relay from the building's fire alarm system for connection to the power supply to drop power to locks if required by local codes.
- Provide device naming convention for all devices being installed.

Customer Resources and Project Lead:

- The Customer will provide a project lead to provide subject matter expertise, leadership and coordination of all Customer required activities and facilities.

Project Specific Customer Requirements:

- The Customer will configure the virtual environment prior to installation per the specifications to be provided

**4. Fees**

The following section describes the fees for this engagement.

Qty	Unit	Description	Unit Price	Extended Net
1	AA-INST-DOOR	SERVICES	\$41,965.00	\$41,965.00
1	AA-INST-DOOR	SERVICES	\$6,930.00	\$6,930.00
1	SC-CONSULTFP	CONSULTING SRVCS-FIXED PRICE	\$11,550.00	\$11,550.00
2	SC-TRAVEL	TRAVEL EXPENSES	\$0.00	\$0.00
			Sub Total	\$60,445.00

- Note: Travel Expenses will be billed as Actual (as incurred). They are not included in the Project Fees.
- Work will be performed during standard business hours. If Customer project schedule requires consultants to work evenings, weekends or holidays an additional fee will be charged.
- In the event Customer chooses to cancel a scheduled engagement within two (2) weeks of the scheduled event, Transact may invoice Customer for the full price of the scheduled engagement plus any incurred travel change fees.

## **5. Travel and Related Expenses**

Transact will invoice the Customer for the actual travel related expenses incurred as part of this engagement. Transact will make every reasonable effort to minimize travel expenses to the Customer while still meeting project objectives.

Estimated number of trips: **1 trip.**

Transact does not maintain or provide original receipts for any expense line items under \$500. If Customer requires copies of travel receipts for any reason; the Customer will be charged a \$400.00 preparation fee for each set of consultant trip receipts.

## **6. Integration and Customization Maintenance (ICM)**

Integration & Customization Maintenance (ICM) is an annual fixed-price subscription billed as a maintenance fee for a named consulting project developed by Transact Consulting. In the event a minor upgrade or patch to a Transact product causes a solution to behave inconsistently with the documented specifications, Transact will assist in restoring the solution's functionality. ICM does not cover major version upgrades or platform changes. ICM will be invoiced up front and initiated when the named service consulting project is completed. Year 2 costs will be billed to align with the Transact Software license renewal date and will be prorated based on the closure date of the project. ICM is automatically renewed on an annual basis.

## **7. Change Control Process**

Changes to scope, resources, or timeline will go through Transact's Change Control Process ("PCR"). This process is critical in maintaining the integrity of the project and its scope are maintained throughout the engagement. Any work outside of this scope will not be completed unless those specific requirements have gone through a PCR, which defines the mechanisms for requesting, evaluating, deciding, and tracking possible changes to the project schedule, budget, scope, business objectives, and deliverables. The key objectives of the process are to:

- a. Identify changes in scope, or other unplanned activity, in advance and control them.
- b. Protect the integrity and security of deliverables that have been approved for purchase.
- c. Maintain that new tasks and other requested changes are justified and cost justifiable and that affected deliverables are identified and modified accordingly (newly baseline).
- d. Obtain authorization to proceed with the new tasks/changes and assign them to appropriate individuals to be completed.
- e. Monitor the progress and costs of the changes.

Customer and Transact will document and signoff on all changes in scope that differ from what is contained in this SOW.



This Transact Order Form ("Order Form") by and between Transact Campus Inc. ("Transact") and Tallahassee State College ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary").

This Order Form, together with the Transact Master Agreement and the Transact Campus Schedule effectively dated November 8, 2021 and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Transact to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Transact Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Transact, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Product and Pricing Summary				
Qty	UOM	Product Code	Product or Service Description	Term Fees (USD)
2	Each	TRMKT-DR5000-OF	DR5000 TRIM KIT	\$120.00
6	Each	DR5000-OF	DOOR READER CONTACTLESS, MM	\$1,560.00
2	Each	LSP-4DR-E2MWTA	4 DOOR, PREWIRE LP1502/MR52, NETWORKED PANEL	\$1,320.00
2	Each	S2-LNL-X2220	MERCURY LP-1502 INTELLIGENT CONTROLLER	\$4,554.00
1	Each	S2-LNL-1320-S3	MERCURY MR52 READER INTERFACE MODULE	\$828.00
1	Each	INST-MAT	MATERIALS	\$3,429.38
1	Each	INST-SVC	SERVICES	\$7,245.43
1	Each	SC-TRVLTPE	TRAVEL EXPENSES	\$420.00
			<b>Total:</b>	<b>\$19,476.81</b>

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**D. Special Provisions**

1. The attached Statement of Work is incorporated by this reference.



Sales Approved: Katrina Narwold

Initial

Customer: Tallahassee State College

Signature:

Name (Printed):

Title (Printed):

Date:

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

No

Yes – Please complete below

PO Number:

PO Amount:

Attach PO:

Attach Tax Exemption:

Transact Campus Inc.

Signature:



Name: Nancy Langer

Title: CEO

Date: 9/19/2024

## **TRANSACTION CAMPUS INC. ("Transact") PROFESSIONAL SERVICES STATEMENT OF WORK**

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This SOW incorporates the professional services terms as agreed to by the parties in a Master Services Agreement or Professional Services Agreement and will legally control the delivery of services.

### **1. Introduction and Objectives**

This SOW has been created and submitted to offer Transact's assistance to Customer with the QUO-49318-Q5D5 TSC-FPSI Exterior Doors ("Services"). Customer has identified the following objectives for the Services:

- Installation of two (2) Life Safety Enclosures – 4 Door
- Installation of two (2) LP1502
- Installation of one (1) MR52
- Installation of six (6) DR5000 card readers at exterior door locations
- Headend buildout for enclosures and control boards
- The existing locking hardware including cabling, contacts will be reused for this project.
- Transact will be responsible for programming of system for this project.

### **2. Project Scope and Administration**

Based on discussions with Customer the Project is outlined as follows:

#### **SC-CONSULTFP (Services Description):**

Transact will provide project oversight, management of Transact equipment shipping, review and processing of Project Change Requests and scheduling of the Support Turnover Call after Go-Live for Customer. Customer will provide a project lead along with access to the appropriate physical and technical environments for the installation. The Transact Project Manager will contact the Customer to initiate the project by reviewing the project scope and setting up a Project Kickoff. A formal project/implementation plan that provides detailed tasks and durations will be developed by the Transact project manager. Additionally, any customizations to the standard offering may cause delays in the deployment timeline.

- Transact will configure one (1) of the LP1502 and the MR52 into the S2 system with customer taking responsibility to program the second LP1502. This work has already been contracted on quote: QUO-47919-K6P5

#### **INST-SVC (3rd Party Services):**

MCA will provide the following services and install the following materials within the scope of this project:

1. Install (2) LP1502, Provide by Transact.
2. Install (1) MR52, Provide by Transact.
3. Install (6) Readers, Provided by Transact.
4. Install (2) 4 Doors LSP cabinet.
5. Install (2) Headend buildout.
6. All locking hardware, contacts and cabling will be reused for this project.

Clarifications & Exclusions:

**3. Customer Responsibilities:**

General Customer Responsibilities:

- Provide adequate workspace, telephone access, internet access, and access to network resources.
- Provide Transact with access to the appropriate physical and technical environments.
- Provide network security, and manage configuration related to firewalls and open ports on the network, as well as appropriate anti-virus and intrusion detection software where applicable.
- Provide network connectivity and IP addressing for devices as required.
- Provide remote VPN access for system configuration.
- Provide requirements and specifications and participate in the analysis, design and development of all configuration data including data files used to transfer data from Customers' information system(s) to the Transact database.
- Install wiring and power for all associated hardware (unless otherwise stated).
- Provide the appropriate connection/relay from the building's fire alarm system for connection to the power supply to drop power to locks if required by local codes.
- Provide device naming convention for all devices being installed.

Customer Resources and Project Lead:

- The Customer will provide a project lead to provide subject matter expertise, leadership and coordination of all Customer required activities and facilities.
- The Customer will provide resources needed for programming of users in S2 system in order to properly test installed equipment.

**4. Fees**

The following section describes the fees for this engagement.

Qty	Unit	Description	Unit Price	Extended Net
1	INST-SVC	SERVICES	\$7,245.43	\$7,245.43
1	INST-MAT	MATERIALS	\$3,429.38	\$3,429.38
2	SC-TRVLTPE	TRAVEL EXPENSES	\$420.00	\$420.00
			Sub Total	\$11,094.81

- Work will be performed during standard business hours. If Customer project schedule requires consultants to work evenings, weekends or holidays an additional fee will be charged.
- In the event Customer chooses to cancel a scheduled engagement within two (2) weeks of the scheduled event, Transact may invoice Customer for the full price of the scheduled engagement plus any incurred travel change fees.

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- e. Monitor the progress and costs of the changes.

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