

REQUEST FOR PROPOSALS

SPEECH AND LANGUAGE PATHOLOGY SERVICES

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

DECEMBER 17, 2002

RFP: #012-CC10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
BUREAU OF PROCUREMENT AND MATERIALS MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132

REQUEST FOR PROPOSALS #012-CC10

SPEECH AND LANGUAGE PATHOLOGY SERVICES

Sealed proposals will be accepted in the Bureau of Procurement and Materials Management, at the above location, until **2:00 P.M. on December 17, 2002** and may not be withdrawn for ninety (90) days from that date.

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER.

PROPOSER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR CONTRACTORS SUBMITTING PROPOSALS.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

(Please Type or Print Below)

LEGAL NAME OF AGENCY OR
CONTRACTOR SUBMITTING PROPOSAL : _____

MAILING ADDRESS : _____

CITY STATE, ZIP CODE : _____

TELEPHONE NUMBER : _____

BY: SIGNATURE : _____

BY: TYPED : _____

TITLE : _____

INSTRUCTIONS TO AGENCY/CONTRACTOR SUBMITTING PROPOSAL

I. PREPARING OF PROPOSALS

- A. THE PROPOSAL IS TO BE SUBMITTED, using 8-1/2" x 11" paper.
- B. IDENTIFICATION. Failure to indicate the contractor's EXACT legal name and an unsigned proposal may be considered non-responsive.

II. SUBMITTING OF PROPOSALS

- A. Number of Proposal:

A total Nine (9) of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original".
- ** Eight (8) copies of the proposal in a separate sealed envelope or box marked "Copies".

The proposal number, proposal title and opening date must be clearly marked on all envelopes and boxes.

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Bureau of Procurement and Materials Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M., December 17, 2002.

III. CHANGE OR WITHDRAWAL OF PROPOSAL

- A. PRIOR TO PROPOSAL OPENING. Should the agency or individual contractor withdraw its proposal they shall do so in writing. This communication is to be received by the Associate Superintendent, Bureau of Procurement and Materials Management, 1450 N.E. 2nd Avenue, prior to December 17, 2002. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After December 17, 2002, proposals may not be changed; and they may not be withdrawn for ninety (90) days from that date.

IV. PROTEST OF SPECIFICATIONS

Any notice of protest of the specifications contained in a request for proposal shall be filed in writing with the Associate Superintendent, Bureau of Procurement and Materials Management no later than 48 hours prior to the date and hour specified in page i for receipt of proposals. Failure to file a timely notice of protest shall constitute a waiver of proceedings.

V. AWARDS

RESERVATION FOR REJECTION OR AWARD. The Board reserves the right to waive irregularities or technicalities, reject any or all proposals and to request re-bids.

AWARD RECOMMENDATION. Proposer information phone lines have been established in Procurement Management. Proposers may call 995-1375 each Friday to be advised of the recommended proposers and the time it is contemplated that the recommendation will be made. This information will be provided by school system staff as available. In no case will information as to a recommended proposer be available later than the Friday preceding the week when the award is scheduled to be made by the School Board or the Superintendent.

Proposers may file letters of protest no later than 48 hours prior to the Board Meeting for which the award is scheduled to be made. These letters of protest will be reviewed by Staff. Staff will offer the protesting proposer the opportunity for a meeting to discuss the protest. If the proposer is not satisfied with the response to the protest, he/she may request to address the School Board. Alternatively, proposers may invoke the provisions of §120.569, Fla. Stat. Petitions for hearings on protests pursuant to §120.569, Fla. Stat., must be filed in accordance with School Board Rule 6Gx13-8C-1.064. Protests filed later than the date specified herein are deemed waived. This provision supersedes and governs over any conflicting provision in this document.

VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

VII. PUBLIC ENTITY CRIMES

Section 287.133(2)(a) Florida Statute. 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 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 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

VIII. COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the vendor shall immediately notify the Associate Superintendent, Bureau of Procurement and Materials Management, in writing.

Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board) or sub-grantee makes final payment.

For all contracts involving Federal funds, in excess of \$10,000, The Board reserves the right to terminate the contract for cause as well as for convenience by issuing a certified notice to the vendor.

SPEECH AND LANGUAGE PATHOLOGY SERVICES
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

Miami-Dade County Public Schools
Office of Exceptional Student Education and Student/Career Services
1500 Biscayne Blvd., Suite 407
Miami, Florida 33132

II. PURPOSE FOR REQUEST FOR PROPOSALS

The purpose for this Request for Proposals is to evaluate and select an agency(s)/individuals to provide speech and language pathology services needed as related support services for the education of (disabled) students for whom such services have been identified as necessary to access education.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Nine copies of the proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time) December 17, 2002, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management and Materials Testing
1450 N.E. Second Avenue, Room #352
Miami, Florida 33132

The proposal must be submitted in a sealed envelope or box marked "SPEECH AND LANGUAGE PATHOLOGY SERVICES."

It is anticipated that a proposal may be presented to The School Board of Miami-Dade County, Florida, (School Board) for acceptance on or about February 12, 2003. If accepted, notification to the successful proposer will be on or after February 12, 2003. The School Board reserves the right to reject any and all proposals.

IV. OWNER-PROVIDED SERVICES

Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in this RFP. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contract in order to appropriately coordinate services.

V. DESCRIPTION OF PROGRAM

The district provides speech and language pathology services to those students meeting eligibility criteria as specified on the Individual Educational Plan (IEP). Screening and diagnostic services are also provided to assist in determining eligibility for the speech and language impaired program. These services are only provided during regular school hours.

The Office of Exceptional Student Education (ESE) and Student/Career Services has determined a need to contract with an agency which employs licensed speech and language pathologists to provide services authorized for their specific professional discipline to students ages three through twenty-two. Presently, personnel provide services at every school site within the district, however, services may additionally be required in any school in the district in which there is an exceptional student whose IEP indicates the need for such services. The district will also be losing approximately ten bachelor level speech and language pathologists in the coming year to complete a one year internship requirement necessary for the completion of the master's program.

Delivery of services may include articulation therapy, language therapy, fluency therapy, and voice therapy in addition to screenings, diagnostics, and completion of Medicaid forms to assist in determining program eligibility. Therapy sessions are usually delivered twice a week in one-half hour sessions in a group setting, however, some instances may require a one-to-one service delivery model. Length of time and frequency may not be the same for all students. Therapy may be accomplished by using the pull-out model or working collaboratively in the classroom with the teacher. Students may be in regular programs or in ESE programs (e.g., autistic, learning disabled, physically impaired, educable or trainable mentally handicapped).

Estimates of the number of hours of service needed from February 12, 2003 through June 30, 2004, is a minimum of 10,000.

The agency selected to provide the services must be able to provide licensed speech and language pathologists in sufficient numbers to accommodate the service needs of the school district. The agency must identify the liaison to the school district in reference to this contract.

Upon receipt of referral from the school district, an agency staff member will serve in a liaison role to ensure coordination between the agency, the school district, schools, and parents, regarding initiation and maintenance of the services needed. The agency must maintain documentation on all services rendered, including a log of services (to document dates, times, locations, and descriptions of services provided to specific students). In addition, the agency must provide the names of staff who are qualified to supervise personnel assigned to deliver services to students.

The District Director, Division of ESE, and other designated personnel in the Division of ESE have the responsibility for maintaining effective coordination

between the school district and the agency, relative to the provisions of the contractual agreement for speech and language pathology services. The school district will conduct an orientation meeting between staff from the Division of ESE and agency liaisons prior to the initiation of contracted services.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER(S)

- A. Proposer(s) must possess the following minimum qualifications to be considered for the provision of speech and language pathology services:
 - 1. A State of Florida license/certificate for the appropriate discipline in which the staff member(s) will provide services.
 - 2. One year of experience in the appropriate discipline. (Two years experience is preferred in the appropriate discipline, including one year of experience in the provision of appropriate services to a pediatric population.)
 - 3. Bilingual capability, if any, in one or more of the following areas (preferred): English/Spanish, English/Haitian Creole, English/French.
- B. The agency must identify a liaison to coordinate service delivery and billing for services with the Instructional Supervisor for Speech/Language, Deaf/Hard of Hearing programs.
- C. Proposers must submit the information listed below (including information, when applicable, on all speech and language pathologists to provide services under the proposer's auspices), as well as other information specified elsewhere in this RFP:
 - 1. A brief description of the design for provision of services.
 - 2. Evidence of licensure/certification to provide speech and language pathology services in the State of Florida. A copy of each speech and language pathologist's license/certificate should be submitted.
 - 3. Documentation of experience in providing speech and language pathology services, including one year of pediatric experience, if applicable, for each such professional to be provided by the agency. (A resume may be submitted to document the required experience.) In addition, submit documentation to confirm that the proposer has checked references related to experience.
 - 4. Identification of the agency's staff member to serve as liaison for service delivery and description of this staff member's qualifications and experience.
 - 5. Hourly fees specified separately for speech and language pathology services. The proposer should not specify distinct fees for different types of services provided by these personnel. The

proposer's hourly fee must be indicated on Attachment A - **Proposer's Fee and Certification of Hours of Service.**

6. Certification of the proposer's agreement to provide the estimated number of hours of speech and language pathology services as specified in item V of this RFP. This certification must be indicated on Attachment A - **Proposer's Fee and Certification of Hours of Service.**
7. The signature of the authorized person empowered to submit this proposal indicated in the space provided for such on Attachment A- **Proposer's Fee and Certification of Hours of Service.**
8. Evidence of security clearance. Since M-DCPS is a public agency which serves children and adolescents, all employees and contracted personnel must have a security clearance to insure that individuals with criminal records involving moral turpitude do not have contact with students. Professionals who are proposed to provide services will comply with security clearance procedures prescribed by M-DCPS; see Attachment B - **Security Clearance Procedures for Miami-Dade County Public Schools.**

D. Insurance

At all times during the Agreement Term, the Agency shall, at its sole cost and expense, procure and maintain in full force and effect, with insurance carriers duly authorized to do business in the State of Florida, with a general Best's rating of "A-" or better and a financial size category of "IV" or better according to the A.M. Best Rating Guide and acceptable to the Board, the following types of insurance:

1. **Commercial General Liability Insurance**

Except as otherwise provided, the Commercial General Liability Insurance provided by the Agency shall conform to the requirements hereinafter set forth:

- (a) The Agency's insurance shall cover the Agency for those sources of liability (including but not by way of limitation, coverage for operations, Products/Completed Operations, independent contractors, and liability contractually assumed) which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office.
- (b) The minimum limits to be maintained by the Agency (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per occurrence/\$3 million annual aggregate.

- (c) Except with respect to coverage for Property Damage Liability, the Commercial General Liability coverage shall apply on a first dollar basis without any application of a deductible or a self-insured retention. The coverage for Property Damage Liability shall be subject to a maximum deductible of \$1,000 per occurrence.
- (d) The Agency shall include the School Board and its members, officers, and employees as "additional insured" on the required Commercial General Liability Insurance. The coverage afforded such Additional Insured shall be no more restrictive than that which would be afforded by adding the Board as Additional Insured using the latest Additional Insured Owners, Lessees or Contractors (Form B) Endorsement (ISO form CG 20 10). The Certificate of Insurance shall be clearly marked to reflect "The School Board of Miami-Dade County, Florida, its members, officers, employees, and agents as additional insured."

2. Professional Liability Insurance

The Professional Liability Insurance provided by the Agency shall conform to the following requirements:

- (a) The Agency's Professional Liability Insurance shall be on a form acceptable to the Board and shall cover those sources of liability typically insured by Professional Liability Insurance, arising out of or the rendering or failure to render professional services in the performance of this agreement, including all provisions of indemnification which is part of this agreement.
- (b) The insurance shall be subject to a maximum deductible not to exceed \$25,000.
- (c) If on a claims-made basis, the Agency shall maintain without interruption, the Professional Liability Insurance until (3) years after this agreement.
- (d) The minimum limits to be maintained by the Agency (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per claim/annual aggregate.

3. Workers' Compensation/Employers' Liability

The Workers' Compensation/Employers' Liability Insurance provided by the Agency shall conform to the following requirements:

- (a) The Agency's insurance shall cover the Agency (and to the extent its subcontractors and sub-subcontractors are not otherwise insured), for those sources of liability which would

be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act and any other applicable federal or state law.

- (b) Subject to the restrictions found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standard Workers' Compensation Policy shall be: EL Each Accident: \$500,000; EL Disease-Policy Limit: \$500,000; EL Disease- Each Employee: \$500,000.

VII. TERMS OF CONTRACT

- A. The purpose of this Request for Proposals is to establish a contract for services from February 12, 2003 through June 30, 2004. The contract may, by mutual agreement between the School Board and the awardee upon final School Board approval, be renewable for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. The School Board, through Procurement and Materials Management, shall if considering to renew, request a letter of intent to renew from the awardee prior to the end of the current contract period. The awardee will be notified when the School Board has acted upon the recommendation. All prices shall be firm for the term of the contract and renewal period, if any. Renewal will be dependent upon funding availability and the need for the services, as determined by the Office of ESE and Student/Career Services.

Payment for services will be made in monthly installments upon receipt by the Office of ESE and Student/Career Services of a properly documented invoice and approved service log. All financial records pertinent to the provision of speech and language pathology services will be maintained in the office of the proposer for a period of five years and will be made available to the School Board and its designee for audit.

The School Board, by law, must reserve the right to cancel the contract at the end of the year of the contract term or fiscal year, as well as in the event the services rendered do not comply with the provisions of the proposal and/ or the quality of service is found to be undesirable.

The proposer shall comply with all municipal, state, and federal statutes prohibiting discrimination. The proposer shall, at all times, comply with local, state, or national standards for the provision of speech and language pathology services, whichever is more stringent.

It is understood that for the provision of speech and language pathology services, all speech and language pathologists provided by the proposer will be covered for the term of the contract by professional liability insurance subject to the terms outlined in Section VI. The coverage will be present and in force during the term of the contract. Required proof of coverage shall be submitted subsequent to the School Board's award of this contract and must be acknowledged and approved by the School Board's Office of Risk Management prior to the vendor providing professional services.

If selected, the proposer shall agree to hold harmless, indemnify and defend the indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this RFP by or on behalf of the proposer, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnitees: The School Board of Miami-Dade County, Florida, and its members, officers, and employees.

VIII. EVALUATION OF PROPOSALS

- A. Proposals will be evaluated by representatives of the school district in order to ascertain which proposal best meets the needs of the School Board. The evaluation of proposals will be made on or about, January 13, 2003, by a committee consisting of the following members:
- An executive director for the Division of Exceptional Student Education (ESE)
 - a representative from the Superintendent's District Advisory Panel for ESE
 - a region director for ESE or designee
 - an instructional supervisor for the Division of ESE
 - a principal from a school with students who receive services
 - a representative from the Division of Business Development and Assistance
 - a representative from the Division of Procurement Management and Materials Testing
 - a representative from United Teachers of Dade
- B. Evaluation consideration will include, but not be limited to, to following:

1. The responsiveness of the proposal in clearly stating an understanding of the work to be performed within the established time frames.
2. The cost may not be the dominant factor but will have some significance. It will be a particularly important factor when all other evaluation criteria are relatively equal.
3. The background, qualifications, experience, skills, and/or expertise in the area of the provision of speech and language pathology services, along with the type and frequency of supervision and the identification and documentation of the agency liaison staff member. Preference will be given to proposers which can provide speech and language pathologists with at least one year of pediatric experience and with bilingual capability in any one or more of the following areas: English/Spanish, English/Haitian Creole, English/French.
4. The school district reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer. No debriefing or discussion will be held with unsuccessful proposers. The School Board is not obligated to place any order for any services subsequent to the award of this proposal. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the services that may be required by the School Board.

IX. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic, or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown, by ethnicity, gender, and occupational categories of its workforce. See Attachment C - **Affirmative Action Employment Breakdown**.

B. Minority/Women Business Enterprises (M/WBE) Participation

The School Board of Miami-Dade County, Florida, has an active Minority/Women Business Enterprises (M/WBE) Program to increase contracting opportunities for M/WBEs. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated is to perform a scope of work, provide documentation to substantiate the

M/WBE and its staff's experience in providing this type of service. All M/WBEs must be certified by the Division of Business Development and Assistance, prior to contract award. See Attachment **D-M/WBE Certification Application**.

- C. Quarterly reports documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be submitted quarterly and shall include each M/WBE's name, contact person, and the payments thereto for the quarter. The reports shall be submitted to the Director, Division of Business Development and Assistance, 1450 N. E. 2nd Avenue, Room 456, Miami, Florida 33132.

X. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals for the provision of speech and language pathology services, is as follows:

Procurement Contract Review Committee	October 31, 2002
Request School Board approval to issue RFP and approval of Selection Committee	November 20, 2002
Mailing of RFP.....	November 22, 2002
Opening of Proposals	December 17, 2003
Evaluation completed by Selection Committee	January 13, 2003
Contract Award	February 12, 2003

XI. ADDITIONAL INFORMATION

Any additional information with respect to the Request for Proposals may be obtained from:

Ms. Barbara Jones, Director
Bureau of Procurement and Materials Management
Miami-Dade County Public Schools
1450 North East Second Avenue, Room 356
Miami, Florida 33132
Telephone: 305-995-2348

Any additional information regarding proposal specifications may be obtained from:

Dr. Deborah A. Finley, Instructional Supervisor
Speech/Language, Deaf/Hard of Hearing Programs
Division of Exceptional Student Education
Miami-Dade County Public Schools
1500 Biscayne Boulevard, Suite 407
Miami, Florida 33132
Telephone: 305-995-1290

SUMMARY OF REQUEST FOR PROPOSALS

TITLE: Speech and Language Pathology Services

INITIATED BY: Division of Exceptional Student Education

The Division of Exceptional Student Education (ESE) has determined the need to contract for the provision of Speech and Language Pathology services needed as related support services for the education of handicapped students for whom such services have been identified as necessary to access and benefit from school-based education. Students eligible to receive these services will have the need for services specified on their Individual Educational Plans (IEPs).

An agency will be selected for the provision of services, based upon proposals submitted. In addition to the provision of qualified speech and language pathologists, the agency must designate a staff member to serve as a liaison between the agency, Division of ESE, and schools. If necessary, supervision of services must also be provided by the agency.

Estimates of the number of hours of service needed, from February 12, 2003, through June 30, 2004, are as follows: speech and language pathology services - 10,000 hours estimated. Amount of the contract will be in an amount not to exceed \$550,000.

**SPEECH AND LANGUAGE HEALTH PROFESSIONALS/AGENCIES
TO PROVIDE SPEECH AND LANGUAGE PATHOLOGY SERVICES
FOR SPEECH AND LANGUAGE IMPAIRED STUDENTS**

ATTACHMENT A

**PROPOSER'S FEE, PROPOSED SERVICE AREA, AND
CERTIFICATION OF HOURS OF SERVICES**

I. PROPOSER'S FEE

Hourly Fee _____

II. PROPOSED SERVICE AREA

Proposers must specify the area for which they are proposing to provide services
(Check one of the options below)

_____ District-wide

_____ Region-wide

LEGAL NAME OF AGENCY OR CONTRACTOR SUBMITTING PROPOSAL:

AUTHORIZED SIGNATURE: _____

NAME TYPED: _____

POSITION: _____

DATE: _____

ATTACHMENT B

SECURITY CLEARANCE PROCEDURES FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS

Pursuant to Section 231.02, Florida Statutes (new section 1012.32, F. S.), it is the intent of the School Board to insure that individuals with criminal records involving moral turpitude do not have contact with students in the district.

Applicants who will be awarded a contract must comply with the following M-DCPS procedures for security clearance, prior to conducting any evaluations. (The Restricted Personal Data form and the Affidavit of Good Moral Character will be sent to proposers selected for a contract who have not previously submitted evidence of security clearance to work with children/adolescents, as referenced above.)

1. Restricted Personal Data form [FM-3505- Rev. (2.97)]

One item on this form asks an applicant if she/he has ever been convicted, fined, imprisoned, or placed on probation in a criminal proceeding. If the applicant responds affirmatively, the date, location, penalty/disposition for each offense must be specified, and the form is sent to M-DCPS Special Investigative Unit for a local law enforcement check.

2. Affidavit of Good Moral Character

3. Fingerprint Card

- a. The M-DCPS Fingerprinting Department completes necessary information on the fingerprint card.
- b. The applicant must pay \$55 or current fee for processing.
- c. The applicant is fingerprinted.
- d. The fingerprinted card is submitted to the Florida Department of Law Enforcement (FDLE) which completes a state check for criminal activity. FDLE submits the card to the Federal Bureau of Investigation (FBI) which completes a national check criminal activity.

If it is subsequently found that the applicant/proposer has been convicted of a crime involving moral turpitude, the contractual agreement will not be executed or, if the contractual agreement has already been initiated, it will be terminated.

ATTACHMENT C

AFFIRMATIVE ACTION EMPLOYMENT BREAKDOWN

[illegible]

ATTACHMENT D



For office use only:

Date received: _____

Reviewer: _____

M/WBE Code: _____

Date Approved: _____

Vendor #: _____

M/WBE CERTIFICATION APPLICATION

(Please Print/Type)

Certification Category Requested:

() African American () Woman
 () Hispanic

1. Business Name President's/Owner's Name

()	()	
Telephone number	Fax number	E-Mail Address

Business street address

Business mailing address

2. LEGAL STRUCTURE: (Check one and indicate the date the business was established)

() Sole proprietor _____ Date _____ () Joint Venture _____ Date _____

() Partnership _____ Date _____ () Corporation Non-profit _____ Date _____

() For Profit Corporation _____
Date

3. **CERTIFICATIONS:** Indicate if this business shares common officers, owners, directors or management personnel with another business that has received, been denied, or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying authority, as well as the date and type of determination (certification/denial/revocation).

<u>Agency Name</u>	<u>Determination</u>	<u>Date</u>

4. **OWNERSHIP:**

- a. Identify the proprietor, each partner, or stockholder by name, as well as his/her citizenship (c) or (r) residency status, gender, ethnic group, and percentage of ownership.

<u>Name</u>	<u>Owner/ shareholder</u>	<u>Resident or U.S. Citizen</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>% Owned</u>	<u>Years Owned</u>

- b. If the business is a corporation, please indicate the following:

1. The number of shares authorized: _____
2. The number shares issued: _____
3. Are there any stock option agreements? Yes _____ No _____
If yes, please provide a copy of each agreement.

5. **OPERATIONAL CONTROL:** Provide the name, title, race/ethnicity, and gender of each individual (including owners and non-owners) with the primary responsibility for the following:

	<u>Name and title</u>	<u>Race/ethnicity/ gender</u>
a. Check signing	_____	_____
	_____	_____

	Name and title	Race/ethnicity/ gender
b. Payroll signing		
c. Signing, or guaranteeing loans		
d. Acquiring lines of credit		
e. Acquiring surety bonding and insurance		
f. Purchasing major equipment/services		
g. Signing contracts/change orders/payment requisitions		
h. Estimating		
i. Qualifying the company for professional/trade license(s)		
j. Marketing/sales		
k. Hiring and firing managerial employees		
l. Hiring and firing non-management employees		
m. Supervising field/ operations		
n. Supervising office personnel		

6. **PERSONNEL:** Identify the number of individuals, including owners, that are currently employed by the business in the following areas:

Please use the following to classify women/minority persons: AM-African American male, AF-African American female, HM-Hispanic male, HF-Hispanic female, WM-Non Hispanic White male, WF-Non Hispanic White female.

	Total Number of Employees	AM	AF	HM	HF	WM	WF
a. Management	_____						
b. Administrative/clerical	_____						
c. Professional/technical	_____						
d. Craftsperson/laborers	_____						

e. Provide a copy of the business affirmative action statement, if one is available.

7. **BUSINESS RELATIONSHIPS:** Provide the requested information for each of the following:

a. Bonding Company: _____

Address: _____

Agent name: _____ Phone number: (____) ____ - ____

Single Contract Limit: _____ Aggregate Limit: _____

b. Bank(s) Name(s): _____

Branch: _____

Contact person: _____ Phone number: (____) ____ - ____

Credit limit: _____

c. Identify the company's/creditors including banks and the amount of money owed to:

<u>Creditor</u>	<u>Loan Guarantor(s)</u>	<u>Address & telephone</u>	<u>Loan Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Insurance company: _____

Type of insurance: _____ Insurance limits: _____

e. List the business' three largest contracts or jobs.

<u>Contract/ job type</u>	<u>Contact person</u>	<u>Telephone number</u>	<u>Contract amount</u>	<u>Bonded (Yes/No)</u>
		() -		
		() -		
		() -		

8. **EQUIPMENT:** List the type and value of major equipment that is owned (O) or leased (L) by the business.

<u>Equipment</u>	<u>O/L</u>	<u>Value (\$ amount)</u>

9. **M/WBE JOINT VENTURE** - Joint ventures must provide a copy of the joint venture agreement.

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:
COUNTY OF _____:SS

I hereby declare and affirm that I am the _____ (Title)
of: _____ (Firm)

That I am duly authorized to execute the foregoing M/WBE Certification Application, and that the contents of said documents are complete, true and correct to the best of my knowledge and belief. I hereby certify that the documents include all material information necessary to identify the true and lawful owners of the subject business enterprise. Further, the undersigned is notified of their responsibility to submit an updated Minority/Woman Business Enterprise Certification Application whenever a change occurs in ownership, management or control of the company. Any M/WBE applicant, certified M/WBE principal(s) and all related parties, who misrepresents the status of any concern as an M/WBE, or is a party to such misrepresentation to obtain business or contracts with the School Board under the Business Development and Assistance Program, **will be suspended from doing business with the School Board for fourteen (14) months.**

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

On this _____ day of _____, 20 ____, personally appeared before me, the undersigned officer authorized to administer oaths: _____
known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____
SEAL

M/WBE
Certification Check List

Please attach copies, not originals, of all applicable items. Incomplete applications cannot be processed, and failure to submit the documents will delay or result in termination of the application process.

Please check if documents are attached:

1. ☐ M/WBE certifications from other public agencies.
2. ☐ M/WBE Certification Application Affidavit (Page 6 of Application).
3. ☐ Miami-Dade County Public Schools Vendor Application.
4. ☐ Lease/purchase agreement for the business' facilities.
5. ☐ Current professional/business license(s).
6. ☐ Proof of citizenship or permanent resident status.
7. ☐ Resumes for owners and key personnel.
8. ☐ Lease/purchase agreements for major business equipment.
9. ☐ Most current application for bonding, if applicable.
10. ☐ Management agreement(s).
11. ☐ Loan agreement(s) or promissory note(s).
12. ☐ Birth certificate, drivers license, passport or any other document which substantiates the ethnicity/race/gender of owners, officers and directors.

***If any of the aforementioned documents are not available, please provide a written notarized statement that information is not available.**

13. Sole Proprietor - Submit all of the above items, as applicable and the following:

- ☐ U.S. IRS 1040-C Schedule.
- ☐ Fictitious name affidavit, if applicable.

14. Partnerships - Submit all of the above items, and the following:

- ☐ Partnership agreement(s).
- ☐ U.S. IRS 1065, with schedules.
- ☐ Profit sharing agreements.

15. Corporations - Submit all of the above items, and the following:

- ☐ Articles of Incorporation, with amendments.
- ☐ By-Laws, with amendments.
- ☐ The most current U.S. IRS Corporate Tax Return 1120 or 1120s, with all schedules.
- ☐ All issued and canceled stock certificates (front & back).
- ☐ Minutes of the first shareholders' meeting.
- ☐ Minutes of the first board of directors' meeting.
- ☐ Minutes of meetings at which the current board of directors and officers were elected or appointed.
- ☐ Stock transfer ledger.
- ☐ Most current annual report filed with the Secretary of State.
- ☐ Profit sharing agreement(s).
- ☐ Agreements affecting management, control or rights of any stockholder(s).

16. ☐ Joint venture agreement(s).

17. ☐ Certificate(s) of insurance.

18. ☐ Sub-contractual agreement(s).

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification.

Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which formed the basis of certification. Failure to do so may result in denial, revocation or suspension of certification.

COMPLETE APPLICATION, INCLUDING VENDOR APPLICATION AND CATEGORY OF GOODS AND SERVICES LIST, SHOULD BE RETURNED TO: MIAMI-DADE COUNTY PUBLIC SCHOOLS
DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE
1450 N.E. 2ND AVENUE, ROOM 456
MIAMI, FL 33132

DEFINITION OF MINORITY/WOMEN BUSINESS ENTERPRISES

- (1) "Minority/Women Business Enterprises" means any legal entity, which is organized to engage in commercial transactions and which is at least fifty-one (51) percent owned and controlled by a minority person or persons.
- (2) "Minority person" means a person who is a citizen or lawful permanent resident of the United States, and who is:
 - (a) An African American, a person having origins in any of the Black racial groups of Africa;
 - (b) An Hispanic, a person of Spanish or Portuguese culture including, but not limited to, persons with origins in Mexico, South America, Central America, or the Caribbean Islands, regardless of race, or
 - (c) A Woman

WARNING

- (3) IT IS UNLAWFUL FOR ANY INDIVIDUAL TO FALSELY REPRESENT ANY ENTITY, AS A MINORITY/WOMEN BUSINESS ENTERPRISE, FOR THE PURPOSES OF QUALIFYING FOR CERTIFICATION UNDER A PROGRAM WHICH, IN COMPLIANCE WITH FEDERAL LAW, IS DESIGNED TO ASSIST MINORITY/WOMEN BUSINESS ENTERPRISES IN THE RECEIPT OF CONTRACTS FOR THE PROVISION OF GOODS OR SERVICES. ANY PERSON WHO VIOLATES THIS SECTION IS GUILTY OF A FELONY OF THE SECOND DEGREE, PUNISHABLE AS PROVIDED IN S. 775.082 OR S. 775.084.

(102891)