SPECIAL CONDITIONS

1. PURPOSE: The purpose of this bid is to establish a contract, at firm unit prices, to provide sign language interpretation services, for the hearing impaired, for The School Board of Miami-Dade County, Florida. The term of the bid shall be for two years from the date of award, and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the Awardee, be extended for an additional two-year period and, if needed, 90 days beyond the expiration date of the current contract period. The Board, through Procurement Management Services, may, if considering extending, request a letter of intent to extend from the Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon. All prices shall be firm for the term of the contract. The successful vendor(s) agrees to this condition by signing its bid.

2. ESTIMATED QUANTITIES: The estimated quantities provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied, as to quantities that will be used during the contract period. The School Board of Miami-Dade County, Florida is not obligated to place an order for any given amount, subsequent to the award of this bid.

3. INSURANCE REQUIREMENTS: Successful vendor(s) are required to have insurance coverage, as specified in the indemnity and insurance form(s), attached hereto, and made a part of this bid. The successful vendor(s) must submit completed certificate of insurance form(s), prior to being recommended for award. Failure to submit this form(s), as noted, will result in the vendor(s) not being recommended for award.

4. LOCATION OF SERVICES: The successful bidder shall be required to provide two (2) qualified sign language interpreters at each televised regularly scheduled monthly School Board Meeting and other public forums, held in the School Board Administration Building Auditorium, located at 1450 N. E. Second Avenue, Miami, Florida. A schedule of School Board regular and special meetings can be accessed at the following link: http://www.dadeschools.net/schoolboard/index.asp . Interpreters will be required to provide services for the duration of the meetings. Additionally, services may be required to provide sign language interpreter services for deaf/hard-of-hearing parents and employees who rely on sign language in order to eliminate barriers to communication and to provide equal access to essential information regarding school/district related activities, such as faculty meetings, professional development activities, meetings with parents/teachers, student assessment/evaluations, IEP's, Open House, and End-of-Year activities.

SPECIAL CONDITIONS *CONTINUED*

5. VENDOR QUALIFICATIONS: Vendor shall possess the following minimum qualifications and submit proof of qualification as follows:

A. "Qualified sign language Interpreter" for the purpose of this Bid shall mean those interpreters who possess a minimum of one of the following credentials:

1. Certification through the Registry of Interpreters for the Deaf, Inc. (CI, CT, CSC, IC, TC, or IC/TC)

2. Certification through the National Association of the Deaf, Inc. (Level 3, Level 4, or Level 5)

3. Florida Registry of Interpreters for the Deaf, Inc. Quality Assurance (QA) Screening Level 2 or Level 3

4. Florida Registry of Interpreters for the Deaf, Inc. Educational Interpreter Evaluation (EIE) Screening Level 2 or Level 3

5. Educational Interpreters Performance Assessment – Boystown (Level 3, Level 4, or Level 5)

B. The required credential held by the sign language interpreter must be valid at the time the service is provided including RID and FRID membership.

C. Bidder(s) should submit a brief one-page resume(s) for each proposed interpreter, documenting the required experience, as well as documentation to confirm that the proposer has checked references related to interpreting experiences. A minimum of three years of experience in the appropriate discipline is required for each interpreter.

D. Trilingual capability, if any, in one or more of the following areas: (preferred): American Sign Language/English Spanish, American Sign Language/English/Haitian Creole, and American Sign Language/English/French. Copies of appropriate Certificates for each proposed interpreter, indicating competence must be submitted with the bid, or within three days of request.

SPECIAL CONDITIONS *CONTINUED*

6. VENDOR INFORMATION SHEET: All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under this bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the bidder(s) not to be awarded any new business. Vendor applications can be downloaded at:

   www.dadeschools.net

   (Click District Offices, then click Procurement Management)

7. AWARD: The award of this contract shall be made to a primary and alternate vendor, based on the lowest hourly rate as specified on the attached Bid Proposal Form (Format B). In the event the primary vendor is unable to perform the services under this contract, The School Board of Miami- Dade County, Florida, reserves the right, at its sole discretion, to assign services, at the price bid, to the alternate vendors on the contract. Items awarded under this contract shall be made available to Charter Schools authorized by the School Board.

8. LOCAL BUSINESS TAX RECEIPT: Any person, firm, corporation, or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A; Article IX of the Code of Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of new license after the expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.

9. ERASURES OR CORRECTIONS: When filling out the Bid Proposal Form, bidders are required to use a typewriter or complete bid proposal in ink.

   A. Use of pencil is prohibited.
   B. Do not erase or use correction fluid to correct an error.
   C. All changes must be crossed out and initialed in ink.

   Those bids for individual items that do not comply with items A, B, and C above will be considered non-responsive for that item(s).

SPECIAL CONDITIONS *CONTINUED*

10. BID ADDENDUMS: All bidders should monitor continuously, M-DCPS, Procurement Management Services website for any addendums that may be posted, prior to the opening of this solicitation. The Procurement Management website, which lists all bids, addendums, and award information, is as follows: http://procurement.dadeschools.net

11. CONE OF SILENCE: A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification, or information regarding this bid must be requested in writing by Fax or E-mail no later than 4:00 pm Local Time, November 8, 2012, to:

Barbara D. Jones, CPPB
Procurement Management Services
1450 N. E. Second Avenue, Room 352
Miami, Florida 33132
Fax No. (305) 995-7443
E-mail: bjones@dadeschools.net