

**REQUEST FOR PROPOSALS**

**EDUCATIONAL CONSULTING FOR THE CONTINUED IMPLEMENTATION OF  
STANDARDS-BASED CAREER DEVELOPMENT SYSTEM FOR ALL STUDENTS**

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

**PROPOSAL RETURN DATE**

**October 21, 2003**

**RFP: #029-DD10**

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 #029-DD10

EDUCATIONAL CONSULTING FOR THE CONTINUED IMPLEMENTATION OF  
STANDARDS-BASED CAREER DEVELOPMENT SYSTEM FOR ALL STUDENTS

Sealed proposals will be accepted in the Bureau of Procurement and Materials Management, at the above location, until **2:00 P.M. on October 21, 2003** and may not be withdrawn for ninety (90) days from that date.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 (10) of the Proposal must be submitted as follows:

- \* The original proposal in a sealed envelope or box marked "Original".
- \*\* (9) 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., October 21, 2003.

### **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 October 21, 2003. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After October 21, 2003, proposals may not be changed; and they may not be withdrawn for ninety (90) days from that date.

#### **IV. PROTEST TO CONTRACT SOLICITATION OR AWARD**

- A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting. This notice shall contain the following statement:

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

- B. Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking proposals or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
- C. The notice of protest will be reviewed by Procurement Management Services staff, which will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the proposer may seek an administrative hearing pursuant to 120.57 Florida Statute, by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearing on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1.064.

#### **V. AWARDS**

- A. **RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, reject any or all proposals and to request re-bids.
- B. **NOTIFICATION OF INTENDED ACTION.** Notices will be posted on the

District's website 7-10 days prior to a regularly scheduled Board meeting.

C. OFFICIAL AWARD DATE. Awards become official upon Board action.

## **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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 Assistant Superintendent, Procurement Management Services, 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.

## **IX. CONE OF SILENCE**

Board Rule 6Gx13- 8C-1.212

### **Definition:**

- A. "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, or other competitive solicitation between:
1. any person who seeks an award therefrom, including a potential vendor or vendor's representative; and
  2. any School Board member or the member's staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communication with the School Board Attorney or his or her staff, or with designated school district staff who are not serving on the particular Procurement Committee, to obtain clarification or information concerning the subject solicitation. For purposes of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

- B. A Cone of Silence shall be applicable to each RFP, bid, or other competitive solicitation during the solicitation and review of bid

proposals. At the time of issuance of the solicitation, the Superintendent or the Superintendent's designee shall provide public notice of the Cone of Silence. The Superintendent shall include in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.

- C. The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process.
- D. Nothing contained herein shall prohibit any potential vendor or vendor's representative:
  - 1. from making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;
  - 2. from engaging in contract negotiations during any duly noticed public meeting;
  - 3. from making a public presentation to the School Board during any duly noticed public meeting; or
  - 4. from communicating in writing with any school district employee or official for purposes of seeking clarification or additional information, subject to the provisions of the applicable RFP, or bid documents.

The potential vendor or vendor's representative shall file a copy of any written communication with the School Board Clerk who shall make copies available to the public upon request.

- E. Nothing contained herein shall prohibit the Procurement Committee's representative from initiating contact with a potential vendor or vendor's representative and subsequent communication related thereto for the purposes of obtaining further clarifying information regarding a response to an RFP, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable Procurement Committee, including any response thereto.
- F. Any violation of this rule shall be investigated by the School Board's

Inspector General and may result in any recommendation for award, or any RFP award, or bid award to said potential vendor or vendor's representative being deemed void or voidable. The potential vendor or vendor's representative determined to have violated this rule, shall be subject to debarment. In addition to any other penalty provided by law, violation of this rule by a school district employee shall subject the employee to disciplinary action up to and including dismissal.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted or Made Specific: 1001.43(10); 1001.51(14) F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

New: 6-18-03



**REQUEST FOR PROPOSALS NO. 029-DD10**

**EDUCATIONAL CONSULTING FOR THE CONTINUED IMPLEMENTATION OF  
STANDARDS-BASED CAREER DEVELOPMENT SYSTEM  
FOR ALL STUDENTS**

**I. NAME AND ADDRESS OF REQUESTOR**

The School Board of Miami-Dade County, Florida  
Exceptional Student Education and Student/Career Services  
1500 Biscayne Boulevard, Suite 409  
Miami, Florida 33132

**II. PURPOSE OF REQUEST FOR PROPOSALS**

The purpose of the Request For Proposals (RFP) is to obtain professional services from a qualified private sector educational consulting firm or an individual with experience and expertise to continue the implementation and expansion of the standards-based student career development system, that meets the needs of all students, with an emphasis on self-determination skills.

**III. INSTRUCTIONS FOR SUBMISSION OF REQUEST FOR PROPOSALS**

Ten (10) copies of the proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), October 21, 2003, at:

The School Board of Miami-Dade County, Florida  
Bid Clerk, Procurement Management Services  
1450 N.E. Second Avenue, Room 351  
Miami, Florida 33132

The responsibility for submitting this proposal to the District, on or before the stated time and date, will be solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service, or caused by any other occurrence. The proposal package must contain all the items described in Section VIII of the document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the agency legally authorized to conduct business in its name. The proposal shall be submitted in a sealed envelope or box, marked **"EDUCATIONAL CONSULTING FOR CONTINUED IMPLEMENTATION OF THE STANDARDS-BASED CAREER DEVELOPMENT SYSTEM FOR ALL STUDENTS"**.

It is anticipated that a proposal may be presented to The School Board of Miami-Dade County, Florida, for award on or about December 10, 2003. If accepted, notification to the successful proposer will be on or after December 10, 2003.

#### **IV. DESCRIPTION OF PROGRAM**

The Division of Student/Career Services and the Division of Exceptional Student Education have worked together to implement a standards-based student career development system that meets the needs of all students with an emphasis on student skill development in the area of self-determination. The major goal is to provide students with experiences and opportunities that facilitate their development as self-determined individuals who make informed decisions and take action to achieve their stated goals. The M-DCPS Standards and Benchmarks for the Standards-Based Student Career Development (S-BSCD) Program are the framework and the centerpiece for a variety of initiatives/strategies, which include: transition planning and self-determination, career guidance and counseling, student career development portfolios, work-based learning, School-to Career initiatives and classroom infusion of career development activities that are aligned with the Sunshine Stated Standards. During the 2002-2003 school year, Phase I of the Senior High School Standards-Based Student Career Development Plan for Self-Determination Portfolio Implementation Tool Kit – Grades 9-12 was developed and initial training was provided to student services personnel from the high schools and secondary alternative education centers. A Self-Determination Checklist, for use by Exceptional Student Education (ESE) teachers, was developed and piloted. Further implementation and expansion of this program is a priority since it relates directly to Goal 1, School to Career, of the District Strategic Plan 2000-2005.

#### **V. PROPOSER QUALIFICATIONS AND GENERAL REQUIREMENTS**

The selected educational consulting firm or individual shall adhere strictly to the policies and procedures established through School Board Rules. Said firm or individual will work closely with the Division of Student/Career Services and the Division of Exceptional Student Education. The proposer shall be a recognized authority in career development and student services planning, with experience in implementing the concept of student career development portfolio processes with senior high and middle school personnel. Additionally, the proposer shall be knowledgeable of the IEP process and transition for exceptional education students. The proposer shall have experience in the development of learner outcomes based on standards and benchmarks and the development of activities for students to achieve those outcomes. It is preferred that the proposer be able to document experience working with large school districts.

#### **VI. OBJECTIVE**

The Division of Student/Career Services and the Division of Exceptional Student Education is seeking the services of an educational consulting firm or individual to continue the implementation of a Standards-Based Student Career Development System for all Students. The selected firm or individual will provide staff development for the purpose of supporting the initiatives for which the M-DCPS Standards and Benchmarks for Student Career Development are frameworks such as: transition planning and self-determination, student career development portfolios, work based learning and classroom infusion of career development activities that are aligned with the Sunshine State Standards.

#### **VII. SCOPE OF WORK**

1. Review and refine the Standards Based-Student Career Development (S-BSCD) Standards and Benchmarks for middle school and senior high school to ensure that self-determination benchmarks are included. Develop learner outcomes for the standards and benchmarks. (A copy of the existing standards and benchmarks is attached.)

2. Design mechanisms and methods for evaluating program process (including mandatory activities) and learner outcomes for the middle and high school levels.
3. Enhance the Career Development for Self-Determination Portfolio Implementation Tool Kit – Grades 9-12 as follows:
  - A. Provide specific direction and recommendations for the annual Student Services Standards-Based Student Career Development Plan required of each senior high school to include: recommended learner outcomes, core student portfolio artifacts, and core activities for each grade level with an emphasis on the goal of student self-determination.
  - B. Develop additional activities to be delivered by student services staff and additional activities to be delivered by teachers to support the S-BSCD program.
  - C. Develop a section that discusses marketing the S-BSCD program to all stakeholders.
  - D. Include a section on general accommodation strategies for program activities for students with special needs.
4. Provide staff development for key staff members that focuses on building competency in specific topics such as: marketing the program, teaching the 'soft' employability skills, decision-making and goal setting for students, and building student competency in self-determination.
5. Expand the pilot of the Self-Determination Checklist for use with ESE students. Gather feedback and report findings. Refine the Checklist, as necessary.
6. Provide an updated correlation between the Self Determination Checklist and supporting activities.
7. Develop materials that relate the Self Determination Checklist directly to the IEP Transition Plan.
8. Develop two Career Development for Self-Determination Tool Kits (grades 9-10 and grades 11-12) for teachers working with ESE students who are in ESE courses only. The focus of the Tool Kits is self-determination. All lessons will include suggestions for accommodations.
9. Provide staff development to ESE teachers and other selected staff on the implementation of the Self-Determination Checklist and Tool Kit.

#### **VIII. REQUIRED INFORMATION TO BE SUBMITTED BY THE PROPOSER**

- A. The proposer shall submit a list of the most recent/relevant comparable contracts it has been awarded within the last five years. The information should include:
  - Names and addresses of institutions for which work was performed.
  - Date(s) contract(s) was/were awarded.
  - Length of time for which services were rendered to each institution.
  - References with names, addresses and telephone numbers of the individuals from the agencies for which the work was performed.
- B. The proposer shall submit a comprehensive plan for achieving the desired goals including a specific plan of action that identifies the specific steps and timeline.

- C. The proposer shall include a list of experience in consulting, facilitating, and working with public sector/educational organizations, specifically as relates to career development and transition of ESE students.
- D. The proposer shall submit names, addresses, telephone numbers, qualifications, and resumes of the executive team, if applicable, including their experience in public education programs, who will be assigned to the engagement.
- E. The proposer shall submit the name, addresses, telephone numbers, qualifications, and resume of the person who will serve as the principal consultant responsible for the timely performance of all services and to whom all communications will be directed. The principal consultant must be available throughout the term of the engagement and shall not be replaced without prior written consent of the Board.
- F. The proposer should provide any supplemental information, which may be valuable to the School Board in evaluating the qualifications of the firm or individual person(s) to provide the services described herein.
- G. Cost. The proposer must include an itemization of charges for professional services as outlined in Section VIII, paragraph B.
- H. The signature of the authorized person empowered to submit this proposal.

#### **IX. TERMS OF CONTRACT**

The term of the contract shall be for one year from date of award and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful proposer, be extended for three (3) additional one-year period(s), and if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services, may if considering to extend, request a letter of intent to extend from the successful proposer, prior to the end of the current contract period. All prices shall be firm for the term of the contract. The successful proposer agrees to this condition by signing its proposal.

#### **X. EVALUATION OF PROPOSALS**

Proposals will be evaluated by a committee to ascertain which proposal best meets the needs of the School District. Evaluation considerations will include but are not limited to the following:

- a. Responsiveness of proposal, clearly stating an understanding of the work to be performed.
- b. Qualifications and documented comparable experience and/or expertise in the area of career development and transition of ESE students.
- c. 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.
- d. Competence, including the education and training of the management team assigned to this engagement and availability of adequate personnel.

- e. The proposer's past history of professional accomplishments, including the number of projects of the nature completed satisfactorily. Please indicate the name(s) of the institution(s) and the year(s) the contract(s) was/were awarded.

The school district reserves the right to reject any and all proposals received. When the final selection is made, a professional services agreement acceptable to the attorney for the Board will be entered into with the successful Proposer. No debriefing or discussion will be held with unsuccessful Proposers. Proposers responding to the Request For Proposals may be required to make a brief oral presentation to the evaluation committee where they shall have an opportunity to explain their written proposal. Any firm not present for the oral interview session, if held, will be automatically disqualified. The School Board will approve the final selection by acting upon the Superintendent's recommendation.

The evaluation committee will consist of the following members:

- An administrator from the Division of Student/Career Services
- An administrator from the Division of ESE
- An educational specialist from the Division of ESE
- A counselor who has been involved in portfolio development
- A representative from the Superintendent's District Advisory Panel for ESE
- An educational specialist involved in the transition of exceptional students
- A representative from Procurement Management Services
- A representative from the Business Development and Assistance.

If due to illness or other unforeseen circumstances, any member of the evaluation committee is unable to participate, a substitution shall be made. If a replacement is needed, all efforts will be made to assure that ethnic and gender representation is maintained.

## **XI. AFFIRMATIVE ACTION REQUIREMENT 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 Proposer is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories or its workforce (Attachment A).

### **B. Minority/Woman Business Enterprise (M/WBE) Participation**

The School Board of Miami-Dade County, Florida, has an active Minority/Woman Business Enterprise program to affirmatively increase the level of Minority/Woman Business Enterprise participation to the maximum percentage of total annual expenditures. In order to achieve its assistance levels, the Board provides the maximum number of opportunity for Minority/Woman Business Enterprise participation.

In keeping with this policy, each Proposer will be required to state its Minority/Woman Business Enterprise utilization. If a minority firm, which is Woman-owned and operated, or African-American owned and operated is utilized in conjunction with the scope of the work, experience in this type of required service and experience of staff that will participate is required. All Minority/Woman firms must be certified by the Division of Business Development and Assistance prior to contract award (Attachment B.)

A quarterly report documenting efforts undertaken by the Proposer to maintain the stipulated M/WBE participation will be required. The report shall include the names of firms, contact persons and expenditures paid to date. The report shall be submitted to the:

Division of Business Development and Assistance  
1450 NE Second Avenue, Suite 456  
Miami, Florida 33132

## **XII. INDEMNIFICATION**

The successful Proposer shall agree to the following language:

The Proposer shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of the contract (including goods and services provided thereto) by or on behalf of the Proposer, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

## **XIII. INSURANCE REQUIREMENTS**

At the time an award is made, the successful Proposer shall be responsible for providing the School Board certificates of insurance which indicate that insurance coverage has been obtained which meets the requirements outlines below:

- A. Public Liability (Commercial General) insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional name insured on the policy.
- B. Proof of Professional Liability (i.e. Medical Malpractice, etc.) insurance in the name of the Proposer, with limits of liability not less than \$1,000,000 per wrongful act. All certificates of insurance submitted must be issued by companies authorized to conduct business under the laws of the State of Florida, with an A.M. Best rating (most currently published), must be no less a B+ as to management, and no less than Class V as to financial strength. Certificates shall indicate no modifications and insurance shall be made within thirty (30) days advanced written notice to the additional names insured or certificate holder.

#### **XIV. IMPLEMENTATION SCHEDULE**

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee	September 11, 2003
Mailing and Advertising of RFP	September 18, 2003
Opening of Proposals	October 21, 2003
Evaluation Completed by Screening Committee	October 30, 2003
Oral Presentations, if required	November 7, 2003
Recommendation to the School Board for Approval	December 10, 2003

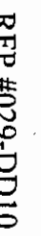
#### **XV. CONE OF SILENCE**

A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification or information regarding this Request For Proposals, must be requested in writing by Fax or E-mail to:

Ms. Barbara D. Jones, CPPB, Director  
Miami-Dade County Public Schools  
Division of Procurement Management  
1450 N. E. Second Avenue, Room 362  
Miami, Florida 33132  
Fax # (305) 995-7443  
E-mail: [bjones@sbab.dade.k12.fl.us](mailto:bjones@sbab.dade.k12.fl.us)

A copy of this written request must be sent simultaneously to:

Ileana Martinez, School Board Clerk  
Miami-Dade County Public Schools  
1450 N. E. Second Avenue, Room 268B  
Miami, Florida 33132  
Fax # (305) 995-1448  
E-mail: [martinez@dadeschools.net](mailto:martinez@dadeschools.net)



## MIAMI-DADE COUNTY PUBLIC SCHOOLS

**AFFIRMATIVE ACTION**

### EMPLOYMENT BREAKDOWN

**FM-4859 (03-92)**





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).

Agency Name

Determination

Date

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.

Name	Owner/ shareholder	Resident or *U.S. Citizen	Gender	Ethnicity	% Owned	Years Owned

- 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:

Name and title	Race/ethnicity/ gender
a. Check signing	

	<u>Name and title</u>	<u>Race/ethnicity/ gender</u>
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 &amp; 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 cancelled 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.

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**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**

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## 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)