

REQUEST FOR PROPOSALS 043-KK10
MIAMI-DADE COUNTY PUBLIC SCHOOLS
APPLICANT FOR THE ADMINISTRATION OF
BLOOD COLLECTION DRIVE PROGRAM

I. NAME AND ADDRESS OF REQUESTER

The School Board of Miami-Dade County, Florida
Office of Community Services
1450 NE 2nd Avenue, Room 726–A
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals (RFP) is to designate one not-for-profit blood center to collect blood donations from students and staff at Miami-Dade County Public Schools facilities.

III. INSTRUCTIONS FOR SUBMISSION FOR PROPOSALS

Fourteen (14) copies of the proposal must be submitted by 2:00 p.m. local time, August 5, 2010, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management
1450 Northeast Second Avenue, Room 352
Miami, Florida 33132

In addition to the fourteen paper copies, an electronic copy of the proposal, on a CD, is requested to be provided.

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 mail or any other delivery service or caused by any other occurrence. The proposal package must contain all the items described in Section V of this document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal must be submitted in a sealed envelope or box marked: **“REQUEST FOR PROPOSALS: APPLICANT FOR THE ADMINISTRATION OF BLOOD COLLECTION DRIVE PROGRAM”**.

It is anticipated that a proposal may be presented to The School Board of Miami-Dade County, Florida for award on September 7, 2010. Notification to the successful proposer will be on or after September 7, 2010.

IV. GENERAL INFORMATION ABOUT THE SCHOOL DISTRICT AND DESCRIPTION OF THE BLOOD COLLECTION DRIVE PROGRAM

The School Board of Miami-Dade County, Florida is the fourth largest school system in the nation. The district has approximately 427 schools, charter schools, alternative schools, and exceptional student education centers; approximately 345,458 students, and 45,000 full and part-time employees.

Miami-Dade County Public Schools (M-DCPS) recognizes the need to promote the health, safety, and welfare of our community by maintaining an adequate supply of blood for our hospitals. It is also cognizant of the need to create a habit for the future citizens of participating in community-wide activities. Therefore, it encourages the collection of blood among its students and personnel working in its schools and administrative offices.

General Blood Collection Requirements:

Locations

The blood collection drives for students may only take place at senior high schools and Vocational/Adult/Community education centers. Administrative offices, elementary and middle schools may only hold drives for adult employees of M-DCPS and adult community members as defined in the Age Requirements section.

Participation

This activity will be on a purely voluntary basis at the discretion of the site administrator. All such participation in the schools is to be sanctioned by the principal and approved by the region superintendent.

Capacity

A maximum number of six (6) blood drives may be held in one calendar year at one location, with the exception of special requests by a work location to supply the needs of a specific individual. Night school programs may have their six blood drives independent from the daytime school.

Scheduling

The blood drive district level coordinator and the site level blood drive coordinator as designated by the principal or head administrator will make the necessary

arrangements in reference to the dates, location, and time schedule for the blood drives. Primary emphasis must be made on maintaining the educational process at the school. Requests from the principal or site administrator as well as the guidelines dictated by the contract shall be strictly followed.

School Limitations

Employees or students of a school shall not participate, directly or indirectly, in the process of taking blood from the donors. Students may assist in recruiting students and distributing refreshments.

Age Requirements

Students and staff who are 17 years of age and older may participate in the blood drive. Individuals 18 years of age and older may consent to the donation without parental permission after providing proof of age. Persons who are 17 years old must bring a consent form signed by a parent or guardian.

Donor Donation Limits

There shall be a minimum of 56 days lapse between blood donations by an individual.

Confidentiality

The school district has always recognized the need to respect the rights of all individuals while protecting the health, safety, and welfare of all students and employees. After the blood is tested in the laboratories and the results are positive to any kind of disease that would result in a donor being deferred, the donor shall be notified in writing as to the cause of this rejection. Test results are provided to the parents/guardians, if the donor signs a release to provide the information.

If the results of the HIV/AIDS test are found to be positive, a certified letter is sent to the donor asking him/her to call the blood center counselors for an appointment. (No test results are discussed in this letter). This procedure is followed regardless of the age of the donor in accordance to Florida State law. Test results are provided to the parents/guardian/physician if the donor signs a release to provide the information.

Laws

The blood center will comply with Federal and State laws, as well as applicable rules of the facilities of the School Board of Miami-Dade County, Florida. Present and future laws supercede any of the requirements stated in the contract.

The blood center will be required to maintain a strict chain of confidentiality regarding the results of any tests. Only the donor and the Public Health Department, as required by law, will be informed of any results of the screening tests.

Donor Recognition Ceremony

The blood center must have donor and individual school recognition programs acceptable to the School Board of Miami-Dade County, Florida.

Scholarship/Grant Incentive Program

A scholarship/grant incentive program through the College Assistance Program, Inc. (CAP) is required, and all scholarship/grant monies must go directly to CAP.

Other Educational Initiatives

To enhance student achievement, The Foundation for New Education Initiatives, Inc. was established to provide support from the private sector for initiatives that include, but are not limited to the following program areas: professional development for teachers; academic programs for students; innovations in student learning; targeted interventions for low-performing schools and programs that support families in support of student success and extend learning beyond the traditional school hours. Supplemental funding for these initiatives is desirable, and all monies must go directly to The Foundation for New Education Initiatives, Inc.

Inclusion

Donors will not be rejected based solely on their race, color, religion, gender, handicap, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability, manner of dress, or an association with any particular group.

Audit Right and Retention of Records. The Board shall have the right to audit the books, records, and accounts of the successful proposer, that are related to these services. Proposer shall keep such books, records and accounts as may be necessary in a manner sufficient to record complete and correct entries related to the services. The Proposer shall preserve and make available at reasonable times for examination and audit by the Board, all financial records, supporting documents, statistical records, and any other documents pertinent to the services, during the contract period and for three years thereafter.

V. TECHNICAL REQUIREMENTS

The successful proposer shall adhere to the following procedures during the term of the contract:

A. Capacity

The organization shall provide an adequate number of mobile units, personnel, materials, equipment, and supervision to carry out the estimated number of blood units to be collected in the blood drive.

B. Staffing

The blood center must provide sufficient trained and skilled personnel to screen the donors to insure that they will not be placed at risk by donating blood.

C. Licenses

The blood center's staff members shall hold appropriate professional licenses and certifications. They must follow established comprehensive standards for laboratory policies and procedures that provide quality assurance. After the blood donation is made, qualified personnel will monitor the condition of the donor.

D. Donor's Consent

Donor's consent to the donation of blood shall be secured by using a form in duplicate provided by blood collecting agency and approved by the Office of Risk and Benefit Management. A copy of this form shall be kept at the work location.

F. Medical Oversight

Full-time medical oversight shall be provided by the proposer.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS

Proposers must include in their response to this Request For Proposals, the following information. Failure to provide required information may deem the proposal non-responsive.

A. Not-for-Profit Status

Documentation of status as a not-for-profit organization.

B. Financial Records

The last two years of audited financial records. The proposer must agree to complete and open access by appropriate Miami-Dade School Board representatives and by the media, to the details of these financial records, if requested.

C. FDA & AABB Reports

The past three years of the Federal Drug Administration (FDA) and the American Association of Blood Banks (AABB) Inspection reports, including 483 forms, warning letters, or intent to revoke license correspondence with the FDA.

D. Language Availability

Copies of trilingual recruitment and donor screening materials: English, Spanish, and Creole

E. Educational Effort

Documentation that the blood center is active in the educational efforts of the school systems they serve (i.e. provide educational programs for teachers, staff and students).

The blood center is responsible for developing, implementing, and executing a school-based scholarship program within a school district at no cost to the school system.

F. Provide copy of Donor's Consent Form

G. Donor Recognition Ceremony

Describe your Donor Recognition Ceremony.

H. Scholarship/Grant Incentive Program

Describe your Scholarship/Grant Incentive Program

I. Other School Districts

Provide description of any existing programs in the school districts currently served including evaluations of the blood centers' performance by the school district served.

J. Licenses

Provide copies of appropriate licenses and certificates for all staff members who will provide services under this contract.

K. Capacity

Provide information regarding qualifications and staffing levels of personnel; materials, equipment and mobile units to perform the services requested.

L. Experience of the Agency

State the experience your agency has had in the last three years with clients similar to the School District. Please document expertise and the ability to respond in a timely, accurate manner.

M. Methodology

Provide detailed process for the collection of blood.

VII. EVALUATION OF PROPOSALS

All proposals received by the School Board of Miami-Dade County, Florida, will be reviewed to determine eligible agencies that meet all of the Minimum Requirements prescribed in the RFP. An Evaluation Committee, hereinafter referred to as "Committee", composed of representatives from MDCPS, the community, and the student body, will evaluate all proposals under consideration, applying the evaluation criteria described below. MDCPS may require a Proposer to make an oral presentation in support of a proposal.

This section represents the criteria that will be utilized in the evaluation of proposals received in response to this RFP. Proposers are cautioned to read this section carefully and respond with complete information for each category, in order to assist the Committee in evaluation proposals. Proposers are requested to respond in the format and organizational structure outlined below and to refrain from including promotional or advertising materials in their proposal. Failure to respond or incomplete responses any evaluation criteria below may result in disqualification of the entire proposal.

The Committee shall evaluate proposals received according to the following criteria:

- A. Responsiveness of the proposal clearly stating an understanding of the work to be performed meeting all the guidelines.

- B. Documentation of present certification; qualification of laboratory staff members; past experience and record of performance; verification of references.
- C. Primary emphasis in the selection process will be placed on the background, experience, and service of staff to be assigned to the project. Expertise in the areas addressed in the RFP, and the ability to respond in a timely, accurate manner to the district's requirements is essential.
- D. An important consideration is the methodology of blood collection which takes into consideration not only expediency, but also the safest and least painful procedures. The blood center must demonstrate commitment to the continuing education of the students and faculty.
- E. The generosity of the scholarship program to be distributed by the College Assistance Program (CAP) will be another factor to be taken into consideration.
- F. The availability of sufficient mobile units to cover all the high schools, adult centers, and vocational / technical schools so that all the students have an equal opportunity to participate in the program.

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 selection committee will consist of the following or their designee:

- District Director, Office of Community Services
- Director, Office of Community Services (Non-Voting)
- Representative from Risk and Benefits Management and Services
- Principal, Senior High
- Principal, Adult Center
- A school-based Activities Director
- A representative from Dade County Council of PTA/PTSA
- A representative from Student Services
- A representative from Comprehensive Health/Health Education
- A representative from the Office of Compliance and Business Services
- A representative from Procurement Management Services (Non-Voting)

Upon completion of the above evaluation, the Committee may choose to conduct an oral presentation(s) with the Proposer(s), which the Committee deems to warrant further consideration based on the proposal(s) providing the best value to the district. Upon completion of the oral presentation(s), the Committee may re-evaluate proposals based upon the written documents combined with the oral presentation to determine selection.

The School Board reserves the right to reject any and all proposals, to further negotiate proposals by the successful proposer(s) for terms more favorable to the district, to waive any irregularities or informalities, to accept or reject any items or combination of items, to request clarification of information submitted in any proposal and to request additional information from any proposer. Following the selection of a proposal and approval by the School Board, a contract acceptable to the Board Attorney will be entered into with the successful proposer. No debriefing or discussion will be held with unsuccessful proposers.

VIII. TERMS OF CONTRACT

A. This proposal covers the estimated requirements for blood drives for three years from the date of the award and may, by mutual agreement between the School Board and the awardee, be extended for two additional one-year periods and, if needed, 90 days between the expiration date of the current extension period. M-DCPS staff will conduct an annual evaluation of blood drives held at schools and centers. The Board, through the Procurement Management Services, may, if considering an extension, 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. The successful awardee agrees to this condition by signing its proposal.

B. Cancellation

The School Board, by law, must reserve the right to cancel the contract at the end of the contract term, as well as in the event the services rendered do not comply with the provisions of the proposal and/or the quality of services is found 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 services whichever is more stringent. The Board shall have the right to cancel the agreement for unacceptable performance at any time, giving the other party thirty days (30) prior notice.

C. Assignment

Any Agreement resulting from this Request For Proposals, and any interest therein, shall not be assigned, transferred or encumbered by the Proposer unless upon written consent of the Board. Such an assignment if approved by the Board is to a successor entity that is a financial reconstitution of the Proposer and the assignee agrees to comply with the terms and conditions of the Agreement.

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 is requested to indicate its equal employment policy and provide a detailed breakdown, by ethnicity, gender, and occupational categories of its workforce. See Attachment A - Affirmative Action Employment Breakdown (FM-4859).

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

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. 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 experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBE's, prior to contract award. The M/WBE Application may be accessed through the following link:

<http://forms.dadeschools.net/webpdf/3920.pdf>

X. PROOF OF INSURANCE REQUIREMENTS

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

Professional Liability Insurance in the name of the proposer with limits of liability not less than \$1,000,000 per wrongful act. Commercial General Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional insured on the policy.

Worker's Compensation Insurance for all employees of the proposer as required pursuant to the provisions of § 440, Florida Statutes.

Each insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the Board and the Students by reason of any payment under such policy and shall provide that such insurance carriers shall notify the Board in writing at least (30) days prior to any cancellation, termination, non-renewal or modification to the individual/firms policy(ies) required under this agreement.

Upon the execution of this agreement, the individual/firm shall furnish to the Board's Office of Risk and Benefits Management with Certificates of Insurance evidencing the individual/firms insurance coverage is consistent with the terms of the agreement. The individual/firm shall also provide copies of the policies to the Board. The individual/firm shall also provide the Board with renewal or replacement Certificates of Insurance no less than (30) days prior to cancellation, termination or modification. The individual/firm shall be in material breach of this agreement if the individual/firm fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the Board may terminate this agreement without further liability to the individual/firm. Additionally the individual/firm shall be liable to the Board for any and all damages incurred due to the individual/firm failure to perform the agreement terms.

INDEMNIFICATION

The successful proposer, if selected for this Request For Proposals, shall agree to provide proof of Professional Liability Insurance and to the following language:

The successful proposer shall hold harmless, indemnify and defend indemnitees (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 this Contract (including goods and services provided thereto) by or on behalf of the successful proposer, excluding only the sole negligence of 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.

XI. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee	March 18, 2010
Mailing of Request for Proposal	July 16, 2010
Deadline for Questions	July 28, 2010
Opening of Proposals	August 5, 2010
Evaluation Completed by Selection Committee	August 18, 2010
Oral Presentations (if required)	August 20, 2010
Recommended to School Board for Approval	September 7, 2010

XII. ADDITIONAL INFORMATION

The following individual should be contacted for any additional information with respect to this Request For Proposals:

Ms. Joanne Koski, CPPB, Executive Director
Procurement Management Services
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 362
Miami, Florida 33132
(305) 995-2738
E-mail – jkoski@dadeschools.net

The School Board of Miami-Dade County, Florida will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Responses to questions will be posted to M-DCPS's website and it is the responsibility of the proposers(s) to monitor this site for posting of response(s). The website link is the following:

<http://procurement.dadeschools.net/bidsol/asp/ENACT.asp>