

REQUEST FOR PROPOSALS

**RESPIRATORY THERAPY, REGISTERED NURSING, AND LICENSED PRACTICAL
NURSING SERVICES**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

MARCH 1, 2005

RFP NO. 044-EE10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132
REQUEST FOR PROPOSALS NO. 044-EE10

RESPIRATORY THERAPY, REGISTERED NURSING, AND LICENSED PRACTICAL
NURSING SERVICES

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M. March 1, 2005** and may not be withdrawn for one hundred twenty (120) days from that date.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 PROPOSERS 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/PROPOSER 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 Proposals:

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

- * The original proposal in a sealed envelope or box marked "Original."
- ** (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, Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. March 1, 2005.

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 Assistant Superintendent, Procurement Management Services, 1450 N.E. 2nd Avenue, prior to March 1, 2005. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After March 1, 2005, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) 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 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 Statutes, by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1064.

V. AWARDS

- A. **RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, 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.
- D. **CHARTER SCHOOLS:** Items awarded under this contract shall be made available to charter schools authorized by the School Board.

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 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

Revised 11/03

REQUEST FOR PROPOSALS NO. 044-EE10
RESPIRATORY THERAPY, REGISTERED NURSING, AND LICENSED PRACTICAL
NURSING SERVICES

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

Miami-Dade County Public Schools
Division of Exceptional Student Education (ESE)
1500 Biscayne Blvd., Suite 409
Miami, Florida 33132

II. PURPOSE FOR REQUEST FOR PROPOSALS

The purpose for this Request For Proposals is to evaluate and select an agency which provides Respiratory Therapy (RT), Registered Nursing (RN), and Licensed Practical Nursing (LPN) services, to continue the education of students with disabilities for whom such services have been identified as necessary to access and benefit from school-based education.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Nine copies of the proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time) on March 1, 2005, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management
1450 NE Second Avenue, Room 352
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 proposers. 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. An officer of the agency legally authorized to conduct business in its name must sign the proposal. The proposal must be submitted in a sealed envelope or box marked "RESPIRATORY THERAPY, REGISTERED NURSING, AND LICENSED PRACTICAL NURSING 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 May 18, 2005. If accepted, the successful agency will be notified on or after May 19, 2005. The School Board reserves the right to reject any and all proposals.

IV. OWNER-PROVIDED SERVICES

Agencies 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 agencies' contract in order to appropriately coordinate services.

V. DESCRIPTION OF PROGRAM

The district provides RT, RN, and LPN services to those students with disabilities for whom it has been determined that these services are necessary in order to access and benefit from a school-based educational program. These services are only provided during regular school hours.

The Division of ESE has determined a need to contract with an agency which employs RTs, RNs, and LPNs who are able to provide services authorized for their specific professional discipline to students with disabilities ages three through twenty-two. Full-time personnel provide services at approximately 49 schools, most of which have a large exceptional student population; however, services may additionally be required in approximately 69 schools in the district in which there are students with disabilities whose Individual Educational Plans (IEPs) indicate the need for such services, and for whom physicians' recommendations have been received.

Students placed in ESE programs (e.g., physically impaired, profoundly mentally handicapped, trainable mentally handicapped, educable mentally handicapped, autistic) may have a range of diagnosed physical conditions. Respiratory therapy services may include, but would not be limited to, the following modalities: Nebulizer, Intermittent Positive Pressure Breathing (IPPB), suction, heat aerosol, chest physiotherapy (CPT), and oxygen, as well as tracheostomy care. Nursing services may include, but are not limited to, the following: catheterization, gastric tube feeding, seizure precautions, brace application, dressing changes, and medication administration. Some students may only require the services of a RT, RN, or LPN at the prescribed time for the service, while other students may require the availability of a RT, RN, or LPN on-site or on a one-to-one basis during all school hours.

Estimates of the number of hours of service needed from July 1, 2005 through June 30, 2006, are as follows: RT services - approximately 25,000 hours; RN services - approximately 25,000 hours; and LPN services - approximately 25,000 hours.

The agency selected to provide the services must be able to provide qualified RTs, RNs, and LPNs 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 among the agency, the school district, schools, parents, and physicians 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 Administrative 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 RT, RN, and LPN services. An orientation meeting will be conducted with staff from the Division of ESE and agency liaisons prior to the initiation of contracted services.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY AN AGENCY

- A. The agency must possess the following minimum qualifications to be considered for the provision of RT, RN, and LPN 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. Provide evidence that an agency can provide supervision of services provided to all students on at least a monthly basis.
- C. The agency must identify a liaison to coordinate service delivery.
- D. The agency must submit the information listed below (including information, when applicable, on all RTs, RNs, and LPNs to provide services under the agency'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 practice RT, RN, or LPN services in the State of Florida. A copy of each RT's, RN's, and LPN's license/certificate should be submitted.
3. Documentation of experience in providing RT, RN, and LPN 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 agency has checked references related to experience.
4. Documentation of bilingual capability in one or more of the following areas: English/Spanish, English/Haitian Creole, English/French, for RTs, RNs, and LPNs.
5. Documentation on the type and frequency of supervision to be provided (including the position(s) and qualifications of staff member(s) who will provide supervision).
6. Identification of the agency's staff member to serve as liaison for service delivery and description of this staff member's qualifications and experience.
7. Hourly fees specified separately for RT, RN, and LPN services. The agency should not specify distinct fees for different types of services provided by these personnel. The agency's hourly fee must be indicated on Attachment A – **Agency's Fee and Certification of Hours of Service**.
8. Certification of the agency's agreement to provide the estimated number of hours of RT, RN, and LPN services as specified in item V of this RFP. This certification must be indicated on Attachment A – **Agency's Fee and Certification of Hours of Service**.
9. The signature of the authorized person empowered to submit this proposal indicated in the space provided for such on Attachment A - **Agency's Fee and Certification of Hours of Service**.
10. 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**.

E. 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

The purpose of this Request For Proposals is to establish a contract for services from July 1, 2005 through June 30, 2006. The contract may, by mutual agreement between the School Board and the awardee, be extended for two additional one-year periods and, if needed, 90 days beyond the expiration date of the current extension period. The School Board, Procurement Management Services, shall 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 School Board has acted upon the recommendation. All prices shall be firm for the term of the contract and extension period, if any. Extension will be dependent upon funding availability and the need for the services, as determined by the Division of ESE.

Payment for services will be made in monthly installments upon receipt by the Division of ESE of a properly documented invoice and approved service log. All financial records pertinent to the provision of RT, RN, and LPN services will be maintained in the office of the Agency 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 agency shall comply with all municipal, state, and federal statutes prohibiting discrimination. The agency shall, at all times, comply with local, state, or national standards for the provision of RT, RN, and LPN services, whichever is more stringent.

It is understood that for the provision of RT, RN, and LPN services, all RTs, RNs, and LPNs provided by the agency 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 agency 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 agency, 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, March 10, 2005, by a committee consisting of the following members:
- An administrative director for the Division of ESE
 - A supervisor for the Division of ESE
 - A region instructional supervisor for ESE
 - A principal from a school with students who receive RT, RN, or LPN services
 - A representative from the Superintendent's District Advisory Panel for ESE
 - A teacher from a program with students who receive RT, RN, or LPN services
 - A representative from the Division of Business Development and Assistance
 - A representative from Procurement Management Services
- B. Evaluation consideration will include, but not be limited to, the 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 RT, RN, and LPN 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 agencies which can provide RTs, RNs, and LPNs 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 agency. No debriefing or discussion will be held with unsuccessful agencies. 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 agency 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 is requested 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 (FM-4859)**.

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

It is the policy of the School Board to actively encourage the participation of minority owned and controlled businesses (African American, Hispanic and Women) in the award and performance of Board contracts. In keeping with this policy, all M/WBEs (prime and subcontractor/consultant) must be certified by the Division of Business Development and Assistance, prior to contract award. See Attachment D- **M/WBE Certification Application (FM-3920)**.

C. Payment to M/WBE Subcontractors/Subconsultants

It is the policy of the School Board to track payments that are made to M/WBE subcontractors/subconsultants. In keeping with this policy, all payments to subcontractors/subconsultants must be reported to the Director, Division of Business Development and Assistance, 1450 NE 2nd Avenue, Room 456, Miami, Florida 33132. See Attachment E-**M/WBE Subcontractor/Subconsultant Quarterly Expenditure Report FM-4831**).

X. MEDICAID FUNDS

The District will seek Medicaid reimbursement for the services provided. Contracted employees will be required to complete the M-DCPS paperwork to document their services as is necessary to assist the District in this process.

XI. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals for the provision of RT, RN, and LPN services, is as follows:

Procurement Contract Review Committee	January 13, 2005
Request School Board approval to issue RFP and approval of Selection Committee.....	January 19, 2005
Mailing of RFP	February 4, 2005
Opening of Proposals.....	March 01, 2005
Evaluation completed by Selection Committee.....	March 10, 2005
Contract Award.....	May 18, 2005

XII. ADDITIONAL INFORMATION

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

Ms. Barbara Jones, CPPB, Director
Procurement Management
Miami-Dade County Public Schools
1450 NE Second Avenue, Room 356
Miami, Florida 33132
Telephone: (305) 995-2348

SUMMARY OF REQUEST FOR PROPOSALS

TITLE: Respiratory Therapy, Registered Nursing, and Licensed Practical Nursing 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 Respiratory Therapy (RT), Registered Nursing (RN), and Licensed Practical Nursing (LPN) services needed as related support services for the education of students with disabilities. Students eligible to receive these services will have the need for services specified on their Individual Educational Plans (IEPs) or Section 504 Plans. Such services will be provided by full-time personnel at approximately 49 schools, most of which have a large exceptional student population; however, services may additionally be required in any school in which there is an exceptional student whose Individual Educational Plan (IEP) indicates the need for such services. Services for a given student may only be required at a prescribed time, or the RT, RN, or LPN may be required on-site or on a one-to-one basis during all school hours.

An agency will be selected for the provision of services, based upon proposals submitted. In addition to the provision of qualified RTs, RNs, and LPNs, the agency must designate a staff member to serve as a liaison among the agency, the Division of ESE, schools, parents, and physicians regarding the provision of services. At a minimum, monthly supervision of services must also be provided by the agency.

Estimates of the number of hours of service needed, from July 1, 2005 through June 30, 2006, are as follows: RT services - approximately 25,000 hours; RN services approximately 25,000 hours; and LPN services approximately 25,000 hours.

ATTACHMENT A

RESPIRATORY THERAPY, REGISTERED NURSING, AND LICENSED PRACTICAL NURSING SERVICES NEEDED AS RELATED SUPPORT SERVICES FOR THE EDUCATION OF STUDENTS WITH DISABILITIES

AGENCY'S FEE AND CERTIFICATION OF HOURS OF SERVICE

I. AGENCY'S FEE

Hourly Fee – Respiratory Therapy Services _____

Hourly Fee – Registered Nursing Services _____

Hourly Fee – Licensed Practical Nursing Services _____

II. CERTIFICATION OF HOUR OF SERVICE

Agency agrees to provide the estimated number of hours of services, as specified below, to students with disabilities from July 1, 2005 to June 30, 2006 at the hourly fee specified above (Item I):

Respiratory Therapy _____

Registered Nursing _____

Licensed Practical Nursing _____

LEGAL NAME OF AGENCY OR CONTRACTOR SUBMITTING PROPOSAL:

AUTHORIZED SIGNATURE: _____

NAME TYPED: _____

POSITION: _____

ATTACHMENT B

SECURITY CLEARANCE PROCEDURES FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS

Pursuant to Section 231.02, Florida Statutes, it is the intent of the School Board to ensure 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 \$62 or current fee for processing (money order for \$52.00 and \$10.00 in cash).
- c. The applicant is fingerprinted.
- d. The fingerprint 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 for 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.



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 _____ () Joint Venture _____
Date Date

() Partnership _____ () Corporation _____
Date 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.

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:

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

	<u>Name and title</u>	<u>Race/ethnicity</u>	<u>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 & 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 11 20 or 1 120s, 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)



M/WBE SUBCONTRACTOR/SUBCONSULTANT QUARTERLY EXPENDITURE REPORT

Fiscal Year

20__ - 20__

Office Use Only

M-DCPS PROJECT #	PROJECT LOCATION	PROJECT DESCRIPTION	CONTRACT AMOUNT
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COMPANY NAME:	ADDRESS	CITY	STATE	ZIP
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PHONE	FAX	OWNER'S NAME
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Select Quarter (ONLY ONE)	<input type="radio"/> 1st Qtr: July 1, 20__ - Sept. 30, 20__	<input type="radio"/> 3rd Qtr: Jan. 1, 20__ - Mar. 31, 20__
	<input type="radio"/> 2nd Qtr: Oct. 1, 20__ - Dec. 31, 20__	<input checked="" type="radio"/> 4th Qtr: Apr. 1, 20__ - Jun. 30, 20__

SUBCONTRACTOR	M/WBE** CODE	SPEC SECTION	SUBCONTRACT AWARD AMOUNT	AMOUNT PAID THIS QUARTER*	CHECK NO. (S)

* INCLUDE ONLY THOSE DOLLARS PAID TO M/WBEs. ** AA-AFRICAN AMERICAN/ H-HISPANIC/ W-WOMAN

YES NO

- ☐ ☐ 1. Have all M/WBE subcontractors been paid in full, including retention?
☐ ☐ 2. Has the construction on this project been completed? If not, what is the scheduled completion date? _____
☐ ☐ 3. Has the project been certified as substantially completed by the A/E or DCP?

BY SIGNING BELOW, I AGREE THAT I AM DULY AUTHORIZED TO EXECUTE THIS REPORT, AND THAT THE INFORMATION PROVIDED HEREIN IS COMPLETE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME: _____
 PRINT SIGNATURE TITLE DATE