

REQUEST FOR PROPOSALS

ELECTRONIC GRADEBOOK PROGRAM 2003-2004

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

FEBRUARY 5, 2004

RFP NO. 059-DD10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, ROOM 352, MIAMI, FLORIDA 33132

REQUEST FOR PROPOSALS # 059-DD10
ELECTRONIC GRADEBOOK PROGRAM 2003-2004

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M.** on February 5, 2004 and may not be withdrawn for one hundred twenty (120) days from that date.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 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 Proposals:

A total (16) of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original."
- ** (15) copies (Including one unbound copy) 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, Division of Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, 33132, not later than 2:00 P.M. February 5, 2004.

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 February 5, 2004. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After February 5, 2004, 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.

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. 059-DD10
ELECTRONIC GRADEBOOK PROGRAM
2003-2004
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

The School Board of Miami-Dade County, Florida
Information Technology Services
13135 S.W. 26 Street
Miami, Florida 33175

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to award a proposer a contract with Miami-Dade County Public Schools (M-DCPS) to provide a District-Wide enterprise level perpetual license for an electronic Gradebook program. The proposer awarded a contract will be responsible for providing a District-Wide enterprise level perpetual license for an electronic Gradebook program for the purpose of providing schools with a tool that will ease the collection and reporting of grades to students, parents, administrators and district offices.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Sixteen copies, including one unbound copy and one original, of the proposal must be received by 2:00 P.M. (Eastern Daylight Savings Time) February 5, 2004, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management
1450 N.E. 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. Responses received after the scheduled receipt time shall not be considered.

The proposals must be submitted in a sealed envelope or box marked "*Electronic Gradebook Program 2003-2004.*" It is anticipated that a proposal(s) may be presented to the School Board for acceptance on or about May 19, 2004. If accepted, notification to the successful proposer will be on or after May 19, 2004. The School Board reserves the right to reject any and all proposals.

IV. DESCRIPTION OF THE PROGRAM

Required Product Technology – A new Gradebook shall:

1. Be either; a thin client, centralized, web-based system utilizing Microsoft IIS 5 and SQL Server 2000 (the current M-DCPS environment) or proposer must include in their proposal hardware/software cost necessary to operate the product within M-DCPS.
2. Efficiently use bandwidth and move as little data as possible over the district's network composed of T1 (1.5 Mbit) lines in each school, i.e. optimized for wide-area-network environments and transactional processing.
3. Be device independent, e.g. support both Mac and PC.
4. Utilize an Open Architecture System database, e.g. OLAP and ODBC compliant.
5. Allow for offline (e.g. home) and online use, anytime, anywhere access.
6. Secure using 128 bit SSL encryption.
7. Utilize a single login for authentication to the Gradebook application.
8. Accommodate multiple levels of security access.
9. Automatically generate user names and passwords for student and parent access to view Gradebook data from the Internet.
10. Built-in support for data export/import permitting interface to M-DCPS applications.
11. Allow for archived "vault copies" of the Gradebook on an ongoing, indefinite basis.
12. Support various grading methodologies.
13. Support the management of standards-based grading.
14. Utilize a centrally managed software version upgrade methodology, i.e. Change control capability.
15. Collect and manage class attendance information.
16. Provide for automated averaging of grades.
17. Provide self-populating and automatic updating of class rosters.
18. Automatically generate student progress reports on demand.
19. Provide ad-hoc reports (e.g. parent/teacher conferences).
20. Be able to generate customized interim progress reports with comments.
21. Give the district the ability to customize and add data fields.
22. Demonstrable capacity to support up to 400 schools.
23. Provide toll free telephone end-user support Monday through Friday 7:00 a.m. EST to 7:00 p.m. EST and 24x7 technical support.
24. Provide software updates as released included in maintenance agreement.

Preferred Features – a new Gradebook should:

1. Roll-up information to permit reporting on the school, feeder pattern, access center and district levels.
2. Create statistical distribution and analysis reports, graphs and charts.
3. View and print current report cards.
4. Compare class-by-class student performance.
5. View and print honor rolls and failing lists.

6. Real-time view of student grades, attendance, and overall performance.
7. Support multiple languages (English, Spanish and Haitian-Creole) for parent reports and report cards.

Systems with the following capabilities will be given additional consideration during evaluation:

1. Web-based application architecture (e.g. Gradebook program and data located in one location rather than at individual school locations).
2. Integration of Gradebook data into district data warehouse architecture.
3. Handheld Gradebook version of the full client application.
4. Provide an academic average for student transfers.

V. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER

1. Proposer(s) must provide documentation of being an established software provider, having done business for at least five years developing, providing, and managing Gradebook software.
2. Proposer(s) must be able to demonstrate that they have the necessary financial resources to devote to the project. Evidence of this must be indicated by capitalization of the Proposer's firm, the history of the firm, the corporate structure, the number of years the Proposer has been in business. The Proposer shall provide, at the time of interviews/demonstrations/testing, its current financial statement, which can be retrieved upon completion of the presentation. Failure to present this information shall cause the proposal not to be considered for award. Additional information is also required.
 - a) Bankruptcy information of proposer or affiliated firm for which Proposer has a controlling interest. Please explain, if applicable.
 - b) Type of company (owned, public, private, corporation)
3. Proposer(s) must supply names, addresses and contact information of schools or school systems where the proposer(s) has/have Gradebook software installed and operating and provide at least three written references.
4. Proposal must have the signature of the authorized person empowered to submit the proposal.
5. Proposer(s) must supply technical requirements necessary to effectively run the system. This must include, but may not be limited to, server hardware requirement and configuration, data storage requirements, server operating system and system software requirements and configuration and end-user PC minimum and recommended hardware/software requirements and configuration.
6. Proposer(s) must specify to M-DCPS, priced based on the following:

Item	Description	Unit	License Cost (\$)	Annual Maint./Support Cost (\$)	Annual Maint./Support Cap (%)
Per School Licensing					
1	Tier 1: 1-50 Schools	Ea.	\$	\$	%
2	Tier 2: 51-100 Schools	Ea.	\$	\$	%
3	Tier 3: 101-150 Schools	Ea.	\$	\$	%
4	Tier 4: 151-200 Schools	Ea.	\$	\$	%
5	Tier 5: 201-250 Schools	Ea.	\$	\$	%
6	Tier 6: 251-300 Schools	Ea.	\$	\$	%
7	Tier 7: 301-350 Schools	Ea.	\$	\$	%
District Licensing					
5	Up to 400 Schools	Full	\$	\$	%
6	Additional Schools added over five (5) years	Ea.	\$	\$	%
7	Training Cost (include description of training paradigm)	Define method	\$	N/A	N/A
8	Installation Implementation services	If needed	\$	N/A	N/A
9	Hardware From item 1. in requirements	If Needed	\$	\$	%
10	Discount		\$	\$	N/A

VI. PROOF OF CONCEPT

Selected Proposer(s) must provide a live demonstration of their electronic Gradebook program.

Selected Proposer(s) will be required, **AT NO CHARGE to M-DCPS**, to perform a Proof of Concept (POC) to verify the performance of the product with the M-DCPS platform, network, servers, and databases. The POC will be reviewed by a technical evaluation sub-committee to verify claimed functionality and infrastructure compatibility. Selected Proposer(s) will perform the identical functions during the POC.

Selected Proposer(s) will have ten (10) business days to install, implement, tune and create required functionality to support a laboratory environment of up to 20 end-user workstations. The software will remain on the M-DCPS environment for

the technical review sub-committee to evaluate the products functionality for a period not to exceed 60 business days. Selected Proposer(s) will provide all necessary technical and training support to the technical review committee throughout the evaluation process.

POC results will be reported to the Selection Committee for required compliance to all items in the Required Product Technology section and identification of compliance to Preferred Features items.

VII. TERMS OF CONTRACT

The purpose of the proposal is to establish a contract at firm unit prices for the items listed from date of award through June 30, 2009, and may, by mutual agreement between the School Board of Miami-Dade County, Florida, and the awardee, upon final School Board approval, be extended for three additional one year periods and, if needed, 90 days beyond the expiration date of the current extension period. The School Board, through Procurement Management Services, may, if considering extending, request a letter of intent to extend from the awardee prior to the end of the current contract period. The awardee will be notified when Procurement Management has acted upon the recommendation. All prices shall be firm for the term of the contract. The successful proposer agrees to this condition by signing its proposal.

If selected, the proposer shall agree to hold harmless, indemnify and defend the indemnities, 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 Request for Proposals by or on behalf of the proposer, excluding only the sole negligence or culpability in the indemnities. The following shall be deemed to the indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

The School Board of Miami-Dade County, Florida, reserves the right to terminate any contract resulting from this proposal in the event that the service rendered does not comply with the provisions of the proposal and/or is not satisfactory and proper, as determined by the School Board.

VIII. EVALUATION OF PROPOSALS

Proposals will be reviewed and evaluated by a selection committee through April, 2004, on the basis of qualifications, and evaluation criteria as set forth in the RFP. Selected proposers shall attend a product demonstration meeting. At the meeting, each selected proposer will be allotted time to give an overview/presentation of their electronic Gradebook program. The presentation must include a live demonstration of the product from a site hosted and managed by the proposer.

In addition, the proposer(s) must bring equipment and must provide and leave, at no cost to M-DCPS, access to the electronic Gradebook program, housed on an Internet site hosted by the proposer or running in the M-DCPS network infrastructure, and any other equipment/materials specified in the proposal for review by the selection and technical review committees. In addition, the proposer(s) will be responsible for product support during the evaluation process.

Evaluation consideration will include the following specific criteria:

- Proposer(s)'s ability to provide items specified in the RFP;
- Live demonstration of *Electronic Gradebook Program* from a site hosted and managed by proposer, with stated components;
- POC results;
- Overall support services provided by the proposer(s), Detailed descriptions of the company's plan to support the implementation of this program for M-DCPS;
- Software price;
- Ability to accommodate 400 potential schools;
- Features to safeguard student data and attendance data;
- Toll free support line available to all Gradebook sites;
- Software maintenance costs and associated multi-year caps;
- Required additional hardware/software costs if any;
- Training costs;
- Any additional unidentified costs associated with operating the application.

The school district reserves the right to reject any and all proposals submitted. The School Board is not obligated to place any order for any services subsequent to the award of this proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the product and/or services that may be required by the School Board.

If a final selection is made, contract to purchase hardware, software and/or services, statements of work, and/or an agreement for pilot program, acceptable to the Attorney for the School Board, may be entered into with successful proposer(s). No debriefing or discussion will be held with unsuccessful proposer(s).

The selection committee will consist of the following:

- A principal selected from an elementary, middle and senior high school;
- A teacher selected from an elementary, middle, and senior high school;
- An Access Center Director for Instruction;
- A representative from PTA/PTSA;
- A representative from the United Teachers of Dade;

- An administrator from Procurement Management Services;
- Two administrators from Information Technology Services;
- A staff member from Instructional Technology and Media Support Services;
- A representative from Management and Compliance Audits; and
- A representative from the Division of Business Development and Assistance.

The technical review committee will consist of the following:

- Three administrators from Information Technology Services.

IX. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

It is policy of the School Board that no one person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic, or national origin, political belief, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed.

Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force (See Attachment A - Affirmative Action Employment Breakdown).

B. Minority/Women's Business Enterprise (M/WBE) Participation

The School Board has an active M/WBE program to increase the level of M/WBE participation to the maximum percentage of the total expenditures in order to achieve its M/WBE participation.

In keeping with this policy, each firm will be required to state its M/WBE 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 work, the firm is to indicate the scope of the minority firm's work, experience in this type of required services, and experience of staff who will participate. All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award (See Attachment B - M/WBE Certification Application).

A quarterly report documenting efforts undertaken by the Proposer to maintain the stated 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 Northeast Second Avenue, Room 456, Miami, Florida, 33132.

X. INDEMNIFICATION

The successful proposer, when selected for this RFP, shall agree to the following language:

The 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 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. PROOF OF INSURANCE COVERAGE 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:

- Workers' Compensation Insurance for all employees of the proposer as required pursuant to the provisions of Section 440, Florida Statutes.
- 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.
- Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the work as outlined in this RFP, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability.
- Proof of Professional Liability Insurance (e.g., medical malpractice) 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 than "B +" as to management, and no less than "Class V" as to financial strength. Certificates shall indicate no modification in insurance be made within thirty (30) days advanced written notice to the additional named insured or certificate holder.

XII. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee:	November 13, 2003
Authorization to Issue Proposal:	November 19, 2003
Mailing of Proposals:	December 8, 2003
Opening of Proposals	February 5, 2004
Evaluation Committee Meeting	February 23, 2004
Product Demonstration/Presentation	February 27, 2004
Evaluation Complete:	April 30, 2004
Award Recommendation:	May 19, 2004

XI. ADDITIONAL INFORMATION

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara D. Jones, Director
Division of Procurement Management
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 352
Miami, Florida 33132
Telephone (305) 995-2348



ATTACHMENT A
AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN

Occupational Category	Gender		Race/Ancstry				
	Male	Female	Non-Hispanic White	Non-Hispanic Black	Hispanic	Asian	Am. Ind./Alaska Native
_____	_____	_____	_____	_____	_____	_____	_____
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For office use only:
Date received: _____
Reviewer: _____
M/WBE Code: _____
Date Approved: _____
Vendor #: _____

ATTACHMENT B

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.

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

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

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

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

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

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

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

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

Total Number of Employees

AM	AF	HM	HF	WM	WF

- a. Management _____
- b. Administrative/clerical _____
- c. Professional/technical _____
- d. Craftsperson/laborers _____
- e. Provide a copy of the business affirmative action statement, if one is available.

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

a. Bonding Company: _____
 Address: _____
 Agent name: _____ Phone number: _____
 Single Contract Limit: _____ Aggregate Limit: _____

b. Bank(s) Name(s): _____
 Branch: _____
 Contact person: _____ Phone number: _____
 Credit limit: _____

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

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

d. Insurance company: _____
 Type of insurance: _____ Insurance limits: _____

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

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

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

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

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

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:

COUNTY OF _____: SS

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

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

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

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

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

Notary Public

My Commission Expires: _____
SEAL

M/WBE
Certification Check List

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

Please check if documents are attached:

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

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

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

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

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

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

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

- Articles of Incorporation, with amendments.
- By-Laws, with amendments.
- The most current U.S. IRS Corporate Tax Return 1120 or 1120s, with all schedules.
- All issued and 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.

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)