

**REQUEST FOR PROPOSALS**

**TITLE I SUPPLEMENTARY INSTRUCTIONAL SERVICES FOR NON-PUBLIC SCHOOL  
STUDENTS**

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

**PROPOSAL RETURN DATE**

**MARCH 3, 2005**

**RFP NO. 059-EE10**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
PROCUREMENT MANAGEMENT  
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132  
REQUEST FOR PROPOSALS NO. 059-EE10

Title I Supplementary Instructional Services for Non-Public Students

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M.** March 3, 2005 and may not be withdrawn for one hundred twenty (120) days from that date.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 (10) copies of the Proposal must be submitted as follows:

- \* The original proposal in a sealed envelope or box marked "Original."
- \*\* (9) copies of the proposal in a separate sealed envelope or box marked "Copies."

The proposal number, proposal title and opening date must be clearly marked on all envelopes and boxes.

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. March 3, 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 3, 2005. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After March 3, 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. 059-EE10  
TITLE I SUPPLEMENTARY INSTRUCTIONAL SERVICES FOR NON-PUBLIC  
SCHOOL STUDENTS**

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

**I. NAME AND ADDRESS OF REQUESTER**

The School Board of Miami-Dade County, Florida  
Title I Administration  
1450 N. E. Second Avenue, Suite 500  
Miami, Florida 33132

**II. PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal (RFP) is to select a provider(s) to deliver supplementary instructional services in the areas of reading, writing, and mathematics to Title I eligible students enrolled in non-public schools. All responsive proposals must include a single cost for services, materials, supplies, and equipment necessary to deliver remedial basic skills instruction to students failing or at risk of failing. A proposer who is awarded the contract must be able to customize the instructional services to meet the needs of eligible students.

**III. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL**

Ten copies of the proposal must be submitted by 2:00 p.m. (Local time) March 3, 2005, at:

The School Board of Miami-Dade County, Florida  
Bid Clerk, Department 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 proposer(s). 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 must be submitted in a sealed envelope or box marked "PROPOSAL - TITLE I SUPPLEMENTARY INSTRUCTIONAL SERVICES FOR NON-PUBLIC SCHOOL STUDENTS." It is anticipated that a proposal(s) will be presented to the School Board for acceptance on or about May 18, 2005. If accepted, notification to the successful proposer(s) will be provided on or after May 18, 2005. The School Board reserves the right to reject any and all proposals.



#### IV. DESCRIPTION OF THE PROGRAM

The *No Child Left Behind Act of 2001* (NCLB) allows for the Local Educational Agency (LEA) to provide supplementary instructional services, to Title I eligible students that attend non-public schools, directly or through contracts with public and private agencies, organizations, and institutions. The United States Supreme Court has confirmed that local school districts are required to provide Title I funded instructional services to eligible students who attend religiously-affiliated non-public schools.

As a result of conferences between representatives of Miami-Dade County Public Schools, (M-DCPS) Title I Administration, and representatives of participating non-public schools, it was mutually agreed that Title I instructional services should be provided by a Third Party Contractor who will provide all equipment, materials and supplies, as well as professional development and parental involvement activities necessary in order to deliver remedial basic skills instruction to students failing or at risk of failing, as required under Title I regulations. A strong and effective instructional support program should be customized to meet the needs of eligible students attending non-public schools in the areas of reading, mathematics, and writing. Additionally, the program should allow periodic adjustments in the instructional program through ongoing feedback between the teachers, participating schools, M-DCPS, and the Third Party Contractor.

Eligibility for Title I funding is based upon the number of students from low-income families who attend non-public schools. The tentative budget for this program is estimated at \$1,800,000. Each non-public school's allocation is determined each year based upon the M-DCPS Title I allocation formula and the number of eligible students at the non-public school. Services will be provided over the period of one school year from August 2005 through June 2006. The contract for these services may be renewed annually for up to 3 additional years, subject to funding availability and maintenance of Federal Requirements, and satisfactory performance for preceding years.

The names of the non-public schools estimated to receive Title I supplementary instructional services, along with the estimated number of students per school are listed below:

<u>SCHOOL</u>	<u>NUMBER</u>
1. Corpus Christi Catholic School	235
2. Our Lady of Divine Providence	23
3. Holy Family Catholic School	87
4. Our Lady of the Holy Rosary	115
5. Immaculate Conception Catholic School	45
6. Our Lady of Lourdes Elementary	13

7.	Monsignor Edward Pace High School	3
8.	Our Lady of Fatima	5
9.	Sacred Heart	103
10.	Saint Patrick School	11
11.	Saint Agatha	2
12.	Saint Francis Xavier School	105
13.	Saint Hugh	11
14.	Saint James Catholic School	146
15.	Saint John the Apostle School	97
16.	Saint Joseph School	17
17.	Saint Lawrence School	19
18.	Saint Mary's Cathedral	195
19.	Saint Michael the Archangel	63
20.	Saint Monica Catholic School	374
21.	Saint Rose of Lima	35
22.	Saint Timothy Parish School	3
23.	Saints Peter and Paul School	53
24.	Beth Jacob School	57
25.	Landow Yeshiva Center	74
26.	Mechina High School of South Florida	14
27.	Rabbi Alexander S. Gross Hebrew Academy	94
28.	Samuel Scheck Hillel Community Day School	89
29.	Toras Emes Academy of Miami	159
30.	Yeshiva Elementary School	52
31.	Yeshiva Toras Chaim	20
32.	Aventura Learning Center	4
33.	Beacon Hill Center, Inc.	26
34.	Berkshire School	206
35.	Champagnat Catholic School of Hialeah	112
36.	Christ Crusade Academy	2
37.	Christ-Mar Private School	76
38.	El Shaddai School	57
39.	First Assembly Christian Academy	69
40.	Grace Lutheran Children's Learning Center	2
41.	Heritage Schools of Florida	82
42.	Worshipper's House of Prayer Academy	48
43.	Jacobs Athletic Science Center	79
44.	Kids Learning Center	5
45.	Lincoln-Marti Schools	1080
46.	Miami Christian Academy	28
47.	Miami Union Academy	62
48.	Opa-Locka Christian Academy	30
49.	Recapturing the Vision Academy	22
50.	Revelation Christian Academy	10
51.	Spirit of Christ Development Center	33
52.	Sunflowers Academy	113

53. Three Flags Academy 10

---

TOTAL 4,475

**V. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER**

1. Proposer must provide documentation of 3 – 5 years experience providing similar services to school districts, preferably in Florida. Also, vendor must supply the names and addresses of three school districts where they have delivered or are delivering similar services.
2. Proposer must possess a license to do business in Florida.
3. Proposer must have an established office in the Miami-Dade County area.
4. Proposer must submit the names and resumes of administrative staff that will oversee the project.
5. Proposer must demonstrate knowledge of Title I and be aware of the impact of the 1997 Agostini v. Felton ruling. (Provide written summary)
6. Proposer must provide a detailed description of the instructional services that will be made available to each school site.
7. Proposer must provide customized services in the areas of reading, mathematics and writing to each school site for eligible Title I participants.
8. Proposer must provide a description of staff development and parental involvement activities that comply with Title I regulations.
9. Proposer shall include in its proposal the number of teachers who will be hired to provide services; number of students to be served; and the total weekly instructional contact hours with students.
10. Proposer shall include itemized cost.

**VI. TERMS OF CONTRACT**

The purpose of this proposal is to establish a contract to deliver instructional services to students enrolled in non-public schools who generate Title I funding and are failing or at risk of failing. The term of the contract shall be from July 1, 2005 through June 30, 2006, and may, by mutual agreement between the School Board and the awardee, be extended annually for up to 3 additional years and, if needed, 90 days beyond the expiration date of

the current extension period. 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. All prices shall be firm for the term of the contract. The successful vendor(s) agrees to this condition by signing its proposal.

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.

In the event that the NCLB or its reauthorization act is changed by congressional and/or judicial action to prohibit the expenditure of Title I funds on remedial education of non-public school students in any form, the contract shall become null and void. In this event the contractor will cease activities and receive no further compensation. However, the contractor will be compensated, pursuant to the Agreement for its services rendered up to the effective date of cessation of funding.

If an audit of activities covered under this contract results in adverse findings against the District that are as a result of error on the part of the contractor, the contractor will be responsible for reimbursement to the District for any penalty or fine assessed against the District.

Payment for services will be made in monthly installments upon receipt by the School Board of Miami-Dade County Accounts Payable Department of a properly documented invoice, listing the amount of contractual hours delivered and the number of students served.

## V. SCOPE OF SERVICES

The successful proposer shall perform the following services:

1. Provide a teacher at the proposed sites with the responsibility of planning, administering, and assessing an individualized supplementary instructional program in reading, writing, and/or mathematics for Title I students. All services will be delivered at the student's school. The Title I funded teachers cannot engage in team teaching or other cooperative instructional activities with non-public school personnel, and they cannot introduce any religious matter into their teaching or become involved in the religious activities of the non-public school.
2. Establish instructional approach and goals, program evaluation, teacher consultation, encourage parental involvement, and follow-up procedures to students in grade 1 through grade 8 who meet Title I program eligibility.
3. Provide equipment, textbooks, and other instructional materials used in the program that is current and appropriate for the instructional levels and academic

needs of participating students, and the inventories of these materials are accessible and available upon request.

4. Provide parental communications in English, Spanish, and Haitian Creole.
5. Provide quarterly parent training and parental involvement activities.
6. Ensure a teacher/student ratio of no greater than 1:15.
7. Provide substitute teachers as needed.
8. Provide M-DCPS with the names, addresses, and related educational needs assessment data for all participating students.
9. Provide the principal of each school with written notification as well as a formal visit introducing the teacher assigned.
10. Maintain thorough, efficient, and current records of program operations, student progress and attendance, as required by Title I regulations, and M-DCPS.
11. The Contract representative(s) shall sign-in and sign-out at the school location where services are performed.
12. The contractor will obtain monthly sign-offs by the principal at the school location where services are performed of the instructional hours delivered.
13. The contractor shall notify the M-DCPS Contract Manager and school principal within an hour of occurrence of services performed later than the original scheduled time for services.

## VI. ITEMIZED COSTS

For the purposes of determining itemized costs, the contract will consist of two parts:

1. **Instructional Services:** Instructional services are those services that occur at individual school sites. They may include, but are not limited to, teacher salaries and fringe benefits, cost of new instructional computers and software, classroom materials and supplies, etc. The amount of funds that can be expended annually for instructional services is determined by the funds attributable to the enrollment of Title I eligible students at each participating non-public school. Funds are generated according to District formula. From this total amount, 1% must be expended on parental involvement.

2. **Administrative Support:** Administrative support, are those costs that occur in support of the instructional services portion of the program. These costs may not exceed 6% of the total cost of Instructional Services. They may include, but are not limited to, coordinator's salary and fringe benefits, cost of replacement equipment, furniture, leases, permits, utilities, office space, clerical assistance, travel, etc.

## **VII. PAYMENT SCHEDULE**

The District will make one (1) payment schedule each month for ten (10) months to the contractor. This figure will be paid for all months in which services are rendered to students. The monthly payment will represent 1/10<sup>th</sup> of the total contract price, under the following conditions:

1. The first payment will be made upon acceptance of the program as being fully operational at all sites and all pertinent specifications have been met, and the release of funds to the District has been secured from the State Education Agency.
2. If services are not initiated by the last school day in August of the current school year, the District will pay the contractor on a pro-rated basis. This basis will be computed by dividing the current yearly cost by the number of instructional hours contracted. The pro-rated compensation will be this figure multiplied by the number of instructional hours not rendered.

## **VIII. EVALUATION OF PROPOSALS**

The evaluation of proposals will be made on or about March 14, 2005 by a committee on the basis of qualifications, knowledge of Title I, proposed instructional services in the subject areas of reading, mathematics and writing, and the fees specified. Title I educational services for non-public school students proposals will be evaluated on the basis of their effectiveness as it is applied directly to student achievement.

The following specific criteria will be evaluated:

1. Appropriateness of instructional services for students to be served in grades K-12;
2. Appropriateness of customized instructional program for participating students;
3. Availability, viability, and cost of the instructional delivery;
4. Understanding the purpose, regulations, and policies of Title I;
5. Compliance with Title I regulations;
6. Staff development activities;

7. Parental involvement activities;
8. Contractor's experience in providing similar services in non-public schools; and
9. Contractor's personnel qualifications, including training and educational experience for teachers, supervisory, and administrative staff associated with the project (presented in resume format).

**The selection committee will consist of the following:**

- A representative from the Office of Intergovernmental Affairs;
- A representative from Title I Administration;
- A representative from Grants Administration;
- A representative from one of the participating non-public schools funded by Title I;
- A representative from the Office of Curriculum Development and Instructional Support Services;
- A representative from the Division of Business Development and Assistance;
- A representative from the Office of Program Evaluation; and
- A representative from Procurement Management Services.

**IX. AFFIRMATIVE ACTION REQUIREMENTS AND MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION**

**A. Equal Employment Opportunity**

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

Each proposer is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupation categories of its work force. (Attachment A)

**B. M/WBE Participation**

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



provides the maximum opportunity for Minority/Women Business Enterprise participation.

In keeping with this policy, each proposer will be required to state its Minority/Women Business Enterprise utilization. If a minority firm, which is woman-owned and operated, or African American-owned and operated is utilized in conjunction with the scope of work, the proposer is to indicate the scope of the minority proposer's work, experience in this type of required service and experience of staff who shall participate.

All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award. (Attachment B)

- C. A quarterly report documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be required. The report shall include the names of firms, contact persons and expenditures paid to date. The report shall be submitted to the Director, Division of Business Development and Assistance, 1450 NE 2nd Avenue, Room 456, Miami, Florida 33132.

## **X. INSURANCE REQUIREMENTS**

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 proposer shall hold harmless, indemnify and defend indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of 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.

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:

- A. Workers' Compensation Insurance for all employees of the proposer as required pursuant to the provisions of Chapter 440, Florida Statutes.
- B. 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.

- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles use in connection with the work as outlined in this Request for Proposals, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability.
- D. Proof of Professional Liability (e.g., medical malpractice) insurance in the name of the proposer, with limits of liability not less than \$1,000,000 per wrongful act. All certificate 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 advance written notice to the additional named insured or certificate holder.

**XI. IMPLEMENTATION SCHEDULE**

**The planned schedule for implementation of the RFP's is as follows:**

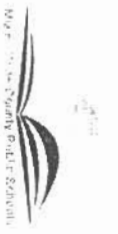
- |   |   |                  |
|---|---|------------------|
| • Procurement Contract Review Committee                                   | - | January 13, 2005 |
| • Request Board approval to issue RFP and approval of Selection Committee | - | January 19, 2005 |
| • Mailing of RFP  | - | February 3, 2005 |
| • Opening of Proposals  | - | March 3, 2005    |
| • Evaluation completed by Selection Committee                             | - | March 14, 2005   |
| • Contract Award Recommendations  | - | May 18, 2005     |

**XII. ADDITIONAL INFORMATION**

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

Ms. Barbara D. Jones, Director  
 Procurement Management  
 Miami-Dade County Public Schools  
 1450 NE 2nd Avenue, Room 356  
 Miami, FL 33132  
 (305) 995-2348





ATTACHMENT A

AFFIRMATIVE ACTION  
EMPLOYMENT BREAKDOWN

<u>Occupational Category</u>	<u>Gender</u>		<u>Race/Ancstry</u>				
	<u>Male</u>	<u>Female</u>	<u>Non-Hispanic White</u>	<u>Non-Hispanic Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Am. Ind./Alaska Native</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____



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</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.

	<u>Total Number of Employees</u>						
a. Management	_____	AM	AF	HM	HF	WM	WF
b. Administrative/clerical	_____						
c. Professional/technical	_____						
d. Craftsperson/laborers	_____						

e. Provide a copy of the business affirmative action statement, if one is available.

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

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

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

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

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

d. Insurance company: \_\_\_\_\_  
 Type of insurance: \_\_\_\_\_ Insurance limits: \_\_\_\_\_

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

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

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

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

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

# M/WBE CERTIFICATION APPLICATION

## AFFIDAVIT

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_:SS

I hereby declare and affirm that I am the \_\_\_\_\_ (Title)

of: \_\_\_\_\_ (Firm)

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

(Corporate Seal), if appropriate

\_\_\_\_\_  
Minority/Woman Owner's Signature

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

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

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
SEAL

M/WBE  
Certification Check List

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

Please check if documents are attached:

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

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

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

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

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

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

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

- Articles of Incorporation, with amendments.
- By-Laws, with amendments.
- The most current U.S. IRS Corporate Tax Return 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)