

**REQUEST FOR PROPOSALS**

**TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR CHILDREN WHO MEET  
LEGISLATIVE ELIGIBILITY FOR THE 2002-2003 SCHOOL YEAR**

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

**PROPOSAL RETURN DATE**

**MARCH 21, 2002**

**RFP NO. 078-BB10**

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

REQUEST FOR PROPOSALS #078-BB10

TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR CHILDREN WHO MEET  
LEGISLATIVE ELIGIBILITY REQUIREMENTS FOR THE 2002-2003 SCHOOL YEAR

Sealed proposals will be accepted in Procurement and Materials Management, at the above location, until **2:00 P.M.** on **MARCH 21, 2002** and may not be withdrawn for ninety (90) days from that date.

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER.

PROPOSER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR CONTRACTORS SUBMITTING PROPOSALS.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

(Please Type or Print Below)

LEGAL NAME OF AGENCY OR  
CONTRACTOR SUBMITTING PROPOSAL : \_\_\_\_\_

MAILING ADDRESS : \_\_\_\_\_

CITY STATE, ZIP CODE : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

BY: SIGNATURE : \_\_\_\_\_

BY: TYPED : \_\_\_\_\_

TITLE : \_\_\_\_\_

## INSTRUCTIONS TO AGENCY/CONTRACTOR SUBMITTING PROPOSAL

### I. PREPARING OF PROPOSALS

- A. THE PROPOSAL IS TO BE SUBMITTED, using 8-1/2" x 11" paper.
- B. IDENTIFICATION. Failure to indicate the contractor's EXACT legal name and an unsigned proposal may be considered non-responsive.

### II. SUBMITTING OF PROPOSALS

- A. Number of Proposal:

A total (10) of the Proposal must be submitted as follows:

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

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

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Procurement and Materials Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. March 21, 2002.

### 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 and Materials Management, 1450 N.E. 2nd Avenue, prior to March 21, 2002. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After March 21, 2002, proposals may not be changed; and they may not be withdrawn for ninety (90) days from that date.

#### IV. PROTEST OF SPECIFICATIONS

Any notice of protest of the specifications contained in a request for proposal shall be filed in writing with the Assistant Superintendent, Procurement and Materials Management no later than 48 hours prior to the date and hour specified in page i for receipt of proposals. Failure to file a timely notice of protest shall constitute a waiver of proceedings.

#### V. AWARDS

**RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to waive irregularities or technicalities, reject any or all proposals and to request re-bids.

**AWARD RECOMMENDATION.** Proposer information phone lines have been established in Procurement Management. Proposers may call 995-1375 each Friday to be advised of the recommended proposers and the time it is contemplated that the recommendation will be made. This information will be provided by school system staff as available. In no case will information as to a recommended proposer be available later than the Friday preceding the week when the award is scheduled to be made by the School Board or the Superintendent.

Proposers may file letters of protest no later than 48 hours prior to the Board Meeting for which the award is scheduled to be made. These letters of protest will be reviewed by Staff. Staff will offer the protesting proposer the opportunity for a meeting to discuss the protest. If the proposer is not satisfied with the response to the protest, he/she may request to address the School Board. Alternatively, proposers may invoke the provisions of §120.569, Fla. Stat. Petitions for hearings on protests pursuant to §120.569, Fla. Stat., must be filed in accordance with School Board Rule 6Gx13-8C-1.064. Protests filed later than the date specified herein are deemed waived. This provision supersedes and governs over any conflicting provision in this document.

#### 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 and Materials Management, 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.

**REQUEST FOR PROPOSALS NO. 078-BB10**

**TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR  
CHILDREN WHO MEET LEGISLATIVE ELIGIBILITY FOR THE 2002-2003  
SCHOOL YEAR**

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

**I. NAME AND ADDRESS OF REQUESTER**

**Miami-Dade County Public Schools  
Drop-Out Prevention/Alternative Education Program  
1500 Biscayne Boulevard, Suite 325  
Miami, Florida 33132**

**II. PURPOSE OF REQUEST FOR PROPOSALS**

**The purpose of this Request For Proposals is to obtain professional services of qualified child care agencies to provide quality child care services for approximately 200 to 550 at-risk children, ages birth to 3 years old, who are children of pregnant and parenting students seeking a high school diploma.**

**III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

**Ten (10) copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), March 21, 2002, at:**

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

**The proposal must be submitted in a sealed envelope or box marked "PROPOSAL - TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR CHILDREN WHO MEET LEGISLATIVE ELIGIBILITY REQUIREMENTS FOR THE 2002-2003 SCHOOL YEAR."**

**It is anticipated that the proposals may be presented to the School Board for acceptance on or about May 15, 2002. If accepted, notification to the successful proposer(s) will be on or after May 16, 2002. The School Board reserves the right to reject any and all proposals.**

#### **IV. OWNER//AGENCY PROVIDED SERVICES**

**Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in this Request For Proposals. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contracts in order to appropriately coordinate child care services for the Teenage Parent Program.**

#### **V. DESCRIPTION OF THE EXISTING PROGRAM**

**The purpose of the Teenage Parent Program (TAPP) is to provide quality child care services for teenage parents who are full time students in a public school and earning credit towards a high school diploma.**

##### **STUDENT ELIGIBILITY**

**To be eligible for participation in the Teenage Parent Program a student must meet the following criteria:**

- Volunteer to be in the TAPP;**
- Complete the TAPP application (signed by student's parent if under 18 years of age);**
- Submit all required documents for enrollment in M-DCPS; i. e. birth certificate for baby, immunization record;**
- Students should be a resident of Miami-Dade County, Florida and enrolled as a full-time student in a Miami-Dade County Public School;**
- Students are not fully subsidized by any other program including, but not limited to, Work and Gain Economic Self-Sufficiency (WAGES);**
- Students' children are not subsidized by any other program including, but not limited to, pre-kindergarten programs for three and four year olds and kindergarten for eligible five year olds;**
- Students' children are assigned identification numbers.**

The participating agencies will maintain records and documents in accordance with accounting procedures and practices, which sufficiently and properly reflect all expenditures of funds provided by M-DCPS. This information will be reflected on the attendance form submitted with all requests for payment.

The Agency must:

- Determine each student's proof of eligibility to participate in TAPP;
- Monitor immunization and physical records to insure that they remain current;
- Submit student daily attendance as required by the State Department of Education;
- Participate in F.T.E. attendance reports;
- Adopt, as part of its governing policies, Florida Department of Education and M-DCPS Board policies and procedures relating to dropout prevention;
- Comply fully with M-DCPS Board procedures to protect the confidentiality of student records and information within the extent of the Public Records Law;
- Designate a staff member to be responsible for the administration of the provisions of the contract;
- Provide immediate intake and placement services, communicating this information within 5 days to TAPP personnel so that transportation may be arranged, thus avoiding interruption in the student's return to school;
- Establish policy not to place the child on wait list.

M-DCPS reserves the right to audit the records of the agency at any time during the performance of this agreement and for a period of three years after final payment is made. M-DCPS will monitor program delivery and make suggestions as needed.

The Assistant Superintendent, and other designated personnel in the Program, have the responsibility for coordinating activities between the School District and the agency(ies), relative to the agreement between the parties. Procurement and Materials Management will monitor and support the implementation of all conditions relating to this agreement.



## **VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS**

- 1. A minimum of three (3) references that support your position as qualified to implement child care services across the District;**
- 2. A brief description of the program design that will be implemented. Base information for ten (10) children. Also include the type and frequency of supervision to be provided, (including the position and qualifications) of individual who will provide supervision;**
- 3. List of proposer's locations and the number of children, ages from birth through three (3) years old to be served for the 2002-2003 school year;**
- 4. Include the appropriate County/City licenses for all potential child care locations;**
- 5. Evidence of the agency's professional liability insurance covering exposures for a limit of liability not less than \$1,000,000 per occurrence. Should occurrence type coverage not be available and only claims made coverage be available, the successful vendor shall agree to carry such required insurance so that claims may be brought up to three (3) years post occurrence, such coverage evidenced by the extended tail endorsement. A public entity, which is subject to the limitations included within Florida Statutes 768.28, may satisfy the liability insurance requirement by providing the School Board with an acceptance letter of self-insurance. Please note that agencies that do not carry liability insurance coverage, or self-insurance, if applicable, and Workers Compensation for staff retained by the agency will not be considered.**
- 6. 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 A – Security Clearance Procedures for Miami-Dade County Public Schools.**
- 7. Cost per child for a 10-hour day, including breakdown of any administrative costs.**
- 8. Number of children ages from birth through three (3) years old agency can accommodate.**

## **VII. TERM OF CONTRACT**

The purpose of this Request For Proposals is to establish a contract with agencies that can implement quality child-care services district-wide. Each participating agency will be responsible for serving between 200 to 550 children. The term of the contract shall be from July 1, 2002 through June 30, 2003, and may, by mutual agreement between the School Board and the awardee upon final School Board approval, be renewable for two (2) additional one year periods and, if needed, 90 days beyond the expiration date of the current renewal period. The Board, through the Bureau of Procurement and Materials Management, may, if considering to renew, request a letter of intent to renew from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon by the School Board. Renewal will be dependent upon funding availability and the need for child-care services, as determined by the Dropout Prevention/Alternative Education Program.

Payment for services will be made monthly, upon review and approval of the Agencies' Attendance Forms by the Dropout Prevention/Alternative Education Program. All financial records pertinent to the delivery of child care services are to be maintained in the office of the proposer for a period of five (5) years and will be made available to the School Board and it's designee for audit purposes.

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, or 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 proposer shall comply with all municipal, state and federal statutes prohibiting discrimination. If selected, the proposer shall agree to hold harmless, indemnify and defend indemnities (as hereafter 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 or on the proposer, whether or not due or caused in part by the negligence or other culpability or the indemnitee, excluding only the sole negligence or culpability of the indemnitee. The

following shall be deemed to the indemnitees: The School Board of Miami-Dade County Florida and its members, officers and employees.

#### **VIII. ADDITIONAL REQUIREMENTS**

Staff delivering the child-care services must participate in all required training components.

Registration of all students will be required, as well as keeping health and immunization requirements current.

Agencies must be able to provide students with a 10-hour day program; Monday through Friday;

Participate in the development and implementation of a district-wide simplified point of entry for all preschool students.

Each classroom must have a proper staff following the county, state and federal adult to student ratio.

Agencies must agree to participate in all M-DCPS evaluation components related to itsr participating children.

Selected proposers shall provide quality child care services for approximately 200 to 500 children, ages birth to 3 years old, at various public/private locations in Miami-Dade County, Florida.

Child-care services shall be available for student to drop off children as early as 6:30 a.m., when necessary.

Shall provide stimulating and educational age-appropriate environments for all children enrolled.

#### **IX. EVALUATION OF PROPOSALS**

A. Proposals will be evaluated by representatives of the school district in order to ascertain which proposals best meet the needs of the School Board. The evaluation of proposals will be made on or about March 26, 2002, by a committee of the following members:

- District Director, Alternative Education and Dropout Prevention Programs;

- A director from the Office of Alternative Education and Dropout Prevention Programs;
- A representative from School Operations (2);
- A representative from Procurement and Materials Management;
- A representative from the Division of Business Development and Assistance;
- A representative from the community.

**B. Evaluation consideration will include, but not be limited, to the following:**

1. Whether the proposal clearly states an understanding of the work to be performed within the established time frames.
2. The cost per child may not be the dominant factor, but will be a significant factor in making the final determination. It will be a particularly important factor when all other evaluation criteria are relatively equal.
3. The geographic area of potential service will not be the dominant factor, but will be considered. It will be a particularly important factor when all or other evaluation criteria are relatively equal.
4. The background, qualification, experience, skills and/or expertise in the area of implementing quality, nurturing environments for young children will be extremely important. Preference will be given to proposers who can provide high quality, parent friendly programs in locations that support the M-DCPS existing TAPP.
5. The School District reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made, an agreement acceptable to the School Board Attorney will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposers. The School Board is not obligated to place any order for any services subsequent to the award of this proposal.

6. 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 proposer in determining whether it will be able to supply services which may be required by the School Board.

**X. AFFIRMATIVE ACTION REQUIREMENTS AND MINORITY/WOMEN BUSINESS ENTERPRISE (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 B – 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 C – 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.

**XI. MEDICAID FUNDS**

The proposer is herein advised and must contractually agree that its aggregate reimbursement from the School Board will be reduced by Medicaid funds, if any are received by proposer for services provided to eligible Medicaid recipients, pursuant to their individual education plans. The proposer is required to notify the district as a part of this Request For Proposals whether the proposer intends to access any Medicaid funds. The proposer agrees to provide the School Board with reasonable documentation on a quarterly bases in order to reconcile any such Medicaid receipts.

**XII. IMPLEMENTATION SCHEDULE**

The planned scheduled for implementation of proposals is as follows:

Procurement Contract Review Committee	
Request Authorization to Issue RFP	February 13, 2002
Mailing of RFP	February 15, 2002
Opening of Proposals	March 21, 2002
Evaluation of Proposals	March 26, 2002
Recommendation for Award	May 15, 2002

**XIII. ADDITIONAL INFORMATION**

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

**Ms. Barbara Jones, Director  
Division of Procurement Management and Materials Testing  
Miami-Dade County Public Schools  
1450 Northeast Second Avenue, Room 356  
Miami, Florida 33132  
Telephone (305) 995-2348**

Any additional information regarding proposal specifications or concerning the Teenage Parent Program may be obtained from:

**Mr. Samuel L. Gay, Administrative Director  
Alternative Education and Dropout Prevention Programs  
Miami-Dade County Public Schools  
1500 Biscayne Boulevard, Suite 325  
Miami, Florida 33132  
Telephone (305) 995-2495**

**Ms. Zandra Albury, Director  
Teenage Parent Program  
1450 Northeast Second Avenue, Room 251  
Miami, Florida 33132  
Telephone (305) 995-1211**

## Summary of Request for Proposals

**TITLE:** Request For Proposals to Provide Teenage Parent Child Care Services for Children Who Meet Legislative Eligibility Requirements for 2002-2003 School Year.

**INITIATED BY:** The Office of Alternative Education and Dropout Prevention Programs

The selected proposers shall provide quality child care services for approximately 550 children, ages birth to 3 years at various public/private locations in Miami-Dade County.

Child care services shall be available for student to drop off children as early as 6:30 a.m., when necessary. The reimbursable days of 224 excludes spring/summer school recess and winter recess. Stimulating and educational age-appropriate environments shall be provided for all children enrolled.

Agencies will be selected on the following criteria:

- Ability to deliver quality services in a 10 hour day;
- Each classroom must have a proper certified staff with county, state and federal adult-to-student ratio guidelines;
- Participate in all required training sessions;
- Comply with all required registration requirements for participating students;
- Ability to deliver services that will financially support the existing M-DCPS \*-FTE formula.







**For office use only:**  
 Date received: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 M/WBE Code: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Vendor #: \_\_\_\_\_

**ATTACHMENT B**

RFP NO. 078-BB10

**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	_____	_____
	_____	_____

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

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

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

- 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.

Total Number of Employees

AM	AF	HM	HF	WM	WF

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

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

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

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

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

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

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

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

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

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

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

**M/WBE CERTIFICATION APPLICATION**

AFFIDAVIT

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

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

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

(Corporate Seal), if appropriate

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

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

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

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

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

**M/WBE  
Certification Check List**

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

Please check if documents are attached:

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

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

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

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



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

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

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

- Articles of Incorporation, with amendments.
- By-Laws, with amendments.
- The most current U.S. IRS Corporate Tax Return 1120 or 1120s, with all schedules.
- All issued and cancelled stock certificates (front & back).
- Minutes of the first shareholders' meeting.
- Minutes of the first board of directors' meeting.
- Minutes of meetings at which the current board of directors and officers were elected or appointed.
- Stock transfer ledger.
- Most current annual report filed with the Secretary of State.
- Profit sharing agreement(s).
- Agreements affecting management, control or rights of any stockholder(s).

16.  Joint venture agreement(s).

17.  Certificate(s) of insurance.

18.  Sub-contractual agreement(s).

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification.

Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which formed the basis of certification. Failure to do so may result in denial , revocation or suspension of certification.

---

**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)

**SECURITY CLEARANCE PROCEDURES FOR  
MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**ATTACHMENT C**

Pursuant to Section 231.02, Florida Statutes, it is the intent of the School Board to insure 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. (02-97)]

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 \$55 or current fee for processing.
- 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.