

**REVISED**

**REQUEST FOR PROPOSALS**

**SUPPORTED EMPLOYMENT SERVICES FOR THE EDUCATION OF STUDENTS  
WITH DISABILITIES**

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

**PROPOSAL RETURN DATE**

**April 22, 2004**

**RFP NO. 088-DD10**

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

REQUEST FOR PROPOSALS # 088-DD10

SUPPORTED EMPLOYMENT SERVICES FOR THE EDUCATION OF STUDENTS  
WITH DISABILITIES

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M.** on April 22, 2004 and may not be withdrawn for one hundred twenty (120) days from that date.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 (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 Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. April 22, 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 April 22, 2004. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After April 22, 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**

**SUPPORTED EMPLOYMENT SERVICES FOR THE  
EDUCATION OF STUDENTS WITH DISABILITIES**

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

**I. NAME AND ADDRESS OF REQUESTER**

Miami-Dade County Public Schools  
Office of Exceptional Student Education and Student/Career Services  
1500 Biscayne Boulevard, Suite 409  
Miami, Florida 33132

**II. PURPOSE OF REQUEST FOR PROPOSALS**

The purpose of this Request for Proposals (RFP) is to evaluate and select one or more agencies to provide supported employment services needed for the education of students with moderate to severe disabilities.

**III. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL**

Ten copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time) April 22, 2004 at:

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

The proposal must be submitted in a sealed envelope or box marked "SUPPORTED EMPLOYMENT SERVICES FOR THE EDUCATION OF STUDENTS WITH DISABILITIES."

It is anticipated that a proposal may be presented to the School Board of Miami-Dade County, Florida, (School Board) for acceptance on or about June 16, 2004. If accepted, notification to the successful proposer(s) will be on or after June 16, 2004. The School Board reserves the right to reject any and all proposals.



#### **IV. OWNER 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 RFP. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contract in order to appropriately coordinate services.

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

The Individuals with Disabilities Education Act (IDEA) requires school districts to provide special education programs for students with disabilities. Miami-Dade County Public Schools (M-DCPS) provides special education and related services for all students with disabilities in the district who are in need of these programs and services. The district provides supported employment services to students with moderate to severe disabilities for whom it has been determined that these services are necessary, as part of the students' Individual Educational Plans (IEPs), in order for the students to be provided training, skills, and experience in obtaining and maintaining a job. Students who need these services are enrolled in secondary Exceptional Student Education (ESE) Programs.

The Division of ESE has determined a need to contract with one or more agencies which employs "job coaches" who are able to provide supported employment services to individuals with disabilities. Services will be required at any high school in the district in which there is a student with a moderate to severe disability whose IEP indicates the need for such services.

Students with moderate to severe disabilities who are placed in ESE programs seeking a special diploma may have a range of vocational skills. Such students may need supported employment services to acquire and maintain employment. Supported employment is paid competitive employment for at least minimum wage, with ongoing support. Supported employment services may include, but would not be limited to, the following: job development, job matching, on-the-job training, and follow-up. Such services are typically provided by a job coach who locates the job, places and trains the supported employee, and provides ongoing follow-up services.

The term of the contract shall be from July 1, 2004 to June 30, 2005, for an estimated minimum of 9,000 hours direct service up to an estimated maximum of 10,000 hours of direct service. The agency(ies) selected to provide the service must be able to provide qualified job coaches in sufficient numbers to accommodate the service needs of the school district. The agency(ies) must identify a liaison to the school district in reference to this contract.

Upon receipt of a referral from the school, an agency(ies) staff member will serve in a liaison role to ensure coordination among the agency(ies), the Division of ESE, and each school regarding initiation and maintenance of the services needed. The agency(ies) must maintain documentation for all services rendered, including a log of services (to document dates, times, locations, and descriptions of services provided to specific students). In addition, the agency(ies) must provide appropriate supervision on at least a weekly basis for services provided to all students served. Supervision must be provided by staff qualified to supervise personnel providing services for students.

The Administrative Director, Division of ESE, and other designated personnel in the Division of ESE have the responsibility for maintaining effective coordination between the school district and the agency(ies), relative to the provisions of the contractual agreement for supported employment services. The school district will conduct an orientation meeting between staff from ESE and the agency(ies) liaison(s) prior to the initiation of contractual services.

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

A. Job coaches provided by the proposer(s) must possess the following minimum qualifications to be considered for the provision of supported employment services needed for the education of students with disabilities:

1. A State of Florida license/certification in rehabilitation, special education, or a related field; or documentation of formal job coach training.
2. One year of experience in job coaching is required (Two years experience is preferred.)
3. Bilingual capacity in one or both of the following areas is preferred English/Spanish, English/Haitian Creole.

The agency(ies) must provide supervision of services provided to all students on at least a weekly basis. The agency(ies) must identify a liaison to coordinate service delivery.

B. Proposer(s) must submit the information listed below (including information, when applicable, on all job coaches to provide services under the proposer's auspices) as well as other information specified elsewhere in this RFP:

1. A brief description of the design for the provision of supported employment services. Information that must be addressed includes the following: students will be placed in supported competitive employment on an individual, one-to-one basis; at least six job coaches will be employed to work exclusively with students with moderate to severe disabilities on a year round basis; a substitute job coach will be provided, if needed; and the way(s) in which students will be provided ongoing follow-up services upon graduation from M-DCPS must be delineated.
2. Evidence of licensure/certification of job coaches in the areas of special education, rehabilitation, or a related field; or evidence that job coaches have received job coach training. A copy of each job coach's license/certificate or evidence of job coach training must be submitted.
3. Documentation of a minimum of one year of experience in providing supported employment services for each such professional to be provided by the agency(ies). Two years of experience is preferred. (A resume should be submitted to document the required experience.) In addition, documentation to confirm that references to verify experience have been checked by the proposer(s).
4. Documentation of bilingual capacity of job coaches in one or both of the following areas, if applicable: English/Spanish, English/Haitian, Creole.
5. Documentation of the type of frequency of supervision to be provided, including the positions and qualifications of staff member(s) who will provide supervision.
6. Identification of the agency(ies) staff member to serve as the liaison for service delivery and a description of this staff member's qualification and experience.
7. Hourly fees must be specified for supported employment services. The hourly fee must be indicated on Attachment **A – Supported Employment Services for the Education of Students with Disabilities**

8. Evidence of security clearance: Since M-CDPS 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 shall comply with security clearance procedures prescribed by M-DCPS. See Attachment - B **Security Clearance Procedures for Miami-Dade County Public Schools**

## **VII. Insurance**

At all times during the Agreement Term, the agency(ies) shall, at its sole cost and expense, procure and maintain in full force and effect, with insurance carriers duly authorized to do business in the state of Florida, with a general Best's rating of "A-" or better and a financial size category of "IV" or better according to the A.M. Best Rating Guide and acceptable to the Board, the following types of insurance:

### **Commercial General Liability Insurance**

Except as otherwise provided, the Commercial General Liability Insurance provided by the agency(ies) shall conform to the requirements hereinafter set forth:

- (a) The agency(ies)'s insurance shall cover the agency(ies) for those sources of liability (including but not by way of limitation, coverage for operations, Products/Completed Operations, independent contractors, and liability contractually assumed) which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office.
- (b) The minimum limits to be maintained by the agency(ies) (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per occurrence/\$3 million annual aggregate.
- (c) Except with respect to coverage for Property Damage Liability, the Commercial General Liability coverage shall apply on a first dollar basis without any application of a deductible or a self-insured retention. The coverage for Property Damage Liability shall be subject to a maximum deductible of \$1,000 per occurrence.
- (d) The agency(ies) shall include the School Board and its members, officers and employees as "additional insured" on the required Commercial General Liability Insurance. The coverage afforded such Additional Insured shall be no more restrictive than that which would be

afforded by adding the Board as Additional Insured using the latest Additional Insured Owners, Lessees or Contractors (Form B) Endorsement (ISO form CG 20 10). The Certificate of Insurance shall be clearly marked to reflect "The School Board of Miami-Dade County, Florida, its members, officers, employees and agents as additional insured."

### **Professional Liability Insurance**

The Professional Liability Insurance provided by the agency(ies) shall conform to the following requirements:

- (a) The agency(ies)'s Professional Liability Insurance shall be on a form acceptable to the Board and shall cover those sources of liability typically insured by Professional Liability Insurance, arising out of or the rendering or failure to render professional services in the performance of this agreement, including all provisions of indemnification which is part of this agreement.
- (b) The insurance shall be subject to a maximum deductible not to exceed \$25,000.
- (c) If on a claims-made basis, the agency(ies) shall maintain without interruption, the Professional Liability Insurance until (3) years after this agreement.
- (d) The minimum limits to be maintained by the agency(ies) (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per claim/annual aggregate.

### **Worker's Compensation/Employer's Liability**

The Workers' Compensation/Employers' Liability Insurance provided by the agency(ies) shall conform to the following requirements:

- (a) The agency(ies)'s insurance shall cover the agency(ies) (and to the extent its subcontractors and sub-subcontractors are not otherwise insured), for those sources of liability which would be covered by the latest edition of the standard Worker's Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable federal or state law.

- (b) Subject to the restrictions found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standard Workers' Compensation Policy shall be: EL Each Accident: \$500,000; EL Disease-Policy Limit: \$500,000; EL Disease-Each Employee: \$500,000

### VIII. TERMS OF AGREEMENT

This proposal covers the estimated service requirements for the provision of supported employment services from July 1, 2004 through June 30, 2005, and may, by mutual agreement between the School Board and the awardee(s), upon final School Board approval, be renewable for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. The School Board, through the Bureau of Procurement and Materials Management, shall, if considering to renew, request a letter of intent to renew from the awardee(s), prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon by the School Board. All prices shall be firm for the term of the contract and renewal period, if any. Renewal will be dependent upon funding availability and the need for services, as determined by the Division of ESE and Student/Career Services. The successful provider(s) agrees to this condition by signing its proposal. Payment for services will be made in monthly installments upon receipt of properly documented invoices from the proposer. See Attachment C – **Weekly Contact Log for Supported Employment Job Coaches**. A monthly bill based upon hours of services rendered must also be submitted at the end of each month. All financial records for the supported employment services provided will be maintained in the office of the proposer for a period of five years and will be available to the School Board or its designee for audit.

The School Board, by law, must reserve the right to cancel the contract at the end of the year of the contract term or fiscal year, as well as in the event that 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(s) shall comply with all municipal, state, and federal statutes prohibiting discrimination. The proposer shall, at all times, comply with local, state, or national standards for the provision of supported employment services, whichever is more stringent.

It is understood that for the provision of supported employment services, all job coaches provided by the proposer(s) will be covered for the term of the contract by Professional Liability Insurance subject to the terms outlined in Section VII. The

coverage shall be present and in force during the term of the contract. Required proof of coverage shall be submitted prior to the School Board's award of this contract and must be acknowledged and approved by the School Board's Office of Risk and Benefits Management.

It shall be understood that the proposer(s) will be covered for the term of the contract by Commercial General Liability Insurance subject to the terms outlined in VII. The coverage will be present and in force during the term of the contract. Required proof of coverage shall be submitted prior to the School Board's award of this contract and must be acknowledged and approved by the Office of Risk and Benefits Management.

If selected, the proposer(s) shall agree to hold harmless, indemnify and defend the indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' 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 RPF, by or on behalf of the proposer, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnitees: The School Board of Miami-Dade County, Florida, and its members, officers and employees.

## **IX. EVALUATION OF PROPOSALS**

- A. Proposals will be evaluated by representatives of the school district in order to ascertain which proposal best meets the needs of the School Board. The evaluation of proposals will be made on or about, May 10, 2004, by a committee consisting of the following members:
- two administrators from the Division of Exceptional Student Education
  - a representative from the Bureau of Procurement and Materials Management
  - a representative from the Division of Business Development and Assistance
  - an ACCESS Center representative
  - a representative from a high school trainable mentally handicapped (TMH) program
  - a representative from the Superintendent's District Advisory Panel for Exceptional Student Education

- a representative from the United Teachers of Dade (UTD)
- a representative from the office of the School Board Attorney (a non-voting member)

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

1. The responsiveness of the proposal(s) in clearly stating an understanding of the work to be performed within the established time frames and the type of students to be served (i.e., trainable mentally handicapped and autistic).
2. The cost may not be the dominant factor, but will have some significance. It will be a particularly important factor when all other evaluation criteria are relatively equal.
3. Primary emphasis in the selection process will be placed on the background, qualifications, experience and/or expertise in the area of providing supported employment services, along with the type and frequency of supervision and the identification of the agency(ies) liaison staff member. Job coaches must have one year of job coaching experience (two years is preferred) and must be able to provide individual, one-to-one supported employment services. A substitute job coach must be provided by the proposer when needed. Preference will be given to proposer(s) which can provide at least one job coach with bilingual capabilities in either or both of the following areas: English/Spanish, English/Haitian Creole.
4. The school district reserves the right to reject any and all proposals submitted. When the final selection is made, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposer(s). The School Board retains the right to waive irregularities and to request clarifications in the proposal(s). The information contained in this RFP is supplied as an aid to the proposer(s) in determining whether it will be able to supply the services which may be required by the School Board.



**X. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION**

**A. Equal Employment Opportunity**

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

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

The School Board of Miami-Dade County, Florida, has an active Minority/Women Business Enterprises (M/WBE) Program to increase contracting opportunities for M/WBEs. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated is to perform a scope of work, provide documentation to substantiate the M/WBEs and its staff's experience in providing this type of service. All M/WBEs must be certified by the Division of Business Development and Assistance, prior to contract award. See Attachment E – **M/WBE Certification Application**

**C. Quarterly reports documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be submitted quarterly and shall include each M/WBE's name, contact person and the payment thereto for the quarter. The reports shall be submitted to the Director, Division of Business Development and Assistance, 1450 NE Second Avenue, Room 456, Miami, FL 33132.**

**XI. MEDICAID FUNDS**

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

The planned schedule for the implementation of proposals for supported employment service is as follows:

**XII. IMPLEMENTATION OF SCHEDULE**

Procurement Contract Review Committee.....	March 11, 2004
Request for Board Approval to Issue RFP.....	March 17, 2004
Mailing of RFP.....	March 22, 2004
Opening of Proposals.....	April 22, 2004
Evaluation completed by Selection Committee.....	May 10, 2004
Contract Award.....	June 16, 2004

**XIII. ADDITIONAL INFORMATION**

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

Ms. Barbara Jones, Director  
Bureau of Procurement and Materials Management  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Room 356  
Miami, FL 33132  
Telephone: 305 995-2348

Any additional information regarding proposal specifications may be obtained from:

Ms. Jill Brookner, Instructional Supervisor  
Division of Exceptional Student Education  
Miami-Dade County Public Schools  
1500 Biscayne Boulevard, Room 409N  
Miami, FL 33132  
Telephone: 305 995-1796

**XI. IMPLEMENTATION OF SCHEDULE**

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Miami, FL 33132  
Telephone: 305 995-2348

Any additional information regarding proposal specifications may be obtained from:

Ms. Jill Brookner, Instructional Supervisor  
Division of Exceptional Student Education  
Miami-Dade County Public Schools  
1500 Biscayne Boulevard, Room 409N  
Miami, FL 33132  
Telephone: 305 995-1796

## **SUMMARY OF REQUEST FOR PROPOSAL**

**TITLE: SUPPORTED EMPLOYMENT SERVICES FOR THE EDUCATION OF STUDENTS WITH DISABILITIES**

The Division of Exceptional Student Education (ESE) has determined a need to contract with an agency(ies) which employs job coaches who are able to provide supported employment services to individuals with disabilities. Services will be required at any high school in the district in which there is a student with a moderate to severe disability whose IEP indicates the need for such services.

Students with moderate to severe disabilities (e.g., trainable mentally handicapped, autistic) who are placed in ESE programs may have a range of vocational skills. Such students may need supported employment services to acquire and maintain employment. Supported employment is paid competitive employment for at least minimum wage, with ongoing support. Supported employment services may include, but would not be limited to, the following: job development, job matching, on-the-job training, and follow-up. Such services are typically provided by a job coach who locates the job, places and trains the supported employee, and provides ongoing follow-up services.

The term life of the contract shall be from the date of award to June 30, 2005, for a maximum of 10,000 hours of direct service. The agency(ies) selected to provide the service must be able to provide qualified job coaches in sufficient numbers to accommodate the service needs of the school district. The agency(ies) must identify a liaison to the school district in reference to this contract.

Upon receipt of a referral from the school, an agency(ies) staff member will serve in a liaison role to insure initiation and maintenance of the services needed. The agency(ies) must maintain documentation for all services rendered, including a log of services (to document dates, times, locations, and descriptions of services provided to specific students). In addition, the agency(ies) must provide appropriate supervision on at least a monthly basis for services provided to all students served. Supervision must be provided by staff qualified to supervise personnel providing services for students.

The Administrative Director, Division of ESE, and other designated personnel in the Division of ESE, have the responsibility for maintaining effective coordination between the school district and the agency(ies), relative to the provisions of the contractual agreement for supported employment services. The school district will conduct an orientation meeting between staff from ESE and the agency(ies) liaison(s) prior to the initiation of contractual services.

**SUPPORTED EMPLOYMENT SERVICES FOR THE EDUCATION  
OF STUDENTS WITH DISABILITIES**

**ATTACHMENT A**

• **PROPOSER'S FEE**

Hourly Fee \_\_\_\_\_

• **LEGAL NAME OF AGENCY OR CONTRACTORS SUBMITTING  
PROPOSAL:**

\_\_\_\_\_

• **AUTHORIZED SIGNATURE:** \_\_\_\_\_

• **NAME TYPED:** \_\_\_\_\_

• **POSITION:** \_\_\_\_\_

## **Attachment B**

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

Pursuant to Section 231.02, Florida Statutes, it is the intent of the School Board to ensure that individuals with criminal records involving moral turpitude do not have contact with students in the district.

Applicants who will be awarded a contract must comply with the following M-DCPS procedures for security clearance, prior to conducting any evaluations. (The Restricted Personal Data form and the Affidavit of Good Moral Character will be sent to proposers selected for a contract who have not previously submitted evidence of security clearance to work with children/adolescents, as referenced above.)

1. Restricted Personal Data form [FM-3505 Rev. (2-97)]

One item on this form asks an applicant if she/he has ever been convicted, fined, imprisoned, or placed on probation in a criminal proceeding. If the applicant responds affirmatively, the date, location, penalty/disposition for each offense must be specified, and the form is sent to M-DCPS Special Investigative Unit for a local law enforcement check.

2. Affidavit of Good Moral Character

3. Fingerprint Card

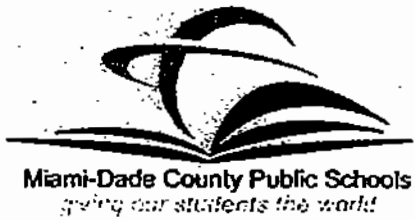
- a. The M-DCPS Fingerprinting Department completes necessary information on the fingerprint card.
- b. The applicant must pay \$62 or current fee for processing (money order for \$52.00 and \$10.00 in cash).
- c. The applicant is fingerprinted.
- d. The fingerprint card is submitted to the Florida Department of Law Enforcement (FDLE) which completes a state check for criminal activity. FDLE submits the card to the Federal Bureau of Investigation (FBI) which completes a national check for criminal activity.

If it is subsequently found that the applicant/proposer has been convicted of a crime involving moral turpitude, the contractual agreement will not be executed or, if the contractual agreement has already been initiated, it will be terminated.









For office use only:

Date received: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 M/WBE Code: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Vendor #: \_\_\_\_\_

ATTACHMENT E

**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	_____
Business street address		E-Mail Address	
_____		_____	
Business mailing address			
_____			

2. **LEGAL STRUCTURE:** (Check one and indicate the date the business was established)

( ) Sole proprietor	_____	( ) Joint Venture	_____
	Date		Date
( ) Partnership	_____	( ) Corporation	_____
	Date	Non-profit	Date
( ) For Profit Corporation	_____		
	Date		

**3. CERTIFICATIONS:** Indicate if this business shares common officers, owners, directors or management personnel with another business that has received, been denied or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying authority, as well as the date and type of determination (certification /denial/revocation).

<u>Agency Name</u>	<u>Determination</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4. OWNERSHIP:**

a. Identify the proprietor, each partner, or stockholder by name, as well as his/her citizenship (c) or (r) residency status, gender, ethnic group, and percentage of ownership.

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

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

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

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

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

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

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

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

	<u>Total Number of Employees</u>					
	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 &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. MWBE 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.

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**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**

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## 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)