

REQUEST FOR PROPOSALS

EMPLOYMENT/SALARY VERIFICATION SERVICES

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

JUNE 10, 2004

RFP NO. 091-DD10

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

REQUEST FOR PROPOSALS NO. 091-DD10

EMPLOYMENT/SALARY VERIFICATION SERVICES

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M. JUNE 10, 2004**, and may not be withdrawn for one hundred twenty (120) days from that date.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 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 (9) of the Proposal must be submitted as follows:

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

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

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. JUNE 10, 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 JUNE 10, 2004. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After JUNE 10, 2004, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

IV. PROTEST TO CONTRACT SOLICITATION OR AWARD

- A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting. This notice shall contain the following statement:

“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

- B. Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking proposals or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
- C. The notice of protest will be reviewed by Procurement Services staff, which will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the proposer may seek an administrative hearing pursuant to 120.57 Florida Statutes, by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1064.

V. AWARDS

- A. **RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to request re-bids.
- B. **NOTIFICATION OF INTENDED ACTION.** Notices will be posted on the District's website 7-10 days prior to a regularly scheduled Board meeting.

C. OFFICIAL AWARD DATE. Awards become official upon Board action.

VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

VII. PUBLIC ENTITY CRIMES

Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

VIII. COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing.

Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board) or sub-grantee makes final payment.

For all contracts involving Federal funds, in excess of \$10,000, The Board reserves the right to terminate the contract for cause as well as for convenience by issuing a

certified notice to the vendor.

IX. CONE OF SILENCE
BOARD RULE 6GX13-8C-1.212

DEFINITION:

A. "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, or other competitive solicitation between:

1. any person who seeks an award therefrom, including a potential vendor or vendor's representative; and
2. any School Board member or the member's staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communication with the School Board Attorney or his or her staff, or with designated school district staff, who are not serving on the particular Procurement Committee, to obtain clarification or information concerning the subject solicitation. For purposes of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

B. A Cone of Silence shall be applicable to each RFP, bid, or other competitive solicitation during the solicitation and review of bid proposals. At the time of issuance of the solicitation, the Superintendent or the Superintendent's designee shall provide public notice of the Cone of Silence. The Superintendent shall include in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.

C. The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process.

D. Nothing contained herein shall prohibit any potential vendor or vendor's representative:

1. from making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;
2. from engaging in contract negotiations during any duly noticed public meeting;
3. from making a public presentation to the School Board during any duly noticed public meeting; or
4. from communicating in writing with any school district employee or official for purposes of seeking clarification or additional information, subject to the provisions of the applicable RFP, or bid documents.

The potential vendor or vendor's representative shall file a copy of any written communication with the School Board Clerk who shall make copies available to the public upon request.

- E. Nothing contained herein shall prohibit the Procurement Committee's representative from initiating contact with a potential vendor or vendor's representative and subsequent communication related thereto for the purposes of obtaining further clarifying information regarding a response to an RFP, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable Procurement Committee, including any response thereto.
- F. Any violation of this rule shall be investigated by the School Board's Inspector General and may result in any recommendation for award, or any RFP award, or bid award to said potential vendor or vendor's representative being deemed void or voidable. The potential vendor or vendor's representative determined to have violated this rule, shall be subject to debarment. In addition to any other penalty provided by law, violation of this rule by a school district employee shall subject the employee to disciplinary action up to and including dismissal.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted or Made Specific: 1001.43(10); 1001.51(14) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 6-18-03

Revised 11/03

REQUEST FOR PROPOSALS #091-DD10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

EMPLOYMENT/SALARY VERIFICATION SERVICES

I. NAME AND ADDRESS OF REQUESTOR

The School Board of Miami-Dade County, Florida
Personnel Operations and Records
1500 Biscayne Boulevard, Room 141
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to select a firm from the private sector, for the purpose of providing automated employment and salary verification services on behalf of The School Board of Miami-Dade County, Florida (Board).

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Nine copies, one of which must be an original, of the proposal must be submitted by 2:00 p.m. Eastern Standard Time on June 10, 2004, at:

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

The responsibility for submitting this proposal to the district on or before the stated date and time will be solely and strictly the responsibility of the Proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal package must contain all items requested. Failure to submit all the items requested may render the proposal non-responsive. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal must be submitted in a sealed envelope or box marked **"Employment/Salary Verification Services"**.

It is anticipated that a recommended firm may be presented to The School Board of Miami-Dade County, Florida for award on July 14, 2004. Notification to the successful Proposer will be on or after July 14, 2004.

IV. GENERAL INFORMATION ABOUT THE SCHOOL DISTRICT

The school district of Miami-Dade County, Florida, is the fourth largest school system in the nation. The district has approximately 340 schools; 363,288 students; more than 57,372 full and part-time employees and a \$4.5 billion operating and capital budget. The student population is economically, ethnically, and linguistically diverse, with the largest ethnic group being Hispanic students.

V. TECHNICAL REQUIREMENTS

The Board intends to engage a national firm to provide an automated data –driven employment and salary verification service, for former and current employees, to improve turnaround time and efficiency of responses. Verification services required will include employment and salary information for mortgage loans, credit applications, apartment lease applications, public assistance applications, public housing, financial aid, support enforcement, etc. The successful proposer shall manage the password protocol for all employees. In performance of these services, the selected firm shall work closely with Personnel Operations and Records.

The Board shall provide the successful proposer limited access to payroll data via an encrypted File Transfer Protocol (FTP) each payroll period.

All personnel data shall be maintained and processed with the highest degree of confidentiality, utilizing encryption, password protection, employee PIN numbers, separation of data within the computer, physical separation of tapes and master files, and restricted access to files and the physical site.

The Board is interested in a no-cost proposal. The Board, in its evaluation of proposals, will consider any rebates or incentives offered by the Proposer.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS:

- A. The Proposer shall submit a list of the most recent/relevant comparable contracts that the company has successfully provided employment/salary verification services.
- B. Proposer shall provide at least three letters of references from agencies for which the service is currently being performed.
- C. The Proposer shall submit a specific plan for the provision of employment/income verification services required.
- D. Proposer shall indicate any rebates or incentives offered.

VII. TERMS OF CONTRACT

A. General Information

The term of the contract shall be for an initial three-year period from date of award. The contract may, by mutual agreement between the School Board and the awardee, be extended for two additional one-year periods, and if needed, 90 days beyond the expiration date of the current contract period. The School Board, through Procurement Management Services, shall, if considering to extend, request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon. The extension shall be contingent upon a formal written evaluation of the services provided by awardee.

The Proposer shall comply with all School Board of Miami-Dade County rules, as well as state and federal statutes prohibiting discrimination.

B. Cancellation

The Board shall have the right to cancel the agreement for unacceptable performance at any given time, giving the other party thirty (30) days prior written notice.

VIII. EVALUATION OF PROPOSALS

Proposals will be evaluated by a designated Selection Committee, in order to ascertain which proposal best meets the needs of the School Board and will be recommended to the School Board for approval. The selection committee will review all proposals received and may interview a short list of Proposers for oral presentations. Contract award will be made by the School Board.

Evaluation considerations will include, but not be limited to, the following:

- A. Responsiveness of the proposal clearly stating an understanding of the service to be performed.
- B. Experience and/or expertise in the area of provision of employment/income verification services for educational/governmental or private agencies.
- C. Any rebates or incentives offered by the Proposer, which may be a particularly important factor when all other evaluation criteria are relatively equal.
- D. References submitted.

The Board 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 Board will be entered into with the successful Proposer. No debriefing or discussion will be held with unsuccessful Proposers. The information contained in this proposal is supplied as an aid to the Proposer in determining whether it will be able to supply the services, which may be required by the Board.

The screening committee for evaluating the proposals, consistent with School Board Rule 6Gx13-3F-1021, will consist of the following members:

- Director, Operations and Records
- Coordinator, Compensation Administration
- Supervisor, Payroll
- Network Analyst, Operations and Records
- A representation from the Division of Business Development and Assistance
- A representative from Procurement Management (non-voting).

If due to illness or other unforeseen circumstances, any member of the screening committee is unable to participate, a designee will be selected as a replacement. If a replacement is needed, all efforts will be made to assure that ethnic and gender representation is maintained.

IX. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

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

Each proposer shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force. (Attachment A).

B. Minority/Woman Business Enterprise (M/WBE) Participation

The School Board of Miami-Dade County, Florida, has an active Minority/Woman Business Program to affirmatively increase the level of Minority/Woman 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/Woman Business Enterprise participation.

In keeping with this policy, each proposer will be required to state its Minority/Woman 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 will 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 N.E. 2nd Avenue, Room 456, Miami, Florida 33132.

X. INDEMNIFICATION

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

The proposer shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorneys' 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 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.

XI. INSURANCE REQUIREMENTS

At the time an award is made, the successful proposer shall be responsible for providing the School Board certificates of insurance which indicate that insurance coverage has been obtained which meets the requirements outlined below:

- A. Public Liability (Commercial General) Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional named insured on the policy.
- B. Proof of Professional Liability (i.e., Medical Malpractice, etc.) Insurance in the name of the proposer, with limits of liability not less than \$1,000,000 per wrongful act. All certificates of insurance submitted must be issued by companies authorized to conduct business under the laws of the State of Florida, with an A.M. Best rating (most currently published), must be no less than B+ as to management, and no less than Class V as to financial strength. Certificates shall indicate no modification in insurance shall be made within thirty (30) days advanced written notice to the additional named insured or certificate holder.

XII. IMPLEMENTATION SCHEDULE

The planned implementation schedule is as follows:

| | |
|---|----------------|
| Procurement Contract Review Committee | March 11, 2004 |
| Mailing and Advertising of RFP | May 17, 2004 |
| Opening of Proposals | June 10, 2004 |
| Evaluation by Screening Committee | June 16, 2004 |
| Oral Presentations, (if required) | June 19, 2004 |
| Recommendation to School Board for Approval | July 14, 2004 |

XIII. ADDITIONAL INFORMATION

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara D. Jones, CPPB, Director
 Division of Procurement Management
 Miami-Dade County Public Schools
 1450 N. E. Second Avenue, Room 356
 Miami, Florida 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</u> | | <u>Hispanic</u> | <u>Asian</u> | <u>Am. Ind./Alaska Native</u> |
| | | | <u>White</u> | <u>Black</u> | | | |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

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

| <u>Agency Name</u> | <u>Determination</u> | <u>Date</u> |
|--------------------|----------------------|-------------|
| | | |
| | | |
| | | |

4. **OWNERSHIP:**

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

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

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

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

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

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

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

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

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

- Total Number
of Employees
- 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.

| 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 & 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.

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