

REQUEST FOR PROPOSALS

**COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT (LEP)
STUDENTS AND THEIR FAMILIES**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

FEBRUARY 4, 2003

RFP NO. 093-CC10

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

REQUEST FOR PROPOSALS #093-CC10

COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT (LEP)
STUDENTS AND THEIR FAMILIES

Sealed proposals will be accepted in Procurement and Materials Management, at the above location, until 2:00 P.M. on **FEBRUARY 4, 2003** and may not be withdrawn for ninety (90) days from that date.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. February 4, 2003.

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 February 4, 2003. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After February 4, 2003, 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. 093-CC10
COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT
(LEP) STUDENTS AND THEIR FAMILIES**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Division of Bilingual Education and World Languages
1500 Biscayne Boulevard, Suite 324P
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals (RFP) is to select one or more professional mental health agency(ies) to provide weekly group and/or individual counseling to immigrant and limited English proficient (LEP) students and their families who have been affected by traumatic experiences. The students requiring services will be identified through schools where a large population of LEP students is enrolled (See Attachment A-Schools Targeted With Large Foreign-Born Student Population). Proposer(s) may propose to serve one or more sites. Parent and teacher contacts/conferences and other related activities are services to be provided at each site and/or at the families' home, if needed.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Ten copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), (February 4, 2003) at:

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

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely that of the Proposer. The District will in no way be responsible for delays caused by the United States mail or any other delivery service or caused by any occurrence. The proposal package must contain all the items described in Section VI of this document. Failure to submit these items 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 shall be submitted in a sealed envelope or box marked "PROPOSAL FOR COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT (LEP) STUDENTS AND THEIR FAMILIES".

It is anticipated that a proposal(s) may be presented to The School Board of Miami-Dade County, Florida on or about (March 12, 2003). If accepted, notification to the successful Proposer(s) will be on or about (March 12, 2003).

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 the Request For Proposals. In the event the School Board chooses to provide services, adjustments may be required to the proposers' contracts in order to appropriately coordinate services.

V. DESCRIPTION OF THE PROGRAM

Project LILEPIS (Language Instruction for Limited English Proficient and Immigrant Students) is a district-wide program designed to upgrade and advance existing counseling and guidance services in order to support, assist, and guide immigrant and LEP students and their families who have experienced and survived war and/or other traumatic experiences and are enrolled in Miami-Dade County Public Schools (M-DCPS).

The following issues and needs among immigrant and LEP students and their families should be addressed:

- Increase students' ability to manage emotional stress that leads to behavioral problems
- Identify obstacles and appropriate counseling strategies related to school adjustment, home situations, behavior problems and normal human relationships
- Promote an increase in the families' ability to offer support, encouragement, and motivation to their children

The services that are sought include, but are not limited to, individual and group counseling services that focus on improved functioning and integration in the educational system and society. These services will be provided to immigrant and LEP students and their families who display mental, physical, and emotional needs as a result of exposure to war and/or other traumatic experiences. It is expected that individual and group counseling will also be provided to those immigrant and LEP students and families with personal and school adjustment difficulties.

The services are to be provided weekly with periodic contact with parents and schools' staffs in order to improve levels of functioning.

The agencies and their service providers are to generate concise, factual case records to include cultural background, situations, and sufficient data for planning

and providing appropriate services for refugee students and their families. The services are to include comprehensive mental health and psychological assessments, individualized treatment planning, family counseling and therapy, and crisis intervention for immigrant and LEP students and their families.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS

A. Proposers must possess the following minimum qualifications to be considered for the provision of the above-referenced services:

1. Master's degree in psychology, social work, counseling, or school psychology.
2. Current Florida license in psychology, clinical social work, mental health counseling, marriage and family therapy, or school psychology.
3. A current professional liability insurance policy that covers practice in the proposer's mental health discipline.
4. Experience working with individuals with acute stress and/or post-traumatic stress disorder.
5. Experience with multicultural counseling.

Student interns will not be considered.

B. Proposers must submit the information listed below (including information when applicable, on all mental health counselors to provide services under the proposer's auspices) as well as other information specified elsewhere in this Request For Proposals:

1. A brief description of the design for provision of services.
2. Evidence of the highest educational degree for each staff member who will provide services.
3. Evidence of licensure/certification to practice psychology, clinical social work, mental health counseling, marriage and family therapy, or school psychology.
4. Documentation of experience in providing mental health counseling services for each such professional to be provided by the agency must be written on Attachment B-Provider Application Form (Proposers may submit resume(s) to document the required experience, as well as documentation to confirm that the proposer has checked references related to experience).
5. Documentation of bilingual capability in one or more of the following areas: English/Spanish, English/Haitian Creole.
6. Information on other professional qualifications, skills and areas of expertise that would assist in the provision of these counseling services must be written on Attachment B-Provider Application Form.
7. A minimum of two letters of reference.

8. Documentation on the type and frequency of supervision to be provided, including the positions and qualifications of staff member(s) who will provide supervision.
9. Identification of the agency's staff member to serve as liaison for service delivery and description of this staff member's qualifications and experience.
10. 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 made coverage be available, the successful vendor shall agree to carry such required insurance so that claims may be brought up to three years post-occurrence, such coverage evidenced by the extended tail endorsement. A public entity, which is subject to the limitations included within Section 768.28, Florida Statutes, may satisfy the liability insurance requirement by providing the School Board with an acceptable letter of insurance. Please note that agencies that do not carry general liability, insurance coverage (or self-insurance, if applicable) and Workers Compensation for staff retained that by the agency will not be considered.
11. The proposer's hourly fee must be indicated on Attachment C- Proposer's Fee, Proposed Service Area and Certification of Hours of Services.
12. The signature of the authorized person empowered to submit this proposal indicated in the space provided for such an Attachment C- Proposer's Fee, Proposed Service Area and Certification of Hours of Services.
13. 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 ensure 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 D-Security Clearance for Miami-Dade County Public Schools.

VII. TERMS OF CONTRACT

The initial term of the contract shall be from March 12, 2003 through June 30, 2003, and 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 extension period. The School Board, through Procurement and Materials Management 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 by the School Board. All prices shall be firm for the term of the contract, and extension period, if any. Extension will be dependent upon funding availability and the need for the services, as determined by the Division of Bilingual Education and World Languages.

VIII. ADDITIONAL REQUIREMENTS

The organization must ensure the provision of adequate clinical supervision for the staff assigned to this program. All services provided by the organization will be coordinated with the school site administrator and/or designee.

Staff from the organization will be required to write clinical notes for each direct service and student-oriented consultation that is provided. In addition, an annual progress report on each student and/or family will be required. Staff will also be required to complete a weekly log documenting hours of service for each student served. See Attachment E- Weekly Contact Log for (Project LILEPIS) Service Provider. A monthly bill based upon hours of services rendered must also be submitted at the end of each month. Payments will not be made retroactively.

IX. EVALUATION OF PROPOSALS

Proposals will be evaluated by representatives of the school district to ascertain which proposal(s) best meets the needs of the School Board. The evaluation of proposals will be made on or about February 10, 2003, by a committee consisting of the following members:

- Two representatives from the Division of Student Services
- A representative from the Division of Bilingual Education and World Languages
- A representative from the Office of ESE and Student/Career Services
- A representative from School Operations
- A community representative
- A representative from Risk and Benefits Management
- A representative from the Division of Business Development and Assistance
- A representative from the Division of Procurement Management and Materials Testing

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

1. The responsiveness of the proposal in clearly stating an understanding of the work to be performed within the established time frames.
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. The proposed service area (the entire school district or a smaller area) will not be the dominant factor, but will be considered. It will be a particularly important factor when all other evaluation criteria are relatively equal.

4. The background, qualifications, experience, skills, and/or expertise in the area of the provision of mental health counseling services for immigrant students and families, along with the type and frequency of supervision and the identification and documentation of the agency liaison staff member. Preference will be given to proposers who can provide counselors who have bilingual capability in any one or more of the following areas: English/Spanish, English/Haitian Creole.
5. 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 proposers. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this RFP 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 School Board.

X. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

- A. Equal Employment Opportunity
- It is the 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 beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability, and that merit principles will be followed.

Each proposer is required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force. See Attachment F-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, each proposer is required to state its M/WBE utilization. If a minority firm which is woman-owned and operated is used to perform a scope of work, the firm is to indicate the M/WBE=s experience in providing this type of required services, and experience of staff who will participate. All M/WBE=s must be certified by the Division of Business Development and Assistance prior to contract award. See Attachment G-M/WBE Certification Application.

- C. Quarterly reports documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be required. The reports shall include the names of firms, contact persons and expenditures paid each quarter, and shall be submitted to the Director, Division of Business Development and Assistance, 1450 N.E. Second Avenue, Room 456, Miami, Florida 33132.

XI. MEDICAID FUNDS

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

XII. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals for the provision of counseling services, is as follows:

Procurement Contract Review Committee	January 9, 2003
Request Board approval to Issue Request For Proposals	January 15, 2003
Mailing of Request For Proposals	January 17, 2003
Opening of Proposals	February 4, 2003
Evaluation Completed by Selection Committee	February 10, 2003
Recommendation to School Board for Award	March 12, 2003

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 N.E. Second Avenue, Room 356
Miami, Florida 33132
(305) 995-2348

Any additional information regarding proposal specifications may be obtained from:

Mr. Oscar Fragas, Executive Director
Division of Bilingual Education and World Languages
Miami-Dade County Public Schools
1500 Biscayne Blvd., Room 324P
Miami, Florida 33132
(305) 995-1998

or

Ms. Mercy Suarez, Educational Specialist
Division of Student Services
Miami-Dade County Public Schools
1500 Biscayne Blvd., Room 341
Miami, Florida 33132
(305) 995-7341

SCHOOLS TARGETED WITH LARGE FOREIGN-BORN STUDENT POPULATION

Note the schools below represent feeder patterns

Attachment A- RFP No. 093-CC10

Barbara Goleman Senior

Jose Marti Middle
Ernest Graham Elementary
Milam Elementary
Ben Sheppard Elementary

Miami Springs Senior

Doral Middle
Miami Springs Middle
Hialeah Elementary
John I. Smith Elementary
South Hialeah Elementary

Hialeah Sr. High

Mae M. Walters Elementary
Palm Springs Elementary
North Hialeah Elementary
North Beach Elementary
James W. Johnson Elementary
Flamingo Elementary
Amelia Earhart Elementary
James H. Bright Elementary
Hialeah Middle
H. Filer Middle

Miami Coral Park Senior

Sweetwater Elementary
E.W.F. Stirrup Elementary
Seminole Elementary
Rockway Elementary
Charles Hadley Elementary
Everglades k-8 Center
Coral Park Elementary
Banyan Elementary

Southwest Senior

Royal Palm Elementary

North Miami Senior

North Miami Middle
W. J. Bryan Elementary

Miami Senior

Citrus Grove Middle
Shenandoah Middle
Citrus Grove Elementary
Coral Way Elementary
Kensington Elementary
Shenandoah Elementary

Miami Beach Sr. High

Nautilus Middle
Treasure Island Elementary
South Pointe Elementary
Meadowlane Elementary
Feinberg/Fisher Elementary
Biscayne Elementary
Ruth K. Broad/Bay Harbor

Felix Varela Senior

Bowman Foster Ashe Elementary
Christina M. Eve. Elementary
Dante B. Fascell Elementary
Howard Doolin Middle
Hammocks Middle

Zora Neale Hurston Elementary

COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT
STUDENTS AND THEIR FAMILIES

ATTACHMENT B- RFP No. 093-CC10
PROVIDER APPLICATION FORM

Provider's Name: _____ Date of Bid Submission: _____

Address: _____ Telephone: _____

Type of DPR License: _____ Date of Bid Submission: _____

How many years have you been providing mental health counseling services in Miami-
Dade County Public Schools? _____ Outside of Miami-Dade County? _____
Miami-Dade County? _____

Are you bilingual? _____ If yes, in what languages: _____

Please note your professional specialization skills:

_____ Individual Counseling (Children)	_____ Consultation with School
_____ Group Counseling (Children)	_____ Preschool Evaluation (ages 3-4)
_____ Family Therapy/Parent Counseling	_____ Play Therapy
_____ Substance Abuse Counseling	_____ Cognitive/Behavior Therapy
_____ Immigrant Counseling Issues	_____ Multicultural Counseling
_____ Other _____	

COUNSELING SERVICES FOR LIMITED ENGLISH PROFICIENT AND
IMMIGRANT STUDENTS AND THEIR FAMILIES

ATTACHMENT C- RFP No. 093-CC10
PROPOSER'S FEE, PROPOSED SERVICE AREA, AND CERTIFICATION OF
HOURS OF SERVICES

I. PROPOSER'S FEE

Hourly Fee _____

II. PROPOSED SERVICE AREA

Proposers must specify the school(s) for which they are proposing to provide services. Note the following schools represent feeder patterns.
(Check one or more of the schools below)

- ☐ **Barbara Goleman Senior**
- ☐ Jose Marti Middle
- ☐ Ernest Graham Elementary
- ☐ Milam Elementary
- ☐ Ben Sheppard Elementary

- ☐ **Miami Springs Senior**
- ☐ Doral Middle
- ☐ Miami Springs Middle
- ☐ Hialeah Elementary
- ☐ John I. Smith Elementary
- ☐ South Hialeah Elementary

- ☐ **Hialeah Sr. High**
- ☐ Mae.M. Walters Elementary
- ☐ Palm Springs Elementary
- ☐ North Hialeah Elementary
- ☐ North Beach Elementary
- ☐ James W. Johnson Elementary
- ☐ Flamingo Elementary
- ☐ Amelia Earhart Elementary
- ☐ James H. Bright Elementary
- ☐ Hialeah Middle
- ☐ H. Filer Middle

- ☐ **North Miami Senior**
- ☐ North Miami Middle
- ☐ W. J. Bryan Elementary

- ☐ **Miami Senior**
- ☐ Citrus Grove Middle
- ☐ Shenandoah Middle
- ☐ Citrus Grove Elementary
- ☐ Coral Way Elementary
- ☐ Kensington Elementary
- ☐ Shenandoah Elementary

- ☐ **Miami Beach Sr. High**
- ☐ Nautilus Middle
- ☐ Treasure Island Elementary
- ☐ South Pointe Elementary
- ☐ Meadowlane Elementary
- ☐ Feinberg/Fisher Elementary
- ☐ Biscayne Elementary
- ☐ Ruth K. Broad/Bay Harbor

- ☐ **Miami Coral Park Senior**
- ☐ Sweetwater Elementary
- ☐ E.W.F. Stirrup Elementary
- ☐ Seminole Elementary
- ☐ Rockway Elementary
- ☐ Charles Hadley Elementary
- ☐ Everglades k-8 Center
- ☐ Coral Park Elementary
- ☐ Banyan Elementary

- ☐ **Felix Varela Senior**
- ☐ Bowman Foster Ashe Elementary
- ☐ Christina M. Eve. Elementary
- ☐ Dante B. Fascell Elementary
- ☐ Howard Doolin Middle
- ☐ Hammocks Middle

- ☐ **Southwest Senior**
- ☐ Royal Palm Elementary

- ☐ Zora Neale Hurston Elementary

LEGAL NAME OF AGENCY OR CONTRACTOR SUBMITTING PROPOSAL:

AUTHORIZED SIGNATURE:

NAME TYPED:

POSITION:

ATTACHMENT D

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 \$39 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.



Name of School Site: _____

[illegible]

Total for this Page:

Parent Signature

I certify that these services have been rendered to the students listed above.

Service Provider	Date
School Site Administrator or Designee (signature)	Date



-15-

Vendor #: _____

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

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

4. **OWNERSHIP:**

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

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

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

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

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

	<u>Name and title</u>	<u>Race/ethnicity/ gender</u>

a. Check signing

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

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

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

Total Number
of Employees

AM	AF	HM	HF	WM	WF

a. Management

b. Administrative/clerical

c. Professional/technical

d. Craftsperson/laborers

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

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

a. Bonding Company: _____

Address: _____

Agent name: _____ Phone number: (____) ____ - ____

Single Contract Limit: _____ Aggregate Limit: _____

b. Bank(s) Name(s): _____

Branch: _____

Contact person: _____ Phone number: (____) ____ - ____

Credit limit: _____

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

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

d. Insurance company: _____

Type of insurance: _____ Insurance limits: _____

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

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

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

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

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

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:
COUNTY OF _____:SS

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

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

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

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

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

Notary Public

My Commission Expires: _____
SEAL

**M/WBE
Certification Check List**

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

Please check if documents are attached:

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

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

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

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

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

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

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

- ☐ Articles of Incorporation, with amendments.
- ☐ By-Laws, with amendments.
- ☐ The most current U.S. IRS Corporate Tax Return 11 20 or 1 120s, with all schedules.
- ☐ All issued and canceled stock certificates (front & back).
- ☐ Minutes of the first shareholders' meeting.
- ☐ Minutes of the first board of directors' meeting.
- ☐ Minutes of meetings at which the current board of directors and officers were elected or appointed.
- ☐ Stock transfer ledger.
- ☐ Most current annual report filed with the Secretary of State.
- ☐ Profit sharing agreement(s).
- ☐ Agreements affecting management, control or rights of any stockholder(s).

16. ☐ Joint venture agreement(s).

17. ☐ Certificate(s) of insurance.

18. ☐ Sub-contractual agreement(s).

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

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

COMPLETE APPLICATION, INCLUDING VENDOR APPLICATION AND CATEGORY OF GOODS AND SERVICES LIST, SHOULD BE RETURNED TO:

MIAMI-DADE COUNTY PUBLIC SCHOOLS
DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE
1450 N.E. 2ND AVENUE, ROOM 456
MIAMI, FL 33132
