



The School Board of Miami-Dade County, Florida
 SCHOOL BOARD ADMINISTRATION BUILDING
 Bureau of Procurement and Materials Management
 1450 N.E. 2nd Avenue, Room 352
 Miami, Fl. 33132

Direct All Inquiries To
 The Bureau of Procurement and Materials
 Management -
 L. Leasburg-Kramer
 PHONE: (305) 995-1364
 TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: August 3, 2004

Addendum No. 1

BID/RFP No.: 098-DD04
 BID/RFP TITLE: SOFTWARE CONSULTANT CONTRACT

This addendum modifies the conditions of the above referenced BID/RFP as follows:
 REVISED: pages SC1, SC2, SC3 Special Conditions to reflect correct bid number 098-DD04
 List of Questions with Responses received as of August 3, 2004

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

- 1 If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____
 MAILING ADDRESS: _____
 CITY, STATE ZIP CODE: _____
 TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE
 NAME (Typed)- _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

MIAMI-DADE COUNTY PUBLIC SCHOOLS
BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 098-DD04	BUYER Linda Leasburg-Kramer	PAGE SC 1
TITLE Software Consultant Contract		

SPECIAL CONDITIONS

- 1. PURPOSE:** The purpose of this bid is to establish a contract, at firm unit prices, for information technology consulting resources. The term shall be for 2 (two) years from date of award, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee(s), be extended for two (2) additional one year periods, and if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services, may 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(s) will be notified when the Board has acted upon the recommendation. The successful vendor(s) agrees to this condition by signing its bid.
- 2. AWARD:** The School Board of Miami-Dade County may award the contract to all responsive responsible bidders meeting specifications. The awarded vendors will be used to establish a pool of vendors capable of meeting the Districts needs for a variety of IT projects.

As the need arises, the awarded vendors will be requested to submit quotations for any single job exceeding the threshold for quotation as established by Miami-Dade County Public Schools' Board Rule 6Gx13-3C-1.111, BIDDING PROCESS -- COMPETITIVE BIDDING REQUIREMENTS, paragraph II, (B), or any amendment thereof. Quotations will be evaluated and the best and lowest responsive and responsible bidder awarded the specific job.
- 3. PRICES:** Prices shall be firm and fixed during the term of the contract. Awarded vendors quoting on a specific scope of work may quote lower than prices submitted on the bid but may not exceed the hourly rate ceiling as awarded.
- 4. BID SUBMITTAL:** Bidders are requested to submit four (4) copies of the bid, and all supporting documentation. The original should be clearly marked, "Original"
- 5. INSURANCE REQUIREMENTS:** Successful vendor(s) are required to have insurance coverage, as specified in the indemnity and insurance form(s), attached hereto and made a part of this bid. The successful vendor(s) must submit completed certificate of insurance form(s), before being recommended for award. Failure to submit this form(s), as noted, will result in the vendor(s) not being recommended for the bid award.
- 6. VENDOR INFORMATION SHEET:** All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under the bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the Bidder(s) not be awarded any new business. Vendor applications can be downloaded at <http://procurement.dadeschools.net>.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 098-DD04	BUYER Linda Leasburg-Kramer	PAGE SC 2
TITLE Software Consultant Contract		

SPECIAL CONDITIONS CONTINUED

- 7. OCCUPATIONAL LICENSE:** Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.
- 8. BID SUBMITTALS:** Bidders are required to submit, with their bid package, all information requested. Failure to provide documentation with the bid, will result in the bid not to be considered for award.
- 9. BID ADDENDUMS / QUESTIONS:** It is the bidders responsibility to continuously monitor the M-DCPS, Procurement website, for any addendums that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, and award information, is as follows: <http://procurement.dadeschools.net>, (click on) *Bid Solicitation*. A Q&A link is provided to address all inquiries that may be received on this bid prior to bid opening.
- DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID SOLICITATION SHALL BE 7 DAYS PRIOR TO THE BID OPENING DATE**
- The District shall not be bound by any verbal information or any written information that is not either contained within the solicitation documents, formally noticed and issued by the Buyer.
- 10. CONE OF SILENCE:** A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification or information regarding this bid must be requested in writing by FAX or E-mail to:
- Ms. Linda Leasburg-Kramer
Procurement Management
Fax #305-523-3367
E-mail: lleaseburg-kramer@dadeschools.net
- A copy of this written request must be sent simultaneously to:
- Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
1450 N.E. 2nd Avenue, Room 268B
Miami, Florida 33132
Fax #305-995-1448
E-mail: martinez@dadeschools.net

MIAMI-DADE COUNTY PUBLIC SCHOOLS
BID PROPOSAL FORM (FORMAT A) **TO: THE SCHOOL BOARD OF MIAMI-DADE**
COUNTY FLORIDA

BID 098-DD04	BUYER Linda Leasburg-Kramer	PAGE SC 3
TITLE Software Consultant Contract		

SPECIAL CONDITIONS CONTINUED

11. ERASURES OR CORRECTIONS: When filling out the Bid Proposal Form, bidders are required to use a typewriter or complete bid proposal in ink.

1. Use of pencil is prohibited.
2. Do not erase or use correction fluid to correct an error.
3. All changes must be crossed out and initialed in ink.

Those bids for individual items that do not comply with items 1, 2 and 3 above will be considered non-responsive for that item(s).

Bid 098-DD04 – Software Consultant Contract
Answers to Questions received as of August 3, 2004

1. Please confirm that the information required for the bid includes:
 - Completed and signed Bidder Qualification Form
 - Completed Vendor Information Sheet
 - Completed Bid Proposal Form (Format B) with the rates for each position

The following documents are part of the bid package:

Bidder Qualification Form, Bid Proposal Form (Format B) including a listing of Employees and Certifications, Vendor Information Sheet, Occupational License

2. Please confirm that the Certificate of Insurance with Miami-Dade County Public Schools as the Certificate Holder is not due with the bid response, but is due within five (5) working days of notification requesting proof of insurance.

Insurance documentation will be requested from vendors when notified by Risk Management, Miami-Dade County Public Schools. Vendors will have 5 days to respond.

3. On page six (6) of the Bid Proposal Form (Format B), the vendor is requested to provide information regarding its local facility. In addition, there are spaces provided to list employees, their experience / certifications and number of years. Please clarify you are looking for in this area.

We want a list of employees, years of experience and certifications to determine if you are capable of providing employees for the areas you are responding to.

4. We are completing the Vendor Application documents that are referenced on the web site. Are vendors required to have the Occupational License (Section 7 of the Vendor Application form)? If yes, how is this license obtained?

As stated, if located in Miami-Dade County an Occupational license is required. If outside, then any license/documentation required to meet local ordinances, shall be provided.

5. I saw a bid for "software consultant" listed in the July 30 issue of the FL Bid Reporter. It was listed as bid no. 098-CC04. the link to the website doesn't work. When I went to your website, the only similar bid I found for "software consultant" was bid no. 098-DD04. Is this the same bid?

Correct bid number is 098-DD04.