

REQUEST FOR PROPOSALS

**ONLINE ANALYTICAL PROCESSING / BUSINESS INTELLIGENCE SYSTEM
2004**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

JUNE 3, 2004

RFP NO. 100-DD04

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

REQUEST FOR PROPOSALS # 100-DD04

ONLINE ANALYTICAL PROCESSING / BUSINESS INTELLIGENCE SYSTEM

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M. June 3, 2004** and may not be withdrawn for one hundred twenty (120) days from that date.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 of seventeen (17) copies of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original."
- ** (16) 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 3, 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 3, 2004. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After June 3, 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 #100-DD04

ONLINE ANALYTICAL PROCESSING/BUSINESS INTELLIGENCE SYSTEM 2004-2005 THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

The School Board of Miami-Dade County, Florida
Information Technology Services
13135 S.W. 26 Street
Miami, Florida 33175

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to award a proposer(s) a contract with Miami-Dade County Public Schools (M-DCPS) to provide a District-Wide enterprise level perpetual license for an Online Analytical Processing (OLAP)/Business Intelligence (BI) system. The proposer(s) awarded a contract will be responsible for providing a District-Wide enterprise level perpetual license for an OLAP/BI program for the purpose of providing schools and administrative offices with a tool that will facilitate the query, reporting and trend analysis of student, educational, business and financial information from the districts current data warehouses and future data marts. The district is willing to accept different tools for the business and instruction sectors. Additionally, out-of-the-box solutions such as integrated packages comprised of subject matter templates, OLAP/BI, Extract-Transform-Load (ETL) and reporting systems will also be considered. In all cases, web deployment for the system is required.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Seventeen (17) copies, including one unbound copy and one original, of the proposal must be received by 2:00 P.M. (Eastern Daylight Savings Time) June 3, 2004, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management
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 and strictly the responsibility of the proposers. 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 other occurrence. Responses received after the scheduled receipt time shall not be considered.

The proposals must be submitted in a sealed envelope or box marked "OLAP/BI Tool." It is anticipated that a proposal(s) may be presented to the School Board for acceptance on or about September 8, 2004. If accepted, notification to the successful proposer will be on or after September 8, 2004. The School Board reserves the right to reject any and all proposals.

IV. DESCRIPTION OF THE PROGRAM

Required Product Technology – An OLAP/BI Tool must:

1. Be either; a thin client, centralized, web-based system utilizing Microsoft Windows 2000 Advanced Server, Microsoft IIS 5 and Microsoft SQL Server 2000 **or** vendor must include in their proposal hardware/software cost necessary to support the product at the level proposed.
2. Efficiently use bandwidth over the district's network composed of T1 (1.5 Mbit) lines in each school, acceptable response and time and performance without overall network degradation.
3. Be device independent, e.g. support both Mac and PC.
4. Provide web based, drag-and-drop interface for non-power users.
5. Permit direct access via ODBC connectivity for power-users.
6. Secure using 128 bit SSL encryption.
7. Utilize a single login for authentication to the OLAP/BI application.
8. Accommodate multiple levels of security access.
9. Support for data export/import to/from M-DCPS applications and mainframe data sources.
10. Utilize a centrally managed software version upgrade methodology, i.e. Change control capability.
11. Provide ad-hoc reports, cubes, static and on demand report capability.
12. Support publication of reports to the web and sharing of queries through the web or email.
13. All reports and queries must provide WYSIWYG printing on all types of Mac and printers.
14. Give the District the ability to customize and add data fields.
15. Work with existing data warehouses of SQL 2000 tables.
16. Work with future 3rd normal form data warehouse architecture and marts.
17. If system/tool creates it's own data store/mart, must provide data store/mart modeling.
18. Provide administrative tools for authorization permissions, usage tracking and audit trail.
19. Be able to re-sort, rank, filter and drill-down into reports.
20. Provide data mining and/or trend analysis capability.
21. Demonstrable capacity to support 25,000 employees, 360,000 students, 400 locations.
22. Provide toll free telephone end-user support Monday through Friday 7:00 a.m. EST to 7:00 p.m. EST and 24x7 technical support.
23. Provide software updates as released included in maintenance agreement.

Preferred Features – Additional consideration will be given to software that can:

1. Be able to access data sources such as ADABAS, VSAM, ACCESS, and EXCEL.
2. Provide canned reporting templates and marts for subject areas, i.e. student performance data related to No Child Left Behind (NCLB), financial GL/AP/AR data, HR data, etc.
3. Provide pre-programmed statistical analysis and charting information by subject area.
4. Ability for en-users to enhance the data dictionary with information from local, non-centralized, data sources such as school based assessment/CBL systems.

V. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER

1. Proposer(s) must provide documentation of being an established software developer and provider. Provide proof of both providing, and managing OLAP/BI software, for a minimum of three years, for either the educational and/or business sector.
2. Proposer(s) must be able to demonstrate that they have the necessary financial resources to devote to the project. Evidence of this must be indicated by capitalization of the Proposer's firm, the history of the firm, the corporate structure, the number of years the Proposer has been in business. The Proposer shall provide, at the time of interviews/demonstrations/testing, its current financial statement, which can be retrieved upon completion of the presentation. Failure to present this information shall cause the proposal not to be considered for award. Additional information is also required.
 - a) Bankruptcy information of Proposer or affiliated firm for which Proposer has a controlling interest. Please explain, if applicable.
 - b) Type of company (owned, public, private, corporation)
3. Proposer(s) must supply names, addresses and contact information of schools or school systems with comparable size to M-DCPS where the proposer(s) has/have OLAP/BI software installed and operating and provide at least three written references.
4. Proposal must have the signature of the authorized person empowered to submit the proposal.
5. Proposer(s) must supply technical requirements necessary to effectively run the system. This must include, but may not be limited to, server hardware requirement and configuration, data storage requirements, server operating system and system software requirements and configuration and end-user Mac and PC minimum and recommended hardware/software requirements and configuration.

6. Proposer(s) must specify to M-DCPS, prices based on the following information:

Item	Description	Unit	License Cost (\$)	Annual Maint./Support Cost (\$)	Annual Maint./Support Cap (%)
Per User Licensing					
1	Tier 1: 1-100 Users	Ea.	\$	\$	%
2	Tier 2: 101-200 Users	Ea.	\$	\$	%
3	Tier 3: 201-300 Users	Ea.	\$	\$	%
4	Tier 4: 301-400 Users	Ea.	\$	\$	%
5	Tier 5: 401-500 Users	Ea.	\$	\$	%
6	Tier 6: Users above 500	Ea.	\$	\$	%
District Licensing					
7	Up to 45,000 Users	Full	\$	\$	%

Please repeat all figures above if product is offered in multiple forms such as a plain OLAP/BI Tool and an Integrated package including report templates, ETL, etc. Additionally, for companies specializing in K-12 Educational offerings priced on a per user basis, please provide costs in six (6) tiers of 60,000 students each instead of users in addition to a district license for 370,000 students.

VI. PROOF OF CONCEPT

Selected Proposer(s) must provide a live demonstration of their OLAP/BI program.

Selected Proposer(s) will be required, **AT NO CHARGE to M-DCPS**, to perform a Proof of Concept (POC) to verify the performance of the product with the M-DCPS platform, network, servers, and databases. A technical evaluation sub-committee to verify claimed functionality and infrastructure compatibility will review the POC. Selected Proposer(s) will perform the identical functions during the POC.

Selected Proposer(s) will have ten (10) business days to install, implement, tune and create required functionality to support a laboratory environment of up to 20 end-user workstations. The software will remain on the M-DCPS environment for the technical review sub-committee to evaluate the products functionality for a period not to exceed 30/60 business days. Selected Proposer(s) will provide all necessary technical and training support to the technical review committee throughout the evaluation.

POC results will be reported to the Selection Committee for required compliance to all items in the Required Product Technology section and identification of compliance to Preferred Features items.

VII. TERMS OF CONTRACT

The purpose of the proposal is to establish a contract(s) at firm unit prices for the items listed from date of award moving forward indefinitely. All prices shall be firm for perpetual, concurrent licenses. The successful proposer(s) agrees to this condition by signing its proposal.

If selected, the proposer(s) shall agree to hold harmless, indemnify and defend the indemnities, 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, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this Request for Proposals by or on behalf of the proposer, excluding only the sole negligence or culpability in the indemnities. The following shall be deemed to the indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

The School Board of Miami-Dade County, Florida, reserves the right to terminate any contract resulting from this proposal in the event that the service rendered does not comply with the provisions of the proposal and/or is not satisfactory and proper, as determined by the School Board.

VIII. EVALUATION OF PROPOSALS

Proposals will be reviewed and evaluated by a selection committee on the basis of qualifications, and evaluation criteria as set forth in the RFP. Evaluation consideration will include, but will not be limited to, the following specific criteria:

- Proposer(s)'s ability to provide items specified in the RFP;
- Live demonstration of *OLAP/BI Tool* from a site hosted and managed by proposer, with stated components;
- POC results;
- Overall support services provided by the proposer(s), Detailed descriptions of the company's plan to support the implementation of this program for M-DCPS;
- Software price;
- Ability to accommodate school and/or business sector requirements;
- Features to safeguard data;
- Toll free support line available to all OLAP/BI users;
- Software maintenance costs and associated multi-year caps;
- Required additional hardware/software costs if any;
- Training costs;

- Any additional unidentified costs associated with Total Cost of Ownership (TCO).

The school district reserves the right to reject any and all proposals submitted. The School Board is not obligated to place any order for any services subsequent to the award of this proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the product and/or services that may be required by the School Board.

If a final selection is made, contract to purchase hardware, software and/or services, statements of work, and/or an agreement for pilot program, acceptable to the Attorney for the School Board, may be entered into with successful proposer(s). No debriefing or discussion will be held with unsuccessful proposer(s).

The selection committee will consist of the following:

- Two principals, one from an elementary and one from a secondary school;
- Two classroom teachers (should include a representative from the United Teachers of Dade);
- A representative from Business Operations;
- A representative from Human Resources;
- A representative from Research and Evaluation;
- A representative from Assessment and Data Analysis;
- A representative from Curriculum and Instruction;
- An Access Center Director for instruction;
- Two administrators from Information Technology Services;
- A representative from the Division of Business Development and Assistance;
- A representative from Management and Compliance Audits (non-voting); and
- An administrator from Procurement Management Services (non-voting).

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 is required to indicate his/her equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of his/her work force. See Attachment A - **Affirmative Action Employment Breakdown**.

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

The School Board 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/WBE 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 B - **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. 2nd Avenue, Room 456, Miami, Florida 33132.

X. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee:	April 8, 2004
Authorization to Issue Proposal:	April 14, 2004
Mailing of Proposals:	April 30, 2004
Opening of Proposals:	June 3, 2004
Evaluation Complete:	August 3, 2004
Award Recommendation:	September 8, 2004

XI. ADDITIONAL INFORMATION

Any additional information regarding proposal procedures may be obtained from:

Ms. Linda Leasburg-Kramer, Supervisor
Bureau of Procurement and Materials Management
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 352
Miami, Florida 33132
Telephone 305-995-1364
lleasburg-kramer@dadeschools.net

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

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

4. **OWNERSHIP:**

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

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

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

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

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

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

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

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

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

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 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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