

REQUEST FOR PROPOSALS

**APPLICANT – OUTSIDE AGENCIES QUALIFIED TO OPERATE ALTERNATIVE PROGRAMS FOR
M-DCPS AT-RISK STUDENTS**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

April 15, 2003

RFP: #114-CC10

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

REQUEST FOR PROPOSALS #114-CC10

APPLICANT – OUTSIDE AGENCIES QUALIFIED TO OPERATE ALTERNATIVE PROGRAMS FOR
M-DCPS AT-RISK STUDENTS

Sealed proposals will be accepted in Procurement and Materials Management, at the above location, until 2:00 P.M. on **APRIL 15, 2003** and may not be withdrawn for ninety (90) days from that date.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 (17) 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 and Materials Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. April 15, 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 April 15, 2003. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After April 15, 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. 114-CC10

APPLICANT-OUTSIDE AGENCIES QUALIFIED TO OPERATE ALTERNATIVE PROGRAMS FOR M-DCPS AT-RISK STUDENTS

I. NAME AND ADDRESS OF REQUESTER

The School Board of Miami-Dade County, Florida
Office of Adult/Vocational, Alternative and Community Education
1450 N.E. 2nd Avenue, Suite 802
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals (RFP) will be to award successful proposers contracts with Miami-Dade County Public Schools (M-DCPS) to provide educational services to children at risk. These services include, but are not limited to, the following: intensive counseling, anger management (where applicable), survival skills, individual tutoring, and intervention strategies in smaller, non-public school settings. Due to the extenuating circumstances of the children served, smaller classroom settings, coupled with holistic approaches to the needs of each child, help to mitigate the factors, which often contribute to the children's failure in traditional school settings.

The criteria for outside agencies to qualify shall include, but not be limited to: detailed costs analyses, proof of insurance, a safe physical plant, adequate security, various support services, personnel qualifications, and educational training designed to meet the needs of children at risk.

A committee will determine the selection of the outside alternative education agencies on the basis of qualification, experience, and insurance. The selection committee will be comprised of the M-DCPS personnel identified in VIII **Evaluation of Proposals**, as well as, a member of the community.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Seventeen copies of the proposal must be submitted by 2:00 (local time) on April 15, 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 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. An officer of the firm legally authorized to conduct business in its name must sign the proposal. The proposals must be submitted in a sealed envelope or box marked: "REQUEST FOR PROPOSALS - APPLICANT - OUTSIDE AGENCIES QUALIFIED TO OPERATE ALTERNATIVE PROGRAMS FOR M-DCPS AT-RISK STUDENTS"

It is anticipated that the proposal(s) may be presented to The School Board of Miami-Dade County, Florida (School Board), for acceptance on or about May 14, 2003. If accepted, notification to the successful proposer(s) will be on or after May 14, 2003. The School Board reserves the right to reject any and all proposals.

IV. GENERAL INFORMATION ABOUT THE SCHOOL DISTRICT AND DESCRIPTION OF THE PROGRAM

The School Board of Miami-Dade County, Florida, is the fourth largest school system in the nation with an annual budget over \$4 billion for fiscal year ending June 30, 2002. The District has over 350 school sites, 360,202 students and 47,000 full and part-time employees.

M-DCPS is responsible for establishing a climate in the schools, which encourages learning. The establishment of a program for outside agencies seeking funding from M-DCPS is intended to ensure that each agency conforms to the same Board-approved standards for contracted programs.

V. TECHNICAL REQUIREMENTS

Municipalities or organizations wishing to be considered for this program must agree to contribute the following resources to the program: space, telephone and facsimile equipment, electricity, and security personnel. M-DCPS will provide transportation from a designated bus stop to the center.

Evidence of security clearance for each of the proposer's staff that will provide services to students. Since M-DCPS is a public agency, which serves children and adolescents, all employees and contracted personnel must have a security clearance to insure individuals with criminal records involving moral turpitude do not have contact with students. Professionals who are proposed to provide services will comply with security clearance procedures as prescribed by; see

Attachment A - Security Clearance Procedures for Miami-Dade County Public Schools.

Contracted program centers will be required to fingerprint all employees, and to follow M-DCPS procedures for the employment of personnel. The cost of fingerprinting will be borne by the contracted program or the employee. All employees shall be on probationary status pending fingerprint processing.

General drug screening on all applicants for instructional and non-instructional positions in contracted programs shall be conducted. A negative drug screening result shall be a requirement. The cost will be borne by the contracted program or the employee.

An annual financial audit, requested and paid by the proposer shall be performed by a qualified Certified Public Accountant. The audit shall be performed in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. The proposer shall provide such audit within one hundred fifty (150) workdays after its fiscal year end.

Design of the school shall include small learning communities and areas of support services.

VI. COST OF SERVICES

Proposals must include an itemization of procedures of developing a program to provide an alternative education setting to M-DCPS students, at a cost not to exceed 95 percent of basic FTE, plus a portion of funding identified from Appropriations 131-A.

VII. TERMS OF CONTRACT

The term of the proposal shall be for one year from date of award, and may, by mutual agreement between the School Board and the awardee(s), be extended for two additional one year periods, and if needed, 90 days beyond the expiration date of the current extension period, contingent upon continued receipt of funds appropriated by the Legislature on a year by year basis. The School Board, through the Bureau of Procurement and Materials Management, may, if considering to extend, request a letter of intent to extend from the awardee(s) prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon by the School Board. All prices shall be firm for the term of the contract.

VIII. EVALUATION OF PROPOSALS

Proposals will be evaluated by representatives of the school district, in order to ascertain which proposal best meets the needs of the School Board. The selection committee will consist of the following:

- An administrator from the Office of Adult/Vocational, Alternative and Community Education Programs
- An administrator from the Office of Evaluation and Research
- Two administrators from the Office of Alternative Education and Dropout Prevention Programs
- An administrator from the Office of Exceptional Student Education and Psychological Services
- An administrator from the Division of Procurement Management and Materials Testing (non-voting)
- An administrator from the Division of Business Development and Assistance
- A counselor from an alternative education site
- A member of the local community with professional experience in child welfare

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

- A. Responsiveness of the proposal clearly stating an understanding of the work to be performed meeting all the guidelines.
- B. 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.
- C. Expertise in the areas addressed in the Request for Proposals, and the ability to respond in a timely, accurate manner to the district's requirements are essential.
- D. Proof of program effectiveness in increasing educational progress in reading and mathematics.

- E. Evidence of the existence of a separate school facility for the operation of the program.
- F. Evidence of three years experience successfully serving disruptive and low achieving students.
- G. Evidence of compliance with M-DCPS personnel procedures.

The school district reserves the right to reject any and all proposals submitted. When the final selection is made, a professional service 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 vendors.

IX. AFFIRMATIVE ACTION REQUIREMENTS AND MINORITY/WOMEN BUSINESS ENTERPRISE (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 occupation categories of its work force (Attachment B.).

B. M/WBE Participation

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

In keeping with this policy, each proposer will be required to state its Minority/Women 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 shall participate.

All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award (Attachment C)..

- 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 NE 2nd Avenue, Room 456, Miami, Florida 33132.

X. INSURANCE REQUIREMENTS

The successful proposer, if selected for this Request for Proposals, shall agree to provide proof of Professional Liability Insurance and to the following language:

The proposer shall hold harmless, indemnify and defend indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorney's 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, negligence or culpability of the indemnitees). The following shall be deemed to be indemnitees: The School Board of Miami-Dade County, Florida, and its members, officers and employees.

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

- A. Workers' Compensation Insurance for all employees of the proposer as required pursuant to the provisions of Chapter 440, Florida Statutes.
- B. Commercial General Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as additional insured on the policy.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles use in connection with the work as outlined in the Request for Proposals, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability.
- D. Proof of Professional Liability (e.g., medical malpractice) 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) which must be no less than 'B+' as to management, and less than 'Class V' as to financial strength. Certificates shall indicate no modification in insurance be made within thirty (30) - days advance written notice to the additional named insured or certificate holder.

XI. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Contract Review Committee	March 6, 2003
Request Board approval to issue RFP	March 12, 2003
Mailing of RFP	March 17, 2003
Opening of Proposals	April 15, 2003
Evaluation completed by Selection Committee	April 23, 2003
Award Recommendation	May 14, 2003

XII. ADDITIONAL INFORMATION

The following individual should be contacted for any additional information with respect to this Request for Proposal:

Mr. Eduardo Martinez, Principal
Educational Alternative Outreach Program
1500 Biscayne Boulevard, Suite 128
Miami, Florida 33132
305 995-1272

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara D. Jones, Director
Division of Procurement Management and Materials Testing
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 356
Miami, Florida 33132
305 995-2327

ATTACHMENT A

SECURITY CLEARANCE PROCEDURES FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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

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

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

2. Affidavit of Good Moral Character

3. Fingerprint Card

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

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS
AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN

[illegible]

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

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

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

	<u>Total Number of Employees</u>	AM	AF	HM	HF	WM	WF
a. Management	_____						
b. Administrative/clerical	_____						
c. Professional/technical	_____						
d. Craftsperson/laborers	_____						

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

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

a. Bonding Company: _____
 Address: _____
 Agent name: _____ Phone number: _____
 Single Contract Limit: _____ Aggregate Limit: _____

b. Bank(s) Name(s): _____
 Branch: _____
 Contact person: _____ Phone number: _____
 Credit limit: _____

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

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