

**REQUEST FOR PROPOSALS**

**OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS FOR  
POST SECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA**

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

**PROPOSAL RETURN DATE**

**July 10, 2003**

**RFP: #162-CC10**

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

REQUEST FOR PROPOSALS #162-CC10

OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS FOR  
POSTSECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA

Sealed proposals will be accepted in the Bureau of Procurement and Materials Management, at the above location, until **2:00 P.M. on July 10, 2003** and may not be withdrawn for ninety (90) days from that date.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 (12) of the Proposal must be submitted as follows:

- \* The original proposal in a sealed envelope or box marked "Original".
- \*\* (11) 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, Bureau of Procurement and Materials Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M., July 10, 2003.
- C. Pre-Proposal Conference. A proposal conference has been Scheduled for June 30, 2003 at 1:00 p.m., in the Auditorium, School Board Administration Building, 1450 N.E. Second Avenue, Miami, Florida 33132. Attendance by proposers is highly encouraged.

### **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 Associate Superintendent, Bureau of Procurement and Materials Management, 1450 N.E. 2nd Avenue, prior to July 10, 2003. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After July 10, 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 Associate Superintendent, Bureau of 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 Associate Superintendent, Bureau of 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. 162-CC10**

**OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS  
FOR POSTSECONDARY STUDENTS  
IN MIAMI-DADE COUNTY, FLORIDA**

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

**I. NAME AND ADDRESS OF REQUESTOR**

The School Board of Miami-Dade County, Florida  
Office of Adult/Vocational, Alternative and Community Education  
1450 NE Second Avenue, Room 802  
Miami, Florida 33132

**II. PURPOSE FOR REQUEST FOR PROPOSALS**

The purpose of this Request for Proposals (RFP) is to obtain the services of outside agencies interested in providing apprenticeship training for postsecondary students in Miami-Dade County in accordance with the Florida Department of Education (FDOE).

**III. INSTRUCTIONS FOR SUBMISSION OF REQUEST FOR PROPOSALS**

Twelve (12) bound copies of the proposal, one of which must be an original, must be received by July 10, 2003, at 2:00 PM:

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

The responsibility for submitting this proposal to the district on or before the stated date and time will be solely and strictly the responsibility of the proposer. The district will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal package must contain all 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 MUST BE SUBMITTED IN A SEALED ENVELOPE OR BOX MARKED, OUTSIDE AGENCY TO OPERATE APPRENTICESHIP TRAINING PROGRAM FOR POSTSECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA".

It is anticipated that the proposal(s) may be presented to The School Board of Miami-Dade County, Florida, on or about August 20, 2003. If accepted, notification to the successful proposer(s) will be on or after August 20, 2003.

**IV. STANDARDS FOR CONTRACTED PROGRAM**

The apprenticeship group must have been in operation for at least five years.

Funding for this RFP will be performance-based. The contracting agency may earn \$2,000 if the agency provides laboratory, \$1,000 if school district provides the laboratory, per student based on verifiable completion of each of the following performance phases:

- Valid/verifiable student enrollment list
- Training benchmark as reported by FDOE

The payments will be made based on a percentage of the contracted amount attributed to each of the performance phases as indicated below:

25% - Enrollment (valid/verifiable student list)

75% - Obtainment of an Occupational Completion Point (OCP)

- \* Funding will only be provided for students who obtain OCP. Enrollment payments will be deducted for students who do not obtain an OCP.

## **V. GENERAL INFORMATION ABOUT THE DISTRICT AND DESCRIPTION OF THE PROGRAM**

The School Board of Miami-Dade County, Florida, is a political subdivision organized under Section 4, Article IX, of the State Constitution and Chapter 230, Florida Statutes. The district, which is coterminous with Miami-Dade County, is the fourth largest school system in the nation. The district presently has over 334 schools, approximately 360,000 students, and 45,900 full and part-time employees. Management of the district is totally independent of the metropolitan and city governments.

The Apprenticeship program, as outlined in the FDOE Curriculum Frameworks is a job preparatory course that is designed to prepare students for employment as journeymen in their selected trade.

In accordance with Rule 6A-10/040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete these programs vary. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examination. If a student does not meet the basic-skills level required for completion of the program, remediation will be provided concurrently by the district through Vocational Preparatory Instruction (VPI) at a school to be identified by the district. Please refer to the Rule for exemptions.

## **VI. QUALIFICATIONS**

Proposal submitted should follow the sectional headings below, and show evidence of the ability to meet the educational standards listed:

### **Section 1. Educational Program**

- Number of students projected to be served.
- Philosophy or underlying purpose of the training agency.
- Program description, including measurable benchmarks.
- Evidence of the availability of certified instructors who will be paid by the contracting agency.
- 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 insure

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 A).

## Section 2. Profile of the Agency

- Evidence of operating apprenticeship programs for five years.
- Evidence of the ability to operate a professional training agency to include, but not limited to, the agency's program accomplishments.
- Resumes of identified staff members.
- Resume specifically addressing the provider's experience.

## Section 3. Timetable for Program Implementation

- A calendar outlining contracting agency program activities for the year, including recruitment, registration, program completion, and job placement targets.

## Section 4. Facilities and Finances

- Evidence of the availability of an adequate training facility owned/leased by the Contracting Agency including a laboratory, if applicable.
- Evidence of arrangements made to provide training equipment and furniture, to deliver the curriculum as described in the FDOE framework.
- The audited financial statements of the agency's most current fiscal year provided and paid for by the contracting agency and performed by a Certified Public Account (CPA). If the most current fiscal year provided and paid for by the contracting agency and performed by a CPA is not available, a letter explaining the delay should be submitted along with the agency's last available audited financial statements.

## Section 5. Operations

- Standards to be used in the hiring process of certified teachers, administrators, and other agency staff.
- Targeted staff size, staffing plans, and projected student-to-teacher ratio.

## Section 6. Other Required Documentation

- Evidence of a registered apprenticeship program.
- Evidence of adherence of fire safety codes.
- Evidence of insurance.

The Assistant Superintendent and other designated personnel in the Office of Adult/Vocational, Alternative and Community Education have the responsibility of coordinating activities between the district and the agency (ies) relative to the proposed contract between parties. The above-referenced offices will monitor and support the implementation of all conditions relating to this proposal.



## **VII. TERMS OF CONTRACT**

The School Board of Miami-Dade County, Florida, shall, at its sole discretion enter into a contact with one or more or no agencies responding to this RFP. Terms of said agreement(s) will be as follows:

### **1. Specific Information**

The term of the proposal shall be for one year from date of award and may, by mutual agreement between the School Board and awardee an upon final School Board approval, be renewable for two (2) additional one-year periods and, if needed, 90 days beyond the expiration date of the current renewal period. The School Board, through the Division of Procurement Management, may, if considering to renew, request a letter of intent to renew from the awardee(s) prior to the end of the current contract period. Renewal will be dependent upon funding availability. 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.

### **2. Cancellation**

The School Board shall have the right to cancel the agreement for unacceptable performance at any given time, giving the other party sixty (60) days written notice.

## **VIII. EVALUATION OF PROPOSALS**

Proposals will be evaluated by representatives of the district in order to ascertain which proposal(s) best meet the needs of the School Board. The evaluation committee will consist of the following:

- an administrator from the Office of Adult/Vocational, Alternative and Community Education;
- an administrator from the Division of Applied Technology;
- an administrator from the Division of Procurement Management (non voting);
- instructional Supervisor for Industrial Education;
- an administrator from the Department of Fiscal Services;
- an administrator from the Department of Business and Industry Services;
- an administrator from Management and Compliance Audits (non voting);
- an administrator from the Division of Business Development and Assistance;
- a postsecondary principal;
- a postsecondary assistant principal; and
- the local apprenticeship representative from the Florida Department of Education.

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

- A. The proposal must clearly indicate an understanding of the work to be performed, meeting all the guidelines.
- B. Expertise in apprenticeship training.
- C. Expertise in the areas addressed in the Request for Proposals must be evident, and the ability to respond in a timely, accurate manner to the district's requirements is essential.
- D. Vendor qualifications.

- E. The district reserves the right to reject without cause any and all proposals submitted. In the event that a proposal is accepted, 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.

## **IX. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION**

### **A. Equal Employment Opportunity**

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

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

### **B. Minority/Women Business Enterprise (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 level, the School Board provides the maximum opportunity for Minority/Women Business Enterprise participation. In keeping with the policy, each proposer will be required to state its Minority/Women Business Enterprise utilization. If a minority firm which is women-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, its experience in this type of required service, and the 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 Second Avenue, Room 456, Miami, Florida 33132.

## **X. INSURANCE REQUIREMENTS**

The Awardee must provide necessary insurance, enter into an indemnification, and hold harmless agreement.

### **A. INSURANCE**

At all times during the Agreement Term, the Awardee(s) shall, at its sole cost and expense, procure and maintain in full force and effect, with insurance carriers duly authorized to do

business in the State of Florida with a general Best's rating of "A-" or better and a financial-size category of "IV" or better according to the A.M. Best Rating Guide and acceptable to the Board, Professional Liability insurance. The Professional Liability Insurance provided by the Awardee(s) shall conform to the following requirements:

1. The Awardee's Professional Liability Insurance shall be a form acceptable to the Board and shall cover those sources of liability typically insured by Professional Liability Insurance, arising out of the rendering or failure to render professional services in the performance of this agreement, including all provisional of indemnification which is part of the agreement.
2. The insurance shall be subject to a maximum deductible not to exceed \$25,000.
3. If on a claims-made basis, the Awardee(s) shall maintain without interruption the Professional Liability Insurance until three years after this agreement.
4. The minimum limits to be maintained by the Awardee(s) (inclusive of any amount provided by an umbrella or excel policy) shall be \$1 million per claim aggregate.

Each Insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the School Board and the students by reason of any payment under such policy and shall provide that such insurance carrier shall notify the School Board in writing at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification to the Awardee's Policy (ies) required under this agreement.

Upon the execution of this agreement, the Awardee(s) shall furnish the Board's Office of Risk and Benefits Management with Certificates of Insurance evidencing the Awardee(s) insurance coverage is consistent with the terms of the agreement. The Awardee(s) shall also provide copies of the policies to the School Board. The Awardee(s) shall also provide the Board with renewal or replacement Certificates of Insurance no less than thirty (30) days prior to cancellation, termination, or modification. The Awardee(s) shall be in material breach of this agreement if the Awardee(s) fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the School Board may terminate this agreement without further liability to the Awardee(s). Additionally the Awardee(s) shall be liable to the School Board for any and all damages incurred due to the Awardee's failure to perform the agreement terms.

## **B. INDEMNIFICATION**

The Awardee(s) hereby agree(s) to indemnify, hold harmless, and defend the School Board, its officers, agents, and employees individually and collectively from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders, or injuries, including death or damage of whatever nature to any property and all costs, including court costs, attorney's fees, and disbursements, whether suits are instituted or not, and if instituted at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on or incurred by or asserted against the School Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the Awardee's of their duties and obligations under or pursuant to this agreement, including without limitations the failure to maintain insurance or notify the School Board; (b) any material

breach of this agreement by the Awardee(s); (c) false or inaccurate representation or warranty made by or on behalf of the Awardee(s), and (d) any act or omission negligence, or intentional acts of the Awardee(s), or any of the Awardee's directors, officers, employees, agents, subcontractors, or other representatives.

## **XI. IMPLEMENTATION SCHEDULE**

The estimated schedule for implementation of the proposal(s) is as follows:

Procurement Contract Review Committee	June 12, 2003
Request Board Approval to Issue RFP and Approval of Selection Committee	June 18, 2003
Mailing of Request for Proposals	June 20, 2003
Pre-bid conference with Proposing Agencies	June 30, 2003
Opening of Proposal	July 10, 2003
Evaluation Completed by Selection Committee	July 18, 2003
Recommendation to School Board for Approval	August 20, 2003

## **XII. ADDITIONAL INFORMATION**

The following individuals should be contacted for any additional information with Respect to the RFP:

Mr. Robert G. Gornto, District Director  
Division of Applied Technology  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Room 804  
Miami, Florida 33132  
305 995-1854

Mr. Larry Santovenia, Supervisor  
Fiscal Services  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Room 808  
Miami, Florida 33132  
305 995-1884

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara D. Jones, Director  
Division of Procurement Management  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Room 356  
Miami, Florida 33132  
305 995-2348

## **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.

[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		
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 &amp; 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.**

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**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**

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## 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.

(102891)

**REQUEST FOR PROPOSALS**

**HEALTH AGENCIES/PROFESSIONALS TO PROVIDE ON-SITE HEALTH SERVICES  
TO STUDENTS ATTENDING C.O.P.E. CENTER NORTH FOR THE 2003-2004  
SCHOOL YEAR**

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

**PROPOSAL RETURN DATE**

**JULY 10, 2003**

**RFP NO. 149-CC10**



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

REQUEST FOR PROPOSALS #149-CC10

HEALTH AGENCIES/PROFESSIONALS TO PROVIDE ON-SITE HEALTH SERVICES TO  
STUDENTS ATTENDING C.O.P.E. CENTER NORTH FOR THE 2003-2004 SCHOOL YEAR

Sealed proposals will be accepted in Procurement Management, at the above location, until  
2:00 P.M. on **JULY 10, 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. July 10, 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 Management Services, 1450 N.E. 2nd Avenue, prior to July 10, 2003. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After July 10, 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. 149-CC10**

### **HEALTH AGENCIES/PROFESSIONALS TO PROVIDE ON-SITE HEALTH SERVICES TO STUDENTS ATTENDING COPE CENTER NORTH FOR THE 2003-2004 SCHOOL YEAR**

#### **I. NAME AND ADDRESS OF REQUESTER**

Miami-Dade County Public Schools  
Office of Alternative Education and Dropout Prevention Programs  
1500 Biscayne Boulevard, Suite 325  
Miami, Florida 33132

#### **II. PURPOSE OF REQUEST FOR PROPOSALS**

The purpose of this Request for Proposals (RFP) is to obtain health agencies/professionals to provide on-site comprehensive health services to approximately 280 teen parents and their babies/toddlers at COPE Center North. The teen parents are in grades 6-12.

#### **III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

Ten copies of the proposal, one of which must be an original, must be received by 2:00 P.M., Eastern Standard Time, July 10, 2003 at:

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

The responsibility for submitting this proposal to the district on or before the stated date and time will be solely and strictly the responsibility of the proposer. The district will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal package must contain all items requested. Failure to submit all the items requested may render the proposal non-responsive. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal must be submitted in a sealed envelope or box marked "HEALTH AGENCIES/PROFESSIONALS TO PROVIDE ON-SITE HEALTH SERVICES TO STUDENTS ATTENDING COPE CENTER NORTH FOR THE 2003-2004 SCHOOL YEAR."

It is anticipated that the proposals may be presented to the School Board for acceptance on or about August 20, 2003. If accepted, notification to the successful proposer(s) will be on or after August 20, 2003. The School Board reserves the right to reject any and all proposals.

#### **IV. OWNER/AGENCY PROVIDED SERVICES**

Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in this RFP. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contracts in order to appropriately provide on-site medical services for approximately 280 students attending COPE Center North.

#### **V. DESCRIPTION OF THE EXISTING PROGRAM**

COPE Center North has a student enrollment of approximately 280 students in grades 6-12. COPE Center North is an alternative teen parent school designed to provide instructional, medical, social, and recreational services to meet the profoundly complex problems faced by many of the students who attend the Center.

The provider and/or agency will co-locate the medical staff at the school in the space allocated for the services. The co-located staff will consist of an Advanced Registered Nurse Practitioner (ARNP), an Obstetrician, and a Pediatrician.

The service provider and/or agency will agree to provide the following:

##### **A. Health Services**

Physical examination and therapeutic management including breast and pelvic examinations, lab test (e.g., Hemoglobin, Hematocrite, Rapid Plasma Reagin, Gonococcus smear, Ua, etc.), and specialty tests (Ultrasound, Glucose Tolerance Test, etc.);

Preconception education for prevention of pregnancy and diseases;

Parental care, and management;

Parenting education and counseling;

Health maintenance and disease prevention education;

High risk assessment and referrals; and

Primary health care and health maintenance for infants and toddlers.

- B. The services will be provided on-site at COPE Center North unless special equipment or medical specialists are needed for the performance of specialty tests or specialty visits, in which cases the students and/or the children will be referred for the service.
- C. The pharmaceutical supplies that are necessary for the provision of the services.
- D. Professional liability insurance coverage with limits of liability not less than \$1,000,000 per aggregate covering all of its actions as well as actions of the employees. Such evidence of insurance shall be provided to the School Board on a valid certificate of insurance.

The provider and/or agency will indemnify, hold harmless and defend the School Board against any and all claims, liabilities, judgements, damages, suits, losses, actions and causes of action which arise during the term of this contract, including personal injury or property damage claim, liability, including attorneys fees, which arise out of their negligent performance or non-performance of the contract provisions herein.

## VI. REQUIRED INFORMATION TO BE SUBMITTED

The proposer must submit the information listed below:

- A. **Curriculum Vita or Resume.** Submit curriculum vita or resume specifically addressing the provider's experience in medical services.
- B. **Authorized Representative for the Agency.** If provider is an agency, give the names of the persons who will be authorized to make presentations for the agency, their titles, addresses, telephone numbers, and copies of their vitae/resumes.
- C. **Location and Administrative Organization of Agency.** Give the location of the provider's office, and if an agency, provide the number of partners, managers, supervisors, and other professional staff.

- D. **Record of awarded projects.** Submit a list of medical services that the provider or agency has provided on-site at schools.
- E. **Quality of Work.** Submit a brief description of the design for provision of medical services on-site at the school.
- F. **Reference.** Provide years of experience in co-locating staff and providing services on-site at schools.
- G. The signature of the person empowered to submit the proposal.
- H. **Affirmative Action.** Each proposer shall be required to indicate its equal employment policy and provide a detailed breakdown of its work force by ethnicity, gender, and occupational categories.
- I. **Minority/Women Business Enterprise (M/WBE) Participation.** 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 used in conjunction with the scope of work, the firm is to indicate the scope of the minority firm's work, experience in the type of services required, and experience of staff that will participate. All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award.
- J. **Costs for Services.** Proposer must detail ways to bill Medicaid for Medicaid reimbursable services provided to Medicaid eligible students, and seek payment for third party billing. Additionally, proposers should detail cost to perform the identified services.
- K. **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 insure 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 A - **Security Clearance Procedures for Miami-Dade County Public Schools.**



## **VII. 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 evaluation process will include, but not be limited to, the following:

- A. Emphasis on the background, qualifications, experience and/or expertise in providing comprehensive health services to teens and teen parents at school sites.
- B. Responsiveness of the proposal in clearly stating an understanding of the work to be performed and the ability to perform the services.
- C. Ability to perform the service in the most cost effective manner.
- D. Ability to demonstrate an effective plan for co-locating the medical staff.
- E. Minority/Women Business Enterprise (M/WBE) participation.
- F. Affirmative Action.
- G. Completeness of proposal.
- H. Cost.

The school district reserves the right to reject any and all proposals submitted, or any phase thereof. The school district retains the right to waive irregularities in proposals that are submitted. When the final selection is made, professional services agreements acceptable to the School Board Attorney may be entered into with the successful proposer. No debriefing or discussion will be held with unsuccessful firms. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the services, which may be required by the School Board.

The evaluation of proposers will be made on or about July 18, 2003, by a committee on the basis of qualifications and the proposed program. The proposed members of the selection committee are:

- a representative from the Office of Alternative Education and Dropout Prevention Programs;
- a representative from the Alternative Education Advisory Committee;
- a representative from United Teachers of Dade;
- a representative from the Division of Procurement Management;
- a representative from the Division of Business Development and Assistance;
- a school principal; and
- an educational specialist from the Office of Alternative Education and Dropout Prevention Programs.

## **VIII. TERMS OF CONTRACT**

The purpose of this RFP is to establish a contract with agencies that can provide health services to approximately 280 students attending COPE Center North. The term of the contract shall be for one year from date of award, and may, by mutual agreement between the School Board and the awardee upon final School Board approval, be renewable for up to three (3) additional one-year periods, and if needed, 90 days beyond the expiration date of the current contract period. The Board, through Procurement Management Services, may, if considering to renew, request a letter of intent to renew 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. Renewal will be dependent upon funding availability and the need for on-site health services, as determined by the Office of Alternative Education and Dropout Prevention Programs.

Payments for services will be made monthly upon review and approval of the Agencies Attendance Forms by the Office of Alternative Education and Dropout Prevention Programs. All financial records pertinent to the on-site health services are to be maintained in the office of the proposer for a period of five (5) years and will be made available to the School Board and its designee for audit purposes.

The School Board, by law, must reserve the right to cancel the contract at the end of the year of the contract term or fiscal year, or in the event the services rendered do not comply with the provisions of the proposal and/or the quality of service is found to be undesirable.

The proposer shall comply with all municipal, state and federal statutes prohibiting discrimination. If selected, the proposer shall agree to hold harmless, indemnify and defend indemnities (as hereafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind of 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 incident to the performance of the services of this RFP or on the proposer, whether or not due or caused in part by the negligence or other culpability or the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to the indemnities: The School Board of Miami-Dade County, Florida, and its members, officers and employees.

**IX. AFFIRMATIVE ACTION REQUIREMENTS AND MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION**

**A. Equal Employment Opportunity**

It is 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 belief, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed.

Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force (See Attachment B - Affirmative Action Employment Breakdown).

**B. Minority/Women's Business Enterprise (M/WBE) Participation**

The School Board has an active M/WBE program to increase the level of M/WBE participation to the maximum percentage of the total expenditures in order to achieve its M/WBE participation.

In keeping with this policy, each firm will be required to state its M/WBE 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 firm is to indicate the scope of the minority firm's work, experience in this type of required services, and experience of staff who will participate. All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award (See Attachment C - M/WBE Certification Application).

A quarterly report documenting efforts undertaken by the proposer to maintain the stated 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 Division of Business Development and Assistance, 1450 NE Second Avenue, Room 456, Miami, Florida, 33132.

## **X. MEDICAID FUNDS**

The proposer is herein advised and must contractually agree that is aggregate reimbursement from the School Board will be reduced by Medicaid funds, if any are received by proposer for services provided to 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.

## **XI. IMPLEMENTATION SCHEDULE**

The planned scheduled for implementation of proposals for on-site health services is as follows:

Procurement Contract Review Committee	April 17, 2003
Request Board approval to issue RFPs and approval of Selection Committee	June 18, 2003
Mailing of RFPs	June 19, 2003
Opening of Proposals	July 10, 2003
Evaluation Completed	July 18, 2003
Contract Award	August 20, 2003

## **XII. ADDITIONAL INFORMATION**

Any additional information with respect to the RFP may be obtained from:

Ms. Barbara Jones, CPPB, Director  
Division of Procurement Management  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Suite 356  
Miami, Florida 33132  
Telephone (305) 995-2348

Any additional information regarding proposal specifications may be obtained from:

Ms. Adora Obi Nweze, District Director  
Office of Alternative Education and Dropout Prevention Programs  
1500 Biscayne Boulevard, Suite 225  
Miami, Florida 33132  
Telephone (305) 995-1708

or

Ms. Zandra Rucker, Director  
Office of Alternative Education and Dropout Prevention Programs  
Miami-Dade County Public Schools  
1500 Biscayne Boulevard, Suite 325  
Miami, Florida 33132  
Telephone (305) 995-7662

DATE: \_\_\_\_\_

### 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 insure 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

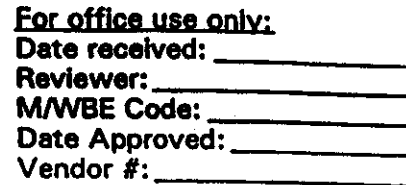
- a. The M-DCPS Fingerprinting Department completes necessary information on the fingerprint card.
- b. The applicant must pay \$39 or current fee for processing.
- c. The applicant is fingerprinted.
- d. The fingerprint card is submitted to the Florida Department of Law Enforcement (FDLE) which completes 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.



ATTACHMENT B  
MIAMI-DADE COUNTY PUBLIC SCHOOLS  
AFFIRMATIVE ACTION  
EMPLOYMENT BREAKDOWN

[illegible]



# M/WBE CERTIFICATION APPLICATION

FM-3920 Rev. (05-01)



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).

Agency Name	Determination	Date

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.

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

- 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:

	Name and title	Race/ethnicity/ gender
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 &amp; 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.

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**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**

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## 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.

(102891)