

**REQUEST FOR PROPOSALS**

**EDUCATIONAL CONSULTING FOR TEAMBUILDING AND QUALITY ASSURANCE  
FOR THE AREA COMMUNITY CENTERS FOR EDUCATIONAL SUPPORT SERVICES  
(ACCESS CENTERS)**

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

**PROPOSAL RETURN DATE**

**JULY 10, 2003**

**RFP NO. 180-CC10**

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

REQUEST FOR PROPOSALS #180-CC10

EDUCATIONAL CONSULTING FOR TEAMBUILDING AND QUALITY ASSURANCE FOR THE  
AREA COMMUNITY CENTERS FOR EDUCATIONAL SUPPORT SERVICES (ACCESS CENTERS)

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2:00 P.M. on JULY 10, 2003 and may not be withdrawn for ninety (90) days from that date.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 : \_\_\_\_\_

#### 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. 180-CC10**

**EDUCATIONAL CONSULTING FOR TEAMBUILDING AND QUALITY ASSURANCE  
FOR THE  
AREA COMMUNITY CENTERS FOR EDUCATIONAL SUPPORT SERVICES  
(ACCESS CENTERS)**

**I. NAME AND ADDRESS OF REQUESTOR**

Miami-Dade County Public Schools  
Office of the Chief Education Officer and Deputy Superintendent of Schools  
1450 N.E. Second Avenue, Suite 921  
Miami, Florida 33132

**II. PURPOSE OF REQUEST FOR PROPOSALS**

The purpose of the Request For Proposals (RFP) is to obtain the professional services from a qualified private sector educational consulting firm or an individual with experience and expertise to provide teambuilding and a quality assurance program to staff at the ACCESS Centers. The selected firm or individual will also educate staff to create a cadre of trainers who can continue the selected teambuilding model(s) and quality assurance program developed during the various workshops.

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

Ten (10) 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, Procurement Management Services  
1450 N.E. Second Avenue, Room 351  
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 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 VIII of this document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the agency legally authorized to conduct business in its name. The proposal shall be submitted in a sealed envelope or box, marked "EDUCATIONAL CONSULTING FOR TEAMBUILDING AND QUALITY ASSURANCE FOR THE AREA COMMUNITY CENTERS FOR EDUCATIONAL SUPPORT SERVICES (ACCESS CENTERS)".

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

#### **IV. GENERAL INFORMATION ABOUT THE AREA COMMUNITY CENTERS FOR EDUCATIONAL SUPPORT SERVICES (ACCESS CENTERS)**

The ultimate goal of establishing the ACCESS Centers is improving student performance. This goal is accomplished by encouraging parental involvement, student advocacy, and business partnerships to deliver a quality educational product. The ACCESS Centers have functionally replaced the previous regions and have maintained the same numerical assignments and feeder patterns. Each ACCESS Center is led by an Assistant Superintendent and supported by three Directors. Representing the ABC's of Miami-Dade County Public Schools, each Director respectively promotes Advocacy, Access and Achievement; Business, or Curriculum.

The six ACCESS Centers combined comprise the fourth largest school district in the nation. Miami-Dade County Public Schools serves a wide population of students with a wide range of abilities, needs and unique challenges. This population consists of approximately 358,000 students; 340 schools; 19,000 teachers; 1,975 administrators; 12,000 volunteers and 2,500 Dade Partners.

#### **V. QUALIFICATIONS AND GENERAL REQUIREMENTS**

The selected educational consulting firm or individual shall adhere strictly to policies and procedures established through School Board Rules. Said firm or individual will work closely with the Assistant Superintendent and Directors of the ACCESS Centers to develop workshops and provide teambuilding model(s) and quality assurance program recommendations.

The Proposer should be a competent educational consulting firm or individual that has extensive experience in consulting, facilitating and working with public sector/education organizations. The Proposer shall be a recognized authority in the area of teambuilding and quality improvement with extensive experience in the design and implementation of strategic plans and the use of performance measures to monitor progress. Additionally, the Proposer shall be knowledgeable with the Florida Sterling Council quality criteria.

The Proposer should have experience designing communication and feedback strategies for multi-disciplinary groups and organizations. Furthermore, the Proposer should have proven skills in the design of workshops for diverse groups facing complex issues.

## **VI. OBJECTIVE**

The Office of the Chief Education Officer and Deputy Superintendent of Schools of Miami-Dade County Public Schools is seeking the services of an educational consulting firm or individual to create and implement teambuilding and a quality assurance program to staff at the ACCESS Centers. The selected firm or individual will also educate staff to create a cadre of trainers who can continue the selected teambuilding model(s) and quality assurance program developed during the various workshops.

## **VII. SCOPE OF WORK**

The ACCESS Center implementation strategy will require a number of training/planning sessions to ensure that all key stakeholders have ample opportunity to offer input on how this new concept should be delivered for optimal benefit in each of the six ACCESS Center areas. These sessions will also ensure that all staff and ACCESS Center customers have the necessary skills to take full advantage of the key principles driving this concept.

The following training/planning elements will be required to achieve the successful implementation of the ACCESS Center concept:

- Lead Principal Workshop – This workshop for Lead Principals will focus on applying the ACCESS concepts to their unique school settings. Establishing clear lines of communication and developing specific objectives to ensure the highest possible benefit for the parents and students will also be addressed.
- Train the Trainer Workshop – This workshop for any stakeholder will focus on forming and guiding effective teams, managing conflict, and measuring performance.
- Support Staff Training – This workshop for Support Staff will focus on customer service training and ACCESS Center concepts.
- Other workshops or trainings may be recommended to implement or supplement the aforementioned.

## **VIII. REQUIRED INFORMATION TO BE SUBMITTED BY THE PROPOSER**

A. The Proposer shall submit a list of the most recent/relevant comparable contracts it has been awarded within the last five years. The information should include:

- Names and addresses of institutions for which work was performed.
- Date(s) contract(s) was/were awarded.
- Length of time for which services were rendered to each institution.
- References with names, addresses and telephone numbers of the individuals from the agencies for which the work was performed.

- B. The Proposer shall submit a comprehensive plan for achieving the desired goals including a specific plan of action that identifies the specific steps and timelines for conducting the workshops and program as described herein.
- C. The Proposer shall include a list of experience in consulting, facilitating, and working with public sector/education organizations.
- D. The Proposer shall submit the names, addresses, telephone numbers, qualifications, and résumés of the executive team, if applicable, including their experience in public education programs, whom will be assigned to this engagement.
- E. The Proposer shall submit the name, address, telephone number, qualifications, and résumé of the person who will serve as the principal consultant responsible for the timely performance of all services and to whom all communications will be directed. The principal consultant must be available throughout the term of the engagement and shall not be replaced, without prior written consent of the Board.
- F. The Proposer should provide any supplemental information, which may be valuable to the School Board in evaluating the qualifications of the firm or individual person(s) to provide the services described herein.

#### **IX. COST OF SERVICES**

The proposal must include an itemization of charges for professional services as outlined in Section VIII, paragraph B.

#### **X. TERMS OF CONTRACT**

The term of the contract shall be for one year from the date of award. The Board reserves the right to terminate the agreement for unacceptable performance by giving thirty days written notice to the Proposer. The successful Proposer shall submit invoices reflecting costs, itemized by category, upon the completion of each workshop series.

#### **XI. EVALUATION OF PROPOSALS**

Proposals will be evaluated by a committee to ascertain which proposal best meets the needs of the School District. Evaluation considerations will include, but are not limited to the following:



- A. Responsiveness of proposal, clearly stating an understanding of the work to be performed.
- B. Qualifications and documented comparable experience and/or expertise in the area of education teambuilding and quality improvement.
- C. 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.
- D. Competence, including the education and training of the management team assigned to this engagement and availability of adequate personnel.
- E. The Proposer's past history of professional accomplishments, including the number of projects of this nature completed satisfactorily. Please indicate the name(s) of the institution(s), the year(s) the contract(s) was/were awarded.

The school district reserves the right to reject any and all proposals received. When the final selection is made, a professional services 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 Proposers. 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 that may be required by the District. Proposers responding to this Request For Proposals may be required to make a brief oral presentation to the selection committee where they shall have an opportunity to explain their written proposal. Any firm not present for the oral interview session, if held, will be automatically disqualified. The School Board will approve the final selection by acting upon the Superintendent's recommendation.

The selection committee will consist of the following members:

- an administrator appointed by the Chief Education Officer and Deputy Superintendent of Schools;
- an administrator from the District ACCESS Centers;
- an administrator from the ACCESS Centers;
- an administrator from Instructional Operations;
- an administrator from Management Operations;
- an administrator from the Division of Business Development and Assistance;
- an administrator from Procurement Management Services; and
- a lead principal.

If due to illness or other unforeseen circumstances, any member of the selection committee is unable to participate, a substitution shall be made. If a replacement is needed, all efforts will be made to assure that ethnic and gender representation is maintained.

## **XII. AFFIRMATIVE ACTION REQUIREMENT AND M/WBE PARTICIPATION**

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

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

Each Proposer is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its workforce (Attachment A).

### **B. Minority/Woman Business Enterprise (M/WBE) Participation**

The School Board of Miami-Dade County, Florida, has an active Minority/Woman Business Program to affirmatively increase the level of Minority/Woman Business Enterprise participation to the maximum percentage of total annual expenditures. In order to achieve its assistance levels, the Board provides the maximum number of opportunity for Minority/Woman Business Enterprise participation.

In keeping with this policy, each Proposer will be required to state its Minority/Woman 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 the work, the Proposer is to indicate the scope of the minority firm's work, experience in this type of required service, and experience of staff that will participate.

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

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:

Division of Business Development and Assistance  
1450 NE Second Avenue, Suite 456  
Miami, Florida 33132

### **XIII. INDEMNIFICATION**

The successful Proposer shall agree to the following language:

The Proposer shall hold harmless, indemnify and defend the indemnities (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 provided thereto) by or on behalf of the Proposer, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

### **XIV. INSURANCE REQUIREMENTS**

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

- A. Public Liability (Commercial General) insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional name insured on the policy.
- B. Proof of Professional Liability (i.e. Medical Malpractice, etc.) 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), must be no less a B+ as to management, and no less than Class V as to financial strength. Certificates shall indicate no modifications in insurance shall be made with thirty (30) days advanced written notice to the additional names insured or certificate holder.

### **XV. IMPLEMENTATION SCHEDULE**

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee	June 5, 2003
Mailing and Advertising of RFP	June 13, 2003
Opening of Proposals	July 10, 2003
Evaluation Completed by Screening Committee	July 17, 2003
Recommendation to the School Board for Approval	August 20, 2003

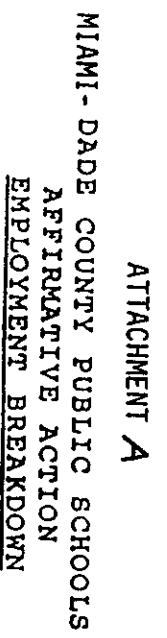
## **XVI. ADDITIONAL INFORMATION**

Requests for additional information on proposal specifications should be made in writing and addressed to the following individual, no later than June 27, 2003.

Ms. Mercedes Toural, Chief Education Officer and  
Deputy Superintendent of Schools  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Suite 921  
Miami, Florida 33132  
(305) 995-1960

Any additional information regarding proposal procedures may be obtained from:

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
AFFIRMATIVE ACTION  
EMPLOYMENT BREAKDOWN

AFFIRMATIVE ACTION  
EMPLOYMENT BREAKDOWN

FM-4859 (03-92)



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

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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.

	<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 &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.

**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.

(102891)