

**REQUEST FOR PROPOSALS**

**BOUNDARY ANALYSIS/TRANSPORTATION SOFTWARE (REBID)**

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

**PROPOSAL RETURN DATE**

**JULY 22, 2003**

**RFP NO. 189-CC10**

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

REQUEST FOR PROPOSALS #189-CC10

BOUNDARY ANALYSIS/TRANSPORTATION SOFTWARE

Sealed proposals will be accepted in Procurement Management, at the above location, until 2:00 P.M. on JULY 22, 2003 and may not be withdrawn for ninety (90) days from that date.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 (13) of the Proposal must be submitted as follows:

- \* The original proposal in a sealed envelope or box marked "Original."
- \*\* (12) 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 22, 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 22, 2003. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After July 22, 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. 189-CC10**

**BOUNDARY ANALYSIS/TRANSPORTATION SOFTWARE**

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

**I. NAME AND ADDRESS OF REQUESTOR**

Miami-Dade County Public Schools (M-DCPS)  
Department of Transportation  
15401 S.W. 117th Ave  
Miami, Florida 33177

**II. PURPOSE OF REQUEST FOR PROPOSALS**

The purpose of the Request For Proposals is to establish a contract with an agency to provide a software system to handle transportation and boundary related services, for the Miami-Dade County Public Schools.

**III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

Thirteen copies of this proposal, one of which must be an original and 1 CD-ROM or diskette, must be received by 2:00 p.m. (Eastern Daylight Time) on July 22, 2003, at:

The School Board of Miami-Dade County, Florida  
Bid Clerk, Division of Procurement Management and Materials Testing  
1450 N.E. Second Avenue, Room 352  
Miami, FL 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the proposers. The District will in no way be responsible for delays caused by the United States mail or any other delivery service or caused by any other occurrence. The proposal must be submitted in a sealed envelope or box marked "Proposals - Boundary Analysis/Transportation Software." The proposal shall be signed by an Officer of the firm legally authorized to conduct business in its name. Responses received after the scheduled receipt time shall not be considered.

It is anticipated that a proposal may be presented to The School Board of Miami-Dade County, Florida (School Board), for acceptance on or about August 20, 2003. The School Board reserves the right to reject any and all proposals.

#### **IV. GENERAL INFORMATION**

The School District seeks a proposer to provide software to handle transportation and boundary related operations. The users of this system may include, but is not limited to, the Office of Access Centers, Department of Transportation (DOT), and Information Technology Services (ITS). The software is intended to help meet the District's goal to improve the efficiency of the business management functions. Specifically within the DOT, the need to improve the efficiency of school bus routing is paramount. DOT has undergone several audits during the past year and each audit has identified the need to implement a new software system, as well as centralized routing. The District is now moving forward toward implementing these audit recommendations.

The District is seeking software and services to more efficiently conduct the following tasks:

- Daily School Bus Routing
- Annual Route Planning for Fall Term
- Annual Route Planning for Summer Term
- School Attendance Boundary Analysis
- Dissemination of information to customers

#### **BACKGROUND**

The School Board of Miami-Dade County, Florida (the "District") is a political subdivision organized under the Section 4, Article IX, of the State Constitution and Chapter 230, Florida Statutes. The School Board is the fourth largest school system in the nation with an annual budget of over \$4 billion for fiscal year ending June 30, 2002. Student enrollment totals over 360,000 with over 350 school sites. There are over 47,000 full-time and part-time employees.

Management of the School Board is totally independent of the metropolitan and city governments. The School Board is the policy-making body of the District. The School Board consists of nine (9) members elected by District. Among other duties, the School Board has broad financial responsibilities, including approval of the annual budget and establishing a system of accounting and budgetary controls. The School Board appoints the Superintendent of Schools. The Superintendent has responsibility for managing the District.

The School District is located along the southeast tip of the Florida peninsula, covers 1,955 square miles and is the largest metropolitan area in the State of Florida. It is bounded by Biscayne Bay and the Atlantic Ocean to the east, Everglades National Park to the west, the Florida Keys to the south, and Broward County to the north. One-third of the County itself is located in the Everglades National Park. Most of the 2.2 million residents live on the eastern side of the county in an urban environment.

The Department of Transportation (DOT) employs over 3,000 people including approximately 2,500 bus drivers and aides. The Department is responsible for transporting approximately 72,000 students to and from school each day. DOT operates 1448 routes, of which 57 are operated by private companies. In addition, some medically fragile students are transported by private companies in appropriate non-school bus vehicles.

Florida law requires that school districts provide home to school transportation for the following groups of students:

- Regular program students who live more than two miles from their assigned school (grades k-12)
- Magnet students who live within approved transportation zones
- Alternative students attending district sponsored programs
- Special needs students attending district sponsored programs
- Pre-K special needs students
- Elementary students (K-6) who reside within two miles of their assigned school and are in an area designated as hazardous
- Participants in the teenage parent programs
- Homeless/foster care students
- Qualified students eligible for opportunity/McKay scholarships

## **V. SCOPE OF WORK**

The District is interested in purchasing a software solution that will allow District staff to plan for school enrollment, develop attendance boundaries, and be used for related DOT related operations. The DOT requires the ability to import and export data necessary to create and maintain school attendance boundaries, bus stops, bus runs, bus routes, while minimizing the cost of its operations. The system must allow the staff to conduct numerous "what if" situations, without affecting current data, and analyze the results. The system must be capable of migrating a forecasted process to production status to eliminate redundant data entry. The DOT requires a system that allows for true multi-day, multi-destination routing. The DOT needs the ability to print a route sheet for each day of the week that shows the differences based on student transportation needs. The DOT daily operations, routing staff must have the ability to view on screen students, stops, runs, routes, and boundaries simultaneously. This allows for the routing staff to make the best changes to existing routes.

One of the most important tasks the DOT conducts is the planning of school bus routes for the summer and regular school terms. The system should have the ability to plan for the most efficient bus runs, and routes. The DOT wants the ability to utilize the software to assist in reducing the number of routes operated, as well as proposed changes to school bell times and bus types. The DOT also wants the ability to allow the other District users to prepare a proposed boundary solution and then the ability for the DOT to evaluate that proposed solutions impact on transportation.



The District desires a software solution that will allow for both a raster (picture) and vector (straight line drawing) maps. Raster image maps are particularly important to the District when conducting presentation for customers, as well as for use within the routing section of the Department of Transportation (DOT).

The system must operate each type of software from the system's main database, using Microsoft SQL, thereby eliminating the need to enter or copy data files to each server or PC. The system must operate in a true client-server mode, and in the windows environment to be compatible with existing systems. The District may have as many as 75 users online accessing the system at any one time, and the vendor must provide software that can accommodate that many users concurrently. In addition, the software must have the ability to accommodate additional users in the future. The software must have the ability to upload and download data files and the vendor will be required to assist the District in implementing the necessary file exchanges.

The Attendance Boundary Committee will use the software to assist in the process of developing recommendations to the School Board on school attendance areas. The software must have the ability to recognize all student characteristics that are downloaded from the student information system, and be able to analyze those characteristics. In addition, the software must be able to allow the user to define what characteristics are important during the boundary development process. The intent is to allow the user to develop numerous potential solutions when the requirement exists to forecast school attendance boundaries, and present those forecasted solutions to various interested parties on paper and within the proposed system. In order to minimize the amount of time and outside resources required of the attendance boundary staff, the system must be able to use the same data that the DOT uses. The DOT will be responsible for maintaining the system and keeping data updated on a day-to-day basis.

The DOT transports a large number of students from areas outside a school's regular attendance area. These special transportation needs, deal with children with special needs, magnet, alternative, as well regular education students, where an exception has been made. The system must be able to recognize these students and deal with those types of routes effectively.

In addition, the system must have the ability to increase the District's methods of communication with parents, schools, administration, and the public.

Please note that student information is confidential and may not be released to anyone without express written consent from the District. It is the legal responsibility of each proposer to ensure any student information is used appropriately.

## **VI. SYSTEM REQUIREMENTS**

### **DATA**

- 1) The ability to easily import and export data using the proposed software system is critical. The district requires an application that can take feeds from many internal and external sources.

- 2) Please describe in detail how your system handles the following items that must be handled through manual data entry and/or via a data import and/or export process. Describe the file types that can be imported and exported (e.g., excel, word, jpg, gif, etc).
  - (a) Student Data
  - (b) Mapping Data
  - (c) Boundary Data
  - (d) Transportation Data
  
- 3) The district's Integrated Student Information System (ISIS) will provide daily import files for the proposed software system. It is expected that this update will capture changes to the student records for daily/future planning. The information about the students will also include items such as student name, student ID number, ethnicity categories (EEOC categories), special needs, and grade. The vendor will be required to assist the district in developing the importing and exporting of files to and from ISIS.
  
- 4) The student information system is being programmed to allow for address matching at the time of student registration. This requires that the proposed software system be able to export a street block record that must contain:
  - a. Street name - Direction, street name and street type. For example, SW 1 St.
  - b. Left hand side low address of the block
  - c. Left hand side high address of the block
  - d. Right hand side low address of the block
  - e. Right hand side high address of the block
  - f. Left hand side 5-digit zip code
  - g. Right hand side 5-digit zip code
  
- 5) Digital map files will be provided from Metro-Dade County, Florida, which uses an ESRI product, and includes, but is not limited to the following details that need to be imported:
  - a. Landmarks (such as parks, rivers, important buildings bodies of water and railroad crossing)
  - b. Street addresses on both sides of the block/segment
  - c. Street network
  - d. No-travel streets
  - e. Hazardous streets
  - f. Intersections
    - i. where buses cannot make a turn
    - ii. where stops signs and traffic lights exist
    - iii. Dead end streets
  - g. Multiple street names for each segment
  - h. Straight-through streets
  - i. Posted speed limits (must be converted to average bus speed)
  - j. Average bus travel speed on each segment, including an alternate time for heavy traffic time

- 6) Please note that future updates to the map files should provide a variance report that can be analyzed by staff to ensure that the corrections made by routing staff will not be overwritten by a future update.
- 7) The School District contracted with Metro-Dade County to enter all school attendance boundaries into its ESRI system. Those boundaries will be provided to the vendor, who must have the ability to import them into the proposed software system and verify each boundary for accuracy. In addition, the School District will provide written descriptions of each boundary to the vendor. The district has a variety of grade levels for each school and the proposed software system must allow the capability to enter the appropriate grade levels for each school, along with the ability for the School District to modify that information with ease in the future. Additionally, numerous schools have multiple non-contiguous attendance boundaries which the system must have the ability to recognize as eligible transportation areas.
- 8) Student eligibility currently exists on paper and in some electronic forms. These are typical types of students transported:
  - a. Attending out of zone, not eligible for transportation
  - b. Attending out of zone, eligible for transportation
  - c. Less than 2 miles from school, not eligible (walk area)
  - d. Less than 2 miles from school, eligible via hazardous condition (This detail has been identified by the DOT and will be provided to the proposer on paper)
  - e. Less than 2 miles from school, eligible via courtesy rider (This detail has been identified by the DOT and will be provided to the vendor on paper)
  - f. Magnet students who live in approved transportation zones
  - g. Alternative students attending district sponsored programs
  - h. Special needs students attending district sponsored programs
  - i. Special needs students attending district schools
  - j. Participants in the teenage parent programs
  - k. Students attending multiple schools
  - l. Pre-kindergarten students
- 9) Information about the DOT busses:
  - a. Bus number
  - b. Bus capacity
  - c. Bus hardware
    - i. wheelchairs
    - ii. car seats
    - iii. safety harness
    - iv. air-conditioned
    - v. air-ride suspension
- 10) Information about DOT employees from an internal feed:
  - a. Employee number
  - b. Employee name

11) Information about our schools will be provided from a feed from our internal systems at a minimum, it will include:

- a. School number
- b. School name
- c. School location/address
- d. School attendance boundary
- e. School phone number
- f. School bell time(s)
- g. School grade assignments
- h. School classroom capacity
- i. Special programs, permanent and temporary, assigned to a school
- j. Assigned bus stop numbers/location
- k. Assigned bus routes
- l. Assigned bus runs

## **B. PROCESSING**

Please describe in detail how the proposed system meets the following desired functionality:

- 1) Access security based on roles within each software package/module. The available system should allow for the definition/designation of authorized personnel that can only be modified by an authorized system administrator.
- 2) The system must operate each type of software from the system's main database, preferably using Microsoft SQL, thereby eliminating the need to enter or copy data files to each server or PC. The system must operate in a true client-server mode, and in the windows environment to be compatible with existing systems. The District may have as many as 75 users online accessing the system at any one time, and the vendor must provide software that can accommodate that many users concurrently with proper access rights to perform their specific jobs. In addition, the software must have the ability to accommodate additional users in the future. The software must have the ability to upload and download data files and the vendor will be required to assist the District in implementing the necessary file exchanges.
- 3) Routing
  - a) One of the most important tasks the DOT conducts is the planning of school bus routes for the summer and regular school terms. The system should have the ability to plan for the most efficient bus stops, runs, and routes. This functionality will be reviewed closely during the vendor demonstration, as well as comments from vendor clients and site visits. The DOT wants the ability to analyze the software to assist in reducing the number of routes operated, as well as school bell times and bus types. The DOT also wants the ability to allow the Office of School Operations to prepare a proposed boundary solution and then the ability for the DOT to evaluate that proposed solution on transportation.

- b) The DOT requires a system that allows for true multi-day, multi-destination routing. The DOT needs the ability to print a route sheet for each day of the week that shows the differences based on student transportation needs. In DOT daily operations, routing staff must have the ability to view on screen students, stops, runs, routes, and boundaries simultaneously. This allows for the routing staff to make the best changes to existing routes.
- c) The DOT transports a large number of students from areas outside a school's regular attendance area, including children with special needs, magnet, alternative, as well regular education students, where an exception has been made. The system must be able to recognize these students and deal with those types of routes effectively.
- d) The proposed software system must have the ability to automatically process students who do not require specialized transportation. The proposed system should have the ability to determine student eligibility for transportation, and if appropriate, assign them to an existing bus stop. If the student is eligible for transportation and the system cannot locate an existing stop, the student record should appear on a list for routing staff to review.
- e) Students who live within the walk zone and are in areas designated as hazardous or courtesy, may be transported by the District. That information is currently on paper and will be provided to the vendor. It is required that the vendor enter each walk zone into the proposed software system, and subsequently plot each walk zone on paper. The paper must be large enough to read street names so the accuracy of the vendor data entry can be verified. Plotted maps shall be delivered to the District with the installation of the map and mapping software.
- f) Authorized district employees must have a method to maintain boundary information through on-line data entry. In order to accomplish this task, the proposed software system must have the ability to have multiple eligibility codes that can be user defined. The district must have eligibility codes for the following students who do not require specialized transportation:
  - i) Attending out of zone, not eligible for transportation
  - ii) Attending out of zone, eligible for transportation
  - iii) Less than 2 miles from school, not eligible (walk area)
  - iv) Less than 2 miles from school, eligible via hazardous condition
  - v) Less than 2 miles from school, eligible via courtesy service
  - vi) Magnet students who live in approved transportation zones

g) The district needs the proposed software system to allow for students who need specialized transportation services. Those include, but are not limited to:

- i) Alternative students attending district sponsored programs
- ii) Special needs students attending district sponsored programs
- iii) Special needs students attending district schools
- iv) Participants in the teenage parent programs
- v) Students attending multiple schools
- vi) Pre-kindergarten students

#### 4) Boundary

a) The Office of School Operations wants to use software to assist in the process of developing recommendations to the School Board on school attendance areas. The software must have the ability to recognize all student characteristics that are downloaded from the student information system, and be able to analyze those characteristics. In addition, the software must be able to allow the user to define what characteristics are important during the boundary development process. The intent is to allow the user to develop numerous potential solutions when the requirement exists to forecast school attendance boundaries, and present those forecasted solutions to various interested parties on paper and on-line. In order to minimize the amount of time and outside resources required of the attendance boundary staff, the system must be able to use the same data that the DOT uses. The DOT will be responsible for maintaining the system and keeping data updated on a day-to-day basis.

b) The vendor must describe the features of this software and how it will meet the needs during the boundary analysis process.

c) The proposed system software must identify the following characteristics to be used during the boundary analysis process (F.I.S.H. - Florida Inventory of School Houses):

- (i) Region
- (ii) School Name
- (iii) Total student population
- (iv) Student characteristics
- (v) Program capacity
- (vi) % utilization of program capacity
- (vii) Florida Inventory of School Houses capacity

5) The system must allow the staff to conduct numerous "what if" situations, without affecting current data, and analyze the results to assist with planning in these areas. Based on an approval from an application administrator, the system must be capable of migrating a forecasted process to production status.

- 6) The District is seeking a software solution that will allow for both a raster (picture) and vector (straight line drawing) maps. Raster image maps are particularly important to the District when conducting presentation for customers, as well as for use within the routing section of the Department of Transportation (DOT). The districts ability to update map demographics with ease is important. The vendor should detail their system capabilities in both of these areas.
- 7) The Florida Education Funding Program provides funding for school districts transporting students under State Board of Education/Statutes. This requires that during each term of the school year (four times per year) the district must collect data on students who physically rode the school bus during the eleven-day survey period. Data such as student name, student ID number, bus route number, stop location, and driver information are manually collected. Conceptually, the district intends to automate this system in this process:
- 8) Print a small card for each eligible rider:
  - (a) Cards will then be distributed by the school to the rider
  - (b) Riders turn the card into the driver who annotates the date the student rode
  - (c) Driver turns the card into a DOT staff member
  - (d) Staff member, either through bar code, or scantron, or other electronic method, develops a student file of actual riders
  - (e) Proposed software system counts all eligible riders, classifies them into state mandated categories and produces the final tally of students which will be compared to the student information system attendance file for accuracy
  - (f) The vendor will be required to outline what technology they would use and how it will meet the needs of this data collection process

### **C INFORMATION REPORTING**

The system must have the ability to increase our methods of communication with our customers (parents, schools, administration, and the public).

- 1) Please describe your reporting/inquiry capabilities and provide sample reports (ensure samples describe what information is shown).
  - a) Describe in detail the functionality for ad-hoc reporting. Can the user specify the selection, filtering and sorting of fields?
  - b) Does the system offer the ability to inquire about specific transportation activities?
  - c) How many days/years of history can be accessed through the system?
  - d) What other reporting services or features are available through the system?
- 2) Describe how information can be exported.
  - a) Can macros be created to export specific information on a daily basis?
  - b) Can the export be done on a time sensitive schedule?
  - c) Can the macro also include commands to encrypt the data?
  - d) Describe all security features related to the exporting of transportation reporting system.

- 3) The District will require the selected vendor to develop fifteen (15) custom reports during the first two years after initial installation of the software. Such reports may include, but are not limited to:
  - a) Bus stop reports
  - b) Bus run reports
  - c) Bus routes reports
  - d) Student census reports
  - e) Timelines for use in dispatching
  - f) Addresses within a particular boundary or area
  - g) Student listing by characteristics
- 4) The selected vendor will provide four complete sets of operation/reference manuals along with on-line/CD versions of the same.

#### **D WEB-BASED ACCESS**

- 1) Provide a detailed description of all services that can be provided. The district would like to use the web-based product as an alternate information delivery model to schools, parents, and other district offices.
- 2) Describe in detail all security issues/controls related to the Web-based applications
  - a) Encryption of data or database
  - b) User Profiles
  - c) User IDs and Passwords
  - d) Time Out, including during mid-execution of a transaction
  - e) Firewalls and Network Security
  - f) Security Administration
- 3) The web based product shall be have the ability to display the following:
  - a) Any address on the digital map
  - b) Student location
  - c) School location
  - d) School attendance boundary
  - e) Distance from the school to the address
  - f) School phone number
  - g) School Bell time
  - h) School grade assignments
  - i) Special program assigned to a school
  - j) All possible schools that a student could attend
  - k) Display the closest bus stop to a residence address with route number, pickup/drop-off times and address of the bus stop.



- 4) The system must have security to prevent unauthorized access to protected data. The intent of the web browser is to allow parents access to view only information related to their child's transportation. In addition, the general public must have access to view specific addresses and what schools students residing at such address would be eligible to attend, along with pertinent transportation data.

#### **E. Upgrades**

How long has the current release of the proposed software system(s) been available?

How often does your company issue new releases (version and maintenance) and how many versions or releases of the proposed system(s) software do you support?

How are customers notified of version upgrades and maintenance releases?

Are customers involved in testing any new releases or upgrades?

How do you plan to keep your software current/competitive, and what is your commitment to providing on-going enhancements?

### **VII. GENERAL PROPOSER REQUIREMENTS/QUALIFICATIONS**

#### **COMPLIANCE WITH REGULATORY AUTHORITIES**

The software services proposed must comply with all applicable federal, state and local guidelines in addition to all M-DCPS' Board Rules and internal procedures in effect as of the date of the proposal. The proposer must be capable of demonstrating their commitment to updating and maintaining the proposed service(s) to ensure that they remain in compliance with these requirements.

#### **VENDOR/PRODUCT BACKGROUND**

##### **A. Financial Viability**

- 1) Provide the following information regarding your company:
  - a) Copy of financial statements from most recent year.
  - b) Bankruptcy information of proposer or affiliated firm for which proposer has a controlling interest
  - c) Pending litigation. Has there been any legal action against your company during the past five years? If yes, please explain.
  - d) Type of company (owned, public private, corporation)

## B. Staffing

- 1) Provide the names, titles, and resumes indicating qualifications, educations, and experience of the key individual responsible for supporting the offered software. Include the relationship manager and the customer service representative.
- 2) Describe the role of each key individual in servicing the District's account.
- 3) Proposer shall affirm in writing that the proposer can and will via telephone, internet, and through on site modem, provide support services, from 8:00 a.m. to 5:00 p.m., Eastern Standard Time, Monday through Friday, excluding district twelve month employee paid holidays.

## C. References

- 1) The district is interested in working with a vendor that has sufficient experience and resources to accomplish the implementation with minimal disruption to current operations. All software proposed must be in actual daily use at customers. No software under beta testing will be accepted. The District intends to visit or telephone clients of each vendor to verify information offered in their proposal.
- 2) The vendor shall list all **current school district references**, including contact information, for the following (Vendor shall complete the Table of References form in this document B for the following requirements):
  - a) Locations where the vendor's system is used for daily operations for a school district operating at least 750 buses in daily service. Include entity's name, address, contact name & phone number, size of account, brief description of services provided, and date and dollar amount of the agreement.
  - b) Locations where the proposer's system is successfully installed on a WAN/LAN for at least 20 networked personal computers that are in daily use. The system must allow for concurrent users, specifically, allowing for multiple users to access data in a specific area at the same time.
  - c) Locations where the vendor's system is used on an annual basis to assist with the development of school bus routes for the beginning of the regular school term.

PLEASE NOTE: PROPOSERS SHOULD NOT LIST CLIENTS USING THEIR SOFTWARE THAT DO NOT MEET THE REQUIREMENTS LISTED ABOVE IN PARAGRAPHS 2A-C. REFERENCES FOR ALL PROPOSERS WILL BE VERIFIED.

## **VIII. TECHNICAL CAPABILITIES**

### **A. Interfaces**

The District utilizes an in-house student information system (ISIS). The system resides in an IBM 9672-R36, MVS, mainframe computer, which supports LU, LU.6.2 and TCP/IP protocols.

#### **Network Environment:**

Microsoft Windows 2000  
Microsoft Active Directory Services  
Microsoft SQL Server  
Microsoft Internet Information Services 4.0 and 5.0  
Microsoft Application Center  
Microsoft Cluster Services

Cisco Hardware and Software  
HP OPENVIEW  
Microsoft Exchange 2000  
COMPAQ Servers  
Crystal Reports

The proposed software solution must provide the necessary functionality and integration to have a successful interface with the District's existing student information system.

### **B. General Compatibility**

- 1) Systems must be Y2K compliant.
- 2) System must be capable of downloading or feeding information into Excel spreadsheets or Word for further data manipulation and reporting. Describe any other import/export formats supported.
- 3) Does the software provide e-mail communication and messaging for customers of the DOT? Can the e-mails be encrypted automatically using a secure stored encryption key? Does the system include e-mail capabilities or is additional server and client software required (i.e. Exchange and Outlook)? Describe in detail all aspects of the e-mail process including system hardware and software specifications, and configuration options.
- 4) The systems must be compatible with Windows XP, 98, 2000, NT, and SQL server environments. Describe in detail the recommended hardware and software configuration required for a secure, reliable, and responsive system. Include recommendations for both the client workstations and the server. Also indicate the circumstances or limitations that would require additional hardware, software or other configuration changes.

### **C. Hardware/Software Configurations**

- 1) Provide a schedule that delineates each of the following specifications for the available systems:
  - a) Describe network protocols requirements
  - b) Describe modem requirements
  - c) Describe data transfers requirements
  - d) Describe type of CPU, hard drive and memory resources required on both the client and server
  - e) Describe database structure requirements. Can it support a centralized database?
  - f) Describe bandwidth requirement
  - g) Provide the name of the operating system platform, database structure, and software language used.
  - h) Describe any special printers/plotters needed.
- 2) What limitations exist regarding the number of records in the database? Also, explain historical records archival, retrieval and purging processes.
- 3) The system must be configured for client/server environment such as Local Area Networks (LAN's) and/or the District Intranet.

### **D. Disaster Recovery/Back-up Plan**

- 1) Describe the back-up plan for the proposed system(s).

### **E. Documentation**

- 1) Describe the format, contents and quantity of system and user documentation that will be included with the systems. Is there a fee for additional copies of documentation or can it be copied?
- 2) Will documentation updates be provided when new releases or versions are installed?

### **F. Security**

- 1) The system security architecture should allow for the designation of a security administrator. Security for each module should be hierarchical and allow for the assignment of granular access to users for individual screens, reports, and data elements.
- 2) Describe how system, individual program, and user passwords are handled.

- 3) Describe the User ID and password functionality. Can it adhere to the following guidelines:
  - a. User ID may be revoked, cancelled, or suspended at any time.
  - b. Describe Password length and characters required.
  - c. Users may change their password at any time.
- 4) There should be provisions for the system to handle security measures user ID's and passwords. Access to these user ID's and passwords should be restricted. All user ID's and passwords should be encrypted while stored and in transit to prevent unauthorized access.
- 5) Can a user be prevented from seeing those functions on the menus, which that user is not authorized to perform?
- 6) If the system (hardware or software component) needs to be serviced, what security measures are in place to safeguard the veracity of our data?
- 7) Describe any additional or optional security features available.
- 8) If application is Client/Server based, it will be required to run under Windows 2000 ADS Group Policies and User and Computer rights and permissions.
- 9) Will the proposer require access to the system through the Miami-Dade County Public Schools (M-DCPS) firewall and if so, is a VPN and/or encryption provided? If this access is required, would it include use of remote administration software, such as PC Anywhere, and why? The vendor is hereby notified that any breach of M-DCPS computer assets by the vendor's staff, including unauthorized system use and data access, is a violation of M-DCPS Network Security Policy and could result in legal action.
- 10) All Intranet applications at Miami-Dade County Public Schools are accessed via a security front-end system based upon RACF authorization and authentication. Additionally, application web pages contain re-directs to prevent bypass of this security system. If the proposed application is web based and intended to deploy on the Intranet, the following design criteria must be met:
  - a. Application must be designed to run on load balanced web servers under Windows 2000 Advanced Server with IIS 5.0.
  - b. Application must utilize Microsoft SQL Server 2000 as the database management system.
  - c. Web pages must use Active Server Pages (ASP) capable of accepting *include* statements.
  - d. Application must contain a web page capable of receiving a form posted to it from our security system.
- 11) Upon entering into contract, the Office of Information Technology will provide detailed instructions and sample code.

## G. Implementation

- 1) M-DCPS recognizes that the success of this project relies on thorough preparation of data and training. The proposer shall describe how it will undertake the following required tasks:
  - a) The District believes an accurate electronic map file exists within the County government. The conversion of this map file shall be used to create the street network for the system map. If a more accurate electronic map file than M-DCPS intends to provide the vendor is available, the vendor will use this for the initial street network for the system map.
  - b) The vendor will be required to provide the District with large plotted maps of small areas so the District can send transportation staff in the field to verify accuracy. These maps must be produced from the map installed in the vendor system.
  - c) The vendor will be required to make updates, at no additional cost, to the map for the six months after the date the District receives the plotted maps of the district.
  - d) The vendor will conduct an initial address match with student data provided. A report will be provided to the district about any discrepancies.
- 2) The vendor must specify the number of days for training in their proposal. This training must occur at the district, and must be conducted with the most current district data installed on the proposed software system.
- 3) Provide a brief description of the installation and implementation process.
  - a) Timeline
  - b) Task list
  - c) Task due dates
  - d) Assigned responsibilities
  - e) Contingent events
  - f) Resource requirements (District & proposer)
  - g) Information requirements
- 4) Provide an acceptance test plan that includes the most specific means for validating the successful implementation plan and on-going monthly performance in accordance with the requirements of this RFP.
- 5) Describe the type of support provided during implementation, including associated costs and additional implementation services, if any. Include an estimate for implementation assistance and any associated costs or expenses, including travel that may be required.
- 6) Describe the initial and on-going training for upgrades and enhancements provided, and the associated cost.
- 7) In addition to the training during the installation of software modules, the vendor shall be required to assist the district with the first full implementation of route optimization/route building software. The vendor is required to detail what services will be provided and include the cost for those services in their proposal. The intent is to ensure the district successfully uses and implements this type of software.

- 8) The vendor will provide a tutorial program with electronic and manual documentation to the district, and the vendor's telephone support center shall be available as detailed above for assistance with the tutorial programs.

#### **H. Customer Service & Quality**

1. Describe your company's customer service organization structure, including location of customer support offices and how many employees are devoted to support the District.
2. Describe the customer support for future system updates, enhancements and new versions of the software.
3. Describe the available technical customer support for computer hardware, software, and communication problems, and problem escalation procedures.
4. What is your historical response time? Describe the remote and on-site diagnostic support provided.
5. The vendor must provide a toll free telephone number that the district staff may use to contact the company. This toll free telephone number must be included as part of the annual license and maintenance fees in accordance with the signed contract.

#### **I. PRICING**

Please complete attachment A (Boundary Analysis/Transportation Software Pricing Schedule).

#### **VIII. TERMS OF CONTRACT**

The School Board, by Florida law, must reserve the right to cancel the contract in the event the services rendered do not comply with the provisions of the proposal and/or the quality of services is found undesirable. The proposer shall comply with all municipal, state, and federal statutes prohibiting discrimination. The proposer shall at all times comply with local, state, or national standards for the provision of services, whichever is more stringent. The Board shall have the right to cancel the agreement for unacceptable performance at any time, giving the other party sixty (60) days prior written notice.

No debriefing or discussion will be held with unsuccessful proposers. No private communications with prospective proposers will be held with School Board members or staff in order to maintain a fair and impartial competitive process.

The District reserves the right to negotiate with any proposers as necessary to serve the best interest of the District. In addition, the District reserves the right to waive, at its discretion any procedural irregularity, immaterial defects or other improprieties, which the District deems reasonably correctable or otherwise not warranting rejection of the proposal.

The purpose of this competitive process is to select the best software solution available to automate the area and add efficiencies in processing.

Proposers must agree that there will be no discrimination as to sex, race, color, creed, or national origin in regard to its obligations, work and services performed under the terms of their proposal.

In formalizing this agreement, the School Board will reserve the right to restate and/or renegotiate with the selected proposer such pricing additions, deletions, changes, or clarifications of the provisions of this agreement as may be necessitated by law or circumstance.

## **IX. EVALUATION OF PROPOSALS**

Representatives of the District delineated in this document will evaluate proposals in order to ascertain which proposal best meets the need of the District. Evaluation considerations will include, but are not limited to the following:

- Responsiveness of the proposal, clearly demonstrating an understanding of the services the software should provide;
- Compliance with all requirements and guidelines delineated in the RFP;
- Expertise in school transportation services for a large sized entity;
- Financial viability;
- Pricing structure and total cost to the district.

To assist the selection committee, please ensure responses adequately address all questions and requirements. **All supporting documentation included for the response should be clearly cross-referenced to the relevant section, page and requirement, which it supports in the RFP.** If a requirement is not provided by the proposer, the response should be identified as "Not Available."

The evaluation committee will be composed of the representatives of the following departments:

- Two representatives from the Department of Transportation
- One representative from the Office Information Technology Services
- One representative from the Office Exceptional Student Education
- One representative from Full Service Schools/ABC
- One M-DCPS Principal
- One representative from the Division of Business Development and Assistance
- One representative from the Division of Procurement Management
- One community representative



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

### **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 submit its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force, see (Attachment 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 levels, the Board provides the maximum opportunity for Minority/Women Business Enterprise participation.

In keeping with this policy, each proposer must state its Minority/Women Business Enterprise utilization. If a minority firm, which is woman-owned and operated, or African American owned and operated, is utilized in conjunction with the scope of work, the proposer is to indicate the scope of the women/minority proposer's work, experience in this type of required service, and experience of staff participating. All Minority/Women firms must be certified by the Division of Business Development and Assistance, prior to contract award, (see Attachment C).

### **M/WBE Documentation Requirements**

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 N.E. 2nd Avenue, Room 456, Miami, Florida 33132.

## **XI. INDEMNIFICATION**

The successful proposer, when selected for this RFP, shall agree to the following language:

The proposer shall hold harmless, indemnify and defend indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services 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 indemnitees: The School Board of Miami-Dade County, Florida, and its members, officers and employees.

## **XII. PROOF OF INSURANCE COVERAGE REQUIREMENTS**

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

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

## **IX. SOURCE CODE**

Proposer shall keep and maintain current, at no additional cost to the District, a copy of the source code for the Software or Product in escrow. The Escrow Agent shall be authorized to release the source code to the District in the event that the Proposer has completely ceased all business activities for a period of 90 days or more, and a third party has not agreed to assume responsibility. The District's use of the source code shall be limited to maintenance of the Software or Product for internal use during the term of the license. In this event, no change of ownership in the Software or Product shall occur. A fully executed source code escrow agreement, acceptable to the District and governed by and construed in accordance with the laws of the State of Florida, shall be provided prior to the commencement of the scope of work.

## **X. IMPLEMENTATION SCHEDULE**

The estimated schedule for selecting and awarding the project is as follows:

Mailing of Request for Proposals	July 1, 2003
Submission of Questions by Proposers	July 11, 2003
Distribution of Responses to Questions	July 15, 2003
Opening of Proposals	July 22, 2003
Evaluation of Proposals	July 30, 2003
Recommendation to School Board for Award	August 20, 2003

Please note that an electronic version of the RFP is available upon request from the Division of Procurement Management. Submission of questions by proposers may be done via e-mail and responses may be issued via e-mail.

## **XI. ADDITIONAL INFORMATION**

The following individual should be contacted **in writing** for any information with respect to this Request for Proposals:

Ms. Barbara Jones, Director I  
Division of Procurement Management  
Miami-Dade County Public Schools  
1450 N.E. 2<sup>nd</sup> Avenue, Room #356  
Miami, Florida 33132  
(305) 995-2348  
E-mail: [bjones@sbab.dade.k12.fl.us](mailto:bjones@sbab.dade.k12.fl.us)

## TABLE OF REFERENCES

Each vendor should list current school district clients with at least 750 school buses in daily service:

DISTRICT NAME	DIRECTOR OF TRANSPORTATION	ADDRESS	TELEPHONE	# OF SCHOOL BUSES IN DAILY SERVICE	# OF COMPUTERS USING PROPOSER SOFTWARE ON WAN

## PRICING SCHEDULE

**SOFTWARE (list all software modules)**

**CUSTOM PROGRAMING**  
(related to this document-please describe in detail)

OTHER

**Implementation**  
if applicable, Travel & Exp

**Training**  
if applicable, Travel & Exp

## LESS DISCOUNTS

SOFTWARE TOTAL


**MAINTENANCE /SOFTWARE Upgrades (5 YR GUARANTEE)**

Year 1

Year 2

Year 3

Year 4

Year 5

Maintenance/Software Upgrades Total




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**Additional Pricing Considerations:**

- o Required software should include: a detailed listing of software, including the version being recommended for purchase (identify any module dependencies if applicable)
- o A description of the benefits to be provided from the maintenance/software fees
- o A project implementation and test plan that include the number of days (if applicable, by module). The district prefers to pay for services as they are delivered. The vendor should detail a payment schedule and associated deliverables.

**Note:** All travel and expenses must be in accordance with school board related rates

**DETAIL PAYMENT TERMS:**



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
AFFIRMATIVE ACTION  
EMPLOYMENT BREAKDOWN

[illegible]



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

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

4. **OWNERSHIP:**

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

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

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

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

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

<u>Name and title</u>	<u>Race/ethnicity/ gender</u>

a. Check signing \_\_\_\_\_



	<u>Name and title</u>	<u>Race/ethnicity/ gender</u>
b. Payroll signing	_____	_____
	_____	_____
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)