REQUEST FOR PROPOSALS

COUNSELING AND PSYCHIATRIC CONSULTATION SERVICES AT THE ROBERT RENICK EDUCATIONAL CENTER AND RUTH OWENS KRUSE EDUCATIONAL CENTER FOR EMOTIONALLY HANDICAPPED

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

APRIL 15, 2008

RFP NO. 069-HH10
Sealed proposals will be accepted in Procurement Management, at the above location, until 2:00 P.M. (Local Time) April 15, 2008, and may not be withdrawn for one hundred twenty (120) days from that date.

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED THEIR PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER. PROPOSER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR PROPOSERS SUBMITTING PROPOSALS.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

(Please Type or Print Below)

LEGAL NAME OF AGENCY OR CONTRACTOR SUBMITTING PROPOSAL: __________________________

MAILING ADDRESS: __________________________

CITY STATE, ZIP CODE: __________________________

TELEPHONE NUMBER: __________________________

BY: SIGNATURE __________________________

BY: TYPED __________________________

TITLE: __________________________
INSTRUCTIONS TO AGENCY/PROPOSER SUBMITTING PROPOSAL

I. PREPARING OF PROPOSALS

A. THE PROPOSAL IS TO BE SUBMITTED, using 8-1/2” x 11” paper.

B. IDENTIFICATION. Failure to indicate the contractor’s EXACT legal name and an unsigned proposal may be considered non-responsive.

II. SUBMITTING OF PROPOSALS

A. Number of Proposals:

A total of nine (9) copies of the Proposal must be submitted as follows:

* The original proposal in a sealed envelope or box marked "Original."

** Eight (8) copies of the proposal in a separate sealed envelope or box marked "Copies."

The proposal number, proposal title and opening date must be clearly marked on all envelopes and boxes.

B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. (Local Time) April 15, 2008.

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 April 15, 2008. The agency or individual contractor’s name and the proposal number should appear on the envelope.

B. AFTER PROPOSAL OPENING. After April 15, 2008, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.
IV. PROTEST TO CONTRACT SOLICITATION OR AWARD

A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the District’s website www.dadeschools.net.

B. Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking proposals or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.

C. The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and Board Rule 3C-1.11. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

D. Formal written protests will be reviewed by Procurement Management Services who will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the proposer may seek an administrative hearing pursuant to 120.57 Florida Statutes. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1064.

V. AWARDS

A. RESERVATION FOR REJECTION OR AWARD. The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to request re-bids.

B. NOTIFICATION OF INTENDED ACTION. Notices will be posted on the District’s website 7-10 days prior to a regularly scheduled Board meeting.

C. OFFICIAL AWARD DATE. Awards become official upon Board action.
D. **CHARTER SCHOOLS:** Items awarded under this contract shall be made available to charter schools authorized by the School Board.

VI. **DEFAULT**

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the Proposer 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(1) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing.

Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board) or sub-grantee makes final payment.

For all contracts involving Federal funds, in excess of $10,000, The Board reserves the right to terminate the contract for cause as well as for convenience by issuing a certified notice to the vendor.
IX. CONE OF SILENCE
BOARD RULE 6GX13-BC-1.212

DEFINITION:

A. "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, or other competitive solicitation between:

1. any person who seeks an award therefrom, including a potential vendor or vendor’s representative; and

2. any School Board member or the member’s staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communication with the School Board Attorney or his or her staff, or with designated school district staff, who are not serving on the particular Procurement Committee, to obtain clarification or information concerning the subject solicitation. For purposes of this section, “vendor’s representative” means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

B. A Cone of Silence shall be applicable to each RFP, bid, or other competitive solicitation during the solicitation and review of bid proposals. At the time of issuance of the solicitation, the Superintendent or the Superintendent’s designee shall provide public notice of the Cone of Silence. The Superintendent shall include in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.

C. The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process.

D. Nothing contained herein shall prohibit any potential vendor or vendor’s representative from:

1. Making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;

2. Engaging in contract negotiations during any duly noticed public meeting;
3. Making a public presentation to the School Board during any duly noticed public meeting; or

4. Communicating in writing with any school district employee or official for purposes of seeking clarification or additional information, subject to the provisions of the applicable RFP, or bid documents.

The potential vendor or vendor’s representative shall file a copy of any written communication with the School Board Clerk who shall make copies available to the public upon request.

E. Nothing contained herein shall prohibit the Procurement Committee’s representative from initiating contact with a potential vendor or vendor’s representative and subsequent communication related thereto for the purposes of obtaining further clarifying information regarding a response to an RFP, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable Procurement Committee, including any response thereto.

F. Any violation of this rule shall be investigated by the School Board’s Inspector General and may result in any recommendation for award, or any RFP award, or bid award to said potential vendor or vendor’s representative being deemed void or voidable. The potential vendor or vendor’s representative determined to have violated this rule, shall be subject to debarment. In addition to any other penalty provided by law, violation of this rule by a school district employee shall subject the employee to disciplinary action up to and including dismissal.

X. THE JESSICA LUNSFORD ACT BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of Sections 1012.465, and 1012.32 and 1012.467, Florida Statutes, School Board Rules 6Gx13-3F-1.024 and 6Gx13-4C-1021 as amended from time to time Contractor agrees that, if Contractor receives remuneration for services, Contractor and all of its employees who provide or may provide services under this Agreement will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced statutes and School Board rules prior to providing services to the School Board of Miami-Dade County. Additionally, Contractor agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in the above-referenced statutes and School Board rules.

Pursuant to the 2007 amendments to the JLA enacted by the Florida Legislature,
requirements for certain fingerprinting and criminal history checks shall be inapplicable to non-instructional contracted personnel who qualify for exemption from level 2 screening requirements as provided under § 1012.468, Fla.Stat. (2007). In addition, the provisions of § 1012.467, Fla.Stat. (2007) are incorporated herein by reference, and any provisions of this Addendum that may be inconsistent with, contrary to, or determined to be in conflict with § 1012.467, will be superseded by said statute.

A non-instructional contractor who is exempt from the screening requirements set forth in § 1012.465, § 1012.468 or § 1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under § 943.043 and the national sex offender public registry maintained by the United States Department of Justice. Contractor will not be charged for this search.

Further, upon obtaining clearance by Board, if Board deems necessary, Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Contractor agrees to bear any and all costs associated with acquiring the required background screening - including any costs associated with fingerprinting and obtaining the required photo identification badge. Contractor agrees to require all its affected employees to sign a statement, as a condition of employment with Contractor in relation to performance under this Agreement, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Contractor/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Rules 6Gx13-3F - 1.024 and 6Gx13-4C 1.021 within 48 hours of its occurrence. Contractor agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of qualifying arrest or conviction, shall constitute grounds for immediate termination of this Agreement by the Board.

The parties further agree that failure by Contractor to perform any of the duties described in this section shall constitute a material breach of the Agreement entitling the Board to terminate this Agreement immediately with no further responsibility to
make payment or perform any other duties under this Agreement.

**COMPLIANCE WITH SCHOOL CODE**
Contractor agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Agreement and may result in the termination of this Agreement by the Board.

**XI. CONFLICT OF INTEREST**
Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Rule 6Gx13 – 4A-1.212 and Florida Statute § 112.313(9).

The School Board of Miami-Dade County, Florida shall be prohibited from entering into any business relationship or continue an existing business relationship with any person or entity determined to have engaged in violation of the restriction contained in this provision.

**XII. PUBLIC RECORDS LAW**
It is the practice of The School Board of Miami-Dade County, Florida, to evaluate all Requests For Proposals in a public forum open to the Sunshine, pursuant to Florida Statute §286.011 and to make available for public inspection and copying any information received in response to an RFP, in accordance with Florida Statute §119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

**XIII. MISSING DOCUMENTS**
All proposals received in response to this RFP, will be sealed for a period of 20 days, pursuant to Florida Statute 119.07, to allow for the request and receipt of any missing documents.
Respondents who do not meet all the requirements for the RFP may be contacted to submit the missing information within two business days. Incomplete or noncompliant proposals may be disqualified.

XIV. TERMINATION FOR CONVENIENCE

The School Board may terminate the Agreement at any time without cause upon a minimum thirty (30) days' notice to Contractor, in which case the following provisions shall apply: (A) The notice may be effective as of a date certain or may apply only after the delivery of certain enumerated deliverables; (B) The School Board shall pay to Contractor upon receipt of an invoice from Contractor otherwise complying with the Agreement, for any services in respect of a deliverable not yet delivered which have actually been performed by Contractor, pro-rated on a percentage completion basis based on Contractor's reconciliation of labor actually expended compared to labor originally estimated by Contractor in constructing its proposal.

XV. DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES

Pursuant to School Board Rule 6Gx13-3F-1.025, which may be accessed at http://www2.dadeschools.net/schoolboard/rules, all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or contractor, and who, within the last two years, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last of their employment with the School Board, and the dates the employees held those positions. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

Specific Authority: 1001.41(1) (2); 1001.42(22); 1001.43(10) F.S.
Law Implemented, Interpreted or Made Specific: 1001.43(10); 1001.51(14) F.S.
History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
New: 6-18-03

Revised 03/08
Pursuant to School Board Rule 6Gx13-3F-1.025, which may be accessed on the school website at www2.dadeschools.net/schoolboard/rules all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidders, proposers or contractors, and who within the last two years, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employee held those positions.

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REQUEST FOR PROPOSALS # 069-HH10

COUNSELING AND PSYCHIATRIC CONSULTATION SERVICES AT ROBERT RENICK EDUCATIONAL CENTER AND RUTH OWENS KRUSE EDUCATIONAL CENTER FOR STUDENTS WITH EMOTIONAL/BEHAVIORAL DISABILITIES

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Division of Special Education (SPED)
1500 Biscayne Boulevard, Suite 409
Miami, Florida 33132

II. PURPOSE FOR REQUEST FOR PROPOSALS

The purpose for this Request for Proposals (RFP) is to evaluate and select one or more agencies in the field of mental health to provide weekly individual and/or group counseling and psychiatric consultation to students assigned to Robert Renick Educational Center and Ruth Owens Kruse Educational Center for students with emotional/behavioral disabilities (E/BD). Parent and teacher contacts/conferences and other related activities are services to be provided at each site.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Nine (9) copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time) on April 15, 2008 at:

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

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or any other occurrence.

The proposal must be submitted in a sealed envelope or box marked "COUNSELING AND PSYCHIATRIC CONSULTATION SERVICES AT ROBERT RENICK EDUCATIONAL CENTER AND RUTH OWENS KRUSE EDUCATIONAL CENTER FOR STUDENTS WITH EMOTIONAL/BEHAVIORAL DISABILITIES".
It is anticipated that a proposal(s) may be presented to The School Board of Miami-Dade County, Florida, (School Board) for acceptance on or about June 16, 2008. If accepted, the successful proposer(s) will be notified on or after June 18, 2008. The School Board reserves the right to reject any and all proposals.

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

Miami-Dade County Public Schools (M-DCPS), the fourth largest school district in the United States, seeks proposals from agencies qualified to provide weekly group and/or individual counseling to E/BD students assigned to Special Education Center Schools.

The Division of SPED operates Robert Renick Educational Center and Ruth Owens Kruse Educational Center. At capacity each center is designed to accommodate 360 E/BD students in grades six through twelve. Robert Renick Educational Center has 135 students in addition to 17 students housed at Bunche Park Elementary School. Ruth Owens Educational Center has 155 students in addition to 8 students housed at Tropical Elementary School and 19 students housed at Bellaire Elementary School.

Many E/BD students have complex social, emotional, behavioral, and academic needs that have been difficult to meet in the regular school environment. The purpose of these center schools is to provide a centralized setting in which highly specialized educational and therapeutic services can be provided to E/BD students and their families, with the ultimate goal of successfully entering the general education environment in regular school settings. Some of the students assigned to Robert Renick and Ruth Owens Kruse Educational Centers are dually diagnosed as cognitively impaired and/or with autism spectrum disorders. In order to accomplish this, group and individual counseling, family therapy, and psychiatric consultation services are required.

Miami-Dade County Public Schools (M-DCPS) has been providing counseling services in 70 programs for E/BD students through professional service contracts. A new RFP must be developed in order to provide services to new or existing programs in need of counseling services for E/BD students.

V. SCOPE OF WORK AND GENERAL REQUIREMENTS

The number of hours of services needed from July 1, 2008 through June 30, 2009, shall not exceed 4,600 hours for an approximate total of 51 hours per week per school.

The proposed services on-site at each school, which shall be provided on a weekly basis, must include the following approximate hours:
- 31 hours of group and individual counseling;
- five hours of teacher consultation;
- ten hours of psychiatric consultation; and
- five hours of record keeping/other agency contact.

The agency(ies) must identify a liaison to the District in reference to this contract. Upon referral from the District, the liaison will ensure coordination and maintain documentation of all services rendered (including a log of services to document dates, times, locations, descriptions, and hours of service).

The Executive Director, Division of Special Education (SPED), and other designated personnel in the Division of SPED have the responsibility for maintaining effective coordination between the District and the agency(ies) relative to the provisions of the contractual agreement for counseling and psychiatric consultation services. The orientation meeting will be conducted with staff from the Division of SPED and agency liaisons prior to the initiation of contractual services.

The District will seek Medicaid reimbursement for the services provided. Contracted employees will be required to complete the M-DCPS paperwork to document their services as is necessary to assist the District in this process.

The agency (ies) must ensure the provision of adequate clinical supervision for the staff assigned to this program. All services provided by the agency (ies) will be coordinated with the school site administrator.

Staff from the agency(ies) will be required to write clinical notes for each direct service and student-oriented consultation that is provided. In addition, an annual progress report on each student will be required. Staff will also be required to complete a weekly log documenting hours of service for each student served. See Attachment A - Weekly Contact Log for Mental Health Counselors. A monthly invoice based upon hours of services rendered must also be submitted at the end of each month.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER(S)

Proposers must submit the information listed below as well as other information specified elsewhere in this RFP.

A. Evidence that each professional providing the above-referenced services, for the proposer, possess the following minimum qualifications:

1. Masters degree in psychology, social work, counseling, or school psychology.

2. Current Florida license/certification in psychology, clinical social work, mental health counseling, marriage and family therapy, or school
psychology.

3. A medical degree from an accredited medical school, with residency in child/adolescent psychiatry, and a current Florida license to practice medicine for psychiatric consultation.

4. A copy of each mental health counselor’s and psychiatrist’s license/certificate must be submitted.

5. A current professional liability insurance policy that covers practice in the proposer’s mental health discipline.

6. State the experience for each professional that will provide services for mental health counseling and psychiatric consultation services on Attachment B- Provider Application Form. This must include a minimum of two (2) years experience working with emotionally disabled youngsters and information on other qualifications, skills and areas of expertise that would assist in the provision of these counseling and psychiatric consultation services. (Unlicensed personnel may be used under the direct supervision of licensed staff members.)

7. Proposer(s) should submit a brief one-page resume(s) documenting the required experience, as well as documentation to confirm that the proposer has checked references related to experiences.

8. Documentation of bilingual capability in one or more of the following languages: English/Spanish, English/Haitian Creole, English/French for each mental health counselor and psychiatrist, if applicable.

9. A minimum of two letters of reference written no more than one year prior to the date this RFP for each professional that will provide services.

B. A brief description of the design for provision of services which must include the type and frequency of supervision to be provided, including the positions and qualifications of staff member(s) who will provide supervision.

C. Evidence of agency’s licensure/certification to practice psychology, clinical social work, mental health counseling, marriage and family therapy, school psychology or medicine.

D. Identification of the proposer’s staff member to serve as liaison for service delivery and description of this staff member’s qualifications and experience.

E. Complete Attachment C – Proposer’s Fee, Proposed Service Area, and Certification of Hours of Services, which must included the proposed hourly fee (one hourly fee is required), school site(s) for which services are proposed, and
the signature of the authorized person empowered to submit this proposal indicated in the space provided. Do not differentiate fees for specific services.


I. Complete and submit Anti-Collusion Statement including the signature of the authorized person empowered to submit this proposal (Page "ii" of this proposal).

The Board reserves the right to request additional information or clarification on information submitted. Upon request, proposer shall submit information within three (3) days of request. Failure to submit requested information within the prescribed time limit may deem the proposer non-responsive and ineligible for award.

VII. TERMS OF CONTRACT

The term of the proposal shall be for an initial one (1) year period from July 1, 2008 through June 30, 2009 and may, by mutual agreement between the School Board and the Awardee, be extended for two (2) additional one (1) year periods, and if needed, 90 days beyond the expiration date of the current renewal period. The School Board, through Procurement Management Services, may, if considering to extend, request a letter of intent to extend from the Awardee prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon.

VIII. INSURANCE 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:

Professional Liability Insurance in the name of the proposer with limits of liability not less than $1,000,000 per wrongful act.

1. 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.

2. Worker’s Compensation Insurance for all employees of the proposer as required pursuant to the provisions of § 440, Florida Statutes.

Each insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the Board and the Students by reason of any payment under such policy and shall provide that such insurance carriers shall notify the Board in writing at least (30) days prior to any cancellation, termination, non-renewal or modification to the
Upon the execution of this agreement, the individual/firm shall furnish to the Board’s Office of Risk and Benefits Management with Certificates of Insurance evidencing the individual/firm's insurance coverage is consistent with the terms of the agreement. The individual/firm shall also provide copies of the polices to the Board. The individual/firm shall also provide the Board with renewal or replacement Certificates of Insurance no less than (30) days prior to cancellation, termination or modification. The individual/firm shall be in material breach of this agreement if the individual/firm fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the Board may terminate this agreement without further liability to the individual/firm. Additionally the individual/firm shall be liable to the Board for any and all damages incurred due to the individual/firm failure to perform the agreement terms.

IX. INDEMNIFICATION

The individual/firm(s) hereby agrees to indemnify, hold harmless and defend the Board, its officers, agents and employees individually and collectively from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders or injuries, including death to any, or damage, of whatever nature, to any property and all costs including court costs and attorneys’ fees, and disbursements, whether suit is instituted or not, and if instituted, at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on, or incurred by or asserted against the Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the individual/firms’ directors, officers, employees, agents, subcontractors or representatives, of their duties and obligations under or pursuant to this agreement, including without limitations, the failure to maintain insurance or notify the Board; (b) any material breach of this agreement by the individual/firm(s), (c) false or inaccurate representation or warranty made by or on behalf of the individual/firm(s), and (d) any act or omission, negligence, or intentional acts of the individual/firm(s), or any of the individual/firms’ directors, officers, employees, agents, subcontractors or other representatives.

X. EQUAL EMPLOYMENT OPPORTUNITY AND M/WBE PARTICIPATION

Equal Employment Opportunity

A. 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.

B. Each firm is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender and occupational categories of its work
XI. EVALUATION OF PROPOSALS

Representatives of the school district will evaluate proposals, in order to ascertain which proposal best meets the needs of the School Board. The selection committee will consist of the following:

- A Regional Center Instructional Supervisor of SPED or designee;
- A Supervisor of the Division of SPED;
- An Administrator from the Division of Psychological Services or designee;
- A representative of the Superintendent's District Advisory Panel for SPED;
- Administrator from Division of Business Development and Assistance, or designee;
- Administrator from Procurement Management Services; or designee;
- A representative of a school receiving contracted counseling services; and,
- A representative of United Teachers of Dade.

The evaluation committee will consider the following specific criteria:

A. The responsiveness of the proposal in clearly stating an understanding of the work to be performed within the established time frames.

B. The cost may not be the dominant factor but will have some significance. It will be a particularly important factor when all other evaluation criteria are relatively equal.

C. The background, qualifications, experience, skills, and/or expertise in the area of the provision of mental health counseling services for E/BD students, along with the type and frequency of supervision and the identification and documentation of the agency liaison staff member. Preference will be given to proposers who can provide counselors who have bilingual capability in any one or more of the following languages: English/Spanish, English/Haitian Creole, English/French.

D. M/WBE Participation; and

E. Past Performance
The school district reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposers. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the services, which may be required by the School Board.

**XII. IMPLEMENTATION SCHEDULE**

The planned schedule for implementation of proposals is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mailing of RFP</td>
<td>March 24, 2008</td>
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<tr>
<td>Opening of Proposals</td>
<td>April 15, 2008</td>
</tr>
<tr>
<td>Evaluation Of Proposals</td>
<td>May 1, 2008</td>
</tr>
<tr>
<td>Contract Award</td>
<td>June 18, 2008</td>
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**XIII. ADDITIONAL INFORMATION**

Any and all questions pertaining to this RFP must be submitted no later than 4:00pm (Local Time) April 1, 2008, via e-mail, to the individual listed below.

Ms. Barbara Jones, Executive Director  
Procurement Management Services  
Miami-Dade County Public Schools  
1450 NE Second Avenue, Room 352  
Miami, Florida 33132  
Telephone: 305 995-2348  
E-mail: bjoness@dadeschools.net
<table>
<thead>
<tr>
<th>Name of Counselor:</th>
<th>Name of School Site:</th>
<th>Time</th>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Location of Service</th>
<th>Number of Participants</th>
<th>Hours</th>
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<th>Comments</th>
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<tr>
<th>STUDENT NAME (Attach List)</th>
<th>TREATMENT OR CONSULTATION</th>
<th>PC - Parent Consultation</th>
<th>CI - Crisis Intervention</th>
<th>TC - Teacher Consultation</th>
<th>CM - Case Management</th>
<th>IC - Individual Counseling</th>
<th>FT - Family Therapy</th>
<th>GC - Group Counseling</th>
<th>PY - Psychiatric Consult.</th>
<th>RK - Record Keeping</th>
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I certify that these services have been rendered to the students listed above

Mental Health Counselor (Signature) Date

School Administrator or Designee (Signature) Date
ATTACHMENT B

COUNSELING AND PSYCHIATRIC CONSULTATION SERVICES AT ROBERT RENICK EDUCATIONAL CENTER AND RUTH OWENS KRUSE EDUCATIONAL CENTER FOR STUDENTS WITH EMOTIONAL/BEHAVIORAL DISABILITIES

PROVIDER APPLICATION FORM

Provider's Name: __________________ Date of Bid Submission: __________________

Address: __________________ Telephone: __________________

Type of DPR License: __________ License Number: __________________

How many years have you been providing mental health counseling services:

In Miami-Dade County? __________ Outside of Miami-Dade County? __________

Are you bilingual? ______ If yes, what languages? ____________________________

Please note your professional specialization skills:

___ Individual Counseling (Children) ___ Consultation with Schools

___ Group Counseling (Children) ___ Preschool Evaluation (Ages 3-4)

___ Family Therapy/Parent Counseling ___ Play Therapy

___ Substance Abuse Counseling ___ Cognitive/Behavior Therapy

___ Psychiatric Consultation ___ Psycho-dynamic Therapy

___ Other ____________________________

___ Other ____________________________
ATTACHMENT C

COUNSELING AND PSYCHIATRIC CONSULTATION SERVICES AT ROBERT RENICK EDUCATIONAL CENTER AND RUTH OWENS KRUSE EDUCATIONAL CENTER FOR STUDENTS WITH EMOTIONAL/BEHAVIORAL DISABILITIES

PROPOSER’S FEE, PROPOSED SERVICE AREA, AND CERTIFICATION OF HOURS OF SERVICES

I. PROPOSER’S FEE

Hourly Fee

II. PROPOSED SERVICE AREA

Proposers must specify the school(s) for which they are proposing to provide services

(Check one or more of the schools below)

________ Robert Renick Educational Center
________ Ruth Owens Kruse Educational Center
________ Both Centers

LEGAL NAME OF AGENCY OR CONTRACTOR SUBMITTING PROPOSAL:

AUTHORIZED SIGNATURE:

NAME TYPED:

POSITION:

DATE:
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<th>Gender</th>
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<th>Non-Hispanic Black</th>
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