



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
 SCHOOL BOARD ADMINISTRATION BUILDING  
 Procurement Management Services  
 1450 N.E. 2nd Avenue, Room 650  
 Miami, FL 33132

Direct All Inquiries To Procurement Management Services Buyer's Name: _____ PHONE: (305) 995-_____ Email: _____ TDD PHONE: (305) 995-2400
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**BID/RFP ADDENDUM**

Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_

BID/RFP No. \_\_\_\_\_ BID/RFP TITLE: \_\_\_\_\_

**This addendum modifies the conditions of the above-referenced BID/RFP as follows:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>*

*The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.*

**I acknowledge receipt of Addendum Number \_\_\_\_\_**

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

**(PLEASE TYPE OR PRINT BELOW)**

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

**Addendum #1**  
**RFP-23-013-MC**  
**External Program Evaluators**

**The following list addresses the questions received regarding this solicitation.**

**Question 1: Can you please share past proposals from proposers/companies that have been approved to be part of the existing pre-pool? This will help in structuring our own proposals?**

Answer: To obtain information regarding past proposals, please submit a Public Records Request (PRR) to [pr@dadeschools.net](mailto:pr@dadeschools.net).

**Question 2: If we want to be exempt from purchasing all these insurances (general liability, automobile, workers comp, cyber liability) prior to winning a contract, because we are still a small company (and expenses add up), how would we present this in the proposal?**

Answer: All proposers are required to provide evidence of insurance requirements pursuant to Section 9 – Insurance Requirements. Smaller firms requesting to be exempt from the described insurance requirements, must provide a letter written on company letterhead, explaining the company's position for a determination and/or approval by the Risk Management Department. This letter must be submitted with the proposal response at the time of bid opening.

**Question 3: Can we only include subcontractors in the contract that have been certified?**

Answer: No. All subcontractors (certified or not) should be qualified as per the requirements of this solicitation.

**Question 4: Our organization is a certified WBE in NYS and our certification appears in the Miami Dade County certification portal as an out of state vendor. Will this suffice for the 5 extra points for vendors with a business certified by the M-DCPS Office of Economic Opportunity for WBE Status?**

Answer: M-DCPS Office of Economic Opportunity (OEO) currently has certification reciprocity with Miami-Dade County, Broward County and The School District of Palm Beach County. However, reciprocity is not automatic. Reciprocity is established by the submission of the Interlocal Certification by interested vendor followed by a review and processing of the certification application by the M-DCPS OEO department. Therefore, your firm's certification under federal requirements does not automatically apply to Miami-Dade County Public Schools and is not eligible for the 5-point preference

**Question 5: Our organization was formed and incorporated in the state of Illinois. We have four locations - Our Florida Division of Corporations also shows Illinois as the principal address, the business is operated at a Miami-Dade County location. Is this a problem for the bid?**

Answer: No. The registered address listed on the Florida Division of Corporations does not have an impact on this RFP. However, as an important note, all projects to be evaluated will be located within the Miami-Dade County area even though M-DCPS works with evaluators from across the United States.

**Question 6: Is there a budget amount estimate for the project?**

Answer: The budget amount allotted to external evaluators depends on the requirements of the specific project. These evaluation projects normally are the results of grants received from outside funders such as the U.S. Department of Education or other agencies. In the past, the budget for external evaluations has varied from \$30,000 to over a million dollars, depending on the scope of the specific project.

**Question 7: Paragraph two of Section 3.3 – Additional Information/Amendment (page 13), states that “A copy of any written communication or email must be sent to the Executive Assistant to the Clerk of the School Board.” I am unable to locate an email address for this individual. Will you share a copy of my message with the appropriate party? Or can you please send contact information for this individual so I can share a copy of this message?**

Answer: [Dllopiz@dadeschools.net](mailto:Dllopiz@dadeschools.net) and [celiarubio@dadeschools.net](mailto:celiarubio@dadeschools.net)

**Question 8: Section 3.4 B - Subcontractor/Subconsultant Information to be Submitted by the Bidder (page 14), there is reference to “required” however the subsequent text indicates that Exhibit 18 should be submitted “if applicable.” Could M-DCPS please clarify if this is or is not a required component of a proposal?**

Answer: Exhibit 18 is a required form if a proposer is submitting a response working with certified subcontractors.

**Question 9: Are we required to submit specific pricing at this time, as part of our proposal?**

Answer: No. Pricing is not required at the time of proposal submittal, however, when projects become available awarded proposers will be notified to participate and provide pricing. Please refer to Section 8 – Proposal Pricing.

**Question 10: Section 7.2 – Evaluation Criteria (page 21), explains there is a 5 point preference for SBE/MBE certified firms. Could M-DCPS please clarify how points will be assigned? For example, will a vendor that is certified by OEO receive all 5 points? If a vendor that is not certified describes an intent to subcontract to certified firms, will points be awarded based on the percentage of work intended to be subcontracted?**

Answer: A 5-point preference will be afforded to proposers who are certified SBE/MBE at the time of proposal submittal. The certified SBE/MBE proposer will receive the entire 5 points. The 5-point preference is available only to certified firms.

**Question 11: Section 7.5 – Negotiations with Responsible Proposers (page 22), Could M-DCPS please clarify why there is discussion of negotiation with a single proposer when the goal of this solicitation is to establish a pool of vendors for future solicitations?**

Answer: The intent of this solicitation is to award a list of preapproved firms. Pursuant to Section 7.5 should the selection committee deem it necessary, negotiations may take place as described.

**Question 12: Section 7.7 – Small/Micro, Minority/Women, and Veteran Business Enterprise Programs (pages 23 and 24), states “vendors certified as a small/micro, minority/women, veteran and/or other qualifying certifications with any entity or agency other than The School Board of Miami-Dade County, Florida, should contact the OEO. Proposers with certifications from other entities or agencies must contact the OEO for additional information on the M-DCPS shortened interlocal certification agreement.” Also, OEO web page (<https://oeo.dadeschools.net/#!/fullWidth/1006>) says that M-DCPS certifies businesses “in the geographical region of the Miami-Dade Metropolitan Statistical Area.”**

**If a vendor outside of this geographical region has a certification from another agency (for example is designated as a small business under federal requirements), could that be considered a “qualifying certification?”**

Answer: M-DCPS Office of Economic Opportunity (OEO) currently has certification reciprocity with Miami-Dade County, Broward County and The School District of Palm Beach County. However, reciprocity is not automatic. Reciprocity is established by the submission of the Interlocal Certification by interested vendor followed by a review and processing of the certification application by the M-DCPS OEO department. Therefore, your firm’s certification under federal requirements does not automatically apply to Miami-Dade County Public Schools and is not eligible for the 5-point preference.

**Question 13: A page break is needed for Exhibit 11 (which begins on p. 42 at the end of the prior exhibit).**

Answer: Please refer to the attached revised Exhibit 10 – Debarment (notarized document), which has been separated from revised Exhibit 11 – Instructions for Certification.

**Question 14: Does Exhibit 12 – Proposer’s Preference, need to be notarized regardless of which section is to be completed? Or only, if Section 2 is completed (page 44)? If section 1 needs to be notarized, who should solicit the notarization (the attorney or a representative for the bidding company)?**

Answer: As stated in Exhibit 12, Section 1 must be completed and signed by an attorney for out-of-state proposers but is not required to be notarized. However, Section 2 must be completed, signed and notarized by Florida proposers.

**Question 15: Does the Exhibit 19 (certification of compliance 6465 form) need to be notarized if the bidding company is located outside of Florida? The notary section at the bottom of this form refers specifically to a Florida notary (“NOTARY PUBLIC, STATE OF FLORIDA”).**

Answer: Exhibit 19 - Certification of Compliance is a standard form that must be completed, notarized and submitted by Proposers that are interested in doing business with M-DCPS. In addition, Florida Statute allows notarization of documents that are sent and/or recorded across state borders — provided, of course, that notarizing the document is within the boundaries of the notary's jurisdiction.

**Question 16: Would the County provide a list of vendors that have been pre-approved in previous iterations of this contract vehicle?**

Answer: To obtain a copy of the current board award, please visit [http://procurement.dadeschools.net/bidsol/asp/bid\\_portal.htm](http://procurement.dadeschools.net/bidsol/asp/bid_portal.htm) and search for RFP-19-024-CM Program Evaluation Consultants.

**Question 17: Would the County provide a list of the evaluations, including award amounts, that have been awarded under previous versions of the pre-approved vendor list?**

Answer: Please refer to the answer for Question #1.

**Question 18: If pricing is required as part of our proposal, what pricing format would be required? Would the agency prefer bidders to submit specific unit pricing?**

Answer: Please refer to the answer for Question #9.

**Question 19: Page 38 is missing information needed to adequately fill out the check boxes (Exhibit 8).**

Answer: Please refer to the attached revised Exhibit 8 - Disclosure of Conflict of Interest.

**Question 20: Section 4.3.11 - Sample Deliverables (page 17), reads “Provide an example of an evaluation plan and written evaluation report you have completed as an addendum to your proposal. (Not to be counted in the 30-page description of experience).” This page limit is not mentioned anywhere else in the RFP. Can you confirm this page limit, and clarify whether it just refers to the description of experience (p. 16; sections 4.3.1 - 4.3.10), versus the entire proposal?**

Answer: The RFP does not require a page limit. Proposers must meet all requirements of the RFP as described in Section 4.3 – Required Services. Sample deliverables and staff resumes/curriculum vitae are recommended to be included as appendices to the proposal.

**Question 21: What is a program evaluator?**

Answer: A professional who is trained to evaluate educational programs using well established research methods and procedures.

**Question 22: Is it possible to add the link to the solicitation?**

Answer: Please see the attached links for the M-DCPS Procurement and the Demandstar websites:

Procurement: <http://procurement.dadeschools.net/bidsol/pdf/bids/RFP-23-013-MC.pdf>

Demandstar: <https://www.demandstar.com/app/buyers/bids/432078/details>

**Question 23: Can the subcontractors suggested for this proposal be different from the ones we end up submitting for an actual project?**

Answer: There is nothing preventing proposers from including a subcontractor on a specific project; however, to be included in the pool of evaluators, proposers should make sure that those subcontractors included on the proposal response meet the RFP requirements, as applicable. It is expected that the subcontractors included on the initial process will be involved in other evaluations.

**Question 24: Can you clarify page limits for the proposal?**

Answer: Please refer to the answer for Question #20.

**Question 25: Can a company submit as a Prime contractor, as well as, a subcontractor under another firm?**

Answer: Yes.

**Question 26: Should the insurances be purchased for the submissions or only if awarded?**

Answer: As per Section 9 – Insurance Requirements, certificates of insurance must be submitted at the time of the bid opening.

**Question 27: As part of the qualifications regarding education, it states that a master’s degree in Evaluation and Statistics is required. What if the MBA is not specialized, but similar coursework or classes were associated to obtain the MBA? Would staff experienced in that line of work be considered, as well?**

Answer: In the event specialized coursework is not be easily discerned within the degree, this information must be demonstrated within the Proposers response. Qualified staff information should also be included. Although this is a generalized statement, exacts can only be determined pending review of the curriculum vitae.

**Exhibit 8**

**DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES**

Pursuant to School Board Policy 6460, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules>, all bidders, proposers, and consultants are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or consultant, 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.

**DISCLOSURE OF CONFLICT OF INTEREST (Affiliation with District Committees, Task Force or Associations)**

Proposers are required to disclose the names of any officers/directors, who serve on any district committees, task force, or associations. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

**DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES  
(PLEASE INCLUDE THIS FORM WITH YOUR PROPOSAL PACKAGE)**

Pursuant to School Board Policy 6460, which may be accessed on the school website at [www2.dadeschools.net/schoolboard/rules](http://www2.dadeschools.net/schoolboard/rules) all bidders, proposers, and consultants, are required to disclose the names of any of their employees who serve as agents or principals for the bidders, proposers or consultant, 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.

<b>NAME</b>	<b>LIST OF POSITIONS</b>	<b>DATES EMPLOYEE HELD POSITION</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DISCLOSURE OF CONFLICT OF INTEREST**

**(AFFILIATION WITH DISTRICT COMMITTEES, TASK FORCE, ASSOCIATIONS)**

Firms under Contract or proposing to enter into a Contract with Agency must be in conformance with the M-DCPS Conflict of Interest policies available at [www.dadeschools.net](http://www.dadeschools.net). Any vendor who submits a response to a solicitation must disclose the names of any of its company directors or officers who serve on any District Committees, Task Force or Associations. Does the Firm or any Associate of the Firm (Director's, Officers, etc.) serve or have served within the past two years (2) on a Miami-Dade County Public Schools District Committee, Task Force, or Association?

No  Yes  If answer is yes, please complete the following:

Employee Name	Current Title with Firm	Name of M-DCPS Committee, Task Force, Association Served
Name: _____ •		
Name: _____ •		

NOTE: THIS FORM SHALL BE RETURNED WITH THE PROPOSAL SUBMITTAL



## Exhibit 10 - DEBARMENT

THIS FORM MUST BE COMPLETED BY ALL PROPOSERS AND SUBMITTED WITH THEIR PROPOSAL TO BE CONSIDERED FOR AWARD

### SECTION I. CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by going to this link: [http://www.gpo.gov/fdsys/granule/CFR-2011- title45-vol3/CFR-2011-title45-vol3-sec1183-35](http://www.gpo.gov/fdsys/granule/CFR-2011-title45-vol3/CFR-2011-title45-vol3-sec1183-35)

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON ATTACHMENT 6)**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### SECTION II. CERTIFICATION OF DEBARMENT OR SUSPENSION (NON-FEDERAL)

(1) Proposer certifies, by submission of this proposal, that Proposer is not presently debarred or suspended by Miami-Dade County Public Schools or any other state or local agency.

(2) Proposer certifies, by submission of this proposal, that Proposer has not been debarred or suspended by Miami-Dade County Public School or any other state or local agency within the last five (5) years from the date of submission of this bid.

(3) If Proposer is unable to certify to the statements noted under Sections II (1) and II (2) above, Proposer must set forth below such instance(s) of debarment or suspension, including the agency name, period of debarment or suspension and reason for debarment or suspension.

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### SECTION III: ADDITIONAL CERTIFICATION

(1) Proposer must provide below a list of all lawsuits in the last five (5) years prior to the bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm. Provide the case name, number and disposition.

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*Proposer's failure to disclose any debarment, suspension and/or lawsuit information may deem the Bidder non-responsive and ineligible for award.*

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Organization Name

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Name(s)

---

Title(s) of Authorized Representative(s)

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Signature(s)

---

Date

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

BEFORE ME; the undersigned authority, in and for the State of Florida, personally appeared \_\_\_\_\_ who, after being sworn according to law, stated that he or she was authorized to represent \_\_\_\_\_ and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

\_\_\_\_\_  
SIGNATURE OF AFFIANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF AFFIANT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

**SWORN AND SUBSCRIBED BEFORE ME**

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

NOTARY SEAL

## Exhibit 11- INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.