



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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BID/RFP ADDENDUM

Date: 7/20/2026

Addendum No. 1

BID/RFP No. ITN-25-054-VF BID/RFP TITLE: Utility Billing Audit & Cost Recovery Services

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

The attached document provides answers to questions received.

All other terms and conditions of the ITN will remain the same.

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

Invitation to Negotiate (ITN)

ITN-25-054-VF Utility Billing Audit & Cost Recovery Services

ADDENDUM NO. 1

QUESTIONS AND ANSWERS:

- Q1:** Section 8 sets up a contingency fee structure, and we're glad to work within it. Since this is an Invitation to Negotiate, would the District also be open to a flat subscription option, where the District keeps all of the recovered money instead of paying out a percentage? We'd show both options side by side so the District can compare the real cost of each.
- A1:** Yes, the District is interested in seeing both scenarios, where possible.
- Q2:** Section 5(c) asks for five years of experience doing this work in Florida. The newest auditing tools, meaning software that reads every line of every bill and checks it against the utility's rate structures automatically, were not available five years ago. So no firm using the latest technology can meet that requirement with those tools. Would the District accept proof of results instead, such as money recovered for clients, our audit process, and our current Florida customer base, so the evaluation considers the most modern solutions available?
- A2:** Yes, proof of results will suffice.
- Q3:** Sections 4.F and 5(e) ask for documented recoveries from FPL, NextEra, or Florida City Gas. Would the District accept documented recoveries from other regulated utilities around the country as proof we can do this work? Also, when the refund paperwork is in the client's hands rather than ours, is a signed statement from the client acceptable?
- A3:** A signed statement from the client showing proof of the reimbursement is acceptable. Documented recoveries from regulated utilities around the country are acceptable so long as at least one (1) of the recoveries are from a regulated utility in Florida such as FPL, NextEra, or Florida City Gas.
- Q4:** Section 5(d) says all assigned staff must be located in Florida. If a firm's team works outside of Florida, is that an automatic disqualification, or will the District weigh it as part of the overall proposal? We ask because our platform gives District staff a live view of every audit and claim, no matter where our team sits.
- A4:** The District recognizes that many services can be performed effectively in a remote work environment. However, Section 5(d) requires that the firm be able to provide in-person support in Florida when needed. If your firm is not primarily located in Florida, you must disclose this in your proposal and demonstrate a willingness and ability to travel to and remain in Florida for extended periods, potentially several weeks, to accommodate District needs. In instances where the District requires on-site assistance, such as locating bills, coordinating with District staff, participating in negotiations, or attending meetings and briefings, the firm must be able to be physically present at the District. This requirement is intended to ensure timely coordination and efficient resolution of matters. Proposals that do not meet this requirement will be evaluated for compliance with the solicitation requirements.
- Q5:** Section 4.3 covers electricity, natural gas, propane, water and sewer, telecommunications, and solid waste and recycling. Since Section 4.2 says any agreement is non-exclusive, can a firm bid on just some of those categories (in our case electricity, natural gas, and water/sewer) or does a proposal have to cover all of them to qualify?
- A5:** Proposers must be able to cover all of categories to qualify.

Q6: Is there a firm providing these services to the District today? If so, can the District share the current fee structure?

A6: There is not a firm currently providing these services.