



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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 Miami, FL 33132

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BID/RFP ADDENDUM

Date: 06/16/2015
 Addendum No. 1

BID/RFP No. ITB-14-033-SL BID/RFP TITLE: INFORMATION TECHNOLOGY CONSULTANTS

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

1. Please see the following page(s) that address the questions received for this solicitation and modifies the conditions of this solicitation. _____
2. All other terms and conditions contained within the above-referenced ITB 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.

1. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been submitted, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number 1

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 I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

ITB-14-033-SL INFORMATION TECHNOLOGY CONSULTANTS
QUESTIONS AND ANSWERS ADDENDUM 1

1. The first page of the ITB cites the Bid due date as Tuesday June 23, 2015, 02:00. Item 1.3 cites the Bid Due date as June 16th. Which one is applicable?

ANSWER: The Bid Due Date is June 23, 2015

2. Pre-approved List of Vendors is referenced in the RFP.
a. Is the award for each resource to a specific vendor, multiple resources to a specific vendor or all resources to one vendor?

ANSWER: As this is a preapproved list of vendors, this BID will be awarded to multiple vendors meeting all the required specifications.

- b. When are the resources anticipated to begin work, where charges will be incurred?

ANSWER: As positions become available for specific projects, resources will be solicited.

- c. How will the resources be requested/engaged (ie, orders, project tickets, etc.)

ANSWER: As indicated in this ITB, resources will be solicited through a Request For Quotes process.

- d. Will the resource engagement be monthly, weekly, hourly or by project?

ANSWER: Engagement is contingent upon the above referenced Request For Quotes (RFQ).

- e. How many vendors will be awarded?

ANSWER: See question 2a.

3. Labor Category:

- a. Please clarify or define "Key Personnel" and how many per request in this RFP ("provide a description of the organization's qualifications to provide the scope of services requested in this ITB, whereby resumes of Key personnel should be included within the Proposal").

ANSWER: Key Personnel includes officers of company and primary contact personnel.

4. Architecture Layout

- a. Can you describe the technologies and/or technology-vendor-products will need the contractor to support?

ANSWER: All position(s) listed may be required throughout this solicitation. Any support will depend on the scope of the project solicited at a given time period.

- b. Can you provide layout of today's infrastructure that is in-scope for support?

ANSWER: As there are several different systems within the Miami-Dade County Public Schools, layout will differ based on project being solicited at a particular point in time.

- c. Can you provide information on "near-future" infrastructure changes which will be in-scope?

ANSWER: All positions being solicited are within the scope of this ITB.

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- d. Are bidders required to be registered vendors of M-DCPS and/or Miami-Dade County?

ANSWER: It is recommended that bidders are registered with Miami-Dade County Public Schools.

5. Can resources work from remote locations off-site? We can provide pricing for on-site and remote if you would like.

ANSWER: This ITB is soliciting on-site services only.

6. Page 65, section 4.1.5, indicates that failure to provide SBE/MBE certification will deem the proposal non-responsive. Will companies that are not small businesses and therefore do not have this certification be disqualified? If not, how should we respond to this requirement in order to be compliant?

ANSWER: This is not a set aside bid therefore this section has been removed.

7. When sending this bid do I have to send all the documents or just from page 57 and on.

ANSWER: All documents within Section 2.7, all exhibits and any other document requested must be submitted.

8. Is the exhibit #3 still a requirement?

ANSWER: Yes. All exhibits are required to be submitted. If they do not apply to your organization then please write N/A on the exhibit and return in package.

9. What are the programming language skills required by the school board? (e.g. Java, .Net, COBOL etc.)

ANSWER: Programing language skills may vary as stated in each respective RFQ.

10. What are the databases used by the school board (e.g. SQL, Oracle, DB2 etc.)

ANSWER: Databases and/or experience in database management may vary depending on each respective RFQ.

11. For quality assurance, do you use manual methods or automated tools to perform the QA?

ANSWER: Quality Assurance may vary depending on each respective RFQ.

12. If automated tools for QA, which tools are being used and experience required for the QA job descriptions?

ANSWER: Automated tools for QA and experience required may vary depending on each respective RFQ.

13. For Telecommunications what type of set up is in place? PBX, VoIP etc.

ANSWER: Telecommunication setups may vary depending on each respective RFQ.

14. What type of telecommunications systems are supported by the School Board? (e.g. Cisco, Avaya etc.)

ANSWER: Telecommunication systems supported may vary depending on the location within the School Board.

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15. What type of hardware does the school board use (e.g. Dell, HP etc.)

ANSWER: Hardware may vary depending on the location within the School Board.

16. What type of networking infrastructure (on switches, routers etc.) does the school board uses and will need technical expertise to support?

ANSWER: Networking infrastructure may vary depending on each respective RFQ.

17. What type of ETL and BI tools does the school board uses and will need expertise in supporting? (E.g. Informatica etc.)?

ANSWER: ETL, BI tools and experience may vary depending on each respective RFQ.

18. Does the School Board uses both MS Outlook and Lotus Notes?

ANSWER: Usage of MS Outlook or Lotus Notes may vary depending on the location within the School Board.

19. For information security is there any specific systems the resources should have experience with. E.g. HP Arsight SIEM, SourceFire IDS/IPS etc., Palo Alto Firewalls etc.

ANSWER: Information security system experience may vary depending on each respective RFQ.

20. Are these positions full time, or on an as needed basis?

ANSWER: The type of position may vary depending on each respective RFQ.

21. Can we bid on some of the positions, or does the winning company need to be able to fill all of the positions listed?

ANSWER: Bidders may choose individual categories to bid on, listed in Section 3.0 Price Proposal and must provide pricing for every position listed under the chosen category.

22. Is Miami Dade Schools interested in a quote for managed services, where you have a team of people supporting all aspects of your information technologies needs full time for a one time monthly fee?

ANSWER: As indicated in this ITB, resources will be solicited through a Request For Quotes process. It is not the intent of this ITB to solicit teams of support, but rather individual positions.

23. Section 4.1 details the required contents of the proposal. Sub-section (4) "Technical Qualifications" requires all the items listed in section 2.0. Can you confirm that these requirements are as shown below, or correct / add missing requirements?

The completed checklist in section 2.7 (not all the contents of the checklist)

Copy of the certificate of incorporation (via SunBiz)

Copy of the local business tax receipt

Copies of certificates of insurance

ANSWER: Yes, these requirements are correct. All documents in Section 2.7 must be submitted, in addition to any and all documents requested in any other section of this solicitation.

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24. Section 2.7 states, "In no more than two (3) pages, the Bidder must include the following information within the submitted proposal". Can you clarify if there is a page limit, and if so, what that number is (given that the items requested in a through e are using forms that take up more than the allocated number of pages)?

ANSWER: The three (3) page limit applies to Section 2.7, requirements a, b, and c.

25. The small/micro business enterprise certification is optional, correct?

ANSWER: Yes, the small/micro business enterprise certification is optional.

26. We are not SBE/MBE certified with Miami-Dade County, FL. Can we take subcontractor to fulfil this requirement?

ANSWER: SEB/MBE Certification is not a requirement of this solicitation.

27. We don't have local office in Miami-Dade County, FL at present but we intent to have local representative and local office once we get award for this contract. Would it work?

ANSWER: Local offices are not a requirement of this solicitation.

28. Will M-DCPS select fewer vendors with this new contract? If so, how many vendors will be selected?

ANSWER: All vendors that submit responsive proposals will be evaluated and recommended for award, if applicable.

29. Will M-DCPS allow for more time in responding to IT consultant requirements? At present, the requirements close too quickly not allowing us to complete our recruiting process. Would MDCPS consider leaving the requisitions open for 3 days, thus allowing us to complete our due diligence and submit the highest caliber candidates?

ANSWER: The timeline set forth has been structured to allow enough time for all requirements to be met, for the submission of a proposal.

30. Does M-DCPS truly require \$10,000,000 in Employee Dishonesty insurance or is this a typo?

ANSWER: Employee Dishonesty Insurance is not a requirement of this solicitation. Section has been updated to reflect required insurance.

31. On page 20, I read the following: "Bidders are instructed to indicate a response to ALL service requirements and specifications contained in this Section in the order listed using the same numbering system." What does that mean? I see job descriptions to job titles, what would constitute a response to a requirement? Or do I only concern myself with 2.6?

ANSWER: This means your responses must utilize the same number as the requirement within the solicitation.

32. It says that everything has to be neatly typed but I tried opening the form in Acrobat Professional and I cannot type in the boxes.

ANSWER: Responses may be legibly written, in the spaces provided utilizing blue ink.

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33. It says that all pages are to be numbered consecutively but many of the pages that I'd have to use are already numbered on this document. Is there any place where I can get template forms or something so that I add them to my proposal or do I have to re-type everything anew?

ANSWER: The manner in which your responses are submitted must be numbered consecutively.

MODIFIED CONDITIONS OF THE SOLICITATION

1. Pages 17-18, Section Insurance Requirements, is changed and replaced with the following:

Prior to commencement of work under the agreement, the Bidder shall obtain and maintain without interruption the insurance as outlined below. The Bidder agrees to furnish a fully completed certificate of insurance naming The School Board of Miami-Dade County, Florida, as additional insured, signed by an authorized representative of the insurer providing such insurance coverages. The insurance coverages and limits shall meet, at a minimum, the following requirements:

A. Workers' Compensation/Employer's Liability Insurance.

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Board on Compensation Insurance, without restrictive endorsements. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One: "Statutory"
Part Two: \$ 1,000,000 Each Accident
\$ 1,000,000 Disease - Policy Limit
\$ 1,000,000 Disease - Each Employee

B. General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) without any restrictive endorsements. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 2,000,000 General Aggregate
\$ 2,000,000 Products/Completed Operations Aggregate
\$ 1,000,000 Personal and Advertising Injury
\$ 1,000,000 Each Occurrence

Company shall name the Board as an additional insured on a form no more restrictive than the CG 20 10.

C. Professional Liability

Such insurance shall be on a form acceptable to the Board and shall cover Company for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. Coverage must either be on an occurrence basis; or, if on a claims-made basis, the coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

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\$ 1,000,000 Each Claim/Annual Aggregate

The Professional Liability Insurance required under this Section C. may be subject to a deductible not to exceed \$25,000 per claim.

The insurance provided by the Company shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Board shall be in excess of, and shall not contribute with, the insurance provided by the Company.

Compliance with these insurance requirements shall not limit the liability of the Company. Any remedy provided to the Board by the insurance provided by the Board shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Company) available to the Board under this Contract or otherwise.

Neither approval nor failure to disapprove insurance furnished by the Company shall relieve the Company from responsibility to provide insurance as required by this Contract.

M-DCPS and its members, officers, employees, and agent shall be named an additional insured on all liability coverages except Workers' Compensation Insurance and Professional Liability Insurance.