



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

Date: 03/10/2023

Addendum No. 1

BID/RFP No. ITB-22-023-MC BID/RFP TITLE: External Program Evaluators

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

The bid opening due date has been extended to Tuesday, March 28, 2023 at 1pm EST. The attached document provides answers to questions received. All other terms and conditions of this ITB 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 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

Addendum #1

ITB-22-023-MC External Program Evaluators

The following list addresses the questions received regarding this solicitation.

Question 1: Are subcontractors required to meet liability requirements or just the prime organization?

Answer: Only the prime is bound contractually.

Question 2: Are prime firms able to utilize multiple subcontractors or only one?

Answer: This solicitation requires mandatory certified prime or subcontractor participation by an African American or Non-Minority Woman subcontractor. It is the bidder's decision whether to use one subcontractor or multiple subcontractors to adhere to the African American or Non-Minority Woman subcontractor requirements.

Question 3: After the 2/28/23 session, Eric Bryant shared a list of 64 "M-DCPS minority vendors who qualify to be part of a submission under ITB-22-023-MC (External Program Evaluators)". We conducted a quick review of the first 20 (of 64 vendors) in the list and none seem to offer services related to program evaluation (see below). Based on this, we are very concerned about the feasibility of identifying qualified subcontractors who meet the requirements.

Answer: This solicitation requires mandatory certified prime or subcontractor participation by an African American or Non-Minority Woman subcontractor. Please send an email to ebryant@dadeschools.net for further assistance with vendor lists. Additionally, firms certified by another qualifying governmental agency are admissible to deemed responsive.

Question 4: Can M-DCPS provide any other options for meeting the requirement related to African American or Non-Minority Woman subcontractors?

Answer: Please refer to answer provided in Question #3.

Question 5: On page 21 Section 7, refers to a "bid summary excel spreadsheet". Is this something that needs to be filled out for our submission and if so what should it include and in what format?

Answer: Please refer to Section 5.2 Method of Award for complete details. Prices are to be submitted at the time of the RFQ, no pricing is requested with the RFP submission.

Question 6: Could M-DCPS clarify the requirements described on page 15 and associated with African American or non-minority Woman subcontractors?

Answer: This solicitation requires certified firm participation in order to be deemed responsive, please refer to Section 5.2 for full details. To further expand, a prime respondent who is certified African American or Non-Minority Woman complies with this requirement. If the respondent does not currently possess either of these certifications, they may subcontract with an African American or Non-Minority Woman firm in order to be deemed responsive and comply with the requirements as set forth by the District's Goal Setting Committee.

Question 7: Specifying "African American or Non-Minority Woman subcontractors" seems to exclude minority woman subcontractors who are not African American. For example, a Latina-led subcontractor would not qualify as African American nor as a "non-minority woman." Should this requirement be revised to refer to "African American or Woman subcontractors"?

Answer: The Miami Dade County Public Schools Goal Setting Committee voted for a mandatory certified prime or subcontractor M/WBE firm that is a Non-Minority Women or African American, per the Disparity Study and School Board Policy 6320.02. The Non-minority woman designation only covers non-minority women (A Woman, an American born or naturalized non-minority woman V. TERMS AND DEFINITIONS PG 17).

OEO certifies the following minority's as such: An African American, person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin. (The African diaspora refers to the communities throughout the world that have resulted from the movement in historic times of people from Africa, predominantly to the Americas and among other areas around the globe. The term has been historically applied in particular to the descendants of West and Central Africans between the 16th and 19th centuries, with their largest populations in Brazil, the United States, and Haiti. For purposes of this category, African diaspora populations include: African Americans, Black Caribbeans and Black Canadians (descendants of West Africans brought to the United States, the Caribbean, and South America, Zanj) (descendants from Southeast Africa, primarily the Swahili Coast, whose ancestors were brought to Western Asia and other parts of Asia) and Siddis (descendants from Southeast Africa, primarily the Swahili Coast, whose ancestors were brought to the Indian subcontinent (Pakistan and India)). • A Hispanic American, person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, not of the African Diaspora. • An Asian American, person having origins of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands before 1778. i. Far East - China, Hong Kong, Macau, Japan, North Korea, South Korea, Mongolia, Siberia, Taiwan, Brunei, Cambodia, East Timor, Malaysia, Laos, Indonesia, Myanmar, Singapore, Philippines, Thailand, and Vietnam. ii. Southeast Asia – (Maritime Region) Singapore, Philippines, East Timor, Brunei, Cocos Islands, Christmas Island, Indonesia, and Malaysia. (Mainland Region) Thailand, Laos, Myanmar, Cambodia, West Malaysia, and Vietnam. Page 18 of 75 iii. The Indian Subcontinent – (South Asia) India, Bangladesh, Pakistan, Nepal, Sri Lanka, Bhutan, and the Maldives. iv. The Pacific Islands – Australia, New Zealand, Fiji, Papua New Guinea, Solomon Islands, American Samoa, Northern Mariana Islands, Cook Islands, Federated States of Micronesia, French Polynesia, Kiribati, Nauru, New Caledonia, Niue, Palau, Tonga, Tuvalu, Vanuatu, Tokelau. (The Hawaiian Islands before 1778) - Marquesas Islands and Tahiti. While countries in the Middle East and Central Asia are recognized as parts of the Asian continent, they are not deemed as eligible for minority certification based upon race as per the M-DCPS – OEO in alignment with the United States Census Bureau. • A Native American, person who has origins in any of the Indian Tribes of North America before 1835, upon presentation of proper documentation as established by rule of the Department of Management Services, also including those Tribes, Bands or Communities that are federally recognized by the United States Department of the Interior, Bureau of Indian Affairs. Indian tribes of North America before 1835 – Cherokee, Chickasaw, Choctaw, Creek, Seminole, Navajo, Hopi, Inuit (Eskimo), Schitsu'umsh, Sioux, Iroquois, Onondaga, Mohawk.

For more information please reference the Administrative Procedures Manual:

[https://api.dadeschools.net/WMSFiles/22/links/10-29-21%20Administrative%20Procedures%20Manual%20\(FINAL%20FOR%20WEBSITE\).pdf](https://api.dadeschools.net/WMSFiles/22/links/10-29-21%20Administrative%20Procedures%20Manual%20(FINAL%20FOR%20WEBSITE).pdf)

Question 8: Where is information about subcontractors who are eligible available? A search of this database of nearly 2400 records <https://miamidadeschools.diversitycompliance.com/> using the term “evaluation” results in only three entities that seem to provide services related to the ITB (two of which have a functional website).

Answer: The Office of Economic Opportunity (OEO) can provide this information. Please send an email to ebryant@dadeschools.net for further assistance with minority vendor list.

Question 9: Are subcontractors who are not certified by M-DCPS eligible to perform work under the ITB? If so, what other “qualifying governmental agency” certifications are allowable?

Answer: Prime contractors and subcontractors certified by another qualifying governmental agency are eligible under this ITB. The Office of Economic Opportunity (OEO) can provide this information. Please send an email to ebryant@dadeschools.net for further assistance.

Question 10: Regarding Attachment 16, it seems challenging to specify the type of work, agreed upon price, and percentage of work, without more information about the particular contracts that may be issued

and their associated scopes of work. Can M-DCPS provide additional information about what is expected here?

Answer: All information pertaining to type of work, price, percentages of work and expectations of the Prime/subcontractors will be detailed in RFQ's for individual opportunities as they become available, as outlined in 5.2 Method of Award. Please complete Attachment 16 with all information currently available to your firm.

Question 11: How should subcontractor characteristics and roles be specified in the proposal (beyond the information required of proposed subcontractors in Attachment 16)?

Answer: Proposers must submit all requirements as listed in Attachment 12.

Question 12: Does M-DCPS have any expectations for the type or percentage of work to be allocated to African American or Non-Minority Woman Subcontracts?

Answer: No specific percentage requirements have been included with this solicitation, however it is encouraged that prime respondents work collaboratively with all certified subcontractors.

Question 13: If vendors have current contracts with M-DCPS and do not currently engage African American or woman subcontractors, will they be expected to engage new subcontractors in currently contracted work—or would this requirement apply only to new contracts?

Answer: The requirements listed in this solicitation only apply to this solicitation.

Question 14: The signature line on Attachment 16 allows for a signature by an M-DCPS certified subcontractor. Are non-certified subcontractors also eligible to complete and sign this form?

Answer: Only M-DCPS certified subcontractors are required to sign this form.

Question 15: I would like to learn how to become as involved as possible with Miami Dade County Public School to promote my services. Is there a way that I can promote my companies offering with the District?

Answer: In order to promote any products or services with M-DCPS staff, potential vendors must register as a lobbyist. Registering as a Lobbyist is required (with a fee of \$250.00) when your company seeks to present your business to the District, including schools. For more information on how to become a lobbyist, please contact the following department:

**Office of the School Board Clerk
Miami-Dade County Public Schools
1450 N.E. Second Avenue, Suite #311
Miami, Florida 33132
305-995-1440**

<http://www.dadeschools.net/schoolboard/lobbyist.asp>

Question 16: I may be missing something in DemandStar but I see the deadline for questions on the External Program Evaluators bid (ITB-22-023-MC) is tomorrow but I don't see a spot to submit questions, I only see the ability to submit our bid. Are questions to be submitted on that site somehow or just emailed to you directly?

Answer: Questions are to be emailed directly to mcozart@dadeschools.net no later than Tuesday, February 28, 2023 by 5pm EST.

Question 17: Can you clarify the requirement on mandatory certified subcontractor participation by an African American or Non-Minority Woman subcontractor. What documentation needs to be included in our proposal?

Answer: Please refer to the answer provided in question #5. Regarding the documentation to be included in the proposal, please refer to Attachment 12.

Question 18: Section 4, Instructions to Bidders, paragraph XXX Patents & Royalties can be problematic for a number of research organizations to accept unconditionally. This ultimately could significantly reduce

the number of qualified respondents for this Invitation as the terms respondents are being asked to accept unconditionally are contrary to terms that many research organizations and universities are able to sign up to. Is Miami Dade County Public School Board willing to negotiate the terms within Section 4? Will the county allow bidders to take exceptions to terms within Section 4? If so, how and where should exceptions be noted in a respondent's proposal?

Answer: Section 4, Instructions to Bidders is boiler plate language that accompanies all ITB's. At this time the District cannot accept deviations or exceptions to this language.

Question 19: How much is the allotted budget for the External Program Evaluators project?

Answer: The amount of money allotted to External Evaluators depend on the requirements of the specific project. These evaluation projects normally are the results of grants received from outside funders such as the US Department of Education or other agencies. In the past the amount for external evaluation varied from \$30,000 to over a million dollars.

Question 20: I have a LLC home-based business and am a consultant. I utilize a virtual office to meet with my clients, am I able to participate in this solicitation? Does the bid require a physical address or is using a virtual office location okay?

Answer: Proposers must meet and submit all requirements as listed in Attachment 12 to be deemed responsive.

Question 21: Do I need to have liability insurance? If the firm is made of one or two individuals

Answer: All proposers are required to provide evidence of insurance requirements pursuant to Section 5.5 – Insurance Requirements.

Question 22: I am unclear about the Statement of NO BID – should I leave it blank?

Answer: Attachment 2 - Statement of" NO BID" is to be completed only if a vendor decides not to submit a bid. Vendors submitting bids should leave the form blank. Please refer to Attachment 2.

Question 23: Lastly, in regard to Attachment 13 – Should it be left blank, if I have committed no crime(s)?

Answer: Please complete Attachment 13 appropriately. It is imperative that all proposers read, and complete in its entirety, sign and notarize this form. Attachment 13, should not be left blank. This document is a "Sworn Statement under Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes." If a proposer fails to complete this form properly, their submission will be deemed non-responsive and will not be considered for award.

Question 24: Do you have an estimate for when answers to written questions will be provided?

Answer: Questions are usually posted on the Procurement and Demandstar websites within 7 business days following the Pre-bid conference. Posting times may take longer than normal due to the complexity and/or length of questions.

Question 25: Do liability insurance apply to both Prime and Subcontractors?

Answer: Please refer to the answer provided in Question #1.

Question 26: As the prime contractor, is there a limit to how many subcontractors you may have?

Answer: Please refer to the answer provided in Question #2.