



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

Date: 11/28/2023

Addendum No. 1

BID/RFP No. ITB-23-009-TA BID/RFP TITLE: Tutoring & Counseling Services for Eligible Students Enrolled

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

1. Please see attached answers to submitted questions.
2. The deadline for this solicitation has been extended until Tuesday, December 12, 2023 at 1pm.

All other terms and conditions of the Invitation to Bid (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



Invitation To Bid
ITB-23-009-TA

Tutoring and Counseling Services for Eligible Students Enrolled in Non-Public Schools

ADDENDUM NO. 1

The following changes, additions, clarifications, and/or deletions amend the ITB document of the above captioned solicitation and shall become an integral part of the contract documents.

CHANGES:

Language that has been stricken in red has been deleted from the ITB document.

Section 6.23 Counseling

All providers must:

submit to M-DCPS a quarterly certification/assurance of the service hours delivered at each participating non-public school that includes signature by the non-public schools' administrator. Pertinent supporting documentation ~~such as service logs, professional development participant sign-in sheets, presentation slide decks,~~ shall be submitted along with certification/assurance.

QUESTIONS AND ANSWERS:

Q1: Was the Zoom meeting rescheduled?

A1: No.

Q2: Can applicants have professional educator certification in areas other than math and reading?

A2: Pursuant to Section 6.4 Qualifications, #5, Tutor/Interventionist must have credentials which include Bachelor's degree and appropriate grade level/subject area teacher certification. For example, Pre-K Interventionists will need Teacher Certification in Prekindergarten/Primary Education (age 3-grade 3); and/or Preschool Education (birth through age 4).

Q3: Would certification in Specific Learning Disabilities, Mentally Handicapped and other areas of Exceptional Education be acceptable?

A3: No, please refer to Section 6.4 Qualifications, #5, Tutor/Interventionist must have credentials which include bachelor's degree and appropriate grade level/subject area teacher certification. For example, Pre-K Interventionists will need Teacher Certification in Prekindergarten/Primary Education (age 3-grade 3); and/or Preschool Education (birth through age 4).

Q4: As a micro-entrepreneur, some districts enable bidders to acquire the required insurance after the bid is awarded, is this a possibility?

A4: Pursuant to Section 5.5, bidders shall be required to provide, at the time of submittal of their bid, evidence of insurance coverages and limits meeting the requirements listed in the ITB. Please submit evidence of coverage with the bid response.



Q5: As a solopreneur can the tasks described in the ITB be distributed among several bidders?

A5: The District will contract with the awarded vendor(s) as listed in the submitted bid response. There are no restrictions for subcontracting on this solicitation. It is, however, the responsibility of the awarded vendor to ensure all subcontractors are compliant with the requirements as set forth in the ITB. In addition, the district anticipates the selection of multiple vendors to be placed on a pre-approved list that will be provided to the eligible private schools for provider selection.

Q6: Should certification of DBE be submitted in addition to the ones listed (SBE, MBE, M/WBE, VBE, etc.)?

A6: If eligible, please submit any related M-DCPS certification documentation. For information specific to certification types, please contact the Office of Economic Opportunity at (305) 995-1307.

Q7: Will any other costs such as mileage, planning, and other indirect costs be paid by MDCPS, if so please explain?

A7: No, refer to Sections 6.6 Allowable Itemized Costs and 6.7 Payment Schedule Payment for additional information. Payments will be completed to awarded vendors only for the actual number of hours/services provided to each eligible student that is properly documented. A reasonable amount of time for planning/preparation for sessions and parent conferences can be negotiated with the District.

Q8: Can we provide sample resumes for tutors, since we will not be able to identify the exact tutors that will be assigned until a specific need arises, due to location and scheduling considerations.

A8: Pursuant to Attachment 12 – Submitted Bid Document Verification Form, bidders must include all listed requirements, as applicable, with their bid response. Resumes and/or documentation of certification and/or licensure must be submitted with the proposal for all potential service providers. If a new provider is hired after the award is approved by the School Board, then documentation must be provided in a timely manner for those individuals.

Q9: "6.2.1 Tutoring for those falling behind (1 to 2 grade levels) Provide tutors with appropriate credentials which include bachelor's degree and/or teacher certification" And/Or implies a tutor with a bachelor's degree OR a teacher certification would be sufficient. Particularly given these services are in-person, folks with an active teaching credential would typically be engaged in a teaching contract and unable to serve students through push in/pull out during the school day. Can you please confirm that it would be appropriate to have tutors with a bachelor's degree, without an active teaching license to serve students? Training around best practices, curriculum delivery, and even alignment to the students' specific accommodations given their disability can still be accounted for, even with a tutor who has a bachelor's degree without an active teaching credential.

A9: Pursuant to Section 6.4 Qualifications, #5, Tutor/Interventionist must have credentials which include Bachelor's degree and appropriate grade level/subject area teacher certification. So, for example, Pre-K Interventionists will need Teacher Certification in PreKindergarten/Primary Education (age 3-grade 3); and/or Preschool Education (birth through age 4)



Q10: In Section 7 of the ITB, it says Bidders must offer all of the 3 services, but in the chart at the bottom of page 22, it says mark an "X" next to the services your firm will provide. Does this mean, we can choose to provide tutoring only and still be considered?

A10: Yes. Bidders may select one, two or all services for the submission.

Q11: If we work with a subcontractor, do you need their insurance certificate as well, or just ours as the primary vendor?

A11: Please refer to the response to Question 5.

Q12: Regarding Attachment 12, requirement (a) – would a copy of our Certificate of Legal Existence/Good Standing from our home state/primary place of business meet this requirement?

A12: Yes, bidders may submit a Certificate of Legal Existence/Good Standing from their home state, in addition to verification of the applicable exemption to submitting a registration with the Florida Department of State, Division of Corporations as set forth in Section 607.1501, Florida Statutes. If bidders are not exempt pursuant to Florida Statute 607.1501, it is required that a State of Florida registration be submitted along with the bid response.

Q13: For tutoring services, are vendors expected to provide curriculum materials, or do the non-public schools wish vendors to use their chosen curriculum materials?

A13: Tutors will collaborate with the private school to identify the tutoring needs of the student. Therefore, the private school will provide access to the appropriate curriculum materials for the tutoring sessions.

Q14: Regarding Qualifications requirement 4. Providers of counseling services must be a Licensed Mental health Provider with a current license from the State of Florida and licensure is in good standing." Is a current license as a Florida Registered Intern acceptable for proposed Counselors?

A14: No, pursuant to Section 6.4 Qualifications and Experience, only licensed mental health clinicians are acceptable to provide counseling services for this ITB.

Q15: What is the anticipated enrollment (# of eligible students) for this tutoring program's anticipated start date in January?

A15: The enrollment of eligible students with disabilities varies by private school. At present, there are 2,800 students with disabilities enrolled in private schools. The number of students requiring tutoring services is a subset of this population and varies by school.

Q16: M-DCPS lists three different services under 6.2. Required Services, Does the district intend to award a single vendor or multiple vendors for the service categories through this process?

A16: The district anticipates the selection of multiple vendors to be placed on a pre-approved list that will be provided to the eligible private schools for provider selection.



Q17: M-DCPS lists several session windows under the scope, including during the school day, before and/or afterschool, and/or weekends. Does the district intend to award a single vendor or multiple vendors per category to support all session windows through this process?

A17: Please refer to response to Question 16

Q18: Is the awarded contract intended to support all eligible Non-Public Schools or to provide a list of approved vendors for individual Non-Public Schools to purchase from?

A18: Please refer to the response to Question 16.

Q19: 6.2.1 on page 19 states tutors cannot engage with school personnel. How will Non-Public Schools administrators be involved in the onboarding and overall implementation success of the tutoring program?

A19: To clarify, tutors hired by the provider cannot engage in team teaching or other cooperative instructional and/or counseling activities with participating non-public school personnel and cannot introduce or promote any religious matter into the instruction. Collaboration between tutors and the private school personnel for planning tutoring sessions is expected.

Q20: For the services described under 6.2.1, how many students will participate per virtual group session?

A20: Services are to be provided in-person. The in-person sessions can be provided during recess, weekends, after school, if the school site is open during those times.

Q21: Will the M-DCPS require live virtual tutoring sessions (video, chat, Zoom whiteboard, etc.) during the session windows specified?

A21: Please refer to the response to Question 20.

Q22: The ITB states the program is subject to funding availability and restrictions. As such, is the M-DCPS open to accepting alternative payment schedule terms or modifications to 6.7?

A22: No.

Q23: The bid alludes to vendors having to "Complete daily sign-in and sign-out at the school location where services are performed each time services are rendered." - are the tutoring and counseling services required to be in-person/on-site at M-DCPS schools?

A23: Please refer to the response to Question 20.

Q24: Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?

A24: The details of the provision of services will be provided in the required orientation session for all awardees post award.

Q25: Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and



next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

A25: Points are not part of the evaluation of this solicitation. This ITB seeks to pre-approve vendors based on the requirements and agreement to the firm and fixed rates listed in Section 7.

Q26: When is the estimated contract award date, and how will the district communicate award status to vendors?

A26: The District seeks to award this contract as soon as possible, ideally January or February 2024. The award status will be posted to the Procurement website and DemandStar.

Q27: How many vendors does the district expect to award a contract to for the services requested in this solicitation?

A27: Please refer to the response to Question 17.

Q28: Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

A28: This is the first ITB for these services for private schools, therefore there is no incumbent information.

Q29: What is the expected amount of full-time, vendor supplied (Counselors & Teachers) needed during the 2023-24 SY?

A29: Because the number of students eligible for each of the services in the ITB varies and the number of services hours are individualized and specified on the students' Private Schools Service Plan (PSSP) we cannot provide a total number of hours to be provided at this time.

Q30: Can the district please provide the total amount of full-time, vendor supplied (Counselors & Teachers) utilized during the 2022-23 SY?

A30: Please refer to the response to Question 28.

Q31: Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

A31: The details regarding access to materials and supplies will be provide at the required on-boarding session to be conducted after the awards notification announcement.

Q32: Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (Counselors & Teachers) utilized during the 2022-23 SY?

A32: Please refer to the response to Question 28.

Q33: What travel between schools is expected for these providers?



A33: Mileage and travel will be contingent upon the school(s) that select the contractor and the schedule of services established between the school and the contractor. Travel and mileage costs will not be reimbursed.

Q34: Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

A34: Please refer to the response to Question 29.

Q35: Will the district accept contract exceptions?

A35: No, contract exceptions are not accepted with an Invitation to Bid (ITB).

Q36: Can the reference forms be sent in the proposal, or does the district need to resubmit back to Miami-Dade?

A36: The reference forms should be included in the proposal at the time the bid is due.

Q37: Can the district please inform us of what the annual spend of a similar project was for the last calendar year?

A37: While this is the first ITB for services for private schools released by the ESE Office, and prior information is not available, up to \$1 million dollars has been set aside to support this ITB for each year of the contract.

Q38: Can the district please confirm if candidate licensure is required upon submission of the proposal?

A38: Yes.

Q39: Will the district have a POC for all vendor-supplied staff to report to and/or ask questions to in their daily operations?

A39: Once the awardees are selected and officially notified, the District will conduct a required orientation meeting for all awardees and their teams. Details regarding operations and opportunities for questions about the operations will be provided at that time.

Q40: Could you please share the previous bid tabulations and living wage requirements for this ITB with us? Which vendor is currently executing the contract?

A40: Please refer to the response to Question 28.

Q41: Can sessions (counseling, tutoring, intervention) be carried out during school is in recess (Ex: winter break, summer) and/or weekends through telehealth?

A41: Services are required to be provided in -person. The in-person sessions can be provided during recess, weekends, after school, if the school site is open during those times.

Q42: Is there a maximum or minimum hours for services each week? or per school?

- a. **We would like to avoid sending a professional to provide service to a school for one hour. At a minimum we would like to provide our professionals with 20 hours at least. Do you foresee this as possible?**



b. is there a cap of hours of service per agency?

A42: There is no cap on hours per agency. Regarding service hours, the private school will collaborate with the vendor to identify students and set schedules of services.

Q43: Attached you can see a sample of a Mental Health Intern Certification provided by the Florida Department of Health. Mental Health interns have a completed master's degree in the mental health field and are completing their two years of direct service under the supervision of a Licensed Professional. Can these registered interns provide counseling services? Otherwise, licensed professionals it is almost impossible to hire for the maximum rate allowed of \$75.00.

A43: The requirements of this ITB are for licensed Mental Health Professionals ONLY, no interns.

Q44: Online Tutoring Services: Can the tutoring services be provided online?

A44: Please refer to the response to Question 20.

Q45: Zoom Meeting Recording: Is it possible to obtain a copy of the Zoom meeting recording for today's session?

A45: Yes. Please use the following link and passcode to access the recording:
<https://zoom.us/rec/share/JQVcL8YcaQaldrSFxYWYhgXvJLaN1g0NzUu91WePI-erjaUE17jNhL6LFoUbUODz.iE7vkU-tov7v5wVc?startTime=1699973030000>
Passcode: 1&&0o*Cr

Q46: What is the contract worth?

A46: Up to \$1 million dollars has been set aside to support the services in this ITB each contract year.

Q47: Will multiple vendors be approved?

A47: Please refer to the response to Question 17.

Q48: Could you please share the previous bid tabulations and living wage requirements for this ITB with us?

A48: Please refer to the response to Question 28.

Q49: Which vendor is currently executing the contract?

A49: Please refer to the response to Question 28.

Q50: Are bidders asking the questions live during the Pre-Bid meeting on 11/14, or do we submit the questions to you beforehand to be addressed at the meeting?

A50: Questions are asked live during all M-DCPS pre-bid meetings. All questions submitted before and after the meeting, but prior to the question deadline will be addressed in the form of an addendum.



Q51: Would you be able to advise on what the process is for submitting questions related to ITB-23-009-TA - Tutoring and Counseling Services for Eligible Students Enrolled in Non-Public Schools, due on 12/5/23?

A51: At the time of posting this addendum the deadline for questions has transpired. Prior to the deadline for questions at 5pm on November 14, 2023 all questions were to be emailed to Toshabowen@dadeeschools.net All questions submitted before and after the meeting, but prior to the question deadline will be addressed in the form of an addendum.

Q52: Are you looking to award one vendor for this project or multiple? Furthermore, can a vendor submit a response just for Tutoring Services?

A52: This is the first ITB for services for private schools released by the ESE Office, therefore there is no incumbent information. Yes, bidders may select one or more of the service areas to submit a bid response to.

Q53: “Payment will be made only for the actual number of hours of services provided to each eligible student that are properly documented in the quarterly invoice and certified by the administrator from the participating non-public school. “ (page 21 6.7.A)

Question: Will this billing model be accepted?

Hourly Rate is per scheduled Program hour. Program hours include all hours required to operate the Program including but not limited to direct service time with Students, lesson planning and preparation, and Parent Conferences. This hourly rate includes all costs associated to operate the instructional or counseling program including but not limited to prep time, student and teacher or counselor materials, teacher/counselor and classroom supplies, curriculum, technology, progress reporting, and testing costs. The district will not be invoiced separately for additional materials related to the operation of the Program.

A53: See Section 6.7 Payment Schedule - Payment will be made only for actual number of hours/services provided to each eligible student that is properly documented. A reasonable amount of time for planning/preparation for sessions and parent conferences can be negotiated with the District.

Q54: RFP requirement: “Providers of counseling services must be a Licensed Mental health Provider with a current license from the State of Florida and licensure is in good standing. “ (page 20 6.4.4)

Question: Will the district also allow FL certified school counselors and social workers or only License mental health clinicians?

A54: No, pursuant to Section 6.4, Qualifications and Experience, only licensed mental health clinicians will be approved.

Q55: Rates for direct service under IDEA for third party services in large FL urban districts range from \$70.00 (tutoring and intervention) to \$92.00 (counseling). Would the district reconsider the rate caps that are lower than industry standards?

A55: No

Q56: Do we also need to bid on both tutoring and counseling, or can it be one or the other?

A56: Please refer to the response to Question 10.



Q57: Is there preferential bidding for local women minority owned vendors? If so, what does the process look like?

A57: Pursuant to Section 5.2, Method of Award, the Goal Setting Committee recommended that this solicitation be open with no goals.

Q58: Is the request for certifications applicable to all employees within the company, or specifically to those directly involved in running the program?

A58: The required documentation of certifications/licenses is required for service providers who will work directly with students.

Q59: For the request for individualized tutoring, is group tutoring permissible, with up to 5 students allowed per session?

A59: Yes, small group tutoring is permissible with no more than 5 students in each group session.

Q60: Regarding counseling, are group counseling sessions an option, or is individual counseling the preferred approach?

A60: Pursuant to Section 6.23 Counseling, yes, group counseling is permissible if the student's PSSP indicates services will be provided in a group setting.

Q61: If students are tutored or receiving intervention in groups, are we able to bill the hourly per student or is the hourly rate per group. For example: 4 kids are being tutored for one hour would that be \$60x4 (each student) or \$60x1 (per group)?

A61: Hourly rate is \$60.00 for individual services per student, or \$60.00 per hour for the services provided in a group setting.

Q62: Is a teacher certification required?

A62: Please refer to the response to Question 9.