



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: Pedro Martinez

PHONE: (305) 995- 1499

Email: Martinezp@dadeschools.net

TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: 02-10-2025

Addendum No. 1

BID/RFP No. ITB-23-015-JW BID/RFP TITLE: Graduation Streaming Services

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

Section 6.2 Required Services has been revised. All other conditions 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 _____

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

SECTION 6 - SCOPE OF WORK

6.1 GENERAL INFORMATION

The purpose of this Invitation to Bid (ITB) is to establish a contract at firm-fixed pricing, by location to provide graduation streaming services for Miami-Dade County Public Schools. The agreement between the successful proposer(s) and the Board will be non-exclusive.

6.2 REQUIRED SERVICES

Miami-Dade County Public Schools (M-DCPS) is scheduled to conduct a total of **seventy (70)** graduation ceremonies annually. M-DCPS is seeking the best value for graduation streaming services per event.

The scope of requirements includes but is not limited to the following: full completion of production for audio visual services for graduation ceremonies including labor, staffing, equipment, lighting technician, sound technician, producers, director, cameraman and additional staff as needed for the event.

The table below outlines the locations and the corresponding quantity of graduation ceremonies in each location.

M-DCPS GRADUATIONS 2024		
Item	Graduation Facility	Number of Graduations
1	Adrienne Arsht Center Opera House	8
2	Adrienne Arsht Center Knight Center	4
3	Ocean Bank Convocation Center at FIU	16
4	WASTCO Center at UM	15
5	Moss Cultural Arts Center	5
6	MDC North Lehman Theater	6
7	MDC North Justice Center Building	6
8	Alternate Sites /	9
9	Career Technical Education	1
	Total Number of graduations	70

6.3 PERFORMANCE STANDARDS

1. Must be able to adhere to the performance standards stipulations set by M-DCPS or incur financial penalty.
2. Must follow approved M-DCPS production script as outlined.
3. Must follow all production cues in accordance with approved M-DCPS script for audio, visual, and production. Must fully be tested and set prior to ceremony performance.
4. Any special elements (LED bands, cryo, confetti) must be deployed in accordance with the approved M-DCPS script.
5. Must have all social media elements pre-designed and running during walk through the day prior to graduation ceremony.
6. Full presentation of ceremony must be presented by 5 p.m. EST, the day prior to graduation ceremony – lights, cameras, sound, videos, screen slides.