



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: _____ PHONE: (305) 995-_____ Email: _____ TDD PHONE: (305) 995-2400
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BID/RFP ADDENDUM

Date: _____

Addendum No. _____

BID/RFP No. _____ BID/RFP TITLE: _____

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

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 _____

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 for RFP-15-78 –YWP-External Independent Auditing Services for WLRN/TV and Radio, and Direct Support Organizations.

The following list addresses the questions received regarding this solicitation:

1. What were the total audit fees for each of the last three fiscal years (2015, 2014, and 2013)?

Answer: \$22,500

2. Can you provide a copy of the prior year audited financial statements (6/30/2015) for WLRN and each of the Direct Support Organizations?

Answer: They can be found under the Audit and Budget Committee tab, meeting of December 1, 2015

3. Where can we obtain a copy of the FYE 6-30-2015 audited financial statements for each RFP.

Answer: Please see response to question #2

4. What were the fees for the last audit for each RFP?

Answer: \$10,000 for Impact Fees and \$22,500 for WLRN and Support Organization

5. What is the dollar budget for FYE 2016 audit fees for each RFP?

Answer: None

6. Would staff know of any significant items that occurred during FYE 2016 that would require an adjustment to FYE 2015 fees because of additional work or difficulty in the audit process for each RFP?

Answer: No

7. Relating to the insurance requirements, our professional liability coverage is \$1million per occurrence with a \$10,000 deductible and a rider for additional attorney's fees or additional expenses of up to \$100,000. Additionally, our fidelity or employee dishonesty policy is \$25,000 per incident per type of loss claimed. We will respectfully request that MDCPS allow us to work within these limits. We are currently the auditors of WLRN and insurance coverage has never been an issue. According to our insurance agent, all our other insurance policies comply with the RFP requirements.

Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

8. Section 1.41 INSURANCE REQUIREMENTS –

- a) Part D. Professional Liability – Minimum limits is stated at *\$3,000,000 Each Claim/ Annual Aggregate*; and

Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

- b) Part E. Employee Dishonesty (Fidelity) – Minimum limits is stated as *\$10,000,000 Each Occurrence*.

Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

9. Please provide the following for WLRN/TV and Radio and each of the Direct Support Organizations:

- a) Prior year audit fees and estimated hours to complete the audit.

Answer: Answer: \$10,000 for Impact Fees and \$22,500 for WLRN and Support Organization. The District is not billed on an hourly basis; therefore, we do not have records of the actual number of hour spent in the audit.

- b) Prior year audit reports or indicate where to find them.

Answer: They can be found under the Audit and Budget Committee tab, meeting of December 1, 2015

- c) Annual budgets

Answer: None

10. Page 8 *Section 1.9 Proposal Submission* states proposals are to be submitted Attn: Yasmin Wong-PERAZA and page 33 *Section 4.3 Proposal Labeling Requirements* indicate Attn: Melody THELWELL, MPA. Please confirm that we should submit to Attn: Yasmin Wong-PERAZA.

Answer: Proposal should be submitted Attn: Yasmin Wong-Peraza

11. Can you provide a copy of last auditor's contract?

Answer: Copy of the contract is attached

12. Can you provide the audit reports for the last two fiscal years along with corresponding management letters?

Answer: Please see response to question #2

13. How much were the fees for each year of the last contract period (for last auditors), or, at a minimum, for the last 3 years?

Answer: Please see response to question #1

14. How long were the auditors in the field?

Answer: The District is not billed on an hourly basis; therefore, we do not have any records of the actual number of hours spent in the field.

15. What was the time frame (month(s) the auditors were in the field?

Answer: Please see response to question # 14.

16. What were the auditor's total hours?

Answer: Answer: The District is not able to estimate how long the auditors were in the field.

17. Does the organization expect federal, state or local funding that will impact reporting requirements?

Answer: No

18. Will staff or auditor's be responsible for preparing the financial statements and notes, thereto?

Answer: The School Board of Miami-Dade County, Controller's Office

19. When will the books be closed and when will the auditors be able to get the final trial balance?

Answer: The School Board of Miami-Dade County, Controller's Office

20. Can you provide the current year to date in-house financial statements for the Direct Support Organization(s)?

Answer: Not available yet

21. Can the insurance requirement be reviewed to be in-line with contract fees? Can you consider \$1M for professional liability coverage which exceeds the contract fees?

Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

22. Can you consider excluding Employee Dishonesty (Fidelity) which is not consistent with the Insurance requirements of our profession?

23. Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

24. Please provide a copy of the adopted budget for WLRN/TV and Radio, Direct Support Organizations for the fiscal year end June 30, 2016.

Answer: Not Available yet.

25. What were the audit fees for the fiscal year ended June 30, 2012-2015?

Answer: Please see response to question #1

26. Was a Management Letter Comment issued anytime for the fiscal year ended June 30, 2014-2015? If so, please provide a copy. Also, if any, have prior year comments been resolved?

Answer: No comments for 2014-15

27. If the Evaluation process includes evaluating the technical proposal and price proposal separately, what process does the School Board have in place to assure that the Evaluation Committee does not have access to both technical proposal and price proposal at the same time if the price proposal will be included on the ten (10) CD or USB Drive along with the technical proposal as requested in Section 1.9 on page 8 of 54? Even though the Evaluation Committee will not have the sealed price proposal, they will have an electronic file that has the price proposal for their viewing along with the technical proposal that is included in the electronic file when they are provided with these details to evaluate independently.

Answer: The School Board will follow 6320 purchasing policy to comply with this requirement.

28. In section 1.41 on page 19 of 54, the proposer is expected to have a policy that is \$10,000,000 Each Occurrence for Employee Dishonesty, this seems to be high and a cost prohibitory in light of the fact that this proposal is being included specifically for a sheltered market of service providers who are classified as Micro Business Enterprises or Small Business Enterprises, is there a way to reduce or waive this amount by your Risk Management division?

Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

29. Can our Professional Liability in Section 1.41 D. be acceptable in lieu of Section 1.41 G.?

Answer. Insurance requirements have been stricken and replace with revised insurance requirements.

30. Did the organization experience any material changes or legal issues during fiscal year ended June 30, 2016 as of today that may impact the June 30, 2016 financial statement audit?

Answer: The District is not aware of any material changes or legal issues.

The information below notes changes to the solicitation as noted:

1. Page 18, Section 1.41 Insurance Requirements has been deleted in its entirety and replaced with the following:

1.41 Insurance Requirements

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: \$500,000 Each Accident

\$500,000 Disease - Policy Limit

\$500,000 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:

\$1,000,000 General Aggregate

\$1,000,000 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 2010.

C. Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the Contract. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000 Each Occurrence - Bodily Injury and Property

D. 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:

\$ 3 1,000,000 Each Claim/Annual Aggregate

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

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.