RFP-19-034-CM

SEL

1. Is the intent of the solicitation to receive programming that is more focused on direct intervention with students or is it more focused on professional development and training work teachers/counselors/other adult educators?
   Answer: Prevention Tier I programming for students, training for educators on the program

2. **Section 1.3 - RFP Timetable** There is a discrepancy between the timetable provided in Section 1.3 and the timeline provided on Page 1 of the RFP packet. Can you please confirm the correct timeline for submission of questions and final submission?
   Answer: Please refer to the timeline on page 1.

3. **Section 1.9 - Proposal Submission** By "one (1) unbound original proposal", do you mean we should submit loose, unaffixed papers? For "six (6) bound copies", will 3-ring binders be a satisfactory binding method?
   Answer: Yes.

4. **Section 2.4 - Required Information to be Submitted by the Proposer** This section reads "In no more than thirty (30) pages, each proposer must include the following information within the submitted proposal". Does this include the response to technical specification/scope of work and appendices? In other words, does the entire proposal need to be under 30 single-sided pages?
   Answer: Front and back sided pages are acceptable.

5. **Section 3.0 Part A – Price Proposal – Fee Schedule** Can we propose rate(s) in a format other than hourly? E.g. district wide access, per classroom, per teacher, etc.
   Answer: Please provide a response to all prescribed sections. Any additional pricing can also be included as an addition.

6. We are incorporated in Minnesota and travel the county visiting schools to present our SEL Training skills and concepts. We do not have any physical locations in Florida. With that in mind, do we need to comply in filling out or providing any tax statements or business licenses? Are we exempt from filling out the Local Business Affidavit of Eligibility – for we are not local. I am confused on this issue for out of state organizations like ours.
   Answer: Please provide your state specific corporation information.

7. Will we be directly emailed any amendments issued for this RFP (contact person listed below) or do we need to check the procurement website for any?
   Answer: Please check the procurement website and on demandstar.com.

8. Per page 27, section 2.4 Required Information to be Submitted by the Proposer, there is a thirty (30) page proposal maximum. Is this the page limit for the response to Section 2? If not, and this is the full proposal maximum, can this kindly be increased? In order to submit a compliant

proposal, single-sided, which includes our response to Section 2 plus the required forms, certificates, tabs and any supporting documents we will need more than 30 pages to adequately respond.
Answer: Please see response to Question 4. In addition, additional pages can be included as an addendum.

9. Please confirm if the Proposed Agreement must be attached in our proposal.
Answer: Redlines or exceptions to the proposed agreement are encouraged to be included in the submission.

10. Our business is registered in the state of Delaware. We have a certificate of Good Standing with our home state, Delaware. Does the Good Standing certificate satisfy the requirements for each of the following? If not, can you please clarify acceptable documentation?
Answer: Please see response to Question 6.

11. **Exhibit 10:**
A Local Business Tax Receipt. Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code.
Answer: Please see response to Question 6.

12. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted.
b. Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida or applicable home state.
Section 1.42 If a Proposal is submitted by a corporation, provide documentation that the corporation is active and authorized to do business in the State of Florida, as evidenced by an active sunbiz or state corporations search document and/or Certificate of Good Standing.
Answer: Please see response to Question 6.

13. How do you define "prevention strategies"? They are referred to in the RFP but are not explained.
Answer: Tier I programs/strategies that all students have access to in order to set a foundation and help prevent students from needing more intensive services.

14. What grade levels will the program be implemented in?
Answer: K-12

15. Which department of M-DCPS will oversee this program?
Answer: Dept. of Mental Health Services

16. Who will be implementing the resources? Teachers? Counselors?
Answer: Various educators

17. Who comprises the evaluation committee?
Answer: Per School Board Policy 6320, The committee shall consist of at least: 1) two (2) individuals from the originating department; however, not more than one (1) of these individuals can be from the requesting department bureau; 2) two (2) individuals from outside

the requesting department; 3) one (1) individual from the Office of Economic Opportunity; and 4) one (1) individual from Procurement Management Services (non-voting). Additional members may be appointed at the discretion of the Chief Procurement Officer. The committee shall to the extent possible, be ethnically and gender representative.

18. You mentioned tools to measure the effectiveness of the program; which metrics will the district be evaluating on?
    Answer: TBD according to program selected; based on program objectives

19. Will this program be implemented in every school?
    Answer: TBD

20. Will specific time be set aside for SEL instruction?
    Answer: Will depend on the program selected

21. Does the district have a timeline for implementation? I.e. all schools immediately, or rolling out over the course of the initial term?
    Answer: TBD

22. Will the selected provider(s) be training both teachers and counselors? **Answer: TBD**
    a. The price proposal page has "program/curriculum cost". Do we write there the price for one year? I understand is a three year initial term, but I am not sure how it should be written.
    b. The money that has been allocated, is it for 1, 3 or 5 years?

23. Do we need our references to complete the provided form *and* provide a reference letter as listed in the checklist on Exhibit 10?
    Answer: Please complete the form included as Exhibit 6 for references.

24. If completing the form (with additional pages for the description) is sufficient without a separate letter, does that Proposer Experience form need to be signed by the referring district?
    Answer: Please see response to Question 23.

25. We can easily provide the contact information along with the description as noted at the bottom of the Exhibit 6 Proposer Experience, and of course, notify the contact person that they may be contacted by MDCPS. Please let me know if completing the form without a separate letter will comply with the RFP requirements.
    Answer: Please see response to Question 23.

26. On RFP p. 31, Section 4.2, item 1, we acknowledge the requirement to submit one (1) unbound, one-sided original. Can the six (6) bound copies be printed double-sided?
    Answer: Yes.

27. Is the District's intention to select a solution to pilot first, then implement on a larger scale? If yes, would the pilot be specific grade levels or across all grade levels?
    Answer: Yes.

28. In RPF Section 1.0, Paragraph 1.14 (starting on p. 9): This provision requires all vendors to submit a monthly reports via the Online Diversity Compliance System for compliance with diversity and/or affirmative procurement initiatives. The following link is provided for monthly compliance reporting: https://miamidadeschools.diversitycompliance.com.
    Is monthly compliance reporting required for all vendors, regardless of whether the vendor is certified as a small/micro, minority/women and/or veteran owned business?
    Answer: For the purpose of this section, compliance reporting refers to certified firms.

29. The link provided above includes a section titled "Vendor Registration" which suggests that vendors must be registered to do business with Miami-Dade County Public Schools.
    When is this registration required to be completed?
    Answer: Vendor registration can take place at any point in this process.