Clear Form

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

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Procurement Management Services
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BID/RFP ADDENDUM

Date: 6/8/2026

Addendum No. 2

BID/RFP No. ITN-25-028-VF BID/RFP TITLE: School Website Template Development

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

The attached document provides answers to questions received and revises Section 5, Section 8 and Exhibit 9.

In addition, the deadline for receipt of proposals has been extended to Thursday, June 18, 2026 at 1:00 p.m. ET.

All other terms and conditions of the ITN 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

Invitation to Negotiate (ITN)

ITN-25-028-VF
School Website Template Development

ADDENDUM NO. 2

QUESTIONS AND ANSWERS:

Q1: After the template is created, who will be required to build out the respective school sites. Vendors or individual schools?

A1: The individual schools will be responsible for building out their respective sites using the provided template.

Q2: Once the template is fully deployed will all schools be required to use it or will schools still be allowed to use approved 3rd party vendors?

A2: All schools will be required to utilize the deployed template. Third-party vendors will no longer be permitted for this purpose.

Q3: Assuming the 12 week timeline for template availability, which roughly puts us at November 2026, by when will schools be required to begin transitioning to the new template?

A3: Please refer to the response provided for Q17.

Q4: Should schools currently working with 3rd party vendors for their school websites be allowed to complete the contract (i.e., Let's say it runs through the end of the 2026-2027 school year before they have to transition to the template?

A4: Yes. While all schools will ultimately be required to transition to the new solution, existing third-party vendor contracts will be honored and reviewed on a case-by-case basis upon their annual renewal dates.

Q5: Is the proposed cost a one-time fee to cover template development and ongoing support for the duration of the 3+1+1 years?

A5: Proposers must submit pricing on an annual basis, utilizing the Revised Section 8 Price Proposal form. The pricing model must account for all initial and ongoing costs throughout the term of the contract, including environment setup, hosting and ongoing technical support at the individual school level.

Q6: How about the Technical College and Adult Education websites? Will they be required to use the template as well?

A6: At this time the scope of the project is for K12 schools, but this may change at a future date.

Q7: How about district department websites? Will they be required to use the template as well?

A7: No

Q8: Does M-DCPS have a preferred or required CMS platform (e.g., WordPress, Drupal, a proprietary system), or is the District open to any solution that meets the technical and security requirements?

A8: The District does not require a specific Content Management System (CMS) platform and is open to any solution, provided it fully complies with all technical, operational, and security requirements outlined in this ITN.

Q9: Is there an anticipated budget or maximum expenditure for the initial three-year term of this contract?

A9: A specific budget or maximum expenditure is not available at this time. Proposers should submit their most competitive pricing based on the scope and requirements outlined in the ITN.

Q10: Can the District provide more technical details or API documentation for the required integrations with existing systems, such as the Student Information System (SIS) and Learning Management System (LMS)?

A10: Certain elements of the site will require integration via APIs. The integration points will be decided during the template design stage with the awarded vendor.

Q11: While the primary option is for the vendor to host the template, what specific "District infrastructure" specifications must the template meet to be compatible with the secondary option of hosting on the M-DCPS ecosystem?

A11: The proposed solution must be entirely hosted in the selected vendor's data center or cloud environment.

Q12: What specific content types will the district manage centrally, and will this require a simultaneous push-notification style update to all school sites?

A12: The District will centrally manage specific global content areas (such as district-wide announcements, emergency notices, or policy updates) and publish content as needed. When no central content is active, these sections must remain hidden from public view on individual school sites. Proposers should explain how their solution achieves this functionality and describe any push technologies or mechanisms utilized to deploy simultaneous updates. (For example, need a feature that allows websites to be disabled at the district's discretion.)

Q13: Aside from calendar APIs and social media feeds, are there other specific third-party tools the District currently mandates for all school websites?

A13: There are currently no additional mandated third-party tools; however, requirements may evolve in the future. Proposers should describe their solution's capability and framework for integrating with various third-party tools and applications.

Q14: For the multi-language translator tool, does the District have a preference for a specific service (e.g., Google Translate), or is the vendor expected to provide a proprietary solution?

A14: The District prefers the utilization of Google Translate for multi-language translation. Proposers should indicate how their solution integrates with this service.

Q15: For the "sole source public IP address" requirement, are there specific network security protocols or firewall configurations the District requires to ensure isolation from other business operations?

A15: The proposed solution must dedicate a unique, isolated public IP address exclusively for the District's web traffic; this IP address must not be shared with any other client or entity. Proposers should detail the network security controls, protocols, and firewall configurations their solution implements to guarantee this isolation and safeguard District data.

Q16: When will the initial mock-up design (PDF or XD file) be provided to the Proposer to begin the conceptual design work?

A16: The District's initial mock-up designs and branding assets will not be distributed at this time. These materials may be provided exclusively to the short listed firms.

Q17: Given the 12-week timeline for project completion, does the District have preferred milestones for the delivery of the initial template vs. the rollout to all ~476 schools?

A17: The 12-week maximum timeline requires the selected vendor to establish the environment, templates, and CMS administrative authorizations, as well as provide working mockups for an elementary, middle, and high school site. The specific milestone schedule and final deployment timeline will be finalized with the selected vendor upon contract award.

Q18: Section 4.3.1 — The ITN states the district has approximately 476 schools. Is deployment of the template intended to be district-wide across all schools, or will individual schools opt-in? Is there a phased rollout plan across Year 1, Year 2, and Year 3 that proposers should plan against?

A18: Yes, the template(s) will be rolled out to all schools. The District's goal is to have all schools transition to the new template within a structured timeframe beginning in the 2026–2027 school year. As noted in Q17, the specific phased rollout plan and implementation schedule will be finalized with the selected vendor upon contract award.

Q19: Section 4.3 — The ITN addresses migration of websites out of the district in Section 4.3.6 (exit strategy) but does not address migration in. Is migration of existing content from current school websites into the new template in scope for the awarded vendor? If so, approximately how much content and how many sites?

A19: No. Migration of existing content from current school websites is outside the scope of this ITN. School sites will be built from scratch using the new template. Integration points via APIs will be the only thing(s) that will be considered for migration.

Q20: Section 2, Pre-Proposal Conference — The ITN states the pre-proposal conference on May 8 will be recorded in its entirety per Florida Sunshine Law. Will the recording be posted to the M-DCPS procurement site or made available to proposers on request?

A20: The recording of the Pre-Proposal Conference can be accessed directly at the following link: Pre-Proposal Meeting for ITN-25-028-VF School Website Template Development - 2026_05_08 08_43 EDT - Recording.mp4

Q21: Section 4.3.5(c) — The ITN requires a "sole source public IP address." Does this mean one dedicated IP shared only with M-DCPS, one dedicated IP per school, or a dedicated range? Would CDN/edge architectures using Anycast or shared edge IPs satisfy this requirement if tenant isolation is achieved at the logical/application layer?

A21: A public IP address and/or a range of public IP addresses that are only assigned (dedicated) for M-DCPS.

Q22: Section 4.3.5(b) — The ITN requires the vendor to "provide a namespace to utilize M-DCPS's DNS name." Does M-DCPS intend to delegate dadeschools.net subdomains to the vendor's DNS, or does M-DCPS prefer to host the DNS zone and use CNAMEs pointing to vendor-managed hostnames? Who is expected to procure and manage SSL/TLS certificates?

A22: The hosted website should appear to be under the District's DNS domain structure. For example, the DNS name should read "schoolname.dadeschools.net" when accessing the site.

Q23: Section 4.3.5(e) — The ITN references an option for M-DCPS to host the website template on the M-DCPS ecosystem. Is a district-hosted / on-premises deployment option a required deliverable evaluated during selection, or is it an optional capability? If required, can M-DCPS provide the target specifications (OS, database, containerization, identity provider)?

A23: Please refer to the response provided for Q11.

Q24: Section 4.3.2(c) — Can M-DCPS confirm the platforms currently in use for LMS, gradebook, and student information system, and the intended scope of integration with the website template

(SSO, roster sync, content embedding, deep links, grade passback, other)? Are there planned migrations or consolidations within the LMS/SIS stack during the 2026-2027 and 2027-2028 school years that the awarded vendor should plan against?

A24: This ITN is strictly for the public-facing, front-end portion of the school websites. Deep system integrations or internal data migrations are outside the scope of this project.

Q25: Section 4.3.3(c) — Can M-DCPS identify the identity providers in use for staff, student, and parent access, and the preferred protocol (SAML, OIDC, or Clever OAuth) for the website template's administrative and end-user sign-in? Is multi-factor authentication required for administrators only or for all user types? Additionally, is there a current IAM platform (reflecting ITN-22-046-MF, April 2026 award) that the website vendor should target for federation?

A25: The hosted websites are strictly public-facing and will not require end-user authentication for general public access (students, parents, or community members). Administrative and backend management functions must utilize Microsoft Entra-ID identities currently used by the District. Proposers should ensure their administrative login interface supports federation with Microsoft Entra-ID for secure single sign-on (SSO) and multi-factor authentication (MFA) as managed by the District.

Q26: Section 4.3.9 — The ITN references WCAG 2.1 compliance. Which conformance level is required — A, AA, or AAA? Given recent DOJ Title II guidance, is WCAG 2.2 acceptable or required?

A26: WCAG 2.2 AA is required.

Q27: Section 4.3.7(c) — The ITN references a "multi-language translator tool (e.g., Google Translator)." M-DCPS serves a community speaking 56 languages. Is a real-time translation widget acceptable, or does M-DCPS require native multilingual content management with separately authored translations per language? If the latter, can M-DCPS specify the required languages?

A27: Please refer to the response provided for Q14.

Q28: Section 4.3.7(g) and Section 1.2 — The ITN caps the project timeline at "twelve (12) weeks from contract signing." Does this apply to delivery of the template framework only, a pilot cohort of schools, or full deployment across all schools in scope? Given the July/August 2026 contract start, what is the intended school-facing launch/go-live date, and is launch expected to align with a specific school year or term?

A28: Please refer to the response provided for Q18.

Q29: Section 4.3.10(a) — The ITN states "The School District shall provide Proposer an initial mock-up design." Can M-DCPS confirm whether the District will provide the conceptual mock-up to Proposers, or whether Proposers are expected to produce the mock-up as part of their response? If the District will provide it, will it be shared prior to proposal submission or post-award?

A29: Please refer to the response provided for Q16.

Q30: Section 8 — The Price Proposal provides six pricing lines without quantities, term breakout, or pricing model guidance. Can M-DCPS clarify the preferred pricing structure — flat platform fee, per-school fee, annual subscription, or combination — and the preferred format for presenting the 3-year initial term plus two 1-year renewal options?

A30: Proposers must submit pricing on an annual basis, structured per fiscal year (July 1st through June 30th), utilizing the Revised Section 8 Price Proposal form. The pricing structure should account for the deployment of one core master template with basic features that all schools will receive as part of the initial roll-out.

Q31: Section 4.3.6(b) — The ITN requires technical support to extend "for a period of twelve (12) months beyond the length of the awarded contract." Should this 12-month post-contract support

be included in the contract price, priced as a separate line item, or included only in the final year's pricing?

A31: Refer to Revised Section 8 – Proposal Pricing included with this addendum.

Q32: Section 1, Cone of Silence (p.3) — Edlio is an existing M-DCPS vendor through Online School Payments (Edlio Pay). The Cone of Silence prohibits communication with School Board members, the Superintendent, deputy superintendent, their staff, and any appointed evaluator about this solicitation. In order to avoid inadvertent contact during the normal course of our existing OSP relationship, can M-DCPS confirm in writing: (1) that routine operational communication about Edlio Pay (support, billing, implementation at existing schools, renewal discussions) may continue through the procurement window; and (2) the preferred channel for any questions or clarifications that arise on the OSP side during this ITN period to ensure compliance with the Cone of Silence?

A32: (1) Routine operational, billing, and technical support communications regarding pre-existing contracts or services (such as Edlio Pay) may continue through established, non-procurement department channels. However, there must be absolute separation between existing operational matters and this active solicitation. Any discussion, reference, or inquiry regarding this ITN during routine operational communications is strictly prohibited and may result in the immediate disqualification of the Proposer.

(2) For any matters related to the existing contract, communications must be directed exclusively to the designated program manager or contract administrator within that specific operational department. For any questions, clarifications, or communications regarding this ITN, Proposers must communicate solely with the designated Procurement contact as identified in the ITN document.

Q33: Exhibit 12, Legal Opinion of Proposer's Preference (p.47) — Edlio is incorporated in Delaware, with its principal place of business in Glendale, California. For purposes of Florida Statute 287.084(2), does M-DCPS consider the relevant jurisdiction for the attorney signing this opinion to be the state of incorporation (Delaware) or the state of the principal place of business (California)?

A33: The District cannot provide legal advice or statutory interpretations to third parties. It is the sole responsibility of the Proposer and their legal counsel to review Florida Statute § 287.084, determine the applicable jurisdictional requirements based on their corporate structure, and execute Exhibit 12 accordingly.

Q34: Please share the recording as we were unable to join the meeting to listen in due to high call volume; we waited in line for a very long time.

A34: Please refer to the response provided for Q20.

Q35: Does the Local Preference provision carry any evaluation points as part of the scoring criteria?

A35: Please refer to the ITN documents, Section 1 – Instructions to Proposers, XX. Local and State Vendor Preference in addition to School Board Policy 6320.05 for further information.

Q36: Could you please provide the estimated budget or anticipated spending range for this project?

A36: Please refer to the response provided for Q9.

Q37: Rollout Plan — Will M-DCPS outline its expected rollout process for the approximately 476 schools, specifically how individual site setup, content migration, and launch activities will be sequenced? Will schools be onboarded in phases or cohorts, and who is expected to handle migration of existing content — the awarded vendor, school staff, or district IT?

A37: Please refer to the response provided for Q18.

Q38: SIS/LMS Integration — Section 4.3.2(c) references integration with M-DCPS's existing Student Information System and Learning Management System. Can M-DCPS confirm which specific platforms are currently in use, and whether API documentation and/or sandbox access will be provided to the awarded vendor prior to development?

A38: Please refer to the response provided for Q24.

Q39: Mock-Up Design Timing — Section 4.3.10(a) notes that M-DCPS will provide an initial design mock-up. Will this mock-up be made available to proposers before the submission deadline, or only after award? If prior to submission, when should vendors expect to receive it?

A39: Please refer to the response provided for Q18.

Q40: Pricing Structure — For Section 8 pricing, should proposers include pricing for the full initial 3-year term, or Year 1 only with renewal pricing identified separately? Additionally, for recurring costs such as hosting and technical support, should annual amounts be itemized separately?

A40: Refer to Revised Section 8 – Proposal Pricing included with this addendum.

Q41: Partnership / Historical Context — Has M-DCPS previously attempted a district-wide school website standardization or template initiative? If so, what aspects worked well, and what were the primary challenges related to adoption, content governance, technical integration, or school-level compliance?

A41: No. The District has not previously undertaken a centralized, district-wide school website standardization or template initiative of this nature. This ITN represents a new deployment strategy for M-DCPS.

Q42: Will the District require centralized approval workflows for school-level content, or will content management be fully decentralized?

A42: The District requires a flexible, hybrid content governance model. The proposed solution must support role-based permissions capable of enforcing both centralized and decentralized workflows. For example, certain critical or global content may require administrative review and approval prior to publication.

Q43: Are there specific technical, policy, or security considerations guiding the preference between vendor-hosted and District-hosted deployment models?

A43: Any proposal must follow the District's network security policies, which can be reviewed at: https://cyberaware.dadeschools.net/#!/fullWidth/15008

Q44: Will ongoing content accuracy and updates remain the responsibility of individual schools, or will the District maintain centralized oversight?

A44: Please refer to the response provided for Q42.

Q45: Does the District expect built-in CMS-level validation to enforce accessibility compliance during content publishing?

A45: Yes, the websites must be ADA compliant. A built-in enforcement mechanism would be preferable.

Q46: What level of analytics and reporting is expected at the District level versus individual school level?

A46: Please provide the analytical and reporting features of the proposed solution.

Q47: What key performance indicators will the District use to evaluate the success of the implemented solution post-deployment?

A47: Post-deployment success will be measured by core operational metrics, including platform uptime, continuous WCAG AA accessibility compliance across all sites, user adoption rates, and system security. The specific performance thresholds, targets, and SLA metrics will be determined and finalized with the awarded vendor.

REVISED SECTION 5 – MINIMUM QUALIFICATION REQUIREMENTS

All proposers are required to submit the following information to be considered for award. Failure to submit any of the required documents with the proposal may cause the proposer to be considered non-responsive and ineligible for further consideration. Proposers **MUST** complete and sign **Exhibit 9** of this ITN and submit same with your proposal response.

REQUIREMENT
a. 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 proposal, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. Proposers with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted. Noncompliance with this condition may cause the proposer not to be considered for award.
b. Copy of current registration with the Florida Department of State, Division of Corporations to conduct business in the State of Florida. If Proposer is not registered to transact business in the State of Florida, Proposer must provide a copy of Proposer's current registration in their state of incorporation/organization, along with the applicable exemption to this requirement as set forth in Section 607.1501, Florida Statutes. **This information must be documented on Exhibit 1 (Cover Page), along with submittal of the required incorporation/organization documentation.**
c. Be regularly engaged in the business of providing the services described in this ITN for a minimum of five (5) years. Three (3) client reference letters from organizations comparable in complexity and/or size to M-DCPS, preferably educational institutions. **This must be documented on Exhibit 6, Proposer Experience Form, whereby each Proposer uses one form per reference. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.**
d. Proposer must submit an Executive Summary profiling the service provider and/or agency submitting proposal.
e. Proposer must provide a brief description of the plan for provision of the services described in this ITN. A detailed technical approach to meeting the requirements outlined in this ITN, including the development of a responsive, mobile-friendly template, hosting, and isolation strategy. In addition, a proposed timeline for project completion.
f. The proposal must include a plan for ensuring compliance with WCAG 2.1, FERPA, Section 508, COPPA and any other Federal/State requirement (as applicable).
g. The proposal must include details on the proposed CMS, including ease of use for non-technical administrators.
h. The proposal must include a description of the hosting environment, including how the sole source private IP address and namespace will be implemented to ensure isolation.
i. The Proposal must clearly indicate the name of the responding agency, as well as the name, address and telephone number of the primary contact at Proposer's organization. In addition, the names of the persons authorized to perform services for the agency under this proposal, including their titles, copies of their curriculum vitae/resume, and applicable state licensures must be submitted. The Proposer shall demonstrate their experience providing the services described in this ITN.
j. Submission of all documentation/information stated in this ITN, including, without limitation the documentation, information and/or plans stated in Sections 3, 4, 5, 6, 7, 8 and 9 of this ITN, as well as the required forms and exhibits, as stated in Section 10 of this ITN.
k. If applicable, Proposers must submit with their proposal a copy of their current certified business enterprise certificate showing their firm's designation. Proposers' certified business enterprise certification(s) must be in place prior to the ITN due date.

l.	If applicable, please include Exhibit 18 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) in your proposal, completed and signed by the certified subcontractor/subconsultant, to specify the name of the certified subcontractor/subconsultant, the proposed dollar amount or percentage of work to be spent with the identified certified subcontractor/ subconsultant, along with the scope of work the subcontractor/subconsultant will provide related to this solicitation. Please submit a copy of the subcontractor's/ subconsultant's current certificate showing the firm's certified business enterprise designation, along with the completed Exhibit 18.
m.	Awarded vendors will be required to register as a vendor with M-DCPS. Awarded vendors must be successfully registered as a vendor with M-DCPS to receive purchase orders related to this solicitation. For information on how to register as an M-DCPS vendor, please click on the following link: https://procurement2.dadeschools.net/#!/fullWidth/4626 If you are a registered vendor, please provide your M-DCPS vendor number: _____
n.	Provide any other information and/or additional service/incentive that can be used by M-DCPS in the proposal evaluation process.
o.	Proposers must submit a portfolio of at least three (3) active or previously deployed work samples demonstrating relevant experience in website template design.
p.	In accordance with Section 4.3.10 User Experience and Design Proof of Concept, Proposers must provide active login credentials to a secure CMS Sandbox environment OR submit a recorded video demonstration (not to exceed 5 minutes) showcasing a non-technical user successfully executing: (1) a school calendar event update, (2) an emergency homepage alert banner deployment, and (3) an image upload with compliant WCAG Alt-Text.

REVISED SECTION 8 – PROPOSAL PRICING

(Signature required at the end of this Section)

Proposer must complete this Section in its entirety and may supplement this section with additional pages as to provide the District with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this ITN.

ITEM NO.	DESCRIPTION	PRICING BASIS/SCOPE	YEARLY COST
1	Website Template Development	One Core Master Template	$
2	Hosting & Infrastructure	All School Site Locations	$
3	Administrative Interfaces	All School Site Locations	$
4	Training & Documentation	All School Site Locations	$
5	Technical Support & Maintenance	All School Site Locations	$
6	District System Integration	All School Site Locations	$
		PROPOSED TOTAL	**$**

The information in this ITN is to be utilized solely for preparing the proposal response to this ITN and does not constitute a commitment by the District to procure any product in any volume. The Proposer shall offer all elements of this ITN and meet all service requirements and specifications listed within Section 4 - Scope of Services, including but not limited to all costs associated with the performance of these services, including labor, materials, transportation, training, maintenance, fees, etc.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS PRICE PROPOSAL WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE OR PROVIDE THE FORM AS PRESENTED MAY RENDER THE PROPOSER NON-RESPONSIVE.

_____ _____

Signature of Proposer's Authorized Representative *Title*

_____ _____

Printed Name: *Date:*

REVISED EXHIBIT 9 - SUBMITTED PROPOSAL DOCUMENT VERIFICATION FORM

All proposers are required to submit the following information to be considered for award. Failure to submit any of the required documents with the proposal may cause the proposer to be considered non-responsive and ineligible for further consideration. **Each proposer must include the following information with their submittal and mark Yes or No for each item below, and specify the page number within proposer's proposal where the required information/documentation can be found:**

	REQUIREMENT	YES	NO	PAGE #
a)	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 proposal, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. Proposers with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted. Noncompliance with this condition may cause the proposer not to be considered for award.	☐	☐	Pg. ____
b)	Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida. If Proposer is not registered to transact business in the State of Florida, Proposer must provide a copy of Proposer's current registration in their state of incorporation/organization, along with the applicable exemption to this requirement as set forth in Section 607.1501, Florida Statutes. **This information must be documented on Exhibit 1 (Cover Page), along with submittal of the required incorporation/organization documentation.**	☐	☐	Pg. ____
c)	Be regularly engaged in the business of providing the services described in this ITN for a minimum of five (5) years. Three (3) client reference letters from organizations comparable in complexity and/or size to M-DCPS, preferably educational institutions. **This must be documented on Exhibit 6, Proposer Experience Form, whereby each Proposer uses one form per reference. DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.**	☐	☐	Pg. ____
d)	Proposer must submit an Executive Summary profiling the service provider and/or agency submitting proposal.	☐	☐	Pg. ____
e)	Proposer must provide a brief description of the plan for provision of the services described in this ITN. A detailed technical approach to meeting the requirements outlined in this ITN, including the development of a responsive, mobile-friendly template, hosting, and isolation strategy. In addition, a proposed timeline for project completion.	☐	☐	Pg. ____
f)	The proposal must include a plan for ensuring compliance with WCAG 2.1, FERPA, Section 508, COPPA and any other Federal/State requirement (as applicable).	☐	☐	Pg. ____
g)	The proposal must include details on the proposed CMS, including ease of use for non-technical administrators.	☐	☐	Pg. ____
h)	The proposal must include a description of the hosting environment, including how the sole source private IP address and namespace will be implemented to ensure isolation.	☐	☐	Pg. ____
i)	The Proposal must clearly indicate the name of the responding agency, as well as the name, address and telephone number of the primary contact at Proposer's organization. In addition, the names of the persons authorized to perform services for the agency under this proposal, including their titles, copies of their curriculum vitae/resume, and applicable state licensures must be submitted. The Proposer shall demonstrate their experience providing the services described in this ITN.	☐	☐	Pg. ____

j)	Submission of all documentation/information stated in this RFP, including, without limitation the documentation, information and/or plans stated in Sections 3, 4, 5, 6, 7, 8 and 9 of this RFP, as well as the required forms and exhibits, as stated in Section 10 of this ITN.	☐	☐	Pg. ____
k)	If applicable, Proposers must submit with their proposal a copy of their current certified firm certificate showing their firm's designation. Proposers' certified firm certification(s) must be in place prior to the ITN due date.	☐	☐	Pg. ____
l)	If applicable, please include Exhibit 18 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) in your proposal, completed and signed by the certified subcontractor/subconsultant, to specify the name of the certified subcontractor/subconsultant, the proposed dollar amount or percentage of work to be spent with the identified certified subcontractor/ subconsultant, along with the scope of work the subcontractor/subconsultant will provide related to this solicitation. Please submit a copy of the subcontractor's/ subconsultant's current certificate showing the firm's designation, along with the completed Exhibit 18.	☐	☐	Pg. ____
m)	Awarded vendors will be required to register as a vendor with M-DCPS. Awarded vendors must be successfully registered as a vendor with M-DCPS to receive purchase orders related to this solicitation. For information on how to register as an M-DCPS vendor, please click on the following link: https://procurement2.dadeschools.net/#!/fullWidth/4626 If you are a registered vendor, please provide your M-DCPS vendor number: _____	☐	☐	
n)	Provide any other information and/or additional service/incentive that can be used by M-DCPS in the proposal evaluation process.	☐	☐	Pg. ____
o)	Proposers must submit a portfolio of at least three (3) active or previously deployed work samples demonstrating relevant experience in website template design.	☐	☐	Pg. ____
p)	In accordance with Section 4.3.10 User Experience and Design Proof of Concept, Proposers must provide active login credentials to a secure CMS Sandbox environment OR submit a recorded video demonstration (not to exceed 5 minutes) showcasing a non-technical user successfully executing: (1) a school calendar event update, (2) an emergency homepage alert banner deployment, and (3) an image upload with compliant WCAG Alt-Text.	☐	☐	Pg. ____

Please complete and sign below confirming all items noted above are included in your submission.

Name of Proposer:_____

_____ _____

Signature of Proposer's Authorized Representative *Title*

_____ _____

Printed Name *Date*

_____

For Department Use Only:

_____ _____

PMS Staff Name/Signature *Date*

_____ _____

Signature of Originating Department (as applicable) *Date*