



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

Date: 06/07/2016

Addendum No. 2

BID/RFP No. ITB-15-086-YWP BID/RFP TITLE: Program Evaluation Consultant Services

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

Please see the following pages that modify the conditions of the above solicitation.

All other terms and conditions of this RFP 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.

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 2

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 # 2 for ITB-15-086YWP, Program Evaluation Consultant Services.

The information below notes changes to the solicitation as noted:

1. Page 1, Terms. The following paragraph was changed to:

Three years (Initial Term) with two (2), one (1) year options-to-renew.
2. Page 4, Section 1.2, Summary of Major Goal, Objectives and Needs. The following paragraph was changed to:

The term of the resulting agreement shall be for a period of three (3) years, with two (2), one (1) year options-to renew, at the District's sole discretion.
3. Page 6, Section 1.8. Terms and Renewal. The following paragraph was changed to:

The term of the resulting agreement shall be for a period of three (3) years, with two (2) one year options to renew at the sole discretion of the District.

The following list addresses the questions received regarding this solicitation:

1. (Page 23 of 36) 4. Technical Qualifications
This section instructs bidder to respond to all requirements in the order listed in Section 2.0 (pages 19 to 21 of 36) using the same numbering system. Items 2.2.1 through 2.2.7 do not seem to need a response.

Answer: The information required is in 2.2.7

2. To address Section 4. Technical Qualifications, are bidders ONLY required to respond to 2.2.7, items a through h?

Answer: Yes

3. (Pages 21 and 22 of 36) Item g in the table on page 21 references the Proposed Fee Schedule (Exhibit A). There is no Exhibit A in the package. Page 22 references Price Proposal.

Answer: Exhibit A has been stricken. Bidder need to submit Section 3.0, Price Proposal form.

4. Are Proposed Fee Schedule (Exhibit A) listed as item g on page 21 and Section 3.0 Price Proposal the same thing? If not, please clarify what is Exhibit A.

Answer: Exhibit A has been stricken.

5. (Page 22 of 36) Section 3.1 – Price Proposal List:

Other than completing the signature information, is there anything else required for *Section 3.1 – Price Proposal List*?

Answer: No.

6. (Page 24 of 36) Item 6) Price proposal List. The instructions are not clear. Item 6 on page 24 has a statement, "Be sure to include your signature as it appears on Section 3.1." It is not clear what to do with Section 3.0 signature information.

Answer: Bidder need to include Section 3.0, Price Proposal form, including the proposing total fees and complete Section 3.1 including signature/date.

7. Are you instructing bidders to respond to item 6 on page 24 (Price Proposal List) by submitting page 22 of 36 (Sections 3.0 and 3.1)? If not, clarify what you are requiring for Item 6 on page 24 and clarify what bidders are to do with Section 3.0.

Answer: No. Bidder need to include in their response Section 3.0 Price Proposal, the total fees for the itemized price proposal and include a completed Section 3.1 including signature/date.

8. (Page 24 of 36) Item 8) Required Forms & Attachments. Instructions are that all exhibits must be completed, signed, and submitted.

Answer: All required forms and attachments must be completed, signed and submitted with the ITB response.

9. If a bidder is not a local business, what are the instructions for completing and signing Exhibit 3: Local Business Affidavit of Eligibility?

Answer: If bidder is not claiming local preference, please type N/A in the form.

10. Are the seven exhibits listed on page 24, item 8 to be submitted as one section of the proposal and where? In other words, do the Cover Page (Exhibit 1) and all other forms constitute one section of the proposal, and are they placed in the front or back? If not, please clarify order of submission.

Answer: Yes. Except Exhibit 1 found in Section 6 is to be used as the cover page for the Proposal.

11. We participated in earlier RFP bid from the School Board last year, and I believe it was pulled due to internal considerations, as we never got any indication of awards being made. If our current terms are very similar, could we simply update our response and submit?

Answer: This is a new ITB and bidder must ensure to review and submit their response including all of the required forms.

12. In this document, we didn't see which services you wanted us to quote. Are we expected to simply list all the areas we cover, and what our prices will be? Please advise.

Answer: Please provide a response to 2.2.7, a through h.

13. Regarding the price proposal - as we understand it, RFQs will be sent out for specific projects – so can you provide examples of what types of itemized pricing you are looking to have bidders include in this section of the proposal? Per section 2.2.4, the itemized pricing should be hourly costs?

Answer: Yes. Bidder should include their hourly rate.

14. In regards to the table on page 22 of the RFP, does the cost column refer to the hourly rate for the initial term (years 1-3)?

Answer: Yes.

What types of services should we list in the “service” column?

Answer: Program Evaluation Consultant Services.

15. On page 19, under item 2.1, the ITB states, “This ITB requires a local participation rate of 5%.” Does this mean that at least 5% of all ITB bidders must be considered local businesses of Miami-Dade County? Or, does every ITB bidder need to commit to sub-contracting 5% of the work with a local business of Miami-Dade County?

Answer: This is the goal for the number of eligible external advisors to be local.

16. Can a proposer meet the Local Business participation rate of 5% of this ITB by acknowledging and committing to this requirement and then if selected make arrangements with a Local Business before contract award?

Answer: No. To claim local preference bidder must submit Exhibit 3, Local Business Affidavit of Eligibility in their proposal.

17. Does verification of graduate degree (i.e., transcript, etc.) as well as the vitas/resumes count against the 15 page limitation in Section 2.2.7 (b) and (c)? Can we include these documents in an Appendix?

Answer: Copies of transcripts vitas/resumes may be included in an appendix as support documents, but the body of the proposal should provide a description of staff's degrees/experience.

18. Do we include a reference form for each of the three required references and include these documents in Section 8 of our response as it also requests references in Section 4.1 (5) of the ITB?

Answer: Yes.

19. Must Exhibit 1 be the first page of our response to the ITB as it also states that we include that with Section 8 of our response along with the other exhibits?

Answer: Exhibit 1 found in Section 6 is to be used as the cover page for the Proposal.

20. Under Section 4.1 (4) of the ITB, it requires us to provide a response to all items listed in Section 2.

Answer: Bidder must respond to all items listed in Section 2.

21. Are these the items that can be no more than 15 pages in our response, according to Section 2.2.7 (a – h)?

Answer: No. The 15 pages is for Section 2.2.7.(a-h).

22. Can we submit a cover letter with our proposal?

Answer: Yes.

23. Are CV's to be included within the 15 page limit of the response? Our CVs alone are over that limit.

Answer: No. Copies of transcripts vitas/resumes may be included in an appendix as support documents, but the body of the proposal should provide a description of staff's degrees/experience.

Is Workman's Compensation insurance required for an LLC with no employees?

Answer: Insurance is determined by M-DCPS Risk Management and this requirement will be discussed with awardees.

Please clarify the requirement for Automobile Liability Insurance for a two partner consultant LLC with no employees who would use personal autos only to attend an occasional meeting or for an occasional visit to a school. Assuming the partner individuals have sufficient liability and collision coverage, is it necessary to specifically add M-DCPS personnel as "additional insured"?

Answer: Insurance is determined by M-DCPS Risk Management and this requirement will be discussed with awardees.

24. Are vendors who submitted proposals under ITB- 14-066-YWP in November 2015 eligible to submit under ITB-15-086-YWP?

Answer: Yes