



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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| Direct All Inquiries To<br>Procurement Management Services<br>Buyer's Name: _____<br>PHONE: (305) 995-_____<br>Email: _____<br>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:**

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*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 Bid***

***ITB-23-010-VF***

### ***Speech and Language Pathology Services and Evaluations***

#### **ADDENDUM NO. 2**

The following changes, additions, clarifications, and/or deletions amend the RFP document of the above captioned solicitation and shall become an integral part of the Contract Documents. Language that is struck through has been removed in its entirety while language that is underlined has been added to the Contract Documents.

#### **CHANGES:**

##### **REVISION #1:**

#### **Section 5.2 METHOD OF AWARD**

~~The Procurement staff assigned to this ITB will evaluate all responsive and responsible bids. The contract may be awarded to a Primary Vendor, based on lowest cost, submission of all required documentation, and compliance with the conditions stated herein. Additional bidders may be recommended as Alternate Vendors. In the event of a Default or significant delivery delays by the Primary Vendor, the entire Contract may be assigned or transferred to the Alternate Vendors, all at the discretion of the District. In addition, the District reserves the right to contact the Alternate Vendors as deemed necessary throughout the term of the contract.~~

~~The recommendation for award for a Primary and Alternate vendors will be submitted through Procurement staff to the School Board. The award decision will be made by the School Board, whose decision shall be final.~~

The Procurement staff, assigned to this ITB, will evaluate and award all responsive and responsible bidders regularly engaged in the delivery of the services outlined in this ITB for speech and language pathology services and evaluations. The recommendation for award will be submitted through Procurement staff to the School Board. The award decision will be made by the School Board, whose decision shall be final. The agreement between the successful proposer(s) and the Board will be non-exclusive.

- Pricing rates will be an initial requirement for the award of this bid in order to establish the pool of preapproved vendors. Bidders that meet all the requirements of this solicitation will be added to the pool of pre-approved vendors.
- Cases will be assigned to the pool of pre-approved vendors based on pricing rates. Awarded vendors offering the lowest pricing rates will receive cases first, and successively cases will be assigned to the next lowest awarded vendor.
- The submitted pricing rates may be updated via the RFQ process to all awarded preapproved vendors on a yearly basis, and/or at the time of contract renewal. Pricing must remain firm and fixed for a one-year period.

##### **REVISION #2:**

#### **Section 6.2 GENERAL INFORMATION**

Bidder(s) applying to provide speech and language pathology services and evaluations, or speech and language pathology services only, must be able to provide:

1. a minimum of ~~fifteen (15)~~ five (5) speech-language pathologists, and up to three (3) speech-language pathology assistants preferred once the aforementioned requirement has been satisfied.
2. an on-site liaison/supervisor to assist with the monitoring of contracted speech-language pathologists and the supervision of provisionally licensed speech-language pathologists, and

3. one (1) annual ASHA approved Continuing Education (CE) activity for contracted and school district employed speech and language pathologists, at the request of the district, in order to assist speech-language pathologists in maintaining licensure.

Bidder(s) applying to provide speech and language evaluations only, must be able to provide:

1. a minimum of six (6) speech-language pathologists preferred, who are fluent bilingual English-Spanish and/or English-Haitian Creole speakers and have prekindergarten evaluation experience.

### **REVISION #3:**

#### **Section 6.3 SCOPE OF SERVICES**

- A. Awarded Vendor(s) Responsibilities
2. Bidder(s) applying to provide speech and language pathology services and evaluations, or speech and language pathology services only, must be able to provide, upon notification of award:
  - a. A minimum of ~~fifteen (15)~~ five (5) and up to three (3) speech-language pathologists,
  - b. No more than three (3) speech-language pathology assistants, once the aforementioned requirement has been satisfied,
  - c. An on-site liaison/supervisor to assist with the monitoring of contracted speech-language pathologists and the supervision of provisionally licensed speech-language pathologists, and
  - d. A minimum of one (1) American Speech-Language-Hearing Association (ASHA) approved Continuing Education (CE) activity for all speech-language pathologists (including awarded bidder(s) and school district employed), at the request of the school district during each year of the contract term. The agency shall provide documentation of ASHA approval for the CE activity prior to administering same. The cost of providing and administering the ASHA approved CE activity is borne by the agency.
    - a. Bidder(s) applying to provide speech and language evaluations only, must be able to provide a minimum of six (6) speech-language pathologists preferred who are fluent bilingual English-Spanish and/or English-Haitian Creole speakers and have prekindergarten evaluation experience.

### **REVISION #4:**

**Refer to revised Attachment 12 - SUBMITTED BID DOCUMENT VERIFICATION FORM included with this addendum.**

### **QUESTIONS AND ANSWERS:**

**Q1: Section 6 - Scope of Work: It says that we must be able to provide 15 SLPs and up to 3 SLPAs, does this mean that after receiving the award we should be able to supply the staff promptly?**

A1: Please refer to updates to Scope of Work completed through this addendum. In addition, the credentials for the required speech-language pathologists and speech-language pathology assistants must be submitted with bid response at the time of submittal.

**Q2: Since we are a staffing firm specializing in Special Education, we internally have a vetting process for our candidates prior to presenting them to your district. How many days do you allow us to present candidates(staff) to your district for interviews from the day of receiving the award notice?**

A2: Refer to response to Q1.

**Q3: When are the expected starts of the needed SLPs and SLPAs?**

A3: It is anticipated that the award will be presented to the Board in May 2024, therefore we hope to have start dates by August 14, 2024.

**Q4: How many vendors supply your district with SLPs and SLPAs? Will you award this bid to multiple vendors?**

A4: At present we have three (3) vendors supplying SLPs for therapy services and two (2) vendors supplying SLPs for evaluations. Yes, the District is seeking multiple vendors through this ITB.

**Q5: We have additional questions for this bid. We would like to ask if we can request for exception on the highlighted conditions below.**

**"6.3 SCOPE OF SERVICES 2. Bidder(s) applying to provide speech and language pathology services and evaluations, or speech and language pathology services only, must be able to provide, upon notification of award:"**

**As a staffing firm, we are sourcing willing candidates from our database and have them vetted by our internal team, making sure that the experience, credentials, and certification needed match what the district is asking for. We work to fill the position in a timely manner and the 15-day written notice might not be enough for us to have a candidate in place as this will depend on the credentialing process and your district's contracts process.**

A5: Please refer to updates to Scope of Work completed through this addendum.

**Q6: Will the district award more than 1 vendor?**

A6: Refer to response to Q4.

**Q7: Is a local office required? Is there a preference for local vendors?**

A7: A local office is not required. Yes, the District adheres to local preferences as stipulated by Board Policy. For an ITB, the local preference states: When a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business, then each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low responsive, responsible bid submitted by the non-local business. Contract award shall be made to the responsive, responsible business submitting the lowest best and final bid. In the case of a tie bid in the best and final bid between the local businesses, the tie shall be broken as delineated in Policy 6320. Please complete Attachments 7 and 9 to confirm a bidder's business location.

**Q8: Who are the current vendors? What are their bill rates?**

A8: Global Speech and Rehab Services, LLC at \$57.25 per hour.  
Academic Staffing, Inc. at \$55.75 per hour.  
EBS Healthcare, Inc./Stepping Stones at \$57.85 per hour.  
\$110.00 flat rate for evaluations

**Q9: Is a bid bond required for proposal submission?**

A9: No.

**Q10: If we are submitting for SLPs, do we have to also submit for an On-site Supervisor? If we are submitting for only SLP evaluations, do we need to submit for an On-Site supervisor?**

A10: Bids responses for therapy services and/or evaluation services require that the vendor provide a liaison, refer to Section 6 - Scope of Work, page 19, 2. (c).

**Q11: We are interested in submitting a bid for Speech and Language Pathology Services and I would like to know if your district is open to teletherapy?**

A11: The services requested through this ITB are required to be provided in person.

**Q12: Is the vendor required to be registered with state/city before it can conduct any business?**

A12: Yes, refer to Attachment 12, item a. and b. Bidders must provide:

- 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. Bidders 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 bidder not to be considered for award.
- b. Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida. If Bidder is not registered to transact business in the State of Florida, Bidder must provide a copy of Bidder'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 Attachment 1 (Cover Page), along with submittal of required incorporation/organization documentation.

**Q13: Is this a new initiative? If not, who are the current vendors? Please share their current pricing file.**

A13: Refer to response to Q8.

**Q14: What are the historical annual spending volumes in the project?**

A14: In 2022-2023 \$2,036,057.00 was spent in providing SLP services.

**Q15: What is the estimated budget for this project?**

A15: The budget for this ITB is up to \$3.5 million dollars annually.

**Q16: Is COI required to be submitted along with the proposal or upon award?**

A16: Bidders shall be required to provide, at the time of submittal of their bid, evidence of insurance coverages and limits meeting at a minimum the requirements as listed in Section 5.5, Insurance Requirements.

**Q17: Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?**

A17: This solicitation structure is an Invitation to Bid (ITB), as such no points will be allotted to the pricing submitted. Refer to revised Section 5.2 Method of Award updated through this addendum.

**Q18: When is the estimated contract award date, and how will the district communicate award status to vendors?**

A18: Refer to response to Q3. Award information will be available on the Procurement Management Services website and through DemandStar.

**Q19: How many vendors does the district expect to award a contract to for the services requested in this solicitation?**

A19: Refer to response to Q4.

**Q20: Can the district please provide incumbent information and current bill rates for contracts in place for similar services?**

A20: Refer to response to Q8.

**Q21: What is the expected amount of full-time, vendor supplied (SLP's and SLPAs) needed during the 2023-24 SY?**

A21: Refer to response to Q1.

**Q22: Can the district please provide the total amount of full-time, vendor supplied (SLP's and SLPAs) utilized during the 2022-23 SY?**

A22: There are 19 contracted SLP's that were provided by the current vendors for the 2023-2024 school year.

**Q23: Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (SLP's and SLPAs) utilized during the 2022-23 SY?**

A23: Refer to response to Q8.

**Q24: Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?**

A24: M-DCPS will provide testing protocols, testing kits and Wi-Fi access. Vendors will need to provide SLP's, SLPA's with laptops.

**Q25: What travel between schools is expected for these providers?**

A25: SLPs assigned to multiple school sites will be expected to travel between schools during the work week as needed.

**Q26: Will the district review other SPED service classifications if submitted with the vendor proposal?**

A26: This solicitation is limited to the services as listed within the ITB.

**Q27: What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?**

A27: Contract providers will need to log services both on the forms provided in the attachments of the ITB as well as on the District's Electric Management System platform.

**Q28: What is the average caseload for the providers requested in this solicitation?**

A28: The average caseload currently is 70-75 students for a full time SLP position. The size varies annually.

**Q29: Will the district accept Speech Language Pathologists during their Clinical Fellowship Year (CFY)?**

A29: Yes. The vendor would provide the CF Supervisor for any CF clinicians.

**Q30: Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?**

A30: The weekly billable hours are a maximum of seven.

**Q31: Will the district accept digital proposal submissions?**

A31: Yes, the District will only accept digital bid submissions through the DemandStar platform. Refer to Attachment 15 for further information on registering with DemandStar and Section 5.4 for bid submission information.

**Q32: Will the district accept contract exceptions?**

A32: No.

**Q33: Will the district accept virtual SLP services as alternative option?**

A33: Refer to response to Q11.

**Q34: If the vendor has a different rate for Virtual SLP services, where should they list that price on the proposal?**

A34: Only in-person services are requested through this ITB.

**Q35: For providers that are interesting in only evaluations. Will the SLPS doing only evaluations work at a district office or directly in the schools?**

A35: SLPs conducting evaluations will do so either at a school site or a specified District testing location.

**Q36: Is there a minimum of evaluations per day?**

A36: For clinicians working on a Prek ESE Diagnostic team, a minimum of two and a maximum of three per day. Clinicians working on a K-12 diagnostic team only, would be a minimum of two per day.

**Q37: Please provide a copy of the pre-bid meeting recording.**

A37: Refer to the following link for the pre-bid meeting recording: [Pre-Bid Recording ITB-23-010-VF.mp4](#)

**Q38: I was on the informational call this morning and was unable to see the screen. I want to get more information that Eric spoke about regarding teaming with other SLPs and becoming credentialed/certified with Miami Dade school as a minority owned business. Can you please provide the email or contact information for Eric?**

A38: Eric Bryant, M-DCPS Office of Economic Opportunity, 305-995-1321, [ebryant@dadeschools.net](mailto:ebryant@dadeschools.net)

**Q39: Who are the current suppliers providing these services?**

A39: Refer to response to Q8.

**Q40: Can you provide an estimate number of hours/services each vendor is allocated? Or provide us data based on current vendors? (e.g. "agency A" has 500 hours of therapy provisions in X many schools; or evaluation team members in Agency B, conduct average of X evaluations per month) (we wish to understand your capacity needs—not just your number of therapist needs)**

A40: Refer to response to Q8.

**Q41: Has the scope of work changed from the last period?**

A41: The only change in the scope of work is that private school students have been included in the student's needing evaluation and/or therapy services.

**Q42: What were some of the challenges you faced during the most current contract period, that you would like to make better/seek help in this period?**

A42: SLPs reducing the number of days they work in a week that both the vendor and clinician had agreed to.

When clinicians went on a parental or medical leave, the vendors did not replace the clinician and the District would then have an opening to fill.

**Q43: If we don't currently work with the MDC school districts providing therapy services, and are unable to provide the school district references, can we provide additional county/community support letters from other agencies in which we provide similar services to the ones you require?**

A43: Bidders must provide three (3) references from organizations, either government agency or educational institution, comparable in complexity and/or size to M-DCPS or other large Districts (defined as a School District with over 150,000 students). Refer to Attachment 12, requirement c. for further information.

**Q44: Will you have an internal coordinator to identify children to us and communicate needs as they arise? Will agency be assigned team leaders in each school or at the district level? Or both?**

A44: Yes.

**Q45: Will you be able to provide the caseload needs/numbers/hours of services you will be needing from the vendor in advance? And if so, how in advance will vendor be notified? (placement and management of staffing requires time and coordination even when you have the staff available).**

A45: The District provides awarded vendors of the services, numbers each year prior to the school year commencing. The District begins to work with the awarded vendors approximately one month in advance.

**Q46: Service deliverables: How many days will you give agency to staff the need/place the clinician? — from time of referral to time of service? (e.g., within 15 or 30 days of referral)?**

A46: There is no set timeframe. The request is made to all agencies as soon as the referral is received.

**Q47: Do you expect each clinician to have a full caseload (equivalent to full time)? or can agency use their own employees as warranted/deemed appropriate?**

A47: Yes.

**Q48: Are agencies offered the ability to choose areas of service?**

A48: Agencies can specify preferences and the District will try to honor those preferences.

**Q49: How will you decide on vendor assignment once various agencies are awarded? And will you let us know in advance?**

A49: The ESE Director and/or designee will decide on assignments and let the vendor know in advance prior to the commencement of each school year.

**Q50: When will service delivery begin following award? (e.g., August 2024?)**

A50: August 2024

**Q51: Is it only for academic year, or would there be a possible need to use vendors during summer?**

A51: Yes, only for academic year.

**Q52: Your bid states on pg. 18 "small group setting"—what is the limit to this small group setting?**

A52: There is no limit to the small group setting. Clinicians follow each IEP for the students on their assigned caseload.

**Q53: Does the clinician have the option to determine when 1:1 is best fit on his/her own? and can s/he select her/his groups size? If not, who makes this determination?**



- A53: Clinicians follow each student's IEP and assign to their caseload/groups at their assigned school(s).
- Q54: Can you list the additional paperwork requirements from therapists in addition to the professional required paperwork: (e.g., therapy note, evaluation report, IEP data, and log of all services provided)**
- A54: Hearing screening form when a hearing screening is completed. End of the year forms that are submitted to each ESE Center with caseload/school information.
- Q55: Will IEP meetings, Screenings, observations, and all paperwork time be included in billable time?**
- A55: Yes.
- Q56: What is an end of year speech-language service report (I pg.20)**
- A56: It is a form that SLPs complete at the closing of every school year to document the total number of students on their caseload, frequency of services, and students dismissed.
- Q57: Can vendor provide 7 hours of therapy when warranted, and. 5 of notes (billing 7.5 hours) instead of 6 hours of treatment and 1 hour of paperwork?**
- A57: No.
- Q58: On page 23, it states that evaluations are limited 2 per day. Should we assume that this is for the clinician that is hired for both treatment and evaluation? What about the team that is hired for evaluations team only?**
- A58: The team hired for K-12 evaluations only are to complete a minimum of two evaluations daily.
- Q59: Hence if agency applies for only evaluation team, would we be allowed to choose how many we can conduct per day? (as long as we coordinate with the school?). Note: If it is the case that it is limited to 2, Would clinician be able to do 2 evals in one school and 2 evals in another school?**
- A59: Yes, as long as the clinicians who are evaluating coordinate with both the ESE Center designee and school(s) as to how many could be completed in a day, efficiently and with quality information/data.
- Q60: It is stated that an evaluation should be billed for 2 hours (Pg. 23), yet, you are requesting a flat rate per evaluation (pg. 24). We assume that the billing of 2 hours is for those who work as part of the therapy/evaluation team, who will be billing per hour, and that the flat rate, is for those who are only applying to conduct evaluations only. Can you address this please.**
- A60: A flat rate is for clinicians who are working only as an evaluator. SLPs assigned primarily to therapies at a school site, have the option to evaluate students referred to them as part of the 7-hour billable day.
- Q61: What paperwork will you need from the evaluation team member other than his/her evaluation report?**
- A61: The SLP Observation form, SLP Pragmatic Checklist form, hearing screening form and end of the year forms. There are also a daily and weekly schedule required at the beginning of the year.
- Q62: How quick is your payment processed from time of billing (meaning time of check being processed)? 30 days, 45, 90 or 90+**
- A62: MDCPS pays vendors thirty (30) days after receiving a properly completed invoice(s). Certified vendors will be paid up to fourteen (14) days upon receipt of completed invoice(s).

**Q63: Section 8 - Forms and Attachments states "Please fill out all attachments." Attachments 6, 14, and 15 do not have anything to fill out or a place to sign. Are we to sign and date at the bottom to acknowledge we have reviewed them and are we to include them in our proposal?**

A63: Attachments 6, 14 and 15 do not need to be submitted as part of the bid response.

**Q64: Attachment 16. If we are not a vendor certified by the M-DCPS and we check "No" for that statement, do we leave the rest blank or do you prefer we write in "N/A" in the spaces?**

A64: Attachment 16 should be submitted by bidders working with certified subcontractors/subconsultants.

**Q65: For our SLPs we are submitting with our proposal, for their credential, do you want license verifications that show their license is active and in good standing or do you prefer copies of their license?**

A65: Both license verifications from the vendor and a copy of their license.

**Q66: Is there a strict participation requirement (i.e. a participation percentage) that is required to be dedicated for subcontracting for Small/Micro, Minority/Women, and Veteran Enterprise Programs? If so, what is the requirement?**

A66: No, however the Goal Setting Committee recommended that this solicitation be open with a 5% price preference for any certified African American and Non-Minority Women owned firms.

**Q67: What is the anticipated number of full time and part time positions?**

A67: The anticipated number of FT and PT positions vary each year depending upon the number of students enrolled in the speech and/or language programs.

**Q68: Who are the current vendors providing services?**

A68: Refer to response to Q8.

**Q69: Are your current vendors meeting your needs?**

A69: The District has had a marked increase in the number of students requiring SLP services and in numbers of evaluations, therefore at present we are in need of additional SLPs.

**Q70: How long have the incumbent suppliers held this contract?**

A70: Since June 19, 2019.

**Q71: What are the current hourly bill rates for vendors providing similar services?**

A71: Refer to response to Q8.

**Q72: Does the district have a cap on the hourly rate for these services?**

A72: No cap.

**Q73: Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.)?**

A73: No. A flat rate needs to be submitted.

**Q74: Do you require resumes and license verifications of potential contracted candidates to be included in our submission?**

**a. If so, can we provide sample resumes with personal information redacted?**

A74: Yes.

**Q75: How will the vendors be notified of an award?**

A75: Refer to response to Q18.

**Q76: Do you anticipate awarding one or multiple vendors?**

A76: Refer to response to Q4.

**Q77: Is the vendor expected to have a clinic or local office?**

A77: Refer to response to Q7.

**Q78: Will the district reimburse for mileage traveled between school campuses on the same day?**

A78: No.

**Q79: Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement?**

A79: Clinicians are required to log services provided on logging forms and also enter into the District Electronic Management System.

**Q80: Is the district open to utilizing Clinical Fellows? If so, are we required to provide supervision?**

A80: Yes. The vendor is required to provide the supervision requirements.

**Q81: Will the district accept and consider submissions from staffing agencies?**

A81: Bidders submitted a response must meet all the requirements of the solicitation. If a staffing agency meets the requirements the bid will be considered for award.

**Q82: Is the district open to the using teletherapy?**

A82: No.

**Q83: Can you provide the name and contact information for the individual who will be coordinating these services at your district?**

A83: ESE Director and/or Designee would provide the information about services annually. The specific contact information will be provided upon award.

**Q84: Please describe the process of submitting bid. We do not have access to demandStar and we have not used it. Will you provide a link or invite and will we get a user/password, etc.??? or do we do this on our own? This is important as we see that the bid must only be submitted in this portal.**

A84: Refer to Attachment 15 for instructions on how to register with DemandStar. Bidders can also reach out to the DemandStar customer service team with any issues or if additional information is required at [support@demandstar.com](mailto:support@demandstar.com) or call (206) 940-0305.

**Q85: Attachment 4: My sister is an AP for a school in Doral. Does that count as a potential conflict of interest?**

A85: Refer to Section 4 – Instructions to Bidders, XXI. Conflict of Interest for further information regarding a potential conflict.

**Q86: Attachment 7: I just want to ensure I understand this section. My business is based in Miami-Gardens, and I have a preference to work in this area. Should I state this preference in section 2?**

A86: Please complete Attachment 7 detailing your firm's business location and notarizing the document.

**Q87: Attachment 14: After the bid submission on the 12th, is it mandatory for me to attend the bid opening via Zoom? What does this entail, and how should I prepare for it?**

A87: No, it is not mandatory. Bidders may attend the Zoom meeting where the M-DCPS Procurement team will read out information of all bids received. The information provided is limited to the names of the bidders, the location and the date and time of the submittal.

**Q88: Attachment 16: In my company, I have both W-2 employees and 1099 contractors. Is this section applicable to me, or does it pertain to something different?**

A88: Refer to response to Q64.

**Q89: Which vendors are currently providing the services requested in the RFP by discipline?**  
**a. What rates are you paying each vendor by discipline?**  
**b. Have your current vendors been able to meet all of your existing service needs? If not, which of your needs are not being met?**

A89: Refer to response to Q8. In addition, the District has a need for additional contracted psychologists and has had issues with filling openings when SLPs take parental leave, resign, request a change of schedule, etc.

**Q90: Once the bid is awarded, who will be the primary Point of Contact?**  
**a. What is their contact information?**

A90: Refer to response to Q83.

**Q91: Will the District provide laptops and necessary supplies to perform the scope of work?**

A91: Refer to response to Q24. In addition, laptops are not provided, but the District will provide audiometers that are needed for the daily operations and the necessary protocols to conduct evaluations.

**Q92: Will the District provide assessments, protocols, and evaluation tools to perform the scope of work?**

A92: Refer to response to Q24.

**Q93: What is the tie-breaking policy for proposals with identical scores based on the evaluation criteria?**

A93: Pursuant to Board Policy 6320, Purchasing please refer to the following information for Identical Prices/Points – Priorities for Award:

When identical prices/points are received from two (2) or more vendors/firms and all other factors are equal, priority for award shall be given to vendors/firms in the following sequence:

1. A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of F.S. 287.087;
2. Local vendor as defined by Board Policy 6320.05;
3. Certified service-disabled Veteran business;
4. A certified Minority/Women Business Enterprise vendor;
5. The Miami-Dade County SBE/Micro/Minority/Women Business Enterprise vendor;
6. The Broward, Palm Beach or Monroe County SBE/Micro/Minority/Women Business Enterprise vendor;

7. The Broward, Palm Beach or Monroe County vendor, other than the SBE/Micro/Minority/Women Business Enterprise vendor;
8. The Florida vendor who is a SBE/Micro/Minority/Women Business Enterprise vendor;
9. The Florida vendor, other than a Minority/Women Business Enterprise vendor;
10. The Minority/Women Business Enterprise vendor, who, because of lower prices, receives a larger dollar award for other items; and
11. The SBE/Micro/non-Minority/Women Business Enterprise vendor who, because of lower prices, receives a larger dollar award for other items.

In accordance with Florida law, local preference shall not be applied to competitive solicitations for construction services in which fifty percent (50%) or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation. The solicitation documents for construction services in this event must disclose that no local preference consideration will be applied.

If application of the above criteria does not indicate a priority for award or cannot be applied by law, Board administration shall determine if the award is capable of being split, and, if the vendors will agree to split the award. If the award cannot be split, or the vendors do not agree to split the award, the award will be decided by the toss of a coin. The toss of a coin shall be held publicly, with the tie low bid vendors invited to be present as witnesses and participants. The Chief Procurement Officer or a staff member from the Office of Procurement Management will preside over the coin toss and a member from Internal Audits will observe.

**Q94: In what order will the District request candidates from awarded vendors (based on highest proposal score, all-call, etc.)?**

A94: Refer to response to Q17. In addition, refer to Section 5.2 Method of Award, for full details on how the award will be completed.

**Q95: Page 23, Section F. 3. c. reads “Certification that the proposer has checked references related to experience.” Will a written statement saying that we verify references be acceptable? If not, please describe what qualifies or is allowable as certification.**

A95: Yes, but all contractors will need to comply with the Jessica Lunsford Act requirements. Please refer to Section 4 – Instructions to Bidders, XVIII. Background Screening Requirements for additional information.

## REVISED ATTACHMENT 12 - SUBMITTED BID DOCUMENT VERIFICATION FORM

All bidders are required to submit the following information to be considered for award. Failure to submit any of the required documents with the bid will cause the bidder to be considered nonresponsive and ineligible for further consideration. Each bidder must include the following information within their submittal:

| REQUIREMENT   | YES | NO |
|---|-----|----|
| a. Provide 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. Bidders 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 bidder not to be considered for award.  |     |    |
| b. Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida. If Bidder is not registered to transact business in the State of Florida, Bidder must provide a copy of Bidder'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. <b>This information must be documented on Attachment 1 (Cover Page), along with submittal of required incorporation/organization documentation.</b>  |     |    |
| c. Three (3) references from organizations (government agency or educational institution) comparable in complexity and/or size to M-DCPS or other large Districts (defined as a School District with over 150,000 students). <b>This must be documented on Attachment 11, Bidder Experience form, whereby each bidder uses one form per reference.</b>  |     |    |
| d. Submission of all documentation/information stated in this ITB, including, without limitation, the documentation, information and/or plans stated in Sections 5, 6, and 7 of this ITB, as well as the required forms and attachments, as stated in Section 8 of this ITB.  |     |    |
| e. If applicable, Bidders must submit a copy of their current certified firm certificate showing their firm's designation with their bid response. Bidders' certified firm certification(s) must be in place prior to the ITB due date.   |     |    |
| f. If applicable, please include a completed Attachment 16 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) <u>in your bid response</u> to specify the name of the certified subcontractor/subconsultant, the proposed percentage or dollar amount of work to be assigned to the certified subcontractor/subconsultant, if any, along with the scope of work the certified 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 Attachment 16. |     |    |
| g. Copy of insurance certificate in compliance with Section 5.5 Insurance Requirements.   |     |    |
| h. Bidders responding to Speech and Language Pathology Services must submit all documents requested on Section 6.3 Scope of Services, F. Speech and Language Services Specific Requirements, Items 1 through 7.   |     |    |
| i. Bidders responding to Speech and Language Evaluation Services must submit all documents requested on Section 6.3 Scope of Services, G. Speech and Language Evaluation Services Specific Requirements, Items 1 through 6.   |     |    |
| j. Outline and discuss commitment to utilize local workforce.   |     |    |
| k. Provide a statement of the firm's knowledge of federal, state, and local laws and regulations governing this type of work and familiarity with FEMA, NRCS, FDEP, and Florida State Laws and acceptable accounting practices.   |     |    |
| l. Provide a list of the required speech-language pathologists and the speech-language pathology assistants that will be working on this contract. In addition, the credentials for these individuals must be submitted with the bid response.  |     |    |

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

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Bidder's Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

*For Internal Use Only:*

\_\_\_\_\_  
*Signature of Originating Department (as applicable)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Procurement Staff Name/Signature*

\_\_\_\_\_  
*Date*