



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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 Miami, FL 33132

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BID/RFP ADDENDUM

Date: 6/9/2015

Addendum No. 2

BID/RFP No. RFP-14-056-ND BID/RFP TITLE: Outside Agency Qualified to Operate Apprenticeship Training

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

1. Please see the following pages that address the questions received and modifies the conditions of this solicitation. All other terms and conditions within the above-referenced 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

QUESTIONS RECEIVED FOR THIS SOLICITATION

1. Section 5. Technical qualifications & Section 6. Qualifications of the Proposer: What are you exactly looking for on these sections? What type of supporting documentation should I submit?

Answer: The paragraph under Section 5, page 28, clearly indicates what we are looking for and the supporting documentation needed. As for Section 6, page 28, please describe how the training facility and fiscal status of the agency best meets the qualifications of the proposer. As for the documentation to be provided, the proposer must decide.

2. Price Proposal: How should I calculate the Cost Per Occupational Completion Point?

Answer: Calculate the Cost Per Occupational Completion Point based on the cost of training for a year, per apprentice.

3. I do not have a Vendor Application or certification available. All I have is the Vendor number. Is this enough to submit for section 2.3, Item F, #4?

Answer: Yes, the vendor number is all that is needed to comply with section 2.3, Item F, #4.

4. The limit for Section 2.3 is 15 pages. However, on item A, # 4, "Evidence of the availability of certified instructor" I have 13 Certified instructors. If I add their certificates I won't have enough space to answer all the items. How should I submit this information?

Answer: The information submitted for Section 2.3, Item A, #4 is counted as one page.

5. Pg 28, section 9: The required forms and attachments. It says that all the exhibits should be on this section, however:

- a. Exhibit 1 is the cover letter which I assume should be on the beginning of the document. Do I have to include Exhibit 1 in two different sections?

Answer: Please see below modifications to page 29, Section 4.0 Proposal Submission and Format, Contents and Proposal, #8 Required Forms and Attachments.

- b. Inhibit 7: Is supposed to be with Section F, # 5 on Scope of work. Should I include it in both parts?

Answer: Please include Exhibit 7 in section 4 and 9 of your proposal.

6. Does the Section 8. Small business enterprise apply to us? How do we apply for the certificate?

Answer: Please review Section 1.14 of the RFP in order to determine your eligibility.

7. Where can I get a blank form for Section 6. Sample Agreement (page 33) to be included on the TAB 10.

Answer: Please copy pages 33 – 40 and include it as TAB 10.

8. If it were written in the RFP that an out of county apprenticeship would cover the expenses of an auditor coming up to review the program, would they consider funding? What if we could put all the records for apprentices in an electronic format and they could be posted on the server to which Miami Dade could have access.

Answer: M-DCPS will only fund an agency whose primary business is in Miami-Dade County.

9. When will the notice of award be posted?

Answer: The notice of award will be posted on August 7th, 2015.

10. Does the level 2 screening include drug testing?

Answer: No, the level 2 screening doesn't include drug testing.

11. Is the background screening applicable to anyone who interacts with the apprentices or just the instructors?

Answer: Anyone who comes on to our facilities must have a background screening, as stated in Section 1.29, Background Screening Requirements, of this RFP.

12. What do you consider measurable benchmarks?

Answer: Completion, meeting the approved standards from the State of Florida, and pairing the apprentice with an employer.

13. This price proposal that is sent in looks like what?

Answer: Utilize the format as stipulated in Section 3.0 to create your price sheet, sign page 26 accordingly and include it with your price sheet.

14. May we attain pdf or word copies of the exhibits?

Answer: No, utilize the documents provided in the RFP

15. May the proposal be submitted before the deadline?

Answer: Yes, the proposal may be submitted before the deadline.

16. Does the sample agreement have to be part of our RFP?

Answer: Yes, the sample agreement is part of your RFP as section 10. This is stipulated on page 28.

17. If I turn in my proposal early, how would I submit an Exhibit 3, page 44, after the fact?

Answer: If after the submission of your proposal and before the deadline for receipt of proposals an addendum is posted, submit the addendum with the revised page(s) from your proposal. All addenda must be noted on Exhibit 3.

18. In exhibit 6, is a client an apprentice or someone that your company does business with?

Answer: In Exhibit 6 a client is someone that your company does business with.

19. May a participating employer be a reference?

Answer: Yes, a participating employer may be a reference.

20. If the relationship is ongoing, how would you place an end date?

Answer: Leave the end date blank.

21. Is there a minimum number of references required?

Answer: Yes, the minimum number of references required is 3.

MODIFIED CONDITIONS OF THE SOLICITATION

1. Pages 8-9, Section 1.11 Additional Information/Amendment is changed and replaced with the following:

Requests for additional information or clarifications must be made in writing and received by the Buyer for this RFP, in accordance with **Section 1.4** above, no later than the deadline for receipt of questions specified in the RFP Timetable (see **Section 1.3**). The request must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, email and facsimile number.

Email requests for additional information will be received by the Buyer at the email address specified in **Section 1.4** above. Emails should have at a minimum, the Proposer's name, name of Proposer's contact person, address, phone number, facsimile number, and RFP number and title. A copy of any written communication or email must be sent to the Executive Assistant to the Clerk of the School Board as fully described in **Section 1.25** above.

The District will issue responses to inquiries and any other corrections or changes it deems necessary by way of written solicitation amendments issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those

made in this RFP or in any written amendments to this RFP. Where there appears to be conflict between the RFP and any amendments, the last amendment issued shall prevail.

It is the Proposer's responsibility to assure receipt of all amendments. The Proposer should verify with the designated Buyer prior to submitting a proposal that all amendments have been received. Proposers are required to acknowledge the number of amendments received as part of their proposals (see attached **Exhibit 3**).

Proposers who obtain copies of this RFP from sources other than the District's Department of Procurement Services risk the potential of not receiving amendments, since their names will not have been included on the Proposer List for this particular RFP. Such Proposers are solely responsible for those risks.

2. Page 29, Section 4.0 Proposal Submission and Format, Contents and Proposal, #8 Required Forms and Attachments is changed and replaced with the following:

The Proposer must complete, sign and submit the following forms available in **Section 7.0** as part of the Proposal. If awarded a contract, the Proposer will be asked to submit a Proposer registration packet that will include all of the forms listed in **Section 7.0**.

Exhibit 2	Affidavit Identifying Authorized Representative(s) for Selection Committee Proceedings (RFP Process)
Exhibit 3	Acknowledgment of Amendments
Exhibit 4	Local Business Affidavit of Eligibility
Exhibit 5	Florida Statutes on Public Entity Crimes
Exhibit 6	Proposer Experience
Exhibit 7	Anti-Collusion Statement
Exhibit 8	Disclosure of Employment of Former School Board Employees

3. Page 18 and 19, Section 1.41, Insurance Requirements is changed and replaced with the following:

Prior to commencement of work under the agreement, the Proposer shall obtain and maintain without interruption the insurance as outlined below. The Proposer agrees to furnish a fully completed certificate of insurance naming the School Board of Miami-Dade County, Florida as additional insured, signed by an authorized representative of the insurer providing such insurance coverages. The insurance coverages and limits shall meet, at a minimum, the following requirements:

A. Workers' Compensation/Employer's Liability Insurance.

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Board on Compensation Insurance, without restrictive endorsements. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One: "Statutory"

Part Two: \$ 500,000 Each Accident
\$ 500,000 Disease - Policy Limit
\$ 500,000 Disease - Each Employee

B. General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) without any restrictive endorsements. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000 General Aggregate
\$ 1,000,000 Products/Completed Operations Aggregate
\$ 1,000,000 Personal and Advertising Injury
\$ 1,000,000 Each Occurrence

Company shall name the Board as an additional insured on a form no more restrictive than the CG 2010.

C. Automobile Liability Insurance

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

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

Compliance with these insurance requirements shall not limit the liability of the Company. Any remedy provided to the Board by the insurance provided by the Board shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Company) available to the Board under this Contract or otherwise.

Neither approval nor failure to disapprove insurance furnished by the Company shall relieve the Company from responsibility to provide insurance as required by this Contract.

M-DCPS and its members, officers, employees, and agent shall be named an additional insured on all liability coverages except Workers' Compensation Insurance.