



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

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

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 \_\_\_\_\_**

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 and Answers for RFP15-008-MT, Charter Schools Monitoring System

1. Section 1.7, page 7 refers to a “solicitation package”. Is this the same as the RFP document we received through Onvia or are there other documents we need to access?

**Answer: No.**

2. Section 1.9, page 7 refers to the proposal format. For the electronic versions, should each section/tab of the proposal be a separate file or can the proposal be contained in fewer (even just one) combined file? Can the price proposal be in PDF?

**Answer: Yes to both questions.**

3. At the bottom of Section 1.11, page 8 it states that any written communication must be copied to the Executive Assistant to the Clerk of the Board. There is also a reference to details in section 1.5 which does not include this information. If this is a requirement, please provide the appropriate contact information for the Executive Assistant.

**Answer: The contact information is noted within Section 1.25 of the RFP.**

4. Section 1.29, page 14 of the RFP and Section 17 of the sample contract, page 38 both reference background screening requirements. Will we need to conduct background checks under this RFP and, if so, is this required at the point of proposal submission or once selected for the award?

**Answer: Yes, background screening requirements are applicable to this RFP. Also, it will be required for the awarded vendor(s).**

5. In section 2.2 C, page 21 of the RFP it states: “A system that has the capability for each charter school to provide their organizational structure and contact information, which includes the ability to track school board membership and possibly employees. It is preferable, that this component have the capability to communicate with the District’s charter school employment tracking system.” What type of information about school board members and employees will charter schools provide in the system and what is the desired interaction with the District’s charter school employment tracking system (e.g., school-provided data is automatically transmitted from the system to the District’s charter school employment tracking system)?

**Answer:**

**Charter Schools are required to provide to the district the following information for each charter school board member:**

**Name, Title (Chair, Vice Chair, Secretary, etc.), telephone numbers, email and mailing address.**

**Specific Disclosure Forms are uploaded for each member as well as Board resolutions and/or Minutes indicating when members were elected or terminated.**

**Board Members are also required to be fingerprinted. It would be desirable for the system to interact with the District's charter school employment tracking system so as to incorporate and have direct access to the fingerprint results that are currently only available within the District's systems.**

**A separate District system is utilized to track charter school employees (ACES). Currently, charter schools are not required to input employee information into the charter school management system. However, it would be helpful for it to be able to link with ACES in order to be able to see who the employees are and what positions they hold in each school. For example, one of the areas that is monitored by the system is "Out-of-field" teachers. In reviewing this benchmark, it is helpful to know who the teachers are and what subjects they are teaching; this information is currently only available in ACES.**

6. For requirements described in section 2.2 H, page 22, can you provide examples of the existing district systems that you wish to integrate with the Charter School Monitoring System? What level of integration do you seek?

**Answer: We wish to integrate ACES and PERS/ATS (Personnel/Applicant Tracking). We seek for the district systems to share their information with the charter schools management system.**

7. In Section 2.3, page 22 of the RFP it states that the proposal should be no longer than 25 pages. Can you clarify whether this is inclusive of all the required proposal pieces as described on pages 29-30? If not, can you specify to which sections the 25 page limit applies?

**Answer: Proposers responses must be within twenty two (25) pages, however attachments for staff credentials/resumes, may be included.**

8. In Section 2.3.6 B, page 24 of the RFP it asks to, "Describe how you will electronically transfer the required documents and reports." Can you clarify where required documents and reports are being transferred to and from or does this relate to how schools will upload documentation to the system?

**Answer: This relates to how the schools (users) will upload documentation or enter specific information into the system.**

9. In section 3.0, page 28 of the RFP, the stated period of performance is "a period of one year, with two one year contract extensions" but later on the same page it also states "a period of two years with two one-year extensions". Can you confirm that the period of performance is two years with two one-year options, as stated on the cover of the RFP?

**Answer: The initial term for this RFP is two years, with two one year renewals, which is at the discretion of the District.**

10. Also in Section 3.0, it references the requirement to itemize "detail for each fee in the spreadsheet below." Can you clarify the location of the spreadsheet?

**Answer: Each Proposer MUST provide the pricing on their own spreadsheet, using MS Excel.**

11. Do you allow a management fee to be included in the budget?

**Answer: Yes, but the management fee MUST be clearly delineated on the budget.**

12. Section 3.1, page 28 states that “each proposer MUST provide a price proposal stating pricing for the ASP and non-ASP solution.” Are we required to provide two separate price proposals, if we are only proposing one of the solutions?

**Answer: A price proposal is required for the respective solution, ASP or Non-ASP, the vendor is responding to via this RFP.**

13. Are you able to share the anticipated funding level available for each of the years of the project?

**Answer: The anticipated budget will be approximately \$80,000 per year.**

14. For Section 4.0, page 30, item 6, Price Proposal: Can you clarify what should be included in this section of the proposal in addition to the signature as referenced on page 28, Section 3.2? What level of detail do you need?

**Answer: Please include the Price Proposal.**

15. Can you confirm that the price proposal is a tab in the same binder as the rest of the proposal items and will not be required to be submitted under separate cover?

**Answer: This is NOT a two envelope bidding process. Pricing MUST be included within the Proposal.**

16. Are appendixes for resumes or other supporting documentation allowed as part of the proposal or should they be included in the relevant proposal section? Will they count against the 25 page limit?

**Answer: Appendixes are allowed, however, Proposer’s MUST indicate the location of staff qualifications in the proposers’ response.**

17. Can you provide a description of the process and timeline for the charter school application submission and review, contract renewal consideration, compliance monitoring, documentation and benchmark management, and other related process management activities? Specifically, when do these various activities occur during the calendar year and who is involved?

**Answer:**

**Applications- All applications are due on or before August 1 of each calendar year. An application can be received at any time before this due date. The review process takes anywhere between 60-120 days. This timeline is flexible but it usually is from July-December.**

**Renewal Process- This process takes place at the start of the school year on the year the contract expires. For example applications that will expire on June 30, 2016 have already been notified and a meeting scheduled to go over the renewal process. This is an ongoing process. The system will need to allow for storage of forms that will need to be later populated with the school’s information and uploaded into the system. The process is from August to March (approximately).**

**Benchmarks- Compliance monitoring and documentation and benchmark management takes place throughout the year with each specific benchmark having a due date. Charter schools submit the required documentation for the benchmarks. Each benchmark is assigned to a District charter school monitor who is responsible for reviewing documents, scoring the benchmark and ascertaining that the benchmarks are complete and notifying the charter schools of any non-compliance issues. A list of current benchmarks has been attached. (July to June – academic year)**

18. For the new electronic management system, are there certain features that are higher priority than others? Would you like all features launched at once or are you open to a phased approach?

**Answer: We are open to a phased in approach.**

19. 2.2 B. A system that provides a summary and detailed dashboard that assesses the compliance status of each charter school, at any time. This dashboard will be paramount to assisting the District with assessing annual school performance as well as overall performance for high stakes reviews for contract renewal consideration [i.e., academic, financial and organizational performance]. What source systems are the academic, financial and organizational performance data being stored?

**Answer: Most of the source of the information being requested for this dashboard will come from (1) district department websites through Excel reports and/or PDF files and/or (2) Reports that are stored in the Charter School Management System currently in place. For instance school accountability information is provided through the following website:**

<http://oada.dadeschools.net/SchoolPerformanceData/SchoolPerformanceData.asp>

20. 2.2 C. A system that has the capability for each charter school to provide their organizational structure and contact information, which includes the ability to track school board membership and possibly employees. It is preferable, that this component have the capability to communicate with the District's charter school employment tracking system. What source systems are the organizational structure, contact information, school board membership, and employee information being stored? What is the District's charter school employment tracking system?

**Answer:**

**Currently information is being stored in the current charter management system that is in place. This information is inputted by the user. The District's Charter School Employment Tracking System is ACES- Automated Charter Employment System. This system allows us to track clearance of employees, provides job codes and employment status. We are looking for a system that will have the capacity to maintain history of applicants and hired personnel in charter schools.**

21. 2.2 H. A system that integrates well with existing district systems and procedures. Can you please provide a list of the specific existing district source systems that need to be integrated?

**Answer:**

**ACES, Excel Reports generated by district departments. For instance school accountability information is provided through the following website:**

<http://oada.dadeschools.net/SchoolPerformanceData/SchoolPerformanceData.asp>

22. Does MDCPS currently run an in-house SharePoint Server? If so, what version?

**Answer: Yes – SharePoint 2010.**

23. Can the vendors be provided with a copy of the current data dictionary behind the benchmarks and reports?

**Answer: A list of current benchmarks has been attached.**