



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. 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 I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

## RFP-18-022-CM Background Screening Services Questions

1. **Question:** Can you explain what the M-DCPS Portal is and how an applicant or volunteer would use it to sign in?  
**Answer:** The M-DCPS portal can be accessed at [www.dadeschools.net](http://www.dadeschools.net). Additional information regarding use by a volunteer can be found: <https://www.engagemiamidade.net/community-school-volunteers>.
2. **Question:** What are their preferred languages?  
**Answer:** The three preferred languages are English, Spanish and Creole
3. **Question:** Can you elaborate on a customizable mobile-based application for digital identification purposes – how does the district intend on using this application and digital badging?  
**Answer:** Please refer to proposal requirements 2.2.1.3
4. **Question:** What is the district's current background screening platform? What needs to be compatible?  
**Answer:** We have a .NET application that integrates with the vendor for real-time background checks.
5. **Question:** How does the system need to integrate with the District's mobile application?  
**Answer:** Currently, our web application doesn't plug in to the mobile app natively.
6. **Question:** Is there an incumbent firm currently providing services to this contract? If Yes, What was the total award of the contract and the contractors name.  
**Answer:** Yes background screening services are currently being provided by an awarded vendor. The current contractor is Verified Volunteers, and the current award is \$100,000 annually.
7. **Question:** Section 2.3- g (page 27 of 56) states – “3 reference letters from organizations of comparable size and complexity to M-DCPS. At least one of the references may be a K-12”. Is this a definitive requirement? Will the firm selected to do this work have to provide the past performance with at least one (1) K-12 school?  
**Answer:** Please refer to Section 2.0 – Scope of Services for information on the size of the District and provide relevant and similar references.
8. **Question:** Can you please clarify the connotation of size and complexity of M-DCPS as it relates to the 3 references.  
**Answer:** Please refer to Question 7.
9. **Question:** Who is the current contractor performing the Background Screening Services?  
**Answer:** The current contractor is Verified Volunteers.
10. **Question:** What is the anticipated annual volume?  
**Answer:** The projected annual volume is 40,000 - 50,000. Please refer to section 3.0 Price Proposal.
11. **Question:** What is the current pricing for these services?  
**Answer:** The current awarded bid is \$100,000 annually.
12. **Question:** Is there a call in number for the Pre-Bid Conference?  
**Answer:** The Pre-Bid Conference was scheduled on Thursday, February 14, 2019 at 11am. The conference call line is 1(866) 228-9900, pin #753388.
13. **Question:** I have a question on the preparation of this proposal, on page 27 it says the proposal can be no longer than 15 pages but also says on the same page under section C "proposer must document its firm's plan to provide services listed in sections 2.2 and 2.2.1 in no less than 15 pages.

**Answer: Please submit proposal response in no more than 15 pages.**

14. **Question:** What is the minimum and maximum pages this proposal must have?

**Answer: Please refer to Question 13.**

15. **Question:** so those not local can attend the pre-bid conference?

**Answer: Please refer to Question 12.**

16. **Question:** Page 7 of the bid indicates we are to send 5 “copies” of the bid, however page 30 indicates we are to send 8 “copies” – please clarify

**Answer: Please submit 5 copies of the bid, 1 unbound copy and 5 electronic copies.**

17. **Question:** We have the main RFP document, but please register us to receive any further notifications – I went to DemandStar, but this bid isn’t listed under “Miami-Dade County Public Schools

**Answer: Addendum information is updated on our website [Procurement.dadeschools.net](http://Procurement.dadeschools.net) with no subscription required as well as on [demandstar.com](http://demandstar.com).**

18. **Question:** Can you please confirm receipt of the below email and indicate whether or not the spend cap of \$200k for the 40,000 volunteer screens covers all scope of work identified in Section 2.2.1?

**Answer: Amount allocated to this solicitation shall not exceed \$200,000 based on a minimum amount of 40,000 volunteer screens and related integrated services on an annual basis.**

19. **Question:** Given the fact that this will be a nationwide criminal database search and any "hit" should be verified at the county court level in compliance with FCRA guidelines, will that be allowed as an additional charge per applicant?

**Answer: Amount allocated to this solicitation shall not exceed \$200,000 based on a minimum amount of 40,000 volunteer screens and related integrated services on an annual basis**

20. **Question:** In regards to monthly re-screening: If we use the number of volunteers at a yearly average of 40,000 as an example, that means that exponentially we would be doing 480,000 (40,000 x 12 months) calendar year screenings. Am I correct to assume that number?

**Answer: Our current service includes monthly re-screens of applicants. We are expecting to continue that practice.**

21. **Question:** Total budget allocated for this RFP is \$200,000 per year for component one (1) regardless of how many screenings/monitoring are performed?

**Answer: Amount allocated to this solicitation shall not exceed \$200,000 based on a minimum amount of 40,000 volunteer screens and related integrated services on an annual basis.**

22. **Question:** Are there additional funds for component two (2)?

**Answer: The funding allocated to this solicitation shall not exceed \$200,000 based on a minimum amount of 40,000 volunteer screens and related integrated services on an annual basis.**

23. **Question:** Is your current vendor providing you with component two?

**Answer: No**

24. **Question:** Once a volunteer is cleared through the background screening process, who would provide the digital identification badges?

**Answer: The awarded vendor for Component 2 would provide the digital identification badging service.**

25. **Question:** Does the volunteer pay the background screening company through the portal?

Or does the county pay the screening company monthly? Basically, do we need a Link to Payment in the portal?

**Answer: Volunteers currently do not pay through the M-DCPS portal. A link is not required as the awardee is paid based on the contractual agreement.**

26. **Question:** When the volunteer logs into the portal are they providing Name, DOB, Last four social to M-DPCS? Or does the volunteer log in, then is directed to the background screeners site to provide the personal info?  
**Answer:** The volunteer logs into the portal and then is directed to the school volunteer application, “Be A School Volunteer” The M-DCPS portal can be accessed at [www.dadeschools.net](http://www.dadeschools.net) Additional information regarding use by a volunteer can be found: <https://www.engagemiamidade.net/community-school-volunteers> .
27. **Question:** Basically, are they providing their info to Miami or to Janus Investigations?  
**Answer:** We have a .NET application that integrates with the vendor for real-time background checks.
28. **Question:** Breakdown for estimated monthly screenings?  
**Answer:** Estimates: Monthly screenings fluctuate with the highest volume during (August – October 25,000 volunteers in total screened) (November – February 8,000 in total screened) (March- June 15,000 in total screened)
29. **Question:** How is payment made? After Service is completed? Biweekly? Monthly?  
**Answer:** Awardee is paid based on the executed contractual agreement.
30. **Question:** Would the application development for Component 2 have a separate budget from the \$200,000 provided in the RFP?  
**Answer:** The funding allocated to this solicitation shall not exceed \$200,000 based on a minimum amount of 40,000 volunteer screens and related integrated services on an annual basis.
31. **Question:** Please clarify what proof is required for ADA compliance?  
**Answer:** Not Applicable at this time per our Information Technology Systems Department
32. **Question:** The RFP states the following: Amount allocated to this solicitation shall not exceed \$200,000 based on a minimum amount of 40,000 volunteer screens and related integrated services on an annual basis. – Can a price higher than \$200,000 be submitted for the volume ranges 40,000 – 49,999 and 50,000 – 60,000? Is \$200,000 the maximum contract value regardless of volume?  
**Answer:** Refer to Section 3.0 Price Proposal.
33. **Question:** Can we offer an additional services to our response if we feel such services would add value to the District’s program as an option? If possible, we would like to bring forward an extra technology feature that would further streamline the program and add additional security for an extra fee.  
**Answer:** Enhanced services within the RFP, Scope of Services and Price Proposal are welcomed to be included in your proposal.