



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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*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

**REVISED SECTION 8 – PROPOSAL PRICING**  
(Signature required at the end of this Section)

Proposer must complete this Section in its entirety and may supplement this section with additional pages as to provide the District with a more detailed breakdown, backup and/or options of related costs associated with the services being solicited in this RFP.

The Total Fees proposed will be firm and fixed for the life of the contract, a period of three (3) years, with two (2) one (1) year options-to renew.

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by the District to procure any product in any volume.

The Proposer shall offer all elements of this RFP and meet all service requirements and specifications listed within Section 4 - Scope of Services, including but not limited to all costs associated with the performance of these services, including labor, materials, transportation, training, maintenance, fees, etc.

Item	Description	Total Student Enrollment	Unit	Price per Unit Per Year
1	Educational and wrap-around services which address all critical areas for the education of at-risk students. The program should include researched and data driven strategies with the ultimate goal of preparing students for college and career readiness, pursuant to the terms and conditions as set forth in this RFP.	_____	Per FTE/DJJ Allocation	\$ _____

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS PRICE PROPOSAL WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE OR PROVIDE THE FORM AS PRESENTED MAY RENDER THE PROPOSER NON-RESPONSIVE.**

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

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

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

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

**Request for Proposals  
RFP-20-066-VF  
Outside Agencies Qualified to Operate Alternative Education Programs for Miami-Dade  
County Public Schools At-Risk Student**

**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. Underlined language has been added, strikethrough language has been removed.

**CHANGES:**

**REVISION #1: Section 8, Proposal Pricing, please refer to Revised Section 8 – Proposal Pricing.**

**QUESTIONS AND ANSWERS:**

**Q1: How many students will be serviced?**

A1: That will be determined during contract development.

**Q2: Is the minimum number of students to be served at one location?**

A2: There is no official set minimum.

**Q3: Is there a maximum number of students that a responder can propose to educate?**

A3: There is no set maximum. That will be determined during contract development.

**Q4: Will there be a student recruitment aspect to this program, or will the students be placed into the program by the district?**

A4: The District may assist with recruitment but typically it is the responsibility of the agency.

**Q5: How is the district identifying students to receive services? Do they have IEP's?**

A5: The District is not identifying students to receive services. IEPs are handled by the District as per the contract.

**Q6: Is this an open-ended service?**

A6: Question is unclear and cannot be addressed.

**Q7: What is the annual per pupil funding?**

A7: That is set by the Florida Department of Education.

**Q8: Are responders expected to identify independent facilities within the response, or, is it possible for the responder to identify the locations if and when the responder is recommended for approval?**

A8: No, proposers are not expected to identify independent facilities within the response, and yes proposers may identify the locations if and when the proposer is recommended for award.

**Q9: Is there currently an incumbent providing services? If so, who?**

A9: Yes, Pace Center for Girls and Amikids Miami Dade, Inc.

**Q10: Who are the current vendors providing services?**

A10: Pace Center for Girls and Amikids Miami Dade, Inc.

**Q11: Are your current vendors meeting your needs?**

A11: Yes.

**Q12: Our understanding is that our documentation within 4.5 makes up the 6th tab of the RFP which states it cannot exceed 10 pages. How can all documentation requested fit within the 10 page limit? As an example: most recent 2 copies of audited financial statements each audit is about 100 pages and our MDCPS SIP is 22 pages.**

A12: Please submit the necessary number of pages without limit, to comply with all the requested requirements and documentation within this RFP.

**Q13: Based on page 16 within #10 what are the materials being requested?**

A13: M-DCPS will provide all required information to create documents and work with vendor on submission of any items.

**Q14: On Page 21 within section A bullet 2 it discusses the SIP. Are we to include the most current SIP (on page 16, #10 2015-2016 SIP referenced)?**

A14: No.

**Q15: On page 17 section C, 3 reference letters are requested of clients and Exhibit C has a form for references. Is the form needed or the reference letters or both?**

A15: In order to comply with Section 5 and Exhibit 10 proposers shall submit 3 copies of Exhibit 6, Proposer Experience Form. If proposers also wish to submit reference letters that is optional.

**Q16: If the RFP asks for duplicate information do we place it both areas. I.E.: Executive summary is a standalone tab on p.19 and its number 1 in 4.5 on page 15.**

A16: Information does not have to be included repeatedly throughout the proposal response. Proposers may include a note referencing another section with the page numbers where that information can be located within their proposals.

**Q17: When and where can we expect to receive the responses to the above questions?**

A17: Responses will be posted as soon as possible.

**Q18: I'm writing to inquire if the Zoom meeting that was held on October 8th was recorded. If so, could you share the link?**

A18: The pre-proposal meeting scheduled for October 8<sup>th</sup> did not take place and was rescheduled for October 18<sup>th</sup>, as such there is no recording available for the October 8<sup>th</sup> meeting. A link to the pre-proposal from October 18<sup>th</sup> can be found in the response to question 19.

**Q19: For electronic submissions, is it acceptable to submit a scanned copy of a wet signature? Are Adobe Sign digital signatures acceptable?**

A19: Yes, a scanned copy of a wet signature and an Adobe Sign digital signature are both acceptable.

**Q20: Can you provide a link to the pre-proposal conference recording?**

A20: Please refer to the following link for a copy of the pre-proposal recording:  
[https://miamidadeschools-my.sharepoint.com/:f/g/personal/285667\\_dadeschools\\_net/Enfwb-PKPD1AnzEYy56x\\_kABBLVsdQnBleXYWkhi5QsnnQ?e=IS1GaP](https://miamidadeschools-my.sharepoint.com/:f/g/personal/285667_dadeschools_net/Enfwb-PKPD1AnzEYy56x_kABBLVsdQnBleXYWkhi5QsnnQ?e=IS1GaP)

**Q21: Can pricing be aligned to outcomes?**

A21: This question will be addressed after award, during contract execution.

**Q22: Please confirm that Exhibit 20 is not required to be completed as part of the proposal.**

A22: Pursuant to section 4.4 D, Exhibit 20 will be used when the awarded proposer is submitting quarterly expenditure reports, as such, this exhibit is only for reference purposes at this time.

**Q23: There is a mention on page 15 regarding keeping this proposal down to 10 pages? Please clarify if the number of pages is relating to the executive summary only, or for the whole package to be submitted?**

A23: Please refer to response to question 12.

**Q24: On Page 16, a request on budget and cost analysis is being requested on services. If this bid is based on 95% of FTE, doesn't that mean pay per student is already fixed for services? a cost breakdown on our end means what exactly? We offer credit recovery, wrap-around services, life skills, drug prevention, etc., and some of these services are already covered by third parties. Just trying to clarify why the providers need to budget for services, if it's already understood this is based upon 95% FTE per student. Ex: We get scholarship vouchers for our students for credit recovery, then obtain their high school diploma. This is a set payout price that the DOE, and FES determine based on county demographics.**

A24: Yes, it is based on 95% of a basic FTE and dependent on the 2021-2022 FTE per student budget provided by the State. Vendor should be able to provide an explanation for costs connected to any services provided to/for students.

**Q25: Page 16, item 11, mentions we have to be a 501c3. We do a separate entity that is 501c3, and is affiliated with Dade Prep Academy. We have confirmed on letterhead this affiliation from the non-profit since the director of this entity is the same as Dade Prep. Is this an acceptable structure?**

A25: Proposer must provide proof that it is recognized as a not-for-profit organization (i.e., Internal Revenue Service 501(c)(3) or 509A2.) Proposer must submit a letter stating that it will maintain this eligibility throughout the term of the contract.

**Q26: Page 18 mentions this has to be submitted both electronically and hard copy. Is this a must or is one of these methods acceptable?**

A26: If submitting electronically via DemandStar only an electronic submittal is required, however if submitting a hard copy proposal a corresponding electronic submittal via DemandStar is also required.

**Q27: Can a for-profit-organization/school submit a proposal for RFP-20-066-VF? If not, can a for-profit organization/school apply under the auspices of a non-profit and what information would need to be submitted to meet the requirements of the bid?**

A27: Proposer must provide proof that it is recognized as a not-for-profit organization (i.e., Internal Revenue Service 501(c)(3) or 509A2.) Proposer must submit a letter stating that it will maintain this eligibility throughout the term of the contract.

**Q28: Is there a cap?**

A28: No.

**Q29: Can the project be an afterschool program?**

A29: No.

**Q30: Is transportation covered?**

A30: Not automatically. M-DCPS will work to assist with transportation needs for students, but does not guarantee transportation coverage.

**Q31: Can alternatives to post graduate education be a component or is it just focused on academic tutoring?**

A31: Question is unclear and cannot be addressed.

**Q32: Is #D a requirement?**

A32: Question is unclear and cannot be addressed.

**Q33: Can a non-profit 2nd audit be from this year?**

A33: Yes, if that is the extent of the organization's audit history.

**Q34: If an agency has a partner with an sbe certification in broward still get the extra 10 pts?**

A34: Please refer to Section 7.7 for detailed information.

**Q35: Will reciprocity be honored for mbe/cbe certified with Broward County?**

A35: Please refer to Section 7.7 for detailed information.

**Q36: Are current DJJ providers required to submit an application?**

A36: Yes.

**Q37: For organizations that currently provide educational services through a DJJ contract, will the school district continue to provide supplemental services under this contract?**

A37: Yes.

**Q38: For a three-year contract, do we budget using the current FEFP rate? Will there be adjustments in future years if this amount changes?**

A38: Yes.

**Q39: What FEFP worksheet should we be using for our calculations?**

A39: M-DCPS will provide the required document and work with vendor on submission, refer to the last page of this addendum for a snapshot.

**Q40: Page 16: submit our two most recent audited statements. Our fiscal year runs through September, so our most current audited statement is September 2020. Is this acceptable?**

A40: Yes.

**Q41: Please confirm that an electronic submission via DemandStar is sufficient, and no paper or physical copy is required if DemandStar is used.**

A41: Please refer to response to question 26.

**Q42: Please confirm that only three references are required.**

A42: Please refer to response to question 15.

**Q43: For current DJJ providers, do we still need to submit three references, or is our DJJ award letter sufficient?**

A43: All proposers will need to submit the minimum qualification requirements as listed in Section 5.

**Q44: Please confirm that reference letters are not required, and all that is required is three copies of Exhibit 6.**

A44: Please refer to response to question 15.

**Q45: In Section 4.5, which information must fit into the 10-page limit? Audited financials and several other required documents would exceed this maximum.**

A45: Please refer to response to question 12.

**Q46: Both the Proposed Approach and Methodology, and Experience and Qualifications sections reference staffing credentials. For Proposed Approach and Methodology, is it acceptable to refer to an Attachments section with resumes and credentials, and then discuss qualifications more completely in the Experience and Qualifications section? Or should the content be in both areas?**

A46: Yes, also please refer to response to question 16.

**Q47: Where should the copies of insurance be placed in the tab order?**

A47: It may be included within Section 10, Required Forms and Exhibits.

**Q48: What are the page limits for Proposed Approach and Methodology, and Experience and Qualifications?**

A48: Please refer to response to question 12.

**Q49: Can two locations operating under one EIN apply as one entity?**

A49: Yes, the EIN is specific to one entity, as such only that one entity should submit a response.

**Q50: If there are two EDs (multiple locations but same EIN), do both need to sign, or is one consistent signature on all documents sufficient?**

A50: Please refer to response to question 49.

**Q51: Guidance on page 19: "The Proposer must complete, sign and submit Exhibits 1 through 17 as part of the Proposal."**

- a. Do we have to sign and return Exhibit 17, or is this for reference?
- b. If submitting electronically, how would you like Exhibit 9 to be completed?
- c. If we are submitting electronic bids, can we omit Exhibit 15 (Mailing Label) from our response?
- d. If we are submitting a response, can we omit Exhibit 16 (Statement of "No Response") from our response?
- e. What is required for Exhibit 12?
- f. Is Exhibit 20 "Budget Expenditure Worksheet" for reference only? If so, is Section 8— Proposal Pricing the only budget document to submit?

- A51:
- a. Exhibit 17 does not have to be submitted as part of the proposer's response. This exhibit is for reference only.
  - b. Exhibit 9 may be completed manually and scanned as part of the proposer's response.
  - c. If proposers are submitting electronically, Exhibit 15, Mailing Label, may be omitted from the response package.
  - d. If proposers are submitting a response, Exhibit 16, Statement of "No Response" does not have to be submitted. This document is only for proposers not submitting a response to this RFP.
  - e. Exhibit 12, Instructions for Certification is for reference and guidance only and does not have to be submitted as part of a proposer's response package.
  - f. Please refer to response to question 22.

**Q52: I created an account on DemandStar for our home office, and now cannot change the name of the organization to reflect the local entity that will be submitting the application. Do we have to create a new account, or can the DemandStar Member Account be different?**

A52: For DemandStar related questions, please contact DemandStar support at [support@demandstar.com](mailto:support@demandstar.com) or 206-940-0305.



	Annual Revenue *	Payments			Avail. Funds
		Prior Mos.	This Mo.	Total YTD	
Base FEFP Funding	\$ -	-	-	\$ -	-
Other FEFP e	\$ -	-	-	\$ -	-
Less EEC Allocation	\$ -	-	-	\$ -	-
Sub-Total	\$ -	-	-	\$ -	-
<b>Categorical Allocations:</b>					
Instructional/Material Allocation	-	-	-	-	\$ -
Student Transportation	-	-	-	-	\$ -
Supplemental Academic Instr.	-	-	-	-	\$ -
ESE Guaranteed Alloc.	-	-	-	-	\$ -
Safe Schools	-	-	-	-	\$ -
Class Size Reduction Program	-	-	-	-	\$ -
EEC Alloc. (\$5 per Unweighted FTE)	-	-	-	-	\$ -
Reading Allocation	-	-	-	-	\$ -

Sub-Total	\$ -	\$ -	\$ -	\$ -	-
Prior Year Adjustment	-	-	-	-	\$ -
Proration for Funds Available	-	-	-	-	\$ -
Additional Allocation	-	-	-	-	\$ -
Digital Classroom Allocation	-	-	-	-	\$ -
	-	-	-	-	\$ -
	-	-	-	-	\$ -
	-	-	-	-	\$ -
	-	-	-	-	\$ -
	-	-	-	-	\$ -
	-	-	-	-	\$ -
<b>TOTAL ANNUAL REVENUE</b>	\$ -	\$ -	\$ -	\$ -	-
Less: 5% Administrative Overhead	-	-	-	-	\$ -
Over 250 FTE Capital Outlay	-	-	-	-	\$ -
Over 250 FTE Capital Outlay Paid to Schools	-	-	-	-	\$ -
	-	-	-	-	\$ -
	-	-	-	-	\$ -
<b>TOTAL PAYMENTS</b>	\$ -	\$ -	\$ -	\$ -	-
Total Number of Payments Remaining	12	0	1	1	

- Revenue calculation from w **Calc 1**
- Payment This Month = (Total Revenue - Payments Prior Mos) ÷ (# of Remaining Payments)
- The charter school's share of the State Fiscal Stabilization Allocation has been calculated (see the Revenue Worksheet). However, regular state FEFP funds are being distributed in lieu of stabilization funds. The district will retain the stabilization funds and will be solely responsible for the extensive reporting requirements.

Approved for Payment by: