THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
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BID/RFP ADDENDUM

Date: 02/01/2024

Addendum No. 2

BID/RFP No. RFP-23-001-VF BID/RFP TITLE: Professional Development Services for Non-Public Schools

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

The attached document provides answers to questions received and Revised Section 8 - Proposal Pricing.

The deadline has been extended to Tuesday, February 13, 2024 at 1:00 pm EST.

All other terms and conditions of the RFP will 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. 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 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 _____ FAX # _____

BY: SIGNATURE (Manual): _____
OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
OF AUTHORIZED REPRESENTATIVE

Request for Proposals
RFP-23-001-VF
Professional Development Services for Non-Public Schools

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**.**

CHANGES:

REVISION #1: Refer to Revised Section 8 – Proposal Pricing included with this addendum. The revised version should be submitted with the response.

QUESTIONS AND ANSWERS:

Q1: Exhibit 4: Local Business Affidavit of Eligibility – Our firm is not local and based in Texas, therefore, Exhibit 4 is not applicable, correct? Do we submit with a note stating it is N/A?

A1: Submit a response to this requirement stating that your local jurisdiction does not require business tax receipt/certificate if it is not applicable where your business is located.

Q2: Concerning Exhibit 9 - a – we are outside Miami-Dade county (Texas) and are unclear on the license that must be submitted. Is it something that says the property taxes have been paid or do you need a Certificate of Fact (formerly know at a Certificate of Good Standing)? Please clarify.

Exhibit 9: Submitted Proposal Document Verification Form -

REQUIREMENT	YES	NO
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 proposal, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. **Proposers 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 proposer not to be considered for award**.		

A2: The Local Business Tax Receipt is issued by the tax collector of the jurisdiction of your place of business. The Local Business Tax Receipt only confirms payment of the Local Business Tax and is not a license, permit, or a certification of the holder's qualifications, to do business. Please also refer to response to question 1 for additional information.

Q3: Exhibit 13: Drug Free Workplace – We cannot certify we have all these requirements in place. We do strive and prefer to be a drug free workplace. Is Exhibit 13 mandatory?

A3: Yes, please submit a completed and notarized Exhibit 13. A firm who does not comply with all the requirements may not contract with the District. In addition, a firm may present their own policy that aligns with the statute for review by M-DCPS. Refer to Florida Statute 287.087 for further information.

Q4: Exhibit 18: Subcontractors – We do not use subcontractors; therefore, do we submit Exhibit 18 and mark N/A?

A4: Exhibit 18 need only be submitted if working with certified subcontractors/subconsultants.

Q5: How much is the allocated budget for the resulting contract?

A5: The budget varies year to year based on the per pupil allocation determined by student enrollment of the schools that opt to receive professional learning services. Over the past few years, the budget has varied based on enrollment from $700,000 to approximately $900,000 or higher if there is roll forward and enrollment increases.

Q6: Section 1 - Instructions to Proposers, II.G. TYPE OF BUSINESS ORGANIZATION AND AUTHORITY OF SIGNATORY Our company is based in Wisconsin, though we do business throughout the country, including Florida. This section mentions being "authorized to do business in Florida." We are not sure what that means or entails. Is there a required registration that must be completed?

A6: Yes, please submit a copy of current registration with the Florida Department of State, Division of Corporations to conduct business in the State of Florida. If Proposer is not registered to transact business in the State of Florida, Proposer must provide a copy of Proposer'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 Exhibit 1 (Cover Page), along with submittal of the required incorporation/organization documentation.

Q7: We are a professional development vendor from Texas, operating in Texas proposing virtual executive coaching for educational leaders and education leader teams.

In Texas, our services are not taxable. I am wondering how we meet this requirement: "Proposers 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 proposer not to be considered for award."

A7: Refer to response to question 1.

Q8: My company, In Focus Mobility, is interested in a portion of this project, but as a micro-entrepreneur we would prefer to be a subcontractor. Would you be able to guide in order to reach out to larger companies interested in this bid?

A8: Certified firms will be listed with the M-DCPS Office of Economic Opportunity (OEO). Primary firms may reach out to OEO for a list of certified firms to partner with. If your firm is not already certified, please reach out to the M-DCPS Office of Economic Opportunity (OEO), at the following web address: https://oeo.dadeschools.net/#!/fullWidth/1006 or you may reach OEO via phone at 305-995-1307 for further information on how to become a certified firm.

Q9: It states that all "learning providers" hold a master's degree. Is "learning providers" considered the primary proposer solely, or would each member of the project team working under that proposer (the subcontractors) need to hold a master's degree?

A9: All professional learning providers who are facilitating sessions (proposer and sub-contractors) must have a master's degree.

Q10: One member of the team is currently on leave for MDCPS and her leave condition form states: "No other employment, either for the school board or for another employer, is permissible while on leave unless specifically requested and approved." We are guessing this might disqualify her from participating should be bid be awarded, but wanted to check with the RFP organizers to see if there is a distinction because it is contract work.

A10: Please refer to Section 1, Instructions to Proposers, XV. Conflict of Interest for further information regarding potential conflicts. In addition, please ensure that Exhibit 8, Disclosure of Employment of Former School Board Employees is fully completed and submitted together with your response detailing the information for any employee currently working with your firm that has previously been employed by M-DCPS. Only those employees on an Extended Professional Leave without pay would be allowed to work while on leave. An assessment of a particular employee's ability to participate on the contract will need to be completed by the Office of Retirement, Leave and Reemployment Assistance for a full determination.

Q11: The RFP states on page 21 that: "the District strongly encourages the use of certified firms as subcontractor and/or subconsultant. The usage of certified subcontractors and/or subconsultants will be taken into account as part of the Proposer's approach and methodology" For clarification, can you explain what is meant by "certified" in this context?

A11: Certified firms will be listed with the M-DCPS Office of Economic Opportunity (OEO). To confirm whether a firms is certified please visit the OEO site at the following web address: https://oeo.dadeschools.net/#!/fullWidth/1006 or you may reach OEO via phone at 305-995-1307 for further information on certification.

Q12: Another question we had was if attachments were allowed. We are worried about not following the format if we add more. However, for scope of services, we created a spreadsheet/written summary of our library of training offerings with their full descriptions and which RFP goal they would align with, but this is far longer than the space allotted. So, the question we want addressed is about the allowance of attachments to the Exhibit forms.

A12: Please refer to Section 6.2, Response Format for details on how to assemble a response. Attachments may be included as part of each section to support your response.

Q13: Does this include prekindergarten teachers/staff?

A13: Professional learning services are for teachers and administrators or instructional support staff from K-12.

Q14: Does the district plan to award multiple vendors?

A14: This would depend on the proposals submitted and whether the entire scope of work can be provided by a vendor. The intent is to award one vendor if they can meet the scope of work all based on the Selection Committee's recommendation.

Q15: Should Exhibit 6 be completed by the proposer, or by the reference directly? Are letters of reference required as an attachment to this form?

A15: The proposer may complete Exhibit 6 for each reference. The M-DCPS Procurement staff will verify reference validity upon evaluation. Additional letters of reference are not required.

Q16: Is a proposer to be able to provide ALL services listed in Section 4.4., or to align with some of these identified service areas?

A16: The intent of the RFP is for the proposer to be able to provide all the services listed in Section 4.4 based on identified teacher/administrator needs and in the variety of modalities listed.

Q17: On page 20 of the packet, the third form mentioned (#3, Proposer Qualification Form) states that this form needs to be fully completed and signed - yet there is no such form provided in the packet. Is this a document that we need to create ourselves and sign or is this form missing?

A17: The Proposer Qualification Form can be found on page 1 of the solicitation.

Q18: I'm interested in accessing the submitted past winning bids for the outlined services below. How can I go about this?

A18: Included with this addendum is the information of the awarded proposers for the two previous solicitations. For copies of any proposal response, please submit a public records request to the District's Citizen Information Center at prr@dadeschools.net.

Q19: Can a company submit as a prime contractor, and also submit as a subcontractor with another firm as well?

A19: Yes

Q20: Concerning the Cone of Silence – Is the cone of Silence for representatives of the entire Miami-Dade School District or just for representatives for the schools concerning this RFP? – Catholic schools represented by the Archdiocese of Miami • Jewish schools represented by the Center for the Advancement of Jewish Education • Private schools not affiliated with the above (approximately 40 private, independent schools based on 2023-2024 totals)

A20: The "Cone of silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, invitation to bid, or other competitive solicitation between:

1. any person who seeks an award, including a potential vendor or vendor's representative, an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award; and
2. any School Board member or the member's staff, the Superintendent, deputy superintendent and their respective support staff, or any person appointed by the Board to evaluate or recommend selection in the competitive procurement process.

For further details regarding School Board Policy 6325, Cone of Silence, please refer to the complete Board Policy included with this addendum.

Q21: Exhibit 2 – My understanding is we do not have to register our company as a Lobbyist, however, all presenters concerning the negotiations of this RFP must be listed on the exhibit 2. Is this correct?

A21: Yes, in order to respond to this solicitation a proposer does not need to register as a lobbyist.

Q22: Can a subcontractor be included in various proposals presented by separate applicants?

A22: Yes

Q23: Can a company respond to the solicitation as a primary contractor and also be included as a subcontractor in another company's proposal?

A23: Refer to response to question 19.

Q24: Are Small Business and Women/Minority Business encouraged to partner with each other on one application?

A24: Certified vendors are encouraged to participate and respond to M-DCPS solicitations. If partnering with one another is beneficial to a business, that is allowable through this process.

Q25: Do the reference letters need to be directed to a specific person?

A25: Refer to response to question 15.

Q26: Can a Small Business | Women/Minority Business list a larger company as the subcontractor or does the larger company need to be the main applicant for the purposes of meeting all the specified qualifications?

A26: The firm entering into the contractual agreement for the services requested through the RFP should be listed as the primary firm. Any subcontractor information shall be included on Exhibit 1 – Cover Page for Proposal and Exhibit 18 Statement of Intent to Perform as a Certified Subcontractor/Subconsultant.

Q27: Since there is no minimum nor maximum number of participants, how can I calculate the Cost per Participant of a certain training. Ex: Webinar. Can I list the total cost of the training instead? If so, should I specify on the same page that the cost is not per participant?

A27: Please refer to Revised Section 8 – Proposal Pricing included with this addendum. In addition, the number of participants is determined by the schools participating and through consultation between the

schools and the third-party provider. Previous sessions range from a minimum of 10 participants to a maximum of 25 as an estimate.

Q28: During the meeting this morning you referenced the need for supporting documents when submitting invoices, could you please provide some examples of acceptable supporting documents. Would pictures of the training or screen shots of the webinars suffice?

A28: Acceptable supporting documentation may include, but is not limited to: agendas, rosters of participants, course evaluations, zoom minutes, power point presentations and screen shots of webinars.

Q29: My question is whether the selection process allows for agencies to be considered if they offer a subset of the services outlined rather than the complete spectrum.

A29: There may be a situation where an agency may be selected for a subset of services depending on if there isn't a proposer that can meet the full scope of services.

Q30: What will be the costs associated with background screening and fingerprinting that the Proposer must bear? (section XII page 6)

A30: Please visit the following website for further information: https://hb1877.dadeschools.net/#!/ and fingerprinting fees and schedules. Effective January 1, 2014, pursuant to Florida State Statute 1012.465, the revised fingerprint fee for a contracted vendor is an $83.50 money order or company check made payable to "School Board Miami-Dade Fingerprinting". No personal checks or credit cards will be accepted.

Q31: What is the max budget either per participant for this proposal or for each method of delivery? (page 25)

A31: Per Title II Federal guidelines, an activity or service may not exceed $3,000 per activity per day.

Q32: For the face-to-face workshops will a location be provided for the courses? or is the proposer expected to factor the cost of rental location into price per participant?

A32: Locations must be secured by the proposer. /The proposal should include the cost of facilities for the professional learning sessions

Q33: Why is the RFP being considered - is this a new contract of this type or the contract expired with the old proposer?

A33: The current contract is expiring, and a new replacement contract is needed to address the services requested through this RFP and meet the needs of non-public schools professional learning requirements for teachers and administrators.

Q34: Send a Request of public records request to see who the prior submitter/proposer provided.

A34: This is not a question, however, please refer to response to question 15 for additional information regarding public records requests.

Q35: Exactly how many schools and students in TOTAL are eligible to participate in the professional learning services provided/requested in the RFP? (section 4.2 page 15)

A35: These services will not be provided to students. The number of schools and teachers or administrators serviced depends on the number of schools that submit applications to participate each year and the number of student enrollment per school.

Q36: How many catholic schools vs How many Jewish schools vs the 40 private independent schools?

A36: The catholic schools are all the schools that are part of the Archdiocese; the Jewish schools are those that are part of the Jewish Consortium.

Q37: How many participants are expected to be taught at any given time?

A37: That is determined by the schools participating and through consultation between the schools and the third-party provider. Previous sessions range from a minimum of 10 participants to a maximum of 25 as an estimate.

Q38: Will the proposer be given leeway to perform and execute services based on gaps determined from assessment or services will be required on an as-needed basis from MDCPS directly? If only on a need-basis, how much notice is given to the proposer to prepare the personalized material? e.g 2 days or 8 weeks etc.

A38: Professional learning services are determined in consultation with the non-public schools based on data and needs assessments. If there is doubt as to whether a professional learning service is allowable per Title II, Part A, the third-party provider or participating schools will consult with the District.

Q39: Can we get a copy of MDCPS current needs assessment used for planning, delivery, description of materials used and follow-up and evaluation?

A39: A copy of the needs assessment used by M-DCPS can be provided to the agency selected.

Q40: How often will we be interacting with students?

A40: There will be no interaction with students.

Q41: What type of support is meant by this: Support the instructional services provided by effective school library programs?

A41: Services and professional learning sessions related to the use of appropriate instructional materials and media services.

Q42: Is customization expected for this- Develop and provide professional learning for teachers, principals, or other school leaders to promote high-quality instruction and instructional leadership in science, technology, engineering, and mathematics subjects, including computer science?

A42: Customization may be necessary based on the needs of the school and teachers with regards to content.

Q43: The question I have pertains to how many of the non-public schools [that have applied for these PD services] have Preschool, PreK and/or other Early Childhood classrooms/programs? AND, are award recipients able to train early childhood classrooms only (or, would we be expected to train K-12 as well)?

A43: The expectation is to provide services to K-12 teachers and administrators.

Q44: If I currently have a client who is a department within Miami Dade County Public Schools, would it be permissible for that person, or a representative from their department, to serve as a reference and provide a reference letter for this RFP?

A44: No, pursuant to Section 5 – Minimum Qualification Requirements, Item c. “DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference.”

Q45: Bluum would like to upload all the proper certifications asap, we would like clarification on the certification requirements based on Florida Law and Miami-Dade County’s expectations: PROPOSER must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for proposal to be considered a responsive and responsible proposal. Licenses, Certifications and Registrations required for this proposal shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to

time; by the State Requirements for Educational Facilities (SREF), latest version; and by Miami-Dade County, Florida. PROPOSER must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its proposal or within five working days of notification

A45: Submit all requirements as listed in Section 5 – Minimum Qualification Requirements to be considered a responsive proposer.

Q46: Will the list of Small/Micro, Minority/Women and Veteran Business Partners be published within this RFP for review?

A46: Refer to response to question 11.

Q47: Will there be multiple awards for this RFP?

A47: Refer to response to question 14.

Q48: Can the district share the number of all non-public schools that have applied for services from the District for the 24-25 school year?

A48: The District will provide the list of schools that opt into services once an award is approved.

Q49: Does the district have a maximum budget anticipated for each participating school, or for professional learning offered annually?

A49: Refer to response to question 5.

Q50: To what extent is the district interested in the vendor's participation in the marketing, recruitment, and registration of possible professional learning participants?

A50: Marketing and recruitment of professional learning sessions for participants will be coordinated directly by the vendor with the participating schools and/or consortium and reviewed by the District prior to reimbursement to determine if the services are allowable in accordance with Title II, Part A.

Q51: To what extent is the district interested in the vendor's participation in the identification of topics for professional learning sessions?

A51: The identification of topics will be determined by needs assessments. Data and needs will be determined between the schools/consortium and the awarded vendor.