



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

Date: 11/3/2015

Addendum No. 3

BID/RFP No. ITB-15-021-ND BID/RFP TITLE: Information Technology Consultants

**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 ITB 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 3**

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 ITB-15-021; INFORMATION TECHNOLOGY CONSULTANTS**

1. **Cover page, Pre-Bid Conference Date/Time:** RFP states there is a pre-bidders conference on 11-23-15 at 10:00 AM EST. Question: Will there be a transcript, recording, notes or addendum created as a result of this conference which we could get of this conference?

**Answer: Yes, the questions posed are being answered via an addendum. The transcripts, recordings and/or notes are available after the submission of a public records request.**

2. P4, "Local Time": Question: Does the term "Local" apply to Miami or to the location from which we are submitting documents?

**Answer: Local time applies to Miami, FL, Eastern Standard Time (EST).**

3. P7, Section 1.11, "Additional Information/ Amendment," Paragraph 2, sentence 2, "A copy of any written communication or email must be sent to the clerk of the School Board as fully described in **Section 1.4.**" Question: I cannot find the Clerk information. Could you please either provide the clerk contact information or indicate a place at which we could find it.

**Answer: The information for the Clerk may be found in section 1.24, Protest to Contract Solicitation or Award.**

4. P56, Item 2.4.3, "The vendor shall be required to designate an individual to be the primary contact... on all matters concerning this Invitation to Bid. The Program Manager shall provide status/progress reports and attend monthly status meetings throughout the term of this Invitation To Bid as required by M-DCPS." Question: a) Is the Program Manager the title you are giving to our primary contact or is the Program Manager the title you are giving to an employee of Miami-Dade? If the Program Manager our primary contact, can we satisfy our presence in the phrase "attend monthly meetings" utilizing electronic means such as Skype, Google Hangouts or some similar technology? If Miami-Dade County does require our physical presence at times, we would appreciate an idea as to what percentage of the meetings this might be and if there is a threshold as to the number of consultants on site which would drive these meetings.

**Answer: The Program Manager is the title that we give to the awarded vendor's point of contact. The form or frequency of monthly meetings will be determined during the individual spot market quotes that are generated by the requesting department.**

5. P56, Item 2.4.6.1, "All bidders shall ensure that the candidates that will be presented after notification of award, must be available within two days after notification for a telephonic or in-person interview. Should the recommended vendor be unable to provide an acceptable, qualified candidate in a reasonable time period..." Question: A) Are you expecting resumes submitted to be the people we sourced in late October to be the exact people who will be available within two days of the Award sometime in January? Can we present "representative resumes" of candidates in November instead of live resumes because of the time lapse involved here? If you are looking for the exact same people for whom we provided a resume, and they

have gone onto another assignment during this period, what would you consider to be the “reasonable time period” referred to in the RFP for us to present someone else of equal or better quality to be able to be interviewed on the phone or in person?

**Answer: No spot market quotes have been generated as of yet. The expectation is that all resources whose resumes are submitted in response to a spot market quote will be available as per the requirements stipulated in section 2.4.6.1. Reasonable time period shall be at the discretion of the District and the department depending on its needs and how quickly resources need to be on boarded.**

6. P64, paragraph 1, sentence 1: “The bidder shall offer all of the elements of this ITB and meet all service requirements and specifications listed within **Section 2.0 – Scope of Services**, to include furnishing all labor supervision necessary for this work. Question: We may have 1 consultant or perhaps 30 working for you in many different capacities. What do you mean by “furnishing all labor supervision necessary for this work? What supervision will Miami-Dade County furnish? Are you looking for us to provide a “Practice Manager” to see that any issues are resolved in the performance of the work, but on a day to day basis the work would be directed by either a Miami-Dade County employee or a consultant placed by you into a leadership role.

**Answer: All resources shall report directly to an M-DCPS employee, as specified in each spot market quote, however, the Contractor shall verify that all assigned resources are completing the work in accordance to the expectation of the District. This shall include, but is not limited to, verification of deliverables, timelines, and hours actually worked on-site (time card verification). The expectation is that the Contractor (Program Manager) will be in constant contact with the assigned M-DCPS project manager.**

7. P59, Section 2.2 the third sentence states, “Please enter N/A for any positions not being bid from your firm.” On the other hand, P65, Section 4.1, 4) “Technical Qualifications” states “Provide a response to all of the items listed in **Section 2.0** of this ITB. If the bidder is unable to provide a particular service, the Bidder is required to suggest an appropriate alternative in his/her response to that item. The bidder must respond to ALL Requirements in the order listed in **Section 2.0** of this this ITB using the same numbering system. The inability or denial expressed in the proposal, or omission in the proposal, to offer solutions or an explanation to the requirements of this section may result in the proposal being considered non-responsive. Question: If we do not offer a particular role, do we just explain that to be the case, “We do not offer x role” or must we find another vendor who does offer that role and recommend them to you? Please clarify. Thank you.

**Answer: Each bidder shall write in the price proposal form, Section 3.0 their hourly rate for each position they are responding to or N/A. Each bidder needs to ensure they respond to all requirements in Section 2.0, Scope of Services. Submitting N/A as part of your response for a particular job classification will be accepted and no further clarification from the submitting vendor will be required.**

8. Is the intent of this ITB for the development or support of specific applications? If so, what applications?

**Answer: That will be identified at the spot market quote level.**

9. Is there a technology or systems experience preferred?

**Answer: That will be identified at the spot market quote level.**

10. What is the County's budget for this ITB?

**Answer: That information is not readily available nor is it necessary to respond to this bid.**

11. How many vendors are expected to be selected to provide these IT positions?

**Answer: The amount of pre-qualified vendors that will be added will be at the District's sole discretion. Additional vendors may be added at a later date, if they meet the requirements of this bid and if the District identifies a need.**

12. How many positions per category are expected to be placed?

**Answer: As outlined during the pre-bid conference, the District has no way to identify the needs of the participating departments. RFQ's shall be generated on an as needed basis per project.**

13. Ref. Page 7 of 77, first paragraph – What are "normal margins and spacing"? for example, 1-inch margins, single-spaced)

**Answer: Normal margins are 1 inch margins on the top, bottom, left, and right of the document.**

14. Ref. Page 16 of 77, paragraph 1.37, Davis Bacon Act (DBA) Labor Standards. DBA typically refers to construction contracts; and in some cases cable installations can fall into DBA. However, this solicitation seems to cover only professional services. Is there potential for us to be involved in construction services?

**Answer: No. This is standard boilerplate language in our ITBs. The scope of this ITB is for IT consultants only.**

15. Section 1.40 Insurance requirement (page 17) – Are all the insurances required for a company to submit a bid? Or are any of them required AFTER a company is awarded the bench but BEFORE the first contract is commenced? In particular, we believe the requirement of Automobile Liability Insurance and Employee Dishonesty (Fidelity) might vary depending on the actual work assignments.

**Answer: It is the intent of the School Board to immediately notify all participating bidders of their pre-qualification, therefore all insurance requirements must be met when submitting the bid to be eligible for pre-qualification. The insurance requirements have been modified pursuant to this Addendum No. 3, page 7, Item # 2 of the Modified Conditions of the Solicitation.**

16. Exhibits (page 69) – The following two exhibits are not applicable to our company. Should we put “N/A” on those forms at proposal submission? Exhibit 3 Local Business Affidavit of Eligibility and Exhibit 7 Disclosure of Employment of Former School Board Employees

**Answer: All required attachments must be submitted with a proper response. If not applicable then mark the form “Not applicable”. Failure to provide the necessary forms could deem your bid non-responsive.**

17. Section 2.0 starts with Definitions, for 2.2.1 Owner and 2.2.2 Vendor/Awarded Bidder and requires that we respond to ALL service requirements and specifications contained in this Section in the order listed using the same numbering system. Should our response start with 2.2.3 Director, Systems and Programming?

**Answer: Yes, please commence your response with Section 2.2.3.**

18. Can you please submit a copy of the sign-in sheet?

**Answer: Once the bid has been awarded, please request a copy of this document via a public records request.**

19. How many companies are on the current contract? Who are those companies?

**Answer: This information has no bearing on this ITB as this is a new solicitation. Additional information regarding past awarded contracts can be found at: [http://procurement.dadeschools.net/bidsol/asp/bid\\_portal.htm](http://procurement.dadeschools.net/bidsol/asp/bid_portal.htm)**

20. Is there a bid tabulation?

**Answer: Yes, a bid tabulation will be posted upon recommendation of award.**

21. How many consultants have you used in the current contract?

**Answer: Please refer to response of question 19.**

22. How much was spent on Information technology consultants?

**Answer: That information is not readily available nor is it necessary to respond to this bid.**

23. Will you award and are willing to work with out of state vendors?

**Answer: There are currently no limitations placed on this solicitation regarding the locality of each participating vendor(s).**

24. Our company is based in Maryland, so should we submit the local Occupational Tax of State of Maryland?

**Answer: Yes, please submit the local Occupational Tax of State of Maryland as requested.**

25. In Section 2.6.6, Page 20 it is mentioned "Bidders are instructed to indicate a response to ALL service requirements and specifications contained in this Section". But under Section 3.0 Page 59 it is mentioned "Please enter N/A for any positions not being bid from your firm". So is it necessary to bid on all positions?

**Answer: All bidders are instructed to respond to all applicable positions that they can provide. Enter N/A for all other positions.**

26. Is this ITB seeking full time staffing services or project-based consulting services?

**Answer: This ITB is for project based work only, details shall be provided in each individual RFQ and scope of work.**

27. I don't see any differences between this and the prior ITB (14-033-SL). Would you kindly identify any differences, if possible?

**Answer: ITB-14-033-SL was rejected and has no bearing on this ITB. Hence, please treat this as a brand new solicitation.**

28. For the Section 3.0 (Price Proposal), is it acceptable for us to put this information into a MS Word table and include the signature portion, or must we use the specific pages 59-64?

**Answer: You can provide an MS Word table as part of your submission. However, the price proposal form must be signed and submitted at the time the bid is due, as outlined in the ITB.**

29. I became a vendor during the last bid that was ultimately withdrawn (itb-14-033-sl if I remember correctly), do I have to redo everything again?

**Answer: Yes, you will need to resubmit a bid.**

30. I currently work for MDCPS as an IT contractor and I'm represented by a State vendor. If I become a vendor, can I represent myself?

**Answer: Yes, if you become a vendor you may represent yourself.**

31. Let's say I become a vendor, if I stay represented by another vendor could I then represent others? I understand I may not be able to represent myself and others but what about the aforementioned scenario?

**Answer: There are no limitations on who responds to this bid. However, the awarded vendor shall be contacted and ultimately responsible for all resources provided.**

**(Remainder of page intentionally left blank)**

**MODIFIED CONDITIONS OF THE SOLICITATION**

1. Page 58, Section 2.6, Required Information to be Submitted by the Bidders is deleted in its entirety and replaced as follows:

**2.7 REQUIRED INFORMATION TO BE SUBMITTED BY THE BIDDER**

The Bidder must include the following information within the submitted proposal:

REQUIREMENT	Check when Complete
a. A copy of your Florida Department of State Division of Corporations. A copy of this registration is mandatory, in order to do business with the School Board of Miami Dade County. More information available at <a href="http://www.sunbiz.org">www.sunbiz.org</a> .	
b. Provide 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 bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. <u>Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements.</u> A copy of the license must be submitted. Non-compliance with this condition may cause the bidder not to be considered for award.	
c. Submit Copy of Certificate of Insurance.	
d. Section 3.0 Price Proposal and Price Proposal Signature.	
e. All Exhibits 1 through 7, including three (3) copies of Exhibit 5, Bidders Experience, which is relevant to the items bid on Section 3.0, Price Proposal.	

2. Pages 17-19, Section 1.40, Insurance Requirements is deleted in its entirety and replaced as follows:

**1.40 Insurance Requirements**

Prior to commencement of work under the agreement, the Bidder shall obtain and maintain without interruption the insurance as outlined below. The Bidder 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 20 10.

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.