



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 _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

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

ITB-21-020-RU
IT Staff Augmentation Services
Questions & Answers – Addendum #3

1. **QUESTION:** I have a question about Cyber Liability Insurance. How do I know if this contract requires the transfer of electronic records containing personal identifiable information of student or employee records between the bidder? Is this required with the submittal of the bid?
ANSWER: Cyber Liability Insurance is not required to be submitted with the bid at this time. If a project requires it, the RFQ will have the requirements needed.
2. **QUESTION:** Is there a mandatory performance or security bond required?
ANSWER: A performance or security bond is not required.
3. **QUESTION:** Is there any mandatory subcontracting requirement for this contract?
ANSWER: Subcontracting is not a requirement, it is recommended.
4. **QUESTION:** Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?
ANSWER: No candidates are being considered at this time; the bid will be awarded to a pool of qualified vendors.
5. **QUESTION:** What will be the mode of interview if conducted, via virtual or in-person?
ANSWER: An interview may be required during the RFQ process, and the format will be determined at that time.
6. **QUESTION:** Could you please provide the list of holidays?
ANSWER: Please see link for holidays: [Miami-Dade County Public Schools Calendar 2022 and 2023 - PublicHolidays.com](https://www.miamidade.gov/public-holidays/)
7. **QUESTION:** Are there any mandated Paid Time Off, Vacation, etc.?
ANSWER: Consultant will be an independent contractor, not an employee of the Miami-Dade School Board.
8. **QUESTION:** Would you be accepting references from public as well as commercial entities?
ANSWER: Page 39- “Three (3) references from organizations comparable in complexity and/or size to M-DCPS, preferably. This must be documented on Attachment 12, Bidder Experience form, whereby each bidder uses one form per reference.
9. **QUESTION:** What would be the shift timings for the given positions?
ANSWER: The hours are determined by the department that is requesting a resource. Consultant will be an independent contractor, not an employee of the Miami-Dade School Board.
10. **QUESTION:** What scorecard criteria will be utilized to evaluate bidders?
ANSWER: See 5.2 Method of Award.
11. **QUESTION:** Do we need to submit fully-burdened/all inclusive hourly rate under the “PER UNIT PRICE” tab in the pricing response for the given positions
ANSWER: As the Consultant will be an independent contractor, the Hourly Rate is to include your full cost of payroll wages to your employees and subcontractors.

12. **QUESTION:** What would be the estimated hours per week for given positions?
ANSWER: Most projects are based on 40 hour weeks.
13. **QUESTION:** PAGE#13, 5.5 INSURANCE REQUIREMENTS - Please confirm, submitting a sample COI will suffice the above requirement?
ANSWER: See Page 14 “Bidders shall be required to provide, at the time of submittal of their bid, evidence of insurance coverages and limits meeting, at a minimum, the following requirements:
14. **QUESTION:** Is subcontracting mandatory? If yes, Confirm the subcontracting goal% for SMALL/MICRO, MINORITY/WOMEN, AND VETERAN BUSINESS ENTERPRISE respectively?
ANSWER: Subcontracting is not obligatory, however, a vendor may partner with a M-DCPS Certified vendor in accordance with School Board Policy 6320.05.
15. **QUESTION:** 13.0 PERMITS AND LICENSES -
Question: Please confirm if the State of Florida BRC will suffice the mentioned requirement?
Question: Apart from State of Florida BRC, Do the MDCPS required any other permits or licenses? If yes, please confirm the same.
ANSWER: See Attachment 13, Submitted Bid Document Verification Form.
16. **QUESTION:** PAGE#33, ATTACHMENT 8 - BIDDER’S PREFERENCE Response will be issued via Addendum #3.
Question: Being out of the state bidder, do we need to complete the notary form attached with the "ATTACHMENT 8 - BIDDER’S PREFERENCE" on page#33?

Question: The respective notary form states "the undersigned authority, in and for the State of Florida" and we need to notarize the same in the state of Virginia, please confirm if we can edit the form or the agency will provide a new form the same? Question: We are Virginia base MBE firm certified by NMSDC, are we eligible for preference?

ANSWER: All forms requiring Notarization must be completed and notarized. A notary from the applicable State is acceptable. See Page 15 -16, “Board of Miami-Dade County, Florida, should contact the Office Of Economic Opportunity (OEO). Proposers with certifications from other entities or agencies must contact the OEO for additional information on the M-DCPS shortened interlocal certification agreement. A current list of businesses certified by the M-DCPS OEO can be found online at: <https://miamidadeschools.diversitycompliance.com/?TN=miamidadeschools>.
17. **QUESTION:** PAGE#38, ATTACHMENT 12 - BIDDER EXPERIENCE
Question: Packaging is not part of Scope of Work, please confirm if “IV PACKAGING” it is not applicable to the respective Form?
Question: Please confirm the response to "Verified By" at the bottom of the form is to filled by the MDCPS? if not, please confirm who need to fill the same?
ANSWER: Packaging is not applicable to this form. Verification of form will be internal.
18. **QUESTION:** PAGE#39, ATTACHMENT 13 - SUBMITTED BID DOCUMENT VERIFICATION FORM
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. Bidders 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 bidder not to be considered for award.

Question: Please confirm if the outside state business are eligible to bid?

Question: We are an outside state business, please confirm submitting State of FL BRC will suffice the stated requirement?

Question: Is it mandatory to have a local office within Miami Dade County to bid on the respective opportunity?

ANSWER: All vendors are encouraged to submit a bid for this solicitation. See response to #15. A local office is not a mandatory requirement.

19. **QUESTION:** Please confirm if subcontracting with MDCPS certified SMALL/MICRO, MINORITY/WOMEN, AND VETERAN BUSINESS will provide any kind of preference in the evaluation of the award?

ANSWER: The price preference will be applied at time of Request for Quotation, as stated on Page 12. A vendor may partner with a M-DCPS Certified Vendor.

20. **QUESTION:** Do we need to give the ATTACHMENT 12 - BIDDER EXPERIENCE to our references to fill and sign? Or the bidders need to fill this attachment on their own. Please clarify

ANSWER: The Reference will complete Attachment 12, Bidder Reference Evaluation Form.

21. **QUESTION:** Can we have access to the incumbent's pricing and proposals?

ANSWER: This is a new contract award.

22. **QUESTION:** What level of experience are you seeking for each position?

ANSWER: See Excel Spreadsheet with Staff Descriptions for the level of experience.

23. **QUESTION:** When you have a requisition, IT Staff Augmentation request, do you send it to everyone?

ANSWER: Yes, the RFQ is sent to all qualified.

24. **QUESTION:** In the Attachment 12 (Bidder Experience) at the bottom, there is line for verification. Who needs to do the verification and sign the form?

ANSWER: The verification is completed internally.

25. **QUESTION:** In the Attachment 12 (Bidder Experience) at the bottom, there is line for verification. Who needs to do the verification and sign the form?

ANSWER: This section is for internal use.

26. **QUESTION:** Where do we provide response to requirements in Section 12:

* The number of support persons on duty during the normal workweek and on weekends.

* The extent of the technical training and years of experience of personnel to meet or exceed the requirements of the position details

ANSWER: This information may be provided on your company letterhead.

27. **QUESTION:** We are MBE certified by the Florida State Minority Supplier Development Council. As per Page 12 - Section 5.2 - Do we get any scoring preference?

ANSWER: Refer to Section 5.6 – “Board of Miami-Dade County, Florida, should contact the Office Of Economic Opportunity (OEO). Proposers with certifications from other entities or agencies must contact the OEO for additional information on the M-DCPS shortened interlocal certification agreement.

28. **QUESTION:** Page No. 20 - 12.0 - 2 - Could you please clarify which personnel's experience or technical training is being requested?

ANSWER: See Excel Spreadsheet with Staff Descriptions for the level of experience and/or training required.

29. **QUESTION:** On attachment 12 - Bidder Reference Form - Please confirm the last section (Verified by:____) will be filled by the M-DCPS representative.

ANSWER: See Question 24.

30. **QUESTION:** Is there a particular format that we need to follow for creating the proposal?

ANSWER: It is recommended that vendors follow the table of contents, provide all information and forms, returning all forms completed, signed and notarized.

31. **QUESTION:** We are not seeking a local business preference. Do we need to submit Attachment 10?

ANSWER: Submit form and make a notation "no local preference".

32. **QUESTION:** Can the bidder submit a partial bidding in the list of positions or should the bidder mandatorily submit bid for all the positions given by Miami-Dade?

ANSWER: It is acceptable to submit those positions that your firm is qualified to provide.

33. **QUESTION:** Should the bidder's resource be mandatorily onsite or can they work offshore at US business hours? Please confirm.

ANSWER: Depending on the project remote work is an option. Offshore development is not part of this solicitation.

34. **QUESTION:** Where will the resources hired be placed? Do they mandatorily have to work onsite. If so, what is/are the locations?

ANSWER: 13135 SW 26th Street, Miami, FL 33175. Some Job Orders as a result of an RFQ will be for on-site work and others can be accomplished remotely. Each RFQ will state what is needed.

35. **QUESTION:** Can we assume that the Miami-Dade county will own the Project Management & Delivery Management? Please confirm

ANSWER: Yes

36. **QUESTION:** Clause VIII states about sending samples of the products, but this is a staffing assignment, what samples should we have to submit?

ANSWER: This is a general statement relating to goods when requested.

37. **QUESTION:** In Pt 13.0 in the Scope of work document, "The extent of the technical training and years of experience of personnel which must meet or exceed the training and experience as indicated in the job description". We assume it is the experience of our team who will supporting you for your hiring process. Please confirm

ANSWER: See Question #22.

38. **QUESTION:** Can you clarify the clause on the Bond. What is the difference between Bond and Insurance? Is it mandatory to have a bond?

ANSWER: Bonds are not required. Proof of Certificates of Insurance is required.

39. **QUESTION:** Under section 4 Inst. Bidders it is mentioned - BIDDER QUALIFICATION FORM qualifies the Bidder and the bid and must be completed and submitted as page 1 of the bid. Is Bidder qualification form referred here as section 1 Bidder acknowledgment?
ANSWER: The Bidder Acknowledgement Section is part of the Bidder Qualification Form.
40. **QUESTION:** Section 7 title says Bid summary excel spreadsheet, is there any separate spreadsheet we need to submit? Do we need to submit our response in excel spreadsheet? Please confirm?
ANSWER: A separate Excel Spreadsheet is to be downloaded and completed.
41. **QUESTION:** As per section 4 Inst. To bidders c. BID PROPOSAL FORM: Defines requirement of items to be purchased and must be completed and submitted. The Bidder should indicate his/her name in the appropriate space on each page. We did not find the template of the form. Please assist regarding the same
ANSWER: The Bid Proposal Form describes the requirements – See separate Excel Spreadsheet for position descriptions.
42. **QUESTION:** Do we need to submit Attachment 2 Mailing label, if we are submitting our response electronically?
ANSWER: It is non-mandatory.
43. **QUESTION:** For electronic submission, please suggest where to include the ATTACHMENT 14 - PROPOSAL SUBMITTAL RECEIPT FORM. Can we add this in our bid response/ Please confirm?
ANSWER: It can be provided as part of the bid submittal.
44. **QUESTION:** Do we need to submit Attachment 7 Instructions with Attachment 6?
ANSWER: It is not mandatory.
45. **QUESTION:** Do we need to provide positions for all categories?
ANSWER: See Question 32.
46. **QUESTION:** Do we need to submit entire response in the form of attachments and forms as required in the RFP or can we attach a separate response document detailing our capabilities and experience?
ANSWER: It is recommended that vendors follow the table of contents, provide all information and forms, returning all forms completed, signed and notarized.
47. **QUESTION:** Does Attachment 12 need to be filled in by our clients?
ANSWER: The Bidder Experience Form is completed by your client.
48. **QUESTION:** Kindly confirm if only Tax receipt has to be submitted in regards to Attachment 13, 1 or the attachment of business license would be sufficient?
ANSWER: a. Local Business Tax Receipt, as well as b. Copy of current registration with FL Department of State, Division of Corporations.
49. **QUESTION:** Does Attachment 10 need to be filled in by companies outside of Miami Dade which headquarters are in other State?
ANSWER: If it is not relevant, state Not Applicable on the Form.
50. **QUESTION:** Is there any SBE/MBE/DVBE requirement for this project?
ANSWER: See Section 5 - “The Goal Setting Committee has assigned a 3% Price Preference for MDCPS African American and Non-Minority Women and Firms and 1% Price Preference for non-MDCPS African American and Non-Minority Women Firms for this ITB to be applied during the Request for Quotation (RFQ) process.”

51. **QUESTION:** Is there any percentage of preference for SBE/MBE/DVBE?
ANSWER: See Question #50.
52. **QUESTION:** Attachment 18 Statement of Intent to Perform as a Certified Subcontractor/ Subconsultant its mentioned in the RFP, however it was not included with the other attachments. Could you please provide it?
ANSWER: See Addendum #2 – Form provided.
53. **QUESTION:** Are resumes required to be included in the response?
ANSWER: No.
54. **QUESTION:** How many vendors do you anticipate awarding a contract for IT staff augmentation services?
ANSWER: A pool of qualified vendors will be eligible for receiving future Request for Quotations for services desired by the District.
55. **QUESTION:** Will these resources be required to sit onsite, or may they be remote?
ANSWER: See Question #34.
56. **QUESTION:** Will contractors be working in K-12 environments or in administration buildings?
ANSWER: Administrative buildings.
57. **QUESTION:** Will contractors have to drive to different locations throughout the day?
ANSWER: No.
58. **QUESTION:** Will you allow redlines and edits to contract or is this sign as is?
ANSWER: Our standard contract cannot be redlined. If a vendor has a section they would like amended, we will submit request to our legal department for review and advise of their determination.
59. **QUESTION:** Do you have standard payment terms that you remit payment to your vendors? Please share if so.
ANSWER: After the goods and services are received and invoiced, payment is made in compliance with the prompt payment act.
60. **QUESTION:** Do you need to know all of our subcontractors?
ANSWER: Yes, pursuant to section 5.2 all subcontractors must be disclosed.
61. **QUESTION:** Do you have an estimated budget total for this IT staff augmentation contract award?
ANSWER: The bid will be awarded to a pool of qualified vendors. The three-year budget for this ITB is \$4 million dollars
62. **QUESTION:** Can you explain the process of how orders will be disseminated in the event that multiple awards are made to vendors?
ANSWER: The bid will be awarded to a pool of qualified vendors. When the need arises for a consultant, the RFQ will be sent to the pool of qualified vendors for them to respond and submit resumes.
63. **QUESTION:** Will there be a maximum budget limit for staffing services per awarded vendor?
ANSWER: No maximum budget.
64. **QUESTION:** What will be the length of contract award for this IT staff augmentation services agreement?
ANSWER: Three (3) year term with option to renew.
65. **QUESTION:** What is the average length of assignment for your IT staff augmentation resources?

ANSWER: That can vary, usually 6 months or more.

66. **QUESTION:** Will you be sharing a collective Q&A list from all participating vendors?

ANSWER: All questions are answered in the form of an Addendum.

67. **QUESTION:** Do you have standard background and drug screening requirements? If so, please provide

ANSWER: Only as required, not typical with these services; However, the District reserves the right to require this for any future/work services, particularly if it involves presence at a school site.

68. **QUESTION:** Can you explain the hiring process?

ANSWER: When the need arises for a consultant, an RFQ will be sent to the pool of qualified vendors for them to respond and submit resumes. Once interviews take place, staff will determine best candidate, vendor will be notified, and contract negotiations will begin. Until contract and PO has been fully executed, candidate is not considered hired by the District.

69. **QUESTION:** Do we have to bid on all of the roles or can we just bid on a portion?

ANSWER: See Question #32.

70. **QUESTION:** Will price (i.e. lowest tier) be used in selecting the pool?

ANSWER: No , please refer to section 5.2 of the solicitation.

71. **QUESTION:** When there is a requisition, does it go to everyone in the pool or just ones in the lowest tier?

ANSWER: The RFQ will be extended to all in the qualified pool.

72. **QUESTION:** Section 12.0 - support person. If this is staff augmentation, what kind of support are you looking for from our company related to this bid?

ANSWER: What support personnel will be available for us to reach out to if any issues arise regarding consultant.

73. **QUESTION:** 6.5 C Could you elaborate? Typically, staff augmentation consultants are under the direction of the client.

ANSWER: The consultant will report to the administrator or project manager overseeing the project they have been assigned too.

74. **QUESTION:** Attachment 12 (Bidder Experience), there is a box next to Delivery, Product Quality etc. Does the client have to enter anything in this box, say number of years of experience with the Client or anything else. No instructions are provided for this box.

ANSWER: Client should check the appropriate box.

75. **QUESTION:** Is it mandatory to be a local business to respond to this bid opportunity?

ANSWER: All vendors are eligible and encouraged to participate in the bidding process.

76. **QUESTION:** How many points are allocated for local and state vendor preferences?

ANSWER: Local or State Preference will be applied according to Board Policy 6320.05.

77. **QUESTION:** We have a Florida state tax id which we obtained last year when we had an employee working for us in Miami (we are headquartered in Franklin, NC). Does it make us eligible to participate in this bid?

ANSWER: All vendors are eligible and encouraged to participate in the bidding process.

78. **QUESTION:** Do we have to submit sample resumes as a part of our response?

ANSWER: Resumes are not required at this time.

79. **QUESTION:** If the company is registered under Sunbiz Portal will those be considered as local for this RFP or do they need to have FL Business license mandatorily?

ANSWER: Bidders need a registration under Sunbiz Portal as well as a local business license.

80. **QUESTION:** Under section 4 Inst. Bidders it is mentioned - BIDDER QUALIFICATION FORM qualifies the Bidder and the bid and must be completed and submitted as page 1 of the bid. Is Bidder qualification form referred here as section 1 Bidder acknowledgment?

ANSWER: See Question #39.

81. **QUESTION:** Section 7 title says Bid summary excel spreadsheet, is there any separate spreadsheet we need to submit? Do we need to submit our response in excel spreadsheet? Please confirm?

ANSWER: The Excel Spreadsheet is a separate document that must be downloaded and completed.

82. **QUESTION:** As per section 4 Inst. To bidders c. BID PROPOSAL FORM: Defines requirement of items to be purchased and must be completed and submitted. The Bidder should indicate his/her name in the appropriate space on each page. We did not find the template of the form. Please assist regarding the same

ANSWER: The Bidder Acknowledgement Form is within the Bid Proposal Form.

83. **QUESTION:** We are registered in Hillsborough county for business currently and we will be submitting Business Tax Receipt from the county. Do we need to register in Miami-Dade County, Florida as well to participate in this BID?

ANSWER: The requirement for licenses includes a registration to do business in the State of Florida as well as a local business Tax Receipt. It can be within the local jurisdiction that your business is operating.

84. **QUESTION:** If we use a subcontractor, does that company need to complete all the attachments and provide their insurance information?

ANSWER: The firm responding to the solicitation, primary, provides all forms and required documents. The primary is also responsible for the subcontractor and ensures that the subcontractor is qualified and insured.

85. **QUESTION:** Are H1B Visa candidates eligible for the roles or must be US Citizen / Greencard holders?

ANSWER: It is up to each individual vendor to manage the work status of the candidates being submitted. These individuals will not be district employees. Offshore support is not part of this bid/engagement.