Direct All Inquiries To
Procurement Management Services
Buyer's Name: Suzanne F. Lopez, CPPB
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BID/RFP ADDENDUM

Date: 05/07/2015

Addendum No. 3

BID/RFP No. RFP-14-023-SL   BID/RFP TITLE: SPECIAL ED. ELECTRONIC MANAGEMENT SYSTEM

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

1. Please see the following page(s) that address the questions received for this solicitation; and

2. All other terms and conditions contained within the above-referenced ITV remain the same.

3. Revise Proposal Due Date and Public Opening to Thursday, May 21, 2015, at 2pm EST.

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

1. "With regards to Section 2.3 and the page count limit of 25 pages, does the limit only apply to Section 2.3 or does it apply to all 2.3 sub-sections as well?"
ANSWER: The twenty-five pages include Section 2.3 and all sub-sections as well.

2. With regards to section 2.3.3 Security, item B: Describe the system's ability to accommodate multiple levels of authorization such as parent, school, and administrator levels. Describe all possible methods for provisioning the various security/authorization levels. Please define the "parent access."
ANSWER: At this time, there is no parental access to the special education electronic management system.

3. With regards to section 2.3.12 Medicaid Recovery System, Item B: Describe and provide proof of the Medicaid compliance experts and attorneys on your staff, full-time, which will bring, to the District, expertise in federal and state Medicaid regulations. What type of proof is required?
ANSWER: Resumes and supporting documentation.

4. How does M-DCPS process/submit their Medicaid claims today?
ANSWER: Providers input services delivered except for transportation and nursing where bubble sheets are utilized. The contracted vendor completes all the verification checks and submits billing.

5. Does the district currently bill for all eligible direct service claims?
ANSWER: Yes

6. Does the District have a dedicated Medicaid staff? If so, how many members and what are their responsibilities?
ANSWER: Yes.

7. Does the District have an existing Medicaid billing/consulting contract in place? If so
   a. With whom?
   ANSWER: Yes, with Public Consulting Group
   b. How long has the District used the services of this organization?
   ANSWER: 5 years
   c. How does the District pay for these services? Percentage? Fixed annual fee? Per claim? Per transaction?
   ANSWER: Per claim
   d. How much did the District pay for these services in each of the last three (3) fiscal years?
    ANSWER: Two years are provided and include: $243,829.20 and $144,501.60

   8. Does the District use an existing automated Medicaid Management System? If so:
   Which one?
   ANSWER: N/A
   When did the District install this system and begin using it in everyday use?
   ANSWER: N/A
   What are the reasons the District is looking for a replacement for this system?
   ANSWER: CURRENT CONTRACT IS DUE TO EXPIRE

9.   Can you please complete the following table of Medicaid recovery?

School Year	Total # Submitted Claims	Total # of Paid Claims	Interim Payment Amount	Cost Reconciliation Payment Amount	Total Recovery
2013-2014					**$1,091,108.11**
2012-2013					**$1,491,933.88**
2011-2012					**$1,023,093.89**

ANSWER: Total recovery is provided. Additional data is not readily available.

10.   Are there any associated audit findings within the district's Medicaid program the awarded vendor should be made aware of?
ANSWER: No findings currently

11.   Can M-DCPS please provide the following counts:
a.   Special education students with one or more related services
ANSWER: Approximately 9,957 students
b.   How many (approximate) of the District's special education students are Medicaid eligible?
ANSWER: 49%

12.   How many staff members will be required to receive training for:
a.   Documenting services (therapists, aides, nurses, etc.)?
ANSWER: Approximately, 600
b.   Medicaid coordinators?
ANSWER: 6
c.   Medicaid administrators?
ANSWER: 1

13.   How would the District want to receive this training?
a.   Vendor-led classes for all staff members?
ANSWER: Yes
b.   Train-the-Trainer approach where vendor trains a cadre of M-DCPS trainers who would then provide end-user training?
ANSWER: No

14.   Section 2.2 - F. Integrate well with existing district systems and procedures.
Can we get a list of the existing systems and procedures?
ANSWER: The district maintains mainframe SIS and state reporting systems which currently integrate with various web based systems via a SQL-based operational data store. Data extracts to/from vendors are normally used for integrations leveraging Microsoft SSIS packages, although other methodologies such as web services calls may be utilized.

15. Section 2.2 - G. District will consider an Application Service Provider, off-site hosted system as well as a locally installed District hosted system.
    a.   Will the District consider an "Out of State" hosted system
    ANSWER: Yes

16. How much time does awarded vendor have to rollout all programs? Will any of these be done concurrently?
    ANSWER: October, 2015

17. The Introduction/Background section of the RFP describes approximately 392 schools with a student population of about 345,000. Does this include charter schools? If not, how many additional campuses would charters include and what is the enrollment?
    ANSWER: There are approximately 125 charter schools with about 4673 students with disabilities (IEP and 504).

18. Is the Matrix of Services used with plans other than IEP's (ie. EP's, PSSP's, etc.)?
    ANSWER: Yes, students with an IFSP.

19. Considering that the initial contract would be for 1 year, is that the maximum time to implement or develop the system? If not, what's the time frame to implement the system?
    ANSWER: October 2015

20. Who are going to be the end users of the system? (Example: Teachers, Therapists, Principals, Administrative employees, etc.)
    ANSWER: Teachers (school-based and itinerant), Administrators, Speech/Language Pathologists, Physical and Occupational Therapists, School Psychologists, Staffing Specialists, School Counselors,

21. What's the current format of the IFSP/IEP?
    ANSWER: VARIES

22. What is the proper protocol to follow to submit the bid with a partner?
    ANSWER: This RFP does not allow for partners or subcontractors.

23. Is the 25 page limit referenced under 2.3 (page 24) for section 2.3.0 only or 2.3.0 – 2.3.23?
    ANSWER: See question #1

24. Please clarify if the District is seeking a business process workflow or technical system architecture for requirement 2.3.E.
    ANSWER: Both

25. What kind of information would the District like integrated with the Microsoft SharePoint Server (2.3.2.A)?
    ANSWER: Not information but *product* capability.

26. How does the District intend to use assistive technology within the application (2.3.3.D)?
    ANSWER: We design our websites to comply with Federal Section 508 ensuring that electronic information is available to people with disabilities.

27. Regarding the system's multilingual capability, is the District requesting support of the languages listed for all system forms or all system page elements (menus, titles, etc.). Does the District want languages defined at the user level?
    ANSWER: The district is requesting support of the languages listed for all system forms and page elements.

28. In requirement 2.3.14.C, please clarify what "at the point of user input" refers to.
    ANSWER: "Point of user input" refers to that actual time that a document in completed in the system and submitted electronically.

29. Please confirm that ASP vendors are not to respond to section 2.3.19 – 2.3.23 and should indicate N/A for each requirement.
    ANSWER: Correct

30. When does the District expect to "Go Live" for each component of the RFP?
    ANSWER: **October 2015**

31. Is the Itemized Pricing template included under section 3.0 required or can we organize pricing differently? Can we provide optional elements under each Component listed? If yes, are only the selected options factored in for scoring purposes?
    ANSWER: Template cannot be reorganized. Optional elements can be listed under #8 of the pricing template. Scores will be based on what best meets the requirements of the RFP and the needs of the District.

32. Section 4.0, Contents of Proposal, Qualifications of the Proposer including Corporate Past Performance and Key Personnel (page 37) requests "three (3) written references of schools or school systems where the vendor(s) has/have Exceptional Student Education and Medicaid reporting installed and operating. Information concerning the size of the school systems and implementation is to be included in Exhibit 6"

    Can you please clarify if the District is requesting that we include reference letters provided by each of the references included in Exhibit 6?
    ANSWER: The three references should be documented on Exhibit 6. One copy of Exhibit 6, for each reference, for a total of three.

33. In the price proposal and scope of work they refer to a Cost Review agent for the fee for service under the Medicaid Certified School Match program. How does this relate to the SDAC Medicaid Administrative program?
    ANSWER: It does not relate to SDAC.

34. Can you provide more details of what responsibilities the cost review agent needs to perform?
    ANSWER: Determine Medicaid eligibility based on signed parental consent, verify service delivery and corresponding documentation, submit and process claims. Additionally, support monitoring visits by AHCA and provide ongoing data related to the above.

35.   Are the cost review responsibilities is also required for submission for the ADMIN program?
       ANSWER: No, not for the Medicaid Administrative Claiming System (MACS).

36.   Is the District looking for a comprehensive RTI solution? If so, for how many students?
       ANSWER: At present the district has close to 17,000 students with specific learning disabilities for which ongoing progress academic monitoring would be needed and about 4,000 students with EBD in addition to about 3,000 referrals annually for students not yet determined eligible for special services, but who could require Tier II interventions and tracking.

37.   Does the District want the vendor to provide service data needed for Medicaid billing or to actually file for Medicaid reimbursement?
       ANSWER: Yes, Both.

38.   Does the district want to include LEP Plans in the program? If so, how many LEP students?
       ANSWER: Approximately 7000 students with disabilities are also Limited English Proficient.

39.   Was the district using the state program previously and if so why has it decided to seek an alternative solution?
       ANSWER: No.

40.   Is the district currently using a Medicaid provider and if so, what firm?
       ANSWER: No. We participate in the Certified School Match program as our own provider.

41.   Are there any specific concerns over the current system the District is using and if so, what? What product is the district currently using?
       ANSWER: Some concerns related to readily available data.

42.   What is the District's current student information system?
       ANSWER: Home-grown COBOL/CICS system

43.   RFP 2.2.A refers to the IFSP. What are the pupil counts for Birth to 2 which will use the IFSP?
       ANSWER: Approximately 380

44.   2.2.B. Can you provide clarification of the Matrix of Services?
        ANSWER: The Matrix of Services is the document used to determine the cost factor for selected exceptional education students based on the decisions made by the IEP team. Five domains are used to group the types of services and five levels are used to describe the nature and intensity of services within each domain. In order to generate funds, a matrix of services must be completed at the time of the IEP.

45.   2.2.F Assuming the vendor can integrate with SharePoint, what types of updates would a vendor have to make to the SharePoint server? (DMS?)
       ANSWER: No SharePoint server updates

46.   2.3.6.c Describe how the product creates the Florida Dept. of Ed survey formats.   Please provide clarification as to which survey this refers.
ANSWER: The first link is to all the layouts generated for the DOE for 2014-15 school year (you may have to copy/paste into a browser). The second link is to the layout that would relate to ESE reporting:
http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2014-15-student-info-system/index.stml#REPORTING%20FORMATS
Exceptional Student Layout for 2014-15 school year:
http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2014-15-student-info-system/exceptional-student.stml

47.   How does the district currently submit claims for Medicaid reimbursement?
ANSWER: Through the vendor.

48.   Are they using an electronic solution or submitting by paper, or both?
ANSWER: Paper-based for Nurses and Transportation; Web-based for OT, OTA, PT, PTA, School Psychologists, School Social Workers, E/BD Counseling, and Speech/Language Therapy.

49.   Approximately how many students are Medicaid eligible in the Miami Dade school district?
ANSWER: 49%

50.   What was the total Medicaid reimbursement for direct services received for the 2013-2014 school year?
ANSWER: $1,091,108.11

51.   What was the total Medicaid Administrative Claiming received for outreach services for the 2013-2014 school year?
ANSWER: $16,324,126.00

52.   How many Service Capture students? (the number of students for whom you want to capture data for clinical services provided for Medicaid billing).
ANSWER: 36,000, which include SWD plus the initial evaluations for new cases.

53.   How many students require translation services?
ANSWER: Translation services are on an as needed basis. No defined number at this time.

54.   If we recommending a partner to provide the actual Medicaid billing services but not including them as a subcontractor and we would provide the data collection for them, should the Medicaid partner submit their own proposal?
ANSWER: See question #22.

55.   Can you provide information on the architecture of the district's student information system that would enable our technical team to better understand the integration needed between the special education program, the SIS and the data warehouse?
ANSWER: The operational datastore, ODS, mirrors layouts of mainframe tables in SQL. Specific to SPED would be a table that keeps student level SPED data (1 record per student) and a table which maintains SPED program level data (1 record for each SPED program per student).

56.   Can you provide the reporting format that is needed for MDSD to submit to the State of Florida?
        ANSWER: See answer to #46

57.   A vendor may have recommendations that are beyond meeting the minimal requirements but if they are placed in the primary proposal then the price may put the vendor out of line in terms of cost comparisons. Would you prefer that we provide pricing to meet the specifications and then in an option section include our recommendations that we feel would be most beneficial to the district? If not, how does the district compare pricing if one firm includes "best practices" and another provides the basic costs to meet the basic requirements and specifications of the RFP?
        ANSWER: As price is not the primary factor in an RFP. You must submit a proposal that best meets the needs of the RFP and the District. Best Practices must always be included; it should never be a choice of Best Practices or basic cost.

58.   When the district refers to the matrix of services what exactly do you mean?
        ANSWER: See answer to #44

59.   The district indicated that they wanted to transfer information from prior IEPs to the new system and that there were 70,000 IEPs. How many years' worth of data does the district want moved to the new system and how many fields of data? Does the district only want to transfer the reportable data or is there a specific set of fields of data the district wants to move?
        ANSWER: District requires that all data in the current system be transferred which may include up to 5 years' worth of data.

60.   The district indicated that there are certain times of the year (e.g. October December and February) where technical support may be needed on the weekends. Should the vendor submit their standard hours and then indicate the cost of extending the regular work day and adding any additional weekend days as an option?
        ANSWER: It is the decision of the vendor how to report all costs.

61.   The pricing sheet speaks to annual price however that assumes that each year is the same. What if the pricing is different for each year? Should we simply address future pricing or would it be acceptable to provide for illustration purposes (knowing this is a one year agreement) the total cost of ownership over five or three years?
        ANSWER: Future pricing must be as accurate as possible. It would make no sense to have a reasonable cost for the first year and then cost sky-rocket for the second year and beyond.

62.   The district identifies a series of programs which have accompanied documents in section 1.2. Can the district provide copies of the actual forms currently being used or ones that the district would propose?
        ANSWER: No

63.   To be certain that the insurance provisions are met would the district prefer (not necessarily mandate) that the certificate of insurance be submitted with the proposal?
        ANSWER: Insurance Certificate must be submitted with your proposal.

64. Please describe in more detail for 2.1 your definition of being a "cost review agent for fee for service under the Medicaid Certified School Match Program".
ANSWER: Determine Medicaid eligibility based on signed parental consent, verify service delivery and corresponding documentation, submit and process claims. Additionally, support monitoring visits by AHCA and provide ongoing data related to the above.

65. What service specifically does the district want the vendor to provide regarding "billing" in section 1.2?
ANSWER: Billing refers to Medicaid Fee for Service and invoicing for contracted vendors (therapy, nursing, etc).

66. Please confirm that the 25 page limit refers only to section 2.3 (A-F) and does not include any graphics, illustrations, or other non-text documents. Please confirm that other sections such as 2.3.1, 2.3.2, etc. are not included in the 25 page count.
ANSWER: See Question #1

67. Is there a specific security and privacy policy that the district has to which they want the vendor to adhere? If so, can you please provide that policy?
ANSWER: This will depend on installation type. Provide proven capabilities.

68. Is the district interested in an electronic signature solution using electronic signature pads, etc. in response to 2.2.15 (G) or is it acceptable to be able to scan a signed document that has been hand signed and attach it to a student's file?
ANSWER: It is acceptable to be able to scan a signed document that has been hand signed and attached to a student file.

69. Is Miami-Dade still considering PEER as an IEP option?
ANSWER: All options are open to consideration at this time.

70. What is M-DCPS' current provider for the services required in the RFP?
How long has M-DCPS been using this vendor / service?
ANSWER: Public Consulting Group
What about the current vendor / service is M-DCPS unhappy with?
ANSWER: None
What aspects of the current vendor / service does M-DCPS like?
ANSWER: Satisfied with services
What is the reason for the RFP?
ANSWER: The current contract is due to expire in October.

71. Can you please provide the following pieces of information about your district regarding this project?
Students with Private School Service Plans
ANSWER: approximately 180
Matrix of Services
ANSWER: See Question #44
RTI plans
ANSWER: See Question #36
IFSPs
ANSWER: approximately 380

LEP
ANSWER: Approximately 7000 students with disabilities are also Limited English Proficient.
Transportation
ANSWER: 6769 students with disabilities receive specialized transportation
Students with Behavior plans
ANSWER: varies
ELL Students-
ANSWER: Approximately 7000 students with disabilities are also Limited English Proficient.

72.   Number of staff members that will need to be trained:
        Special education teachers
        ANSWER: 5731
        General education teachers
        ANSWER: 51
        Teacher for gifted
        ANSWER: 1956
        Special education / general education clerical staff (no distinction)
        ANSWER: 719
        Special education / general education administrative staff (no distinction)
        ANSWER: 469
        System "Super Users"
        ANSWER: 0

73.   When and how will M-DCPS reply to vendor questions?
        ANSWER: All questions will be posted on our website shortly after the Pre-Proposal Meeting.

74.   Will M-DCPS provide a RFP timeline to include evaluation dates and possible vendor demonstration dates?
        ANSWER: At the present time, evaluation dates and demonstrations have not been scheduled.

75.   Does M-DCPS require any custom special education forms to be included with the application other than state issued standard forms?
        ANSWER: Some customization will be required for special education forms.

76.   Does M-DCPS only use the state standard forms? This is inclusive of IEP, 504, Transition, BIP, FBA, Notices, Gifted, etc.
        ANSWER: MDCPS uses customized forms for many SPED EMS forms and documents.

77.   If M-DCPS does use any custom forms, approximately how many pages of custom forms?
        ANSWER: Pages of a document vary as the documents are processed based.

78.   Page 1, Timeline/Page 41 Section 5.5 - The contract start date is July 1, 2015. Please provide a timeline which includes:
        Proposal evaluation dates
        Possible vendor demonstration dates?
        Negotiation dates
        ANSWER: See question #74

79.	Page 5, 1.2 "Summary of Major Goal…."
	M-DCPS lists out the types of records required to be kept in the awarded system to include:
	IEP
	504
	Private School Service Plans
	RTI
	Matrix of Services
	IFSPs
	LEP
	Transportation
	Are all of these records currently kept in the current system?
	ANSWER: Not All records are kept in the current system.
	Please list who the current provider(s) is for each of these areas.
	ANSWER: Current vendor.

80.	Page 5, 1.2 Summary of Major Goal and Page 23, 2.2 Scope of Work, A. The Summary references Response to Intervention:
	Item A reads Serve as a repository that will facilitate the development, collection and administration of records for exceptional students, including, but not limited to…and documents relating to Response to Intervention.
	It is not stated in other areas of the RFP what is required of a Response to Intervention module. Are vendors to assume that tracking the documentation is all that is required at this time?
	If not, please elaborate.
	ANSWER: RTI module is part of the data records and management system and should be included for proposals regarding that system. The main component would be trackling the progress monitoring behavioral and/or academic data for the students.

81.	Page 6, 1.3 RFP Timetable - The contract start date is July 1, 2015. Can M-DCPS provide a timeline which includes:
	Data migration dates
	Training dates
	Pilot site implementation dates
	District-wide implementation dates, etc.
	ANSWER: AS this date is tentative, no timeline has yet been established.

82.	Page 9, 1.1 reads "A copy of any written communication or email must be sent to the Executive Assistant to the Clerk of the School Board as fully described at Section 1.5 above."
	Please provide the email address to the Executive Assistant to the Clerk of the School Board as it is not provided within the RFP.
	ANSWER: Email address for the Clerk of the School Board is Martinez@dadeschools.net. She is the Clerk of the School Board, not the Executive Assistant as listed in the RFP.

83.   Page 27, 2.3.5 C – M-DCPS inquires as to how we will interface to the SIS without SIF.
       What processes does M-DCPS currently use to interface from the current sped solution to the SIS?
       ANSWER: Microsoft SSIS packages are executed each day to provide the vendor with a user
                authorization feed (for SSO) and student demographic feeds. The vendor provides five files
                via SFTP which we retrieve each day denoting transactions which must be loaded. We
                process the files and load to our mainframe (required for state reporting) and return an
                error file to the vendor.

       Does M-DCPS have any intention of replacing the SIS within the next 5 years?
       ANSWER: Unknown
       Does the district require SIF interface?
       ANSWER: No

84.   Page 27, 2.3.9 – Training
       What type of training plan(s) have been successful at M-DCPS in the past?
       ANSWER: Face to face, webinar, computer-based
       Does M-DCPS will provide training sites.
       ANSWER: Yes
       Please elaborate as to the number or sites that will be made available and what is offered at the sites
       (i.e. computer lab settings)
       ANSWER: The number of sites will be determined by the number of participants being trained on any
                given date. Computer labs may be selected for a training site if needed.

85.   Has M-DCPS ever implemented SIF?
       ANSWER: No

86.   Does M-DCPS have any intentions of implementing SIF?
       ANSWER: No

87.   Would M-DCPS like proposers to include an RTI management module?
       ANSWER: See Question 80

88.   Would the RTI management module be considered an optional or required portion of the RFP?
       Will DCPS accept vendor cost proposal forms, in addition to the form provided on page 32, to serve as
       explanation?
       ANSWER: See Question 80

89.   What percentage of M-DCPS students are Medicaid eligible?
       ANSWER: See Question #49

90.   If M-DCPS does currently bill Medicaid, are you using a Medicaid Billing vendor?
       If so, who?
       ANSWER: Current Vendor
       Is the fee to the vendor "percentage" or "transaction-fee" based?
       ANSWER: Fee per claim

What is the percentage or transaction-fee is M-DCPS being paid to the vendor?
ANSWER: $1.50 PER PAID CLAIM LINE (OT, OTA, PT, PTA, SCHOOL PSYCHOLOGISTS, SCHOOL SOCIAL WORKERS, E/BD COUNSELING, NURSING AND TRANSPORTATION, AND $0.90 PER PAID CLAIM LINE (SPEECH/LANGUAGE THERAPY)

What is the annual revenue generated by Medicaid claims recovery the past (two) 2 years?
ANSWER: $1,491,933.88 and $1,091,108.11

91. Do you have a current Electronic Signature solution for Medicaid service records with your current vendor?
ANSWER: Yes

92. What is the District's current staffing numbers and positions by type in the Medicaid "office"?
ANSWER: One Supervisor.

93. Are there any associated audit findings within M-DCPS's Medicaid program the awarded vendor should be made aware of?
ANSWER: No audit findings have occurred. M-DCPS undergoes quarterly "Monitoring Reviews" performed by our Area 13 representative with the State Medicaid Agency (AHCA – Agency for Health Care Administration) for both Medicaid Reimbursement Programs (FFS and A.C.)

94. Concerning the number of Service Providers within the district, please complete the following to demonstrate the number who provide electronic records vs. those who provide paper records:
ANSWER:

	Electronic Records	Paper Records	Total Number
SLP-CCC	126	0	126
SLP-CFY	3	0	3
SLPA	0	0	0
Cert Speech Therapists	33	0	33
PT	26	0	26
PTA	11	0	11
OT	74	0	74
COTA	1	0	1
RN	0	61	61
LPN	0	240	240
School Health Aides	0	0	0
Cert School Psys	206	0	206
Licensed Psys	19	0	19
LSW			
Mental Health Counselors			
LMFT	0	0	
BCBA	0	0	0
BCABA	0	0	0
Cert School Counselors			
Transportation	0	0	0
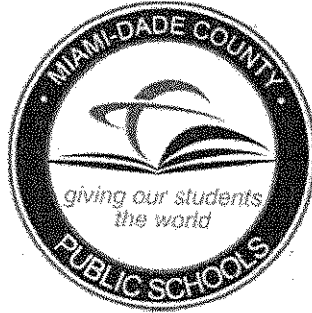
MIAMI-DADE COUNTY PUBLIC SCHOOLS
REQUEST FOR PROPOSALS

SEALED PROPOSAL NO:	RFP-14-023-SL
TITLE:	SPECIAL EDUCATION ELECTRONIC MANAGEMENT SYSTEM
DESCRIPTION:	The purpose of this Request For Proposals (RFP) is to select qualified and experienced firms to assist The School Board of Miami-Dade County, Florida (the District), in the development of an electronic management system for the collection and administration of exceptional student education records for students with disabilities and students that are gifted.
TERMS:	One (1) year initial term, with three (3) one (1) year options to renew.
RFP RELEASE DATE:	Tuesday, April 07, 2015
PRE-PROPOSAL CONFERENCE DATE/TIME:	Wednesday, April 22, 2015, at 10 a.m. EST
PRE-BID CONFERENCE LOCATION:	Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2nd Avenue, Suite 650 Miami, Florida 33132
DEADLINE FOR QUESTIONS:	Wednesday, April 22, 2015, at 5 p.m. EST
PROPOSAL DUE DATE/TIME:	Thursday, May 21, 2015, at 2 p.m. EST
PUBLIC OPENING OF BIDS:	Thursday, May 21, 2015, at 2 p.m. EST
BID OPENING LOCATION:	Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2nd Avenue, Suite 650 Miami, Florida 33132
FOR INFORMATION CONTACT:	Suzanne F. Lopez, CPPB Buyer Phone: (305) 995-2830 Fax: (305) 523-4992 Email: suzannelopez@dadeschools.net

Visit our web site at procurement.dadeschools.net to download a vendor registration package. The website also displays Bids, RFPs, bid/RFP opening; scheduled Selection Committee Meetings, award recommendations, and the current Board approved Procurement/Purchasing Regulations.

The selected Proposer(s) will be awarded a one (1) year agreement, with three (1) one-year options to renew at the District's sole discretion.

1.3   RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

RFP available for distribution:	Tuesday April 7, 2015
Pre-Proposal Conference date, time and place:	Wednesday April 22, 2015, at 10 a.m. EST Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2nd Avenue, Suite 650 Miami, Florida 33132
Deadline for receipt of questions:	Wednesday, April 22, 2015, at 5 p.m. EST No later than 5 p.m. Emailed to Buyer (See Section 1.4)
Deadline for receipt of proposals:	Thursday, May 21, 2015, at 2 p.m. No later than 2 p.m. (local time) (See Section 1.9 for location)
Projected Board Approval of Contract:	June 10, 2015
Projected contract start date:	July 1, 2015

1.4   CONTACT PERSON

The contact person for this RFP is:

Name and Title:	Suzanne F. Lopez, CPPB Buyer
Mailing Address:	Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2nd Avenue, Suite 650 Miami, Florida 33132
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