



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

Date: 05/25/2023

Addendum No. 3

BID/RFP No. RFP-22-003-VF BID/RFP TITLE: Workers Compensation Program Services

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

The attached document provides revisions to the solicitation and answers to questions received. In addition, the deadline has been extended to Thursday, June 15, 2023 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 _____

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-22-003-VF
Workers Compensation Program Services - Medicare Set Aside, Transportation & Translation, Surveillance & Investigation and Field Case Management Services

ADDENDUM NO. 3

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:

Section 3.4 CERTIFIED FIRM INFORMATION

The following paragraph has been deleted in its entirety:

~~Proposals submitted by a proposer that is not a certified African American or Non-Minority Woman firm or proposals by a non-certified firm that do not include participation by a M-DCPS certified African American or Non-Minority Woman subcontractor certified by M-DCPS or by another qualifying governmental entity, including a minimum 1% commitment of work to be performed by such subcontractor, shall be deemed non-responsive.~~

The Following language applies ONLY to the Surveillance and Investigation component. **ALL OTHER components are open to all proposers.**

- 15 points for proposals submitted by proposers that are certified African American or Non-Minority Woman within Metropolitan Statistical Area (MSA)
- Up to 15 points based on sliding scale commitment (i.e. 15 points = 15% of business to non-certified firm with an M-DCPS certified African American or Non-Minority Woman subcontractor within Metropolitan Statistical Area (MSA.)

Section 3.4 CERTIFIED FIRM INFORMATION

A. INFORMATION TO BE SUBMITTED BY CERTIFIED FIRMS

If applicable, Proposers must submit a copy of current certificate showing their certified firm designation with their proposal.

B. REQUIRED SUBCONTRACTOR/SUBCONSULTANT INFORMATION TO BE SUBMITTED BY THE BIDDER

If applicable, please include a completed Exhibit 18 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) in your proposal to specify the name of the certified subcontractor/subconsultant, the proposed dollar amount or percentage of work to be spent with the identified certified subcontractor/subconsultant, along with the scope of work the subcontractor/subconsultant will provide related to this solicitation. Please submit a copy of the subcontractor's/subconsultant's current certificate showing the firm's designation, along with the completed Exhibit 18. In addition, please refer to Section 7.7 for compliance reporting requirements when using a certified subcontractor.

Proposer(s) are required to provide notification of certified subcontractor substitution within five (5) business days of any change. Please note that the substitution of subcontractor must have prior approval by the Office of Economic Opportunity. All substitution requests should be submitted on the Substitution Form.

REVISION #2:

Section 5 – Minimum Qualification Requirements

f. If applicable, Proposers must submit with their proposal a copy of their current certified firm certificate showing their firm's designation.

If applicable, please include a completed Exhibit 18 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) in your proposal to specify the name of the certified subcontractor/subconsultant, the proposed dollar amount or percentage of work to be spent with the identified certified subcontractor/ subconsultant, along with the scope of work the subcontractor/subconsultant will provide related to this solicitation. Please submit a copy of the subcontractor's/ subconsultant's current certificate showing the firm's designation, along with the completed Exhibit 18.

REVISION #3:

Section 7.3 – Evaluation Criteria

Medicare Set Aside Service, Transportation & Translation Services, Field Case Management Services

The Selection Committee shall evaluate proposals received based on the following criteria and points:

CRITERIA FOR EVALUATION	AVAILABLE POINTS
Ability to Perform Scope of Services	40
Experience and Qualifications	30
Overall Cost	30
TOTAL POINTS	100

Surveillance & Investigation Services

The Selection Committee shall evaluate proposals received based on the following criteria and points:

CRITERIA FOR EVALUATION	AVAILABLE POINTS
Ability to Perform Scope of Services	35
Experience and Qualifications	25
Overall Cost	25
Certified Firm Participation: • 15 points for proposals submitted by proposers that are certified African American or Non-Minority Woman within Metropolitan Statistical Area (MSA) • Up to 15 points based on sliding scale commitment (i.e. 15 points = 15% of business to non-certified firm with an M-DCPS certified African American or Non-Minority Woman subcontractor within Metropolitan Statistical Area (MSA.)	15
TOTAL POINTS	100

SECTION 7.4.1 – MEDICARE SET ASIDE (MSA) SERVICES

The Selection Committee shall evaluate proposals received for MSA Services based on the following criteria and points:

a) Ability to Perform Scope of Services – Possible Points: 40

- Proposer's overall detailed approach and methodology to perform the MSA Services solicited herein. Understanding of the RFP scope and requirements.

b) Experience and Qualifications – Possible Points: 30

- Proposer's qualifications including, but not limited to: company history and description, number of years in business, size, number of employees, office location, licenses/certifications, credentials, capabilities and capacity to meet the District's needs. **Possible Points: 10**
- Proposer's relevant knowledge and experience in providing the services described in the Scope of Services to public sector agencies similar in size to the District. References will be considered. **Possible Points: 10**
- Qualifications and experience of all proposed key personnel. **Possible Points: 10**

c) Overall Cost – Possible Points: 30

SECTION 7.4.2 – TRANSPORTATION & TRANSLATION SERVICES

The Selection Committee shall evaluate proposals received for Transportation & Translation Services based on the following criteria and points:

a) Ability to Perform Scope of Services – Possible Points: 40

- Proposer's overall detailed approach and methodology to perform the Transportation & Translation Services solicited herein. Understanding of the RFP scope and requirements

b) Experience and Qualifications – Possible Points: 30

- Proposer's qualifications including, but not limited to: company history and description, number of years in business, size, number of employees, office location, licenses/certifications, credentials, capabilities and capacity to meet the District's needs. **Possible Points: 10**
- Proposer's relevant knowledge and experience in providing the services described in the Scope of Services to public sector agencies similar in size to the District. References will be considered. **Possible Points: 10**
- Qualifications and experience of all proposed key personnel. **Possible Points: 10**

c) Overall Cost – Possible Points: 30

SECTION 7.4.3 – SURVEILLANCE AND INVESTIGATION SERVICES

The Selection Committee shall evaluate proposals received for Surveillance and Investigation Services based on the following criteria and points:

a) Ability to Perform Scope of Services – Possible Points: 35

- Proposer's overall detailed approach and methodology to perform the Surveillance and Investigation Services solicited herein. Understanding of the RFP scope and requirements.

b) Experience and Qualifications – Possible Points: 25

- Proposer's qualifications including, but not limited to: company history and description, number of years in business, size, number of employees, office location, licenses/certifications, credentials, capabilities and capacity to meet the District's needs. **Possible Points: 10**

- Proposer's relevant knowledge and experience in providing the services described in the Scope of Services to public sector agencies similar in size to the District. References will be considered. **Possible Points: 10**

- Qualifications and experience of all proposed key personnel. **Possible Points: 5**

c) Overall Cost – Possible Points: 25

d) Small/Micro, Minority/Women, and Veteran Business Enterprise Programs – Possible Points: 15

The School Board of Miami-Dade County, Florida, has a strong commitment to participation by businesses certified by the M-DCPS Office of Economic Opportunity, as part of all District contracting. The School Board has active certification programs to increase contracting opportunities for local businesses. Pursuant to School Board Policy 6320.02, the Goal Setting Committee may apply scoring incentives and/or other affirmative procurement initiatives for firms responding to this solicitation. Refer to Section 7.8 for further information.

SECTION 7.4.4 – FIELD CASE MANAGEMENT SERVICES

The Selection Committee shall evaluate proposals received for Field Case Management Services based on the following criteria and points:

a) Ability to Perform Scope of Services – Possible Points: 40

- Proposer's overall detailed approach and methodology to perform the Field Case Management Services solicited herein. Understanding of the RFP scope and requirements. Willingness to agree to Performance Standards.

b) Experience and Qualifications – Possible Points: 30

- Proposer's qualifications including, but not limited to: company history and description, number of years in business, size, number of employees, office location, licenses/certifications, credentials, capabilities and capacity to meet the District's needs. **Possible Points: 10**
- Proposer's relevant knowledge and experience in providing the services described in the Scope of Services to public sector agencies similar in size to the District. References will be considered. **Possible Points: 10**
- Qualifications and experience of all proposed key personnel. **Possible Points: 10**

c) Overall Cost – Possible Points: 30

SECTION 7.8 – SMALL/MICRO, MINORITY/WOMEN, AND VETERAN BUSINESS ENTERPRISE PROGRAMS

The School Board of Miami-Dade County, Florida, has a strong commitment to participation by businesses certified by the M-DCPS Office of Economic Opportunity, as part of all District contracting. The School Board has active certification programs to increase contracting opportunities for local businesses. Pursuant to School Board Policy 6320.02, the Goal Setting Committee may apply scoring incentives and/or other affirmative procurement initiatives for firms responding to this solicitation.

The application may be accessed through the following link:
<https://miamidadeschools.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=miamidadeschools&XID=8687>

All certifications must be completed online using the following link: <http://oeo.dadeschools.net/certification.asp>

Furthermore, vendors certified as a small/micro, minority/women, veteran and/or other qualifying certifications with any entity or agency other than The School Board of Miami-Dade County, Florida, should contact the 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 certified firms can be found online at: <https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?TN=miamidadeschools&XID=9602>

All vendors must comply with Board Policy 6320.02 and the procedures described in the OEO Administrative Procedures Manual in effect at the time the vendors enters into an agreement with the Board. All vendors will be required to submit a monthly report via the Online Diversity Compliance System for compliance with certified subcontractors utilized and/or any affirmative procurement initiatives. All vendors will be required to submit monthly compliance reports online at: <http://miamidadeschools.diversitycompliance.com>. Please contact the Office of Economic Opportunity at 305 995-1307 or via email at OEO@dadeschools.net for additional information on getting certified.

Please see the evaluation criteria table in Section 7.3 (Evaluation Criteria) for the certified firm participation information, if applicable.

REVISION #4: Please refer to attached Revised Exhibit 9 and submit the revised version with your submittal.

QUESTIONS AND ANSWERS:

Q1: With respect to the RFP noted above, page 12 , section 3.4 (Required Subcontractor/Sub consultant Information To Be submitted by the Proposer.)

If the proposer is not a Certified African American or Non-Minority Woman Firm and also does not include participation by a Certified M-DCPS Subcontractor and otherwise does not meet the requirements of this section, does this mean that the entire bid is considered Non- Responsive or does this mean that the Proposers bid does not qualify for the 5 extra points allotted to this section?

A1: No, it does not, sections of the solicitation have been revised please refer to the revisions included within this addendum for additional information.

Q2: We do intend to respond for both case management and MSA services. I did not see if there was a form to send in indicating our intent to respond for these services. Is there one or is it just assumed we will respond if we DO NOT send in the Statement of “No Response”?

A2: Please submit a response to the services you see to provide. There is no additional form to complete stating intent, only the actual response submit by the due date.

Q3: is the notarized drug free workplace form required or can we just confirm we are a drug free workplace?’

A3: Exhibit 13 – Drug Free Workplace form needs to be notarized and submitted as part of a proposer’s response.

Q4: We are GA based with employees in Florida but it doesn’t look like we qualify for M-DCPS as we are outside of the tri-county area (see attached attempt) We are in the process of applying for WBENC but are not certified yet and don’t have any other national minority owned certification (we are women owned). My question is if none of our subcontractors are does that mean we can’t bid or we just aren’t eligible for the extra 5 points on the scoring? We are not sure what “shall be deemed non-responsive” means. Does that mean you would not accept our RFP response?

Proposals submitted by a proposer that is not a certified African American or Non-Minority Woman firm or proposals by a non-certified firm that do not include participation by a M-DCPS certified African American or Non-Minority Woman subcontractor certified by M-DCPS or by

another qualifying governmental entity, including a minimum 1% commitment of work to be performed by such subcontractor, shall be deemed non-responsive.

A4: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q5: Regarding FCM quarterly quality meetings by supervisor-what is the typical length of time commitment, hours vs. days?

A5: The FCM quarterly quality meetings usually last ½ day and are held 4 times per year. FCM supervisors are also expected to participate in quarterly file review meetings. The file reviews which are attended at minimum by supervisors and frequently by the nurses, are a full day in duration and generally last 3 to 4 days 4 times a year.

Q6: Finally regarding MSA services-what is the average number of updates you typically have within the first 6 months per file?

A6: Average is one update during the six-month period following the initial MSA.

Q7: My question is, our firm will celebrate 3 years in business Jan 2024. The President of our firm has been in MSP (Medicare Secondary Payer) for 14 years! Are we able to respond to the RFP?

A7: Please refer to the requirements as listed in Section 5 – Minimum Qualification Requirements.

Q8: My firm is interested in submitting a response to the Workers' Compensation Program Services RFP, under the Surveillance & Investigation category. I noticed that this year's RFP requirements been updated to state, "Proposals submitted by a proposer that is not a certified African American or Non-Minority Woman firm or proposals by a non-certified firm that do not include participation by a M-DCPS certified African American or Non-Minority Woman subcontractor certified by M-DCPS or by another qualifying governmental entity, including a minimum 1% commitment of work to be performed by such subcontractor, shall be deemed non-responsive."

My firm is currently certified as a MBE (Minority Business Enterprise) through the EMSDC (Eastern Minority Supplier Development Council), due to our owner's Hispanic heritage. Am I correct in assuming that since we are not certified through the M-DCPS or as African American, that we will need to subcontract? I just wanted to double check –our current certification almost always qualifies us for these set-aside contracts, but it's looking like that might not be the case for this one.

A8: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q9: Do you anticipate contracting with one or multiple vendors for MSA services?

A9: Multiple.

Q10: While we note the chart with historical MSA service fees, can you also provide the number of "MSA allocations" prepared for similar time periods?

A10: The number of claims/files for which MSAs were done have been: (in calendar years)

2020	81
2021	132
2022	118
2023	50 (as of May 2023)

Q11: Please confirm our understanding of Section 7.8 is that a proposer must either be a certified African-American or Non-Minority Woman subcontractor or, if not, must subcontract a minimum

1% commitment of work to be performed by a subcontractor whom is African American or Non-Minority Woman certified.

A11: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q12: What is the County's anticipated spend and volume for Surveillance and Investigative Services?

A12: No specific anticipated spend or volume is established for these services.

Q13: How many vendors does the County intend to award the Surveillance and Investigative Services portion of the proposal to?

A13: Multiple

Q14: Could you please confirm if the M-DCPS Procurement Management Services proposal needs to be submitted either on 5/4 or 5/16?

A14: Please refer to revised due date through this addendum.

**Q15: Page 38 of the Request for Proposals states:
Proposals submitted by a proposer that is not a certified African American or Non-Minority Woman firm or proposals by a non-certified firm that do not include participation by a M-DCPS certified African American or Non-Minority Woman subcontractor certified by M-DCPS or by another qualifying governmental entity, including a minimum 1% commitment of work to be performed by such subcontractor, shall be deemed non-responsive.**

We would like clarification of what is meant by “shall be deemed non-responsive”. Does this statement mean that if we are not a certified African American or Non-Minority Woman firm and are not using one as a subcontractor to perform at least 1% of the work, that our response shall be deemed non-responsive and will be considered ineligible for further consideration?

A15: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

**Q16: 4.4 MSA Services
What percentage of completed MSAs are submitted to Medicare?**

A16: We do not have this information available.

**Q17: 4.7 Case Management
What is the annual Field Case Management claim volume for each of the last three years?**

A17: Please see chart on page 35 of the RFP.

**Q18: 4.7 Case Management
We are a national managed care organization based outside of Florida and employ work from home case managers who are successfully supervised remotely utilizing URAC standards. Would the District be open to remote supervision if all goals are accomplished?**

A18: The field case management services described on pages 29 -30 must be provided by staff located in the tri-county area. Note, on page 30 of RFP, it states: “Proposals that include local supervision are required.”

**Q19: 4.7 Case Management
Does the District offer an option for video conference attendance for the quarterly meetings?**

A19: Yes

Q20: We are GA based with employees in Florida but it doesn't look like we qualify for M-DCPS as we are outside of the tri-county area (see attached attempt) We are in the process of applying for WBENC but are not certified yet and don't have any other national minority owned certification (we are women owned). My question is if none of our subcontractors are does that mean we can't bid or we just aren't eligible for the extra 5 points on the scoring? We are not sure what "shall be deemed non-responsive" means. Does that mean you would not accept our RFP response?

Proposals submitted by a proposer that is not a certified African American or Non-Minority Woman firm or proposals by a non-certified firm that do not include participation by a M-DCPS certified African American or Non-Minority Woman subcontractor certified by M-DCPS or by another qualifying governmental entity, including a minimum 1% commitment of work to be performed by such subcontractor, shall be deemed non-responsive.

A20: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q21: The proposal requires use of at least 1% with a minority certified contractor, but the Field Case Management services requirements disallows use of subcontractors. Can you clarify this apparent contradiction?

A21: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q22: If a respondent is certified by the National Minority Supplier Development Council, is this sufficient to satisfy the Certified Firm Participation requirement?

A22: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q23: A question came up on the call that we also have regarding our firm having been in business for three years. Our firm started in October of 2020. My partner and myself are Principals and we have been in the industry for decades. We have direct experience in MSP dating back to 2003. We worked in private practice at law firms which still exist prior to starting our firm. In fact, we have bid on this specific contract for MSA services for Miami-Dade in the past at a separate law firm, we having interviewed in person years ago.

Given that we have 20 years of industry experience and started our firm in 2020, do we qualify for this contract as having been in business for three years?

A23: Please refer to the requirements as listed in Section 5 – Minimum Qualification Requirements.

Q24: General question: Please provide M-DCPS's annual referral (cases) volume numbers broken down by service type for field and vocational case management services.

A24: This data is not available. We can advise that the majority of services are for field, not vocational, services.

Q25: General Question: Please provide M-DCPS's current hourly rates broken down by service type for field and vocational case management services.

A25: Rates for all service types are \$80 per hour.

Q26: Page 29, Field Case Management Services "Proposals which include dedicated nurses are required. Proposals should indicate ability to dedicate nurses to M-DCPS account.

Question(s):

- ▶ **Please provide the number of dedicated field and vocational case managers.**
- ▶ **Please provide the M-DCPS definition for "dedicated" nurses.**

- A26: There are currently 15 dedicated field case management nurses. We are not aware of a formal, written definition of “dedicated” but, in general, dedicated nurses work only on the M-DCPS account.
- Q27: Page 29, Field Case Management Services, “Ability to provide worksite visitation and assessment of potential indoor air quality hazards. Ability to administer the EPA Tools for schools. Coordinate with third-party testing contractors and internal M-DCPS resources on remediation of any possible exposure. Communicate status of indoor air quality and remediation to adjuster and M-DCPS.”**
Question(s):
- ▶ Is the case manager responsible for conducting scheduled air quality checks or being notified to provide case management services for Indoor Air Quality (IAQ) related symptoms? If responsible for the air quality checks, will maintenance be available to assist with walk through?
 - ▶ Is an IAQ program already in place?
 - ▶ Does each school have a designated IAQ coordinator?
 - ▶ Since school IAQ issues are mostly related to ventilation, HVAC systems, mold/radon and chemicals, who is responsible for monitoring for these issues and how is this information passed to the case manager?
 - ▶ How will the nursing assessment of potential hazards and the EPA tool be used?
- A27: M-DCPS has had an IAQ program in place since 2004. The field case manager does not conduct air quality checks. Air quality checks are conducted by a third-party vendor. The nurse coordinates and attends the walk through, site evaluation, physician review, maintenance and other resources for these claims. Additionally, the nurse communicates results with the school management. Each school does not have an IAQ coordinator.
- Q28: Page 30, Field Case Management Services, “Provide local management and oversight of nursing case management team. Proposals that include local supervision are required.”**
Question: Does the supervisor need to be physically located in Miami-Dade County or will the surrounding area(s) suffice?
- A28: Acceptable locations are within Miami-Dade, Broward, Monroe or Palm Beach counties.
- Q29: Page 3, II. Submitting of Proposals, B. Erasures or Corrections “When filling out the proposal form, Proposers are required to complete proposal in ink.”**
Question: Since proposal responses are to be submitted electronically, will M-DCPS allow signatures via DocuSign?
- A29: Yes.
- Q30: General question: For field case management services, does M-DCPS intend for vendors to provide references via Exhibit 6 Proposer Experience, Workbook D, Tab 3 References, and Section 5 – Minimum Qualification Requirements, c. “Provide at least two (2) client references from organizations of comparable size and complexity to M-DCPS.”? If so, may the proposer list the same two in each section?**
- A30: Yes.
- Q31: Page 38, Section 5 – Minimum Qualification Requirements, “d. Submit insurance certificates as required in Section 4.”**
Question(s):
- ▶ For Field Case Management Services, is M-DCPS referring to the requirements on page 35, “Prior to commencement of work under the agreement, the Proposer shall obtain and maintain without interruption the insurance as outlined below. The Proposer 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:...”?

- o If so, please confirm only the winning proposer needs to supply this certificate of insurance.
- o If not, please clarify the insurance certificates required with submission.

A31: The winning proposer(s) will be required to provide the certificate of insurance prior to commencing any work.

Q32: Page 40, Minimum Qualification Requirements, “Submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 5.”

Question: Please clarify the “detailed verifiable information affirmatively documenting compliance” as Section 5 contains a yes/no graph. Is M-DCPS’s requesting the required documents (e.g. tax license, business registration, insurance certificates etc.) be added to this tab/section in our response? In addition, we are required to complete and submit Exhibit 9 – Submitted Proposal Document Verification Form, which is the same information.

A32: Yes, please submit all the required documents as listed in Section 5 – Minimum Qualification Requirements, as well as Revised Exhibit 9.

Q33: Page 40, Section 6.2 Response Format, 6. Ability to Perform Scope of Services “ Provide a response to all of the items listed in the following sections of this RFP: b. Required Information to be Submitted by the Proposer section for the services within this RFP on which your firm wishes to propose, AND c. Evaluation Criteria section for the services within this RFP on which your firm wishes to propose.”

Question(s): For Section 4.7 Field Case Management Services:

- ▶ b. Required Information to be Submitted by the Proposer section for the services within this RFP on which your firm wishes to propose. Is M-DCPS referring to items such as resumes? If not, what information is needed for this requirement?
- ▶ Please clarify the information/response needed for c. Evaluation Criteria section for the services within this RFP on which your firm wishes to propose.

A33: Please see section 7.4.4 on page 44 of RFP.

Q34: Page 40, Section 6.2 Response Format, 10) Required Forms & Exhibits, “The Proposer must complete, sign and submit Exhibits 1 through 19 in Section 9 as part of the Proposal. By submitting a proposal, the Proposer agrees to be bound by and to execute the Sample Agreement, Exhibit 15 of this RFP.”

Per the instructions, proposers must complete and sign Exhibits 1-19.

Question(s):

- ▶ Exhibit 4 – Local Business Affidavit of Eligibility does not apply to our company as we are not a local business in Miami-Dade County. Do we need to submit this exhibit with our response?
- ▶ The following Exhibits listed below do not include a signature line. Please clarify if M-DCPS intends for proposers to sign these exhibits.
 - o Exhibit 6 – Proposer Experience
 - o Exhibit 8 – Disclosure of Conflict of Interest
 - o Exhibit 11 – Instructions for Certification
 - o Exhibit 15 – Proposed Contract Agreement Draft
 - o Exhibit 16 – Bid Opening Instructions
 - o Exhibit 17 – Demandstar Registration Instructions
- ▶ Exhibit 14 – Statement of “No Response” – if we are submitting a response to this RFP, do we need to include this form with our submission per the instructions?
- ▶ The following exhibits are information only. Do proposers need to supply these with our response?
 - o Exhibit 11 – Instructions for Certification

- o **Exhibit 16 – Bid Opening Instructions**
- o **Exhibit 17 – Demandstar Registration Instructions**
- ▶ **Exhibit 19 – Certification of Compliance – per the form instructions, the proposer must submit its written policies and/or procedures regarding adherence to federal, state, local laws, ordinances, and School Board Rules, regarding non-discriminatory employment procedures. Will M-DCPS allow proposers to submit these policies upon contract award?**

A34: Exhibit 4 should only be submitted by firms meeting the Local Business qualifications. Exhibit 6 is required as part of the minimum qualification requirements as listed in Section 5 and Revised Exhibit 9. Please submit two (2) client references on Exhibit 6 to comply with requirement c. This form does not need to be signed by the proposer. Exhibit 8 does not need to be signed but does have to be completed in its entirety. Exhibit 11 is for informational purposes only and does not need to be signed nor submitted. Exhibit 15 is a sample agreement and does not need to be signed nor submitted. Exhibit 16 is for informational purposes only and does not need to be signed nor submitted. Exhibit 17 is for informational purposes only and does not need to be signed nor submitted. Exhibit 14 – Statement of No Response should only be submitted by firms not intending to respond to the solicitation. Exhibit 19 must be completed and submitted as part of the response to this solicitation. The proposer's policies and/or procedure may be submitted at the time of agreement execution.

Q35: Quarterly Meeting Case Management Reviews. Can our PriMedical Representative be present via video call?

A35: Yes, Meetings are held via zoom.

Q36: How many case management Partners will MDPS choose for the panel?

A36: We will select multiple vendors. The number has not been determined.

Q37: In relation to MSA related work, how many cases on average does the School Board refer annually and what is the spend for the following services?

- a. **MSA/ CMS submission/ SS Medicare check**
- b. **MSA revisions**
- c. **Conditional payment work**

A37: This information is not available.

Q38: Does the School Board see a need for non-Medicare related reserving/ settlement pricing?

A38: These services are not requested in this RFP.

Q39: Would the School Board have interest in reviewing of its Section 111 reporting to ensure consistency throughout MSP involvement?

A39: These services are not requested in this RFP.

Q40: Would the School Board have interest in medical mitigation opportunities?

A40: These services are not requested in this RFP.

Q41: If a vendor is bidding on multiple services, do they need to include a separate certified subcontractor for each service, to be considered compliant and qualify for points? Or can those vendors name one subcontractor for multiple services, taking into account the entire contract?

A41: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information. Please submit a response to comply with the revised requirements.

Q42: Can the required commitment to the certified subcontractor be met using existing business, outside of the District's contract term?

A42: Certified Firm Participation language has been revised please refer to the revisions included within this addendum for additional information.

Q43: I have attached our firms information and have a specific inquiry regarding Page 38 Section 5 - Minimum Qualification Requirement. I appreciate your efforts in providing us with the necessary information and would like to request further clarification on this section. Could you please provide us with more details on the minimum qualification requirement, including any specific criteria that must be met in order to fulfill this requirement? Page 38 Section 5 - Minimum Qualification Requirement Number C. Be regularly engaged in the business of providing the service(s) proposed for this RFP for a minimum of three (3) years.

A43: Please refer to the requirements as listed in Section 5 – Minimum Qualification Requirements.

REVISED EXHIBIT 9

SUBMITTED PROPOSAL DOCUMENT VERIFICATION FORM

All proposers are required to submit the following information to be considered for award. Failure to submit any of the required documents with the proposal may cause the proposer to be considered non-responsive and ineligible for further consideration.

REQUIREMENT	YES	NO
a. 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.		
b. 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.		
c. Be regularly engaged in the business of providing the service(s) proposed for this RFP for a minimum of three (3) years. Provide at least two (2) client references from organizations of comparable size and complexity to M-DCPS. The reference must demonstrate experience providing the proposed service(s). DO NOT include work/services performed for M-DCPS or M-DCPS employees as reference. If a proposer is submitting a proposal for more than one of the requested services, the proposal must include references specific to each proposed service.		
d. Submit insurance certificates as required in Section 4.		
e. Submission of all documentation/information stated in this RFP, including, without limitation the documentation, information and/or plans stated in Sections 3, 4, 5, 6, 7 and 8 of this RFP, as well as the required forms and exhibits, as stated in Section 9 of this RFP.		
f. If applicable, Proposers must submit with their proposal a copy of their current certified firm certificate showing their firm's designation. If applicable, please include a completed Exhibit 18 (Statement of Intent to Perform as a Certified Subcontractor/Subconsultant) in your proposal to specify the name of the certified subcontractor/subconsultant, the proposed dollar amount or percentage of work to be spent with the identified certified subcontractor/ subconsultant, along with the scope of work the subcontractor/subconsultant will provide related to this solicitation. Please submit a copy of the subcontractor's/ subconsultant's current certificate showing the firm's designation, along with the completed Exhibit 18.		

Please complete and sign below confirming all items noted above are included in your submission.

Name of Bidder: _____

Signature of Proposer's Authorized Representative *Title*

Printed Name *Date*

For Department Use Only:

PMS Staff Name/ Signature *Date*

Originating Staff Name/ Signature (as applicable) *Date*