



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-_____

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TDD PHONE: (305) 995-2400

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 I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
OF AUTHORIZED REPRESENTATIVE

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

ITB-078- Student and Class Pictures

The following list addresses the questions received regarding this solicitation

Question 1: As a new entrant, if selected into the pool, when will we be allowed to participate as schools are already scheduling for this year?

Answer: Once the solicitation has been approved by the Board.

Question 2: If selected for this ITB, does this also allow us to do Fall and Spring portraits?

Answer: Yes

Question 3: Could you please explain the monthly report that is required via the online Diversity Compliance System for compliance with small/micro, & minority women?

Answer: The Online Diversity Compliance System is a web-based software application used to track and monitor availability and utilization (payments) on school district contracts. The reporting requirement is for prime contractors.

Question 4: The liability insurance is it required all year round or does it only apply to the days of working at the schools?

Answer: Yes, the insurance is required year round.

Question 5: Is it possible to get copies of the other questions and answers that were submitted by the other participants?

Answer: This document includes all the questions and answers submitted.

Question 6: Exhibit 10 - During the meeting there were numerous questions on this form (top paragraph about uniforms, question of on-line ordering, purchase orders, etc) will this form be replaced with an updated Exhibit 10?

Answer: No

Question 7: Is the District willing to evaluate vendors based on their capabilities for each event type, or does it intend to give preference to vendors who opt in to all 12+ event types? In other words, will the evaluation process penalize specialty photography vendors for only providing one service exceptionally well?

Answer: Please refer to Section 4.0 Proposal Submission and Format.

Question 8: What is the committee's selection criteria? Are there specific weights given for each factor or event type? Will past performance be considered for schools that have previously utilized specific services?

Answer: Please refer to Section 4.0 Proposal Submission and Format.

Question 9: There is a section that says picture proofs cannot be posted online. Can we work around this because if we do a proof system? We would prefer to have the flexibility to do so if the school desires.

Answer: This issues needs to be addressed with the school site once the solicitation has been awarded.

Question 10: Money collection: When it comes to other picture fundraisers such as spring portraits and cap and gown pictures, will we be responsible for collecting or will the school be responsible for collecting? *School will not be collecting money at all. All transactions should be online.* We believe we should be responsible for all collection at every type of shoot if we're already doing it for the school portraits.

Answer: All school pictures including spring portraits, cap and gown pictures monies should be collected through an online system.

Question 11: Is it possible for a school that was awarded class portraits to defer fall and spring portraits to another vendor

Answer: Yes

Question 12: In 1.14, you reference increasing contracting opportunities for local businesses and in 1.15 you indicate the school board gives local preference to companies located within Miami-Dade. Is the local vendor preference treated the same to be included with SMALL/MICRO, MINORITY/WOMEN-OWNED, AND VETERAN BUSINESS ENTERPRISE PROGRAMS? Referencing Board Policy 6320.05

Answer: This is determined by the Goal Setting Committee. The GSC determined that since ITB-18-078-TR, Student and Class Pictures is a pre-approved list of vendors, Small and Micro Business Enterprises would be given preference and should be contacted first.

Question 13: In the part referring to monthly compliance reports, if we do not utilize any subcontractors, why would we have to report monthly? And what is expected to be contained in that report?

Answer: Schools are to be provided reports of picture packages sold to track proceeds/commissions.

Question 14: In the first paragraph, it refers to requesting missing documents. Does this mean that we are not disqualified if something is missed inadvertently in this submission?

Answer: Proposal must be submitted by the due date. If items are missing, notification will be sent with a due date to submit the remaining items.

Question 15: JLA Badge requirements for every single employee of a company can be extremely cost-prohibitive to serving the schools' needs, especially with part-time, temporary employees that are typical in this industry. Florida Statute 1012.568 states the following:

"(2) A district school board shall exempt from the screening requirements set forth in ss. 1012.465 and 1012.467 the following noninstructional contractors:(a)1.Noninstructional contractors who are under the direct supervision of a school district employee or contractor who has had a criminal history check

Answer: All employees that come in contact with students must fulfill the JLA requirements.

Question 16: In 2.1, you reference in a district preference for SBE/MBE vendors. We understand the importance of this. Does it also include local vendor preference policies?

Answer: Yes

Question 17: If a school site solicits 3 proposals (including if applicable a certified minority firm), but only received 1 or 2 responses, have they satisfied the requirements.

Answer: Yes. As long as the school can provide a copy of the email to show that three (3) or more vendors, including one SBE/MBE were contacted.

Question 18: The ratio of 1 camera/photographer/assistant to 350 students can be excessive as you might expect in many cases due to block schedule constraints, daily schedule constraints, physical space available on campus. This also does not take into account that photo days are scheduled often across multiple days on campus. Wouldn't it be better to indicate that the school principal or designee work out the logistics that best suits their school's individual needs with the contracted photographer?

Answer: This is at the principal's discretion

Question 19: There is a section below the graduation and commencement section that refers to underclassmen and faculty which addresses 4 cameras and 2 days of photography. This also conflicts with the ratio stated in 2.2.6. How can the photographer and the school be expected to comply with both?

Answer: Graduation and commencement is applicable to the senior high years, while section 2.2.6 refers to the elementary school years.

Question 20: Referring to the last sentence about re-ordering ID cards, it states at a set price. Is that set price determined by the photographer's agreement with the school and are there any constraints on that pricing?

Answer: The price for the re-ordering of ID cards should be jointly agreed upon between the principal and photographer and clearly stated on the photographer's agreement.

Question 21: Referring to the last sentence about re-ordering ID cards, Is the requirement stated intended to provide the ability for the school to reorder or for the parent/student to reorder? Therefore, does the photographer charge the school or the parent?

Answer: The intent is that the parent re-order the id card if lost or misplaced. Therefore, the charge is incumbent on the parent.

Question 22: Referring to the bullet point designating 6 photo days. Traditionally, in Miami-Dade County for the past 50+ years, seniors have gone to the contracted photo studio in the Summer and Fall after their junior year to be photographed for the yearbook and senior portraits. Later in the fall, a make-up day is usually provided on campus to accommodate students that did not or could not go to the studio. The requirement is prohibitive for the school, is very unusual in our industry, and interferes with class-time. A requirement to photograph students for graduation/senior photos nearly 14 months before graduation seems counter-intuitive, especially at a time when Juniors are focused on final exams and other testing. Can this requirement be modified or stricken?

Answer: The language is clear to give a time span between April/May throughout the summer and beginning of the upcoming fall school year.

Question 23: It indicates that prices quoted may not include sales tax due to the tax-exempt status of the district. Since these transactions are direct with students and parents from the photographer, Florida State law requires photographers to collect and remit sales tax. We also see in the Student Activities Guidelines booklet on page 73: *"Sales tax must be paid for the following purchases: ... Student photographs paid for by the school directly to the vendor"* How can we comply with this requirement and still meet state law requirements?

Answer: Bidder shall be responsible for collection of money and applicable sales tax paid (all prices must include sales tax).