



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

Date: June 10, 2024

Addendum No. 4

BID/RFP No. ITB-23-024-MC BID/RFP TITLE: Psychological Services for Select Student Populations

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

The deadline for this solicitation has been extended to Tuesday, June 18, 2024 at 1pm EST. The attached document provides revisions to sections of the ITB and answers to the questions received. In addition, a Revised Section 6.3, 6.5 and Attachment 12 is included. All other terms and conditions of the ITB 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 4

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

Invitation to Bid
ITB-23-024-MC
Psychological Services for Select Student Populations

Addendum No. 4

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. Language that is struck through has been removed in its entirety while language that is underlined has been added to the Contract Documents.

CHANGES:

REVISION #1

Refer to Revised SECTION 6 – SCOPE OF WORK included with this addendum.

SECTION 6.3 SCOPE OF SERVICES

Delivery of services at the minimum will include:

- ~~1. Conducting a minimum of 100 (one hundred) initial psychoeducational evaluations of Miami Dade County Head Start students to be identified by M-DCPS personnel in the Office of Educational Services and Exceptional Student Education each school year during the course of the contract term. Each evaluation will include individual assessment of intellectual abilities and developmental milestones and be directly administered by licensed psychologists or school psychologists as defined under Chapter 490, F.S.~~
1. Conducting a minimum of 100 (one hundred) initial psychoeducational evaluations of Miami Dade County Head Start students to be identified by M-DCPS personnel in the Office of Educational Services and Exceptional Student Education for the initial contract period. Each evaluation will include individual assessment of intellectual abilities and developmental milestones and be directly administered by licensed psychologists or school psychologists as defined under Chapter 490, F.S.

REVISION #2

Refer to Revised SECTION 6 – SCOPE OF WORK included with this addendum.

SECTION 6.5 LIAISON

~~Proposer(s) must identify a liaison to the District to serve as the case manager and assist with the coordination of services provided by the agency. Upon receipt of assigned cases for evaluation from M-DCPS, the liaison will ensure coordination and maintain documentation of all services that are rendered (including a log of dates, times, location, evaluator, etc.). In addition, the proposer(s) must provide to M-DCPS the names of its staff who will be assigned to conduct evaluations. Liaisons cannot charge more than eight (8) hours per day for tasks as specified in the chart as included in Section 7. A mandatory orientation meeting will be scheduled with awardees prior to the initiation of contractual services.~~

The liaison will serve as the case manager and assist with the coordination of services provided by the agency. Upon receipt of assigned cases for evaluation from M-DCPS, the liaison will ensure coordination and maintain documentation of all services that are rendered (including a log of dates, times, location, evaluator, etc.). Proposer(s) must identify and provide the name of the liaison, along with the description of

this staff member's qualifications, and experience at the time of award notification to the District. Liaisons cannot charge more than eight (8) hours per day for tasks as specified in the chart as included in Section 7. A mandatory orientation meeting will be scheduled with awardees prior to the initiation of contractual services.

In addition, the proposer(s) must provide to M-DCPS the names of all other staff who will be assigned to conduct evaluations with the bid submission.

REVISION #3

Refer to Revised Attachment 12 - SUBMITTED BID DOCUMENT VERIFICATION FORM included with this addendum.

ATTACHMENT 12 - H. has been removed, and I. has been revised.

~~h. Identification of the designated staff member who will serve as liaison with M-DCPS for service delivery and description of this staff member's qualifications and experience.~~

QUESTIONS AND ANSWERS:

Question 1: In our experience, the standard for school psychologists has been closer to 4 hours of testing for initial evaluations and 3 hours for re-evaluation. Reports average the same timeframe, making the total average for initial evaluation and report closer to 8 hours and approximately 6 hours for re-evaluations and a report.

If needed, would it be allowable to request prior approval for additional hours (above the 4-5 shown in the RFP) for most evaluations and reports?

Answer: Yes. Please refer to Section 7 Bid Summary and Maximum Approved Rates.

Question 2: If we have a timecard approval system, are you open to approve time? And if so, would it be after the report is review or upon submittal of the evaluation report?

Answer: Yes. However, the approval for additional time for report writing is contingent upon prior approval from the District. The psychologist will need to notify the M-DCPS Liaison of the rationale for additional time and approval must be garnered prior to the completion of the report. The timecard is a good way for you to monitor the actual time worked.

Question 3: Is there a set expectation on hours needed per type of assessment?

Answer: Yes. Please refer to charts in Section 7 Bid Summary and Maximum Approved Rates.

Question 4: Will there be any other responsibilities for these school psychologists such as attending intervention team meetings? Will any counseling be required?

Answer: Yes. Please refer to Section 6 - Scope of Work. In addition, the psychological services to be provided through this contract, include conducting psychoeducational evaluations as specified in Section 6.2 Purpose of Invitation to Bid; writing the report to support the psychoeducational evaluations conducted and serving as the Evaluation Specialist for the psychoeducational evaluations conducted.

Question 5: Can the district provide a sample report or report template for review?

Answer: Report templates and detailed training will be provided to awarded vendors. Training will consist of completing evaluations that adhere to Florida Statutes and School Board Policies.

Question 6: What is the expected FTE for each psychologist hired as well as the liaison?

Answer: If you are referring to caseloads – each vendor needs to complete 100 evaluations per bucket during the ITB period, which is the initial two (2)-year contract period. This is not caseload driven it is based on vendor capabilities. Please also refer to the Revised Section 6 – Scope of Work included with this addendum.

Question 7: Will mileage be reimbursed for psychologists traveling between evaluation sites?

Answer: No, mileage is not reimbursable.

Question 8: Is the liaison also required to be onsite?

Answer: Liaisons are not required to be onsite.

Question 9: Is there an anticipated schedule for evaluations or is this on an as-needed basis with a fluctuating schedule?

Answer: Please refer to Section 3.2 Method of Award. Cases will be assigned to pre-approved bidders on an as need basis, based on the number of licensed psychologists who are in good standing. Awarded vendors with the largest number of available licensed psychologists will receive cases first, and successive cases will be assigned to awarded vendors offering the next largest number of licensed psychologists and so on.

Question 10: What is the turnaround time for review and approval of evaluations/reports?

Answer: The turnaround time for review and approval is normally two to three weeks. The District ensures that cases completed during an invoiced month are reviewed for completion.

Question 11: If an evaluation isn't approved by district staff, does the psychologist then make the needed adjustments to the report and resubmit?

Answer: Yes, the necessary adjustments are to be made and resubmitted.

Question 12: Will the psychologists have all evaluation and report writing criteria required by the district in writing prior to starting their assignment?

Answer: Yes.

Question 13: For Section 5.4, can you clarify the required Response Format or provide other submittal instructions for assembling a response with the necessary documentation and attachments in a specific required order?

Answer: All documents are to be submitted electronically via DemandStar, instructions for submitting through DemandStar can be found on Attachment 15. In addition, please refer to the Revised Attachment 12 – Submitted Bid Document Verification Form, which list the minimum qualifications and documentation that is to be submitted with a bid response.

Question 14: Per Sections 6.2 and 7, is the vendor required to provide Liaison Case Management services?

Answer: Yes.

Question 15: Per Section 6.3, does the district require only in-person/on-site evaluations, or would the district accept virtual evaluations?

Answer: Evaluations are in-person, no virtual evaluations are accepted for this ITB.

Question 16: Would you accept bids for virtual assessments in the event the district is unable to fulfill all of the in-person evaluation needs?

Answer: No, please refer to the answer provided in question #15.

Question 17: Per Section 6.4, can the district provide the list of standardized assessments and components that are required to be used by the school psychologists for each of the below four (4) services?

- a. Psychoeducational Battery for Initial Evaluation (Grades Pre K – 12)
- b. Psychoeducational Reevaluation
- c. Headstart Initial Evaluation (Ages 3-5)
- d. Evaluation for Intellectual Ability ONLY

Answer: This will vary based on the specific needs of the child. Our team will provide vendors with an in-depth training that will assist with battery selection and case configuration before evaluations are assigned.

Question 18: Per Section 6.4, can you provide an example of the minimal assessments/tests used and required to meet the criteria for each of the below four (4) services?

- a. Psychoeducational Battery for Initial Evaluation
- b. Psychoeducational Reevaluation
- c. Headstart Initial Evaluation
- d. Evaluation for Intellectual Ability ONLY

Answer: Please refer to the answer provided in question #17.

Question 19: Per Section 6.5, can you further define the following for the Liaison:

- a. Does the Liaison need to be a licensed clinician or psychologist?

Answer: No. A four-year degree is not required to serve in this role.

- b. Can you define the case management for the Liaison; is it more administrative for support or more management of the services provided directly to students?

Answer: It is administrative for support as the Liaison assists with the coordination of services provided by the Agency. The Liaison is the conduit between the evaluators and the District. They assist with the management and tracking of cases and provide a specific contact person for the District to communicate with regarding billing, invoicing and assignment of cases.

- c. Can you provide the job description for Liaison that includes job responsibilities, degree required, and other qualification requirements?

Answer: Please refer to the answers provided in question 19a, 19b, along with additional information in Section 6.5 Liaison.

Question 20: On average, how many bilingual evaluations are requested and completed per year (e.g., estimated number or percentage)?

Answer: Thirty percent of the cases require a bilingual psychologist.

Question 21: Per Attachment 11, item c:

a. Can Attachment 11 be completed by references where the vendor provided other related services and assessments/evaluations (e.g., SLP, OT, etc.)?

Answer: Yes, while permissible it is preferred that Attachment 11 is completed by references for psychological services.

b. Can the vendor provide the contact information of references in the event they cannot complete Attachment 11 prior to submission due to time constraints?

Answer: No. Three (3) references using Attachment 11 must be completed and submitted as directed with the Bid.

Question 22: Per Attachment 12, item h, can the vendor include a statement that the liaison's name, qualifications, and experience will be provided to M-DCPS after an award and mark "yes" for item h?

Answer: Yes. For the Liaison position only. Please also refer to the Revised Attachment 12 included with this addendum.

Question 23: Per Attachment 12, item g, what examples or types of proof are required upon submission to show bilingual and/or multilingual abilities (e.g., the vendor only identifies "bilingual" per psychologist)?

Answer: Pursuant to Attachment 12g a statement on a separate page is to be provided. In addition, a resume is preferred, but not required.

Question 24: Per Section 6.8 and Attachment 12, item k:

a. Can you clarify the type or provide examples of "prior audit findings with MDCPS or any other entity" that the vendor is required to provide, if applicable, upon submission?

b. Can you clarify the type or provide examples of audit findings discovered and not submitted that would deem the proposer as non-responsive?

Answer: Unfortunately, we are unable to provide an example. However, most companies are aware if they have had an audit finding. Each bidder must include prior audit findings with MDCPS or any other entity. If an audit finding is discovered and not submitted, the proposer will be deemed non-responsive, as stated in Section 6.8 Audit.

Question 25: What is the required assessment battery for each Service Type?

Answer: Please refer to the answer provided in question #17.

Question 26: Will the assessment kits be provided to approved vendors or will we need to use our own?

Answer: Select assessment kits will be on loan to approved vendors on an as needs basis and pending availability.

Question 27: The rates presented in the ITN seem significantly low for a licensed psychologist. Additionally, the time it takes to gain access to the student and complete the testing will likely exceed 3 hours. Is this negotiable?

Answer: Please refer to Section 7 Bid Summary and Maximum Approved Rate. The maximum hourly rate per hour for each type of service is listed in the charts location in Section 7 and are not negotiable at this time. If additional hours are needed to complete an evaluation or report, prior approval from M-DCPS Liaison is required.

Question 28: Approximately, how many students have been identified as needing evaluations, re-evaluations, or testing related to the RFP scope of services?

Answer: The evaluation pipeline for M-DCPS is fluid and one that has numerous students awaiting evaluation and re-evaluation at all times. In 2023-2024, M-DCPS evaluated 14,000 students.

Question 29: What is the current referral process?

Answer: Upon award of the contract, all vendors will be trained and provided with the virtual process for referring cases to each company. This process is done electronically through a case management system.

Question 30: Are vendors required to complete 100 evaluations during the contract term?

Answer: Yes, please refer to Section 6.3 Scope of Work.

Question 31: Which vendors are currently providing the services requested in the RFP?

Answer: Services are currently provided by Invo Healthcare Associates, LLC; Neurohealth Professionals of Florida, LLC; and Prosperity Social & Community Development, Inc.

Question 32: Once the bid is awarded, who will be the primary Point of Contact?

Answer: M-DCPS staff within the Office of Exceptional Student Education will be the primary point of contacts. Further details and specific contact information will be provided upon award.

Question 33: Will the District provide laptops and necessary supplies to perform the scope of work?

Answer: Laptops will not be provided. However, an external drive will be provided, and protocol assessment kits will be loaned to contractors on an as needs basis and pending availability.

Question 34: Will the District provide assessments, protocols, and evaluation tools to perform scope of work?

Answer: Please refer to the answer provided in question #33.

Question 35: Do you require resumes of potential contracted psychologists to be included in our submission?

Answer: Please refer to Attachment 12, for all requirements. In addition, psychologist resumes are preferred, but not required.

REVISED SECTION 6 - SCOPE OF WORK

6.1 GENERAL INFORMATION

The purpose of this ITB is to establish a contract that will provide Psychological Services for select student populations that include:

- Children enrolled in Head Start Pre-Kindergarten programs, both at M-DCPS and Miami Dade County in need of initial evaluation
- Students enrolled in parentally placed private schools in need of re-evaluation
- Students enrolled in charter schools and/or traditional public schools, in need of re-evaluation
- Students referred for initial psychoeducational evaluations for intellectual abilities (IQ)

Pursuant to the Individuals with Disabilities in Education (IDEA) Act, school districts are required to identify students who may need specialized services and/or resources in the educational setting. Each year on average, Miami-Dade County Public Schools (M-DCPS) processes 10,000 referrals for possible identification of students for specialized services, supports and resources. Specifically, M-DCPS annually receives over 5,500 requests for evaluation for student eligibility for gifted placement during the months of February through June. With a critical national shortage of school psychologists, M-DCPS requires psychological evaluation services to address the anticipated spike in the volume of evaluation referrals.

6.2 PURPOSE OF INVITATION TO BID

The purpose of this ITB is to establish a contract is to assist with conducting required initial evaluations and/or re-evaluations to determine student eligibility for specialized services, support and resources for select student groups. The services include completion of appropriate psychoeducational evaluations with written report for consideration of student eligibility for services under IDEA and serving as the Evaluation Specialist in eligibility determination meetings. The assistance obtained through this ITB will enhance district efforts to address the pending initial evaluation requests for Pre-K students enrolled in both Miami Dade County and M-DCPS Head Start programs, for students with pending psychoeducational evaluations, for students with pending re-evaluations enrolled in charter, traditional public and private schools. The agreement between the successful Bidder and the Board will be non-exclusive. Bidders will be able to select one or more of the four (4) service areas specified in the Scope of Services.

The following charts reflect each component of work, that are tied to the four (4) services listed above:

Conducting Psychoeducational Evaluations
Type of Service
Psychoeducational Battery for Initial Evaluation
Psychoeducational Reevaluation
Headstart Initial Evaluation
Evaluation for Intellectual Ability ONLY

Reporting Writing
Report to Support the following psychoeducational evaluations:
Psychoeducational Battery for Initial Evaluation
Psychoeducational Reevaluation
Headstart Initial Evaluation
Evaluation for Intellectual Ability ONLY

Liaison Case Management
Type of Service
Scheduling Appointments
Reviewing Reports for completeness

6.3 SCOPE OF SERVICES

Delivery of services at the minimum will include:

1. Conducting a minimum of 100 (one hundred) initial psychoeducational evaluations of Miami Dade County Head Start students to be identified by M-DCPS personnel in the Office of Educational Services and Exceptional Student Education for the initial contract period. Each evaluation will include individual assessment of intellectual abilities and developmental milestones and be directly administered by licensed psychologists or school psychologists as defined under Chapter 490, F.S.
2. During the contract period, conducting a minimum of one hundred (100) psychoeducational initial evaluations and/or one hundred (100) psychoeducational re-evaluations of students that are parentally placed in private schools who have been identified as in need of evaluation for determination of eligibility for specialized services and supports under IDEA 504 Act.
3. During the contract period, conducting a minimum of one hundred (100) psychoeducational re-evaluations of students that are enrolled in traditional public school or charter school who have been identified as in need of re-evaluation for specialized services and supports under IDEA 504 Act.
4. During the contract period, conducting a minimum of one hundred (100) initial psychoeducational evaluations for intellectual abilities (IQ) for students enrolled in traditional public school or charter school.

Scheduling of in-person evaluation appointments will be determined by the M-DCPS Office of Educational Services and Exceptional Student Education personnel in collaboration with the vendor's designated Liaison and the student's parents. Evaluations will be conducted during school hours at assigned locations, and/or after school hours on Saturdays and/or Sundays from 8:00 a.m. to 4:00 p.m.

In addition, the evaluator may serve as Evaluation Specialist in the eligibility determination meeting for which they conducted the psychoeducational evaluation. Eligibility determination team meetings are conducted virtually Monday through Friday and Saturdays.

6.4 QUALIFICATIONS AND EXPERIENCE

Proposer must possess the knowledge, skills and required credentials to conduct the requested psychoeducational evaluations.

1. A current Florida license as psychologist as specified under Chapter 490, F.S. and be in good standing with licensing agency with no previous or current disciplinary issues.
2. A current professional liability insurance policy that covers the practice in conformance with Section 5.5, as well as the insurance coverages set forth in Section 5.5.
3. At least three (3) years of experience in conducting psychoeducational evaluations with children, ages 3-5 years old, school aged students within K-12 grade levels, and adolescents.
4. Proficient in administering and interpreting the most recent updates of standardized measurement of psychological and developmental functioning according to publishers' recommendations and consistent with established test administration standards.
5. Have access to and experience with at least two (2) different measures of intelligence (all of the Wechsler scales are considered one). At a minimum, the comprehensive full scale, or total test battery, or equivalent, must be able to be derived.
6. Adhere to FERPA/HIPPA guidelines for confidentiality and security of all testing materials.
7. It is preferred that Psychologists conducting the psychoeducational evaluations be bilingual and or have multi-lingual abilities in English, Spanish, Hebrew and/or Haitian Creole.
8. Upon notification of award, all proposers conducting the evaluations must complete the M-DCPS vendor registration process and complete fingerprinting and background screening. Proposers must cover the cost for the fingerprinting and vendor ID Badge.

9. Evidence of current licensure for the proposer(s) and each psychological services team member through the Florida Board of Psychology. A copy of each team member's license from the Florida Board of Psychology should be submitted as well as a copy of the Florida Department of Health License Verification Discipline/Admin Action screen.

6.5 LIAISON

The liaison will serve as the case manager and assist with the coordination of services provided by the agency. Upon receipt of assigned cases for evaluation from M-DCPS, the liaison will ensure coordination and maintain documentation of all services that are rendered (including a log of dates, times, location, evaluator, etc.). Proposer(s) must identify and provide the name of the liaison, along with the description of this staff member's qualifications, and experience at the time of award notification to the District. Liaisons cannot charge more than eight (8) hours per day for tasks as specified in the chart as included in Section 7. A mandatory orientation meeting will be scheduled with awardees prior to the initiation of contractual services.

In addition, the proposer(s) must provide to M-DCPS the names of all other staff who will be assigned to conduct evaluations with the bid submission.

6.6 STAFFING AND SUBCONTRACTING

In addition to the qualifications outlined in section 6.4 - Qualifications and Experience section of this ITB, the proposer must have the qualified workforce capacity to complete at least one hundred (100) evaluations each school year, during the course of the contract term. While vendors can select one (1) or more of the four (4) service areas, at least a total of one hundred (100) evaluations must be completed within the specified timeframe stated.

No subcontractor and/or subconsultant services are allowed under the terms of the ITB.

6.7 REPORTING

Evaluations conducted will be logged by the designated liaison and original documents will be maintained in students' cumulative folders. Staff will also be required to complete logs documenting the hours of service provided to complete each psychoeducational evaluation and written report. Evaluations conducted must meet the requirements set forth in *Rule 6A-6.0331, F.A.C., General Education Intervention Procedures, Evaluation, Determination of Eligibility, Reevaluation, Reevaluation and the Provision of Exceptional Student Education Services* and written reports must adhere to the following criteria and must include:

- Demographic information from referral
- Reason for Referral
- Background relevant to referral (may include grades, information from teachers and parents, dominant language, disabilities, etc.) and how these factors support the use of the intellectual instrument utilized.
- Testing Observations of examinee including any significant events or examinee behaviors that effect overall results or will contribute to the use of an acceptable alternative scale (e.g. use of the Nonverbal Scale on the WISC-V) or the use of the Standard Error of Measurement when considering the Full-Scale score.
- Test Results and Interpretation including consideration of alternative scales according to publisher and district guidelines.
- Summary including data that supports demonstrated need for the specialized services and instruction and, if applicable, justification of the use of acceptable alternative scales or the application of the Standard Error of Measurement to the Full-Scale score. The signature and license number for the evaluator must be included in the report..
- Invoices can only be submitted once the written report for the psychoeducational evaluation has been completed and accepted by M-DCPS.

6.8 AUDIT

All bidders are required to submit the required information to be considered for award. Failure to submit any of the required documents as listed on Attachment 12 of this ITB may cause the bidder to be considered non-responsive and ineligible for further consideration. Each bidder must include prior audit findings with MDCPS or any other entity. If an audit finding is discovered and not submitted, the proposer will be deemed non-responsive.

REVISED ATTACHMENT 12 - SUBMITTED BID DOCUMENT VERIFICATION FORM

All bidders are required to submit the following information to be considered for award. Failure to submit any of the required documents with the bid will cause the bidder to be considered nonresponsive and ineligible for further consideration. Each bidder must include the following information within their submittal:

REQUIREMENT	YES	NO
a. 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.		
b. Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida. If Bidder is not registered to transact business in the State of Florida, Bidder must provide a copy of Bidder'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 Attachment 1 (Cover Page), along with submittal of required incorporation/organization documentation.		
c. Three (3) references from organizations comparable in complexity and/or size to M-DCPS, preferably. References must reflect at least three (3) years' experience working with children and adolescents. This must be documented on Attachment 11, Bidder Experience form, whereby each bidder uses one (1) form per reference.		
d. Bidders must submit documentation stating the number of years of experience that the agency has had providing services for student's grades Pre K - 12 and the number of years' experience for each professional that will provide services.		
e. Submission of all documentation/information stated in this ITB, including, without limitation, the documentation, information and/or plans stated in Sections 5, 6, and 7 of this ITB, as well as the required forms and attachments, as stated in Section 8 of this ITB.		
f. Certificate of Insurance in conformance with Section 5.5 Insurance Requirements.		
g. It is preferred that psychologists conducting the psychoeducational evaluations be bilingual and or have multi-lingual abilities in English, Spanish, Hebrew and/or Haitian Creole (submit proof on separate page).		
h. Evidence of current Florida Board of Psychology Licensure for the psychological services team members who are conducting psychoeducational evaluations. A copy of each team member's license should be submitted as well as a copy of the Florida Department of Health License Verification Discipline/Admin Action screen.		
i. Proposer(s) must provide the names and titles of its psychologists who will be assigned to conduct evaluations. (Psychologist must be licensed and in good standing).		
j. Each proposer must include prior audit findings with Miami-Dade County Public Schools (MDCPS) or any other entity. Please note that proof of as such findings should be submitted with your packet. If an audit finding is discovered and not submitted, the bidder will be deemed non-responsive.		
k. Proposer must verify which measures psychologist have experience with, as specified in item #5 under Section 6.4 Qualification and Experience.		

I. Proposer must provide a statement in writing ensuring that the vendor has the qualified workforce capacity to complete at least one hundred (100) evaluations each school year, during the course of the contract term, as specified in Section 6.6 Staffing and Subcontracting.		
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Please complete and sign below confirming all items noted above are included in your submission.

Name of Bidder: _____

_____ <i>Signature of Bidder's Authorized Representative</i>	_____ <i>Date</i>
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_____ <i>Printed Name</i>	_____ <i>Title</i>
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For Internal Use Only:

_____ <i>Signature of Originating Department (as applicable)</i>	_____ <i>Date</i>
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_____ <i>Printed Name</i>	_____ <i>Title</i>
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_____ <i>Procurement Staff Name/Signature</i>	_____ <i>Date</i>
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