



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: Charisma Montfort

PHONE: (305) 995- 1434

Email: cmontfort@dadeschools.net

TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: 6/10/2024

Addendum No. 4

BID/RFP No. ITN-23-030-CM BID/RFP TITLE: ON-SITE STATE LICENSED BEFORE AND AFTER SCHOOL

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

Please see attached responses to submitted questions. The deadline for this solicitation has been extended to
June 13, 2024 at 1pm. All other terms and conditions apply.

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

ITN-23-030-CM Q&A

1) What exactly is being asked for in Section 8 - Proposal Pricing?

ANSWER: Section 8 requires that you specify which service(s) your company proposes to provide. Additionally, for the Enrichment Program Services, we are asking that you provide us with an itemize detail of your offerings in an excel document. The Before and After School Childcare Services section includes prescribed fees.

8.1 Please indicate the services you firm will provide Proposal(s).

Vendor Name	ON-SITE LICENSED AND AFTER SCHOOL CHILDCARE SERVICES	STATE BEFORE SCHOOL	ON-SITE ENRICHMENT PROGRAM FOR SCHOOLS, CENTERS, SCHOOLS, CENTERS, SCHOOLS AND CENTERS FOR SPECIAL EDUCATION	COMMUNITY SERVICES ELEMENTARY K-8 MIDDLE 6-12 HIGH AND FOR

8.2

Additionally, Proposer should itemize and detail in an excel document all **chargeable fees to perform all elements of this ITN** identified in Section 4, Scope of Services.

2) Have any additional amendments been issued that we need to acknowledge in Exhibit 3?

ANSWER: Yes, the issuance in the Q&A is considered Addendum 4.

3) FOSPE INC., also known as Friends of South Pointe Elementary, has been running the after school enrichment program at Miami Beach South Pointe Elementary since 2015.

1. Section 5 - Minimum Qualification Requirements asks Proposers to submit a Local Business Tax Receipt. We do not have a Local Business Tax Receipt because we do not have a physical business location.
2. Can we provide this explanation in our proposal so that we are not considered ineligible?

ANSWER: Please provide any relevant explanations and legal references for making such determinations within the application.

4) What are the current enrollment numbers of the programs being serviced around the district?

ANSWER: After school programs offered by outside providers vary by site. The highest enrolled program serves 206 students. This is the first time an ITN or RFP is being released for enrichment opportunities. There is no data on student enrollment to date.

5) What is the facility rental fee?

ANSWER: On page 17 it states, "If applicable, the After School Enrichment Program Service Provider shall sign an annual facilities rental contract with M-DCPS to allow space usage within the approved M-DCPS school (if space is available)."

6) Can you please send me a recording of today's meeting?

ANSWER: https://zoom.us/rec/share/tzo5NJLCn0g5TraK37--xLGijuROSGoDs4N6Ax09zV2wzQYReLQBryn_4ubPFhAK.Zz-DWQiBX2jbN6BY?startTime=1713966667000
Passcode: QYsP%1m*

7) Q1: Are these the reimbursable rates? Or subsidized rates for parents to pay, should we choose to charge for services?

ANSWER: From Page 16 of the ITN- Daily, weekly, bi-weekly or monthly student fees for services may not exceed those charged by M-DCPS. NOTE: Current daily M-DCPS fees are \$6.00 before school care, \$6.00 story hour care, \$12.00 after school care, \$16.00 half day care for summer camp, and \$25.00 all day care for summer camp. Provider(s) are also required to participate in and maintain an active agreement with the Early Learning Coalition (ELC) fee-subsidized reimbursement program.

8) Considering that the RFP does not provide information on funding range/amount, I would like to know if similarly to ELC, does this statement indicate that at an average if we propose to serve 50 students we should project to receive \$90K a year? My calculations: 50 students X \$10per day X 180 school days = \$90K Do we need to commit to an exact number of students on the front end, or will reimbursement be based on the child count at the end of the cycle (Oct. 15th as listed above)?

ANSWER: M-DCPS will not be providing funding for any after school or community enrichment program.

Board-approved after school student fees are as follows-

(From Page 16) - Daily, weekly, bi-weekly or monthly student fees for services may not exceed those charged by M-DCPS. NOTE: Current daily M-DCPS fees are \$6.00 before school care, \$6.00 story hour care, \$12.00 after school care, \$16.00 half day care for summer camp, and \$25.00 all day care for summer camp. Provider(s) are also required to participate in and maintain an active agreement with the Early Learning Coalition (ELC) fee-subsidized reimbursement program.

...

Ten dollars (\$10.00) per child will be submitted (paid) to M-DCPS Community Education / School Leadership and Performance to cover operational expenses. The exact amount to be reimbursed to M-DCPS will be determined by the child count on the closest Monday to

the 15th of October of each year. All children who have and/or had been registered in the program shall be counted. Reimbursement shall be submitted to M-DCPS.

Verification of such records may be subject to audit.

Community Enrichment fees are to be proposed by respondents.

Community Enrichment providers will only be charged Facilities Usage Fees.

- 9) **Please clarify in writing the instructions if you provide services underwritten via outside grant funding and therefore WILL NOT charge fees to children or parents.**

ANSWER: For services provided by an outside agency on M-DCPS property that are free of charge to students an Affiliating Agreement can be requested at any time via email at AfterSchoolAffiliatingAgreements@dadeschools.net. AS per SB Policy 7510, M-DCPS typically waives rental fees in such cases, although a Facilities Use Agreement must also be in place.

- 10) **Q4. OYC Miami charges a one-time registration fee for students to utilize OYC Miami services, but no fees for ongoing program participation nor annual renewal fees. Based on this, is this the correct process for OYC Miami to apply via the ITN?**

ANSWER: Please see response for question 9.

- 11) **The ITN states that all questions are to be submitted in writing/email and are to copy the Executive Assistant to the Clerk of the School Board. However, the ITN does not provide an email address for the Executive Assistant to the Clerk of the School Board. Can you please provide the contact information/name/email for the Executive Assistant so we can send a copy of all communications?**

ANSWER: Celia Rubio, Office of the School Board Clerk, celiarubio@dadeschools.net

- 12) **YWCA South Florida has both afterschool childcare services as well as community enrichment programs, and would like to be part of the approved pool for both. Do we submit separate proposals for the two services?** (4.3.1. Before and After School Childcare On-Site Services and 4.3.2 Community Enrichment Program Services (For Youth (4 to 18 years) and Adults)).

ANSWER: One response inclusive of both clearly delineated components should be submitted.

- 13) **Is a Proposer eligible to be on both the Before/Afterschool Services list and the Community Enrichment Program Services list?**

ANSWER: Yes.

- 14) **Page 22 of the ITN says that we should complete and sign Exhibits 1-15, 19 & 20 but Exhibits 11, and 15 are either instructions/ information and then the Sample Agreement. What is the process to ensure completion for Exhibits 11 and 15?**

ANSWER: Exhibit 11 should be initialed at the bottom by an authorized representative. Exhibit 15 should be submitted filled out as an initial draft contract you wish to enter into with The School Board of Miami-Dade County, Florida.

- 15) In “Section 4.4 Required Information to be Submitted”, it restricts the page limit to 15 pages. Can you please clarify as to what counts for the 15 pages? Do the three current customer references count towards the 15-page limit? Do the attachments required to meet the minimum requirements count toward the 15-page limit? Does the Price Proposal count towards the 15-page limit? Does the Invitation to Negotiate form count towards the 15-page limit? Does the resumes of key personnel count towards the 15-page limit? Does the two-page Executive Summary count towards the 15-page limit? Does the copy of the Discipline Plan count towards the 15 page limit? Does the Weekly Schedule count toward the 15-page limit? Does the copy of the Organizational Chart count towards the 15-page limit? Does the Staff Evaluation Form count towards the 15-page limit? Does the Parent and Staff Handbook count towards the 15-page limit?

ANSWER: Exhibits do not count toward the page limit. Section 4.4 has a detailed list (Items 1-4) of what exactly counts toward the 15-page limit.

- 16) What is the order in which the forms and narrative should appear in the proposal, including cover form (Exhibit 1), Table of Contents, Invitation to Negotiate, Executive Summary, Copy of License, Copy of Proposer’s current registration of incorporation/organization, Copy of their current certified firm certificate showing the firm’s designation, Resumes of Key Personnel, Copy of Discipline Plan, Organizational Chart, Narrative Response to Proposed Approach and Methodology, Narrative Response to Experience and Qualifications, Proposal Pricing Form, Copy of Staff Evaluation Form, Copy of Parent and Staff Handbook, Exhibits 2-15 (includes three client references as part of Exhibit 6 and Submitted Proposal Document Verification Form as part of Exhibit 9), Exhibit 18, and Exhibit 19-20? If the order is indicated on page 21 of the RFP, do we duplicate Exhibits 1, 6, and 9 to follow the order, and where should the additional attachments as indicated throughout the RFP (Organizational Chart, Resumes, Discipline Plan, Parent and Staff Handbook, etc.) be placed?

ANSWER: Please follow submission requirements identified in Section 6 of the ITN. Any additional items should be placed in your submission as an appendix.

- 17) In the RFP, it is written “As part of the Proposal, the Proposer must complete, sign and submit Exhibits 1 through 15, Exhibits 19- 20, and if applicable, Exhibit 18, all of which can be found in Section 10. By submitting a proposal, the Proposer agrees to be bound by and to execute the Sample Agreement, Exhibit 15 of this ITN.” Must the sample proposal be completed, signed and submitted as indicated above, or simply a blank copy of the sample agreement be submitted? Exhibit 11 is the Instructions for Certification, should that be included in the submission package and if so, must it be signed as indicated above?

ANSWER: See response to question 14 above.

- 18) In section 6, submission requirements, it is written that “All proposals must be neatly typed on 8 ½” x 11” page size, with normal margins and spacing. The forms as presented in the RFP do not have normal margins. Is it required that we change the forms, which changes the format of the forms, or does this not apply to all forms and exhibits?

ANSWER: Formatting for Exhibits submitted should not be altered from what is provided in the ITN.

- 19) If our agency intends to apply for both Before/ After School programs and Enrichment services, do the page counts for the proposal double as two different types service types are intended?

ANSWER: The requirements under Section 4.4 should be submitted for each proposal (15-page limit for each inclusive of Items 1-4 for each).

- 20) If our agency intends to apply for both Before/ After School programs and Enrichment services, will this be an additional agreement, or will all of the agency's services be compiled into one agreement?

ANSWER: There will likely be two agreements, if awarded.

- 21) Is there a file size limit for the Demand Star Required proposal document? If so, what is the maximum size of the file?

ANSWER: No, we are not aware of file size limits in Demandstar. If you have an error, please screenshot and email cmontfort@dadeschools.net.

- 22) Can reference documents be submitted as additional documents with the submission of this proposal?

ANSWER: All reference documents should fit within the page limit outlined in Section 4.4.

- 23) P- 1 on the packet: right section remit to what to complete? If we submit online? Do we pay for this?

ANSWER: There is no payment to remit in order to submit a proposal for this ITN.

- 24) P- 24 Criteria for evaluation is this a separate document to attached?

ANSWER: The criteria for evaluation is delineated in Section 7 of the ITN.

- 25) P-28 how are we considered Onsite state licensed before and after school childcare services or on site community enrichment program services..

ANSWER: You can find more information on Florida Department of Children and Family Child Care Licensing at <https://www.myflfamilies.com/services/child-family/child-care/about-child-care-licensure>.

26) P-32 states registered in as foreign corporation: what does it mean our name? dba

ANSWER: No, this is not the same as a dba. In some instances, companies who are incorporated in another state are registered on sunbiz as a foreign corporation.

27) P-38 exhibit 6? What to complete?

ANSWER: Please see question 14 above.

28) P-39 Prosper submitting proposal is the name of our synagogue? My personal name? the program? Or MDCPS?

ANSWER: This should be the legal name of the entity from which you choose to submit a proposal.

29) P-43 NAME OF BIDDER same questions as #7 the synagogue name? Name of the program? Personal name?

ANSWER: Please see response to Question 72.

30) Would highly appreciate your help as soon as possible and we are approaching Passover and my executive who signs all the paperwork will be away

ANSWER: The deadline has been extended.

31) As per your request, I'm emailing to request a copy of the recording of today's ITN zoom session for after-school care.

ANSWER: Please see attached link

32) You mentioned in the call about sharing a fee schedule. You're talking about the first full paragraph on page 16, right? *"Current daily M-DCPS fees are \$6.00 before school care, \$6.00 story hour care, \$12.00 after school care, \$16.00 half day care for summer camp, and \$25.00 all day care for summer camp."* If not, I would love more info on the fee schedule.

ANSWER: These are the standard School Board-approved rates for before/after school services. There are no required standard rates for enrichment activities.

33) Can you indicate the amount to complete on the draft of the affiliating agreement?

ANSWER: All empty sections on Page 1 should be completed.

34) Do we still need to apply to facility use through schooldude platform?

ANSWER: Once you are awarded, yes.

35) Exhibit 9? Is something for us to respond? In the Y N column or it is just an explanatory page. If we need to answer where do we answer.

ANSWER: This is verification that all sections have been completed. Yes or No should be marked with an "X" or a checkmark and the form signed.

36) Exhibit 14 needs to be signed and submitted? I don't think it applies to us

ANSWER: Please complete forms that are applicable to your organization.

37) Exhibit 15, draft of 6103 item 3 compensation? Is this the fee we pay?

ANSWER: Yes.

38) Exhibit 15 payment schedule ? can you refer me to a link where to find an estimated price?

ANSWER: For after school services, Section 4.3.1 (page 16) states the following:

Ten dollars (\$10.00) per child will be submitted to M-DCPS Community Education / School Leadership and Performance to cover operational expenses. The exact amount to be reimbursed to M-DCPS will be determined by the child count on the closest Monday to the 15th of October of each year. All children who have and/or had been registered in the program shall be counted. Reimbursement shall be submitted to M-DCPS.

Verification of such records may be subject to audit.

For community enrichment services, Facilities Usage Fees will be charged.

39) Exhibit 15, insurance, automobile insurance. We do not transport the students. Our program is being offered on site at VABHOE. What automobile policy we need to proof if there are no automobiles involved?

ANSWER: Only insurances which are applicable would need to be provided. Examples could include general liability insurance and/or cybersecurity insurance if there is a need for M-DCPS to share student data.

40) On the demand star website, I don't see the upload button

ANSWER: Please reach out to the Demandstar service line for upload assistance.

41) What is the RFB on demandstar?

ANSWER: Request for Bid

42) Can the proposal be uploaded before MAY 2 or only on that day

ANSWER: Yes, proposals can be uploaded at any time.

43) Additionally, to follow up on the question we discussed earlier, in going through this process, our PTA Enrichment program would (hopefully) become an approved enrichment partner. As such, we would adhere to the rental charges indicated in the packet per SB Policy 7510 and 7510.01. As we discussed via zoom, we are categorized as School-Allied, as a PTA. Additionally, our program only operates

between 1:50-4:05pm, during regularly scheduled custodial hours. Based on this criteria, SB Policy 7510 indicates (Section IV):

H. Governmental and school-allied organizations may be permitted free use of the building when a custodian is regularly on duty and custodial services can be rendered at no additional cost to the District, subject to the Principal's judgment as to the number of groups that can be accommodated. A Request for Fee Waiver for Utilization for School Facility (FM-5576) (and if applicable, an affidavit of eligibility to receive a fee waiver) must be initiated by the Principal and approved by the Region Superintendent and Deputy Superintendent or his/her designee.

You indicated on the zoom that you believe we would be exempt from the fee though requested that I follow up via email. To clarify, in our case, we do collect fees, but those funds never leave the school community as they are used to fund supplemental materials, scholarships, and overall school needs via the PTA. For the purposes of the ITN, I ask this question to respond accordingly to the facility fee question accurately.

ANSWER:

SB Policy 7510 discusses programs operated by school-allied organizations such as a PTA. However, please note that funds generated by such enrichment programs may not be comingled with those for other non-profit organizations formed by parents and/or community members to support schools which are not considered a school-allied organization in order to fully qualify for such benefits.

Further discussed in SB Policy 7510, as determined by the Deputy Superintendent or the Board, other organizations may be considered school-allied that: (a) provide a program consistent with this section, (b) have the requisite funding to operate their programs, and (c) are available to all students of the school or community on a no-charge basis.

As per Section II.D.3 of SB Policy 7510,

Site Coverage and Services - A representative of the school shall be on the school grounds during the hours of use of facilities, except for playgrounds. Custodial services are included in the basic facility usage fee except when additional services are needed and/or when the use of the facility occurs outside normal hours when a representative of the District is not on the school campus. Charges made for extra custodial services described above shall be assessed at an hourly rate, including applicable fringe benefits. A qualified employee must supervise the operation of all equipment in cafeteria, shops, etc. Charges will be assessed an hourly rate, including applicable fringe benefits. User may be subject to charges for supply and maintenance fees.

Custodians are on site regularly working after school hours to ensure facilities are ready for student use the next school day. However, if the facilities are being additionally used by students after hours, this would entail additional custodial work to have the building ready for the next school day. Therefore, fees charged for additional support staff are not guaranteed to be waived.

As per SB Policy 9211, all fund-raising activities conducted by school-allied organizations shall comply with the Manual of Internal Fund Accounting for Elementary and Secondary Schools.

Additionally, as per SB Policy 9211:

- Each volunteer organization shall work within the appropriate school setting in cooperation with the principal and staff and shall comply with policies.
- Each group will submit its bylaws to the Principal for review and approval.
- Each group shall submit its tentative goals and objectives along with its fund-raising plans for the school year to the Principal for review. Should the goals and objectives or fund-raising plans change during the school year, the Principal is to be advised before any final revisions are made. All activities must be approved by the Principal.

45) Question: Can you provide the amount of the facility rental fees?

Can you provide a copy of the schedule of rental charges?

ANSWER:

Per SB Policy 7510.01 - Rental Charges
<http://go.boarddocs.com/fl/sbmd/Board.nsf/goto?open&id=BK6KW84FFEB6>: "Rental charges shall be established by the Superintendent based upon the facilities being used. The schedule of rental charges shall be effective as of July 1st annually and is to be used by Facilities Operations, Maintenance – Finance Department only."

Section IV of SB Policy 7510 states the following:

- A. Rental charges for school facilities are determined as follows: Basic charges are computed on a minimum usage of three (3) hours on weekdays until 10:00 p.m. and the Board-approved hourly rate after 10:00 p.m. and are computed on a minimum usage of four (4) hours plus clean-up time on Saturday and Sunday at the Board-approved hourly rate. Any additional time beyond the basic charge hours will require an additional charge at the hourly rate set by the Board. At the Principal's discretion, a custodial supply fee may be assessed. User shall pay a non-refundable processing fee in the amount of \$25.00 for each application being submitted by one of the methods referenced above.
- B. The rental fee includes the area requested on the online facility-rental application (cafeteria/cafetorium, auditorium, classrooms, stadiums, etc.), restrooms, parking lot, and custodial services. The District shall provide for the services of one (1) custodian for building services from the general charge. User shall pay for any and all additional staff necessary. Additional space necessary must be requested at the time the application is submitted or upon submission of an additional application. The District shall furnish light, heat, and water by means of the appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failures in furnishing any of the same caused by anything beyond the control of the District shall not be chargeable to the District. User shall obtain at the user's own cost and expense any and all licenses or permits required by law or ordinance. Lack of a certificate of insurance will render the rental agreement null and void. If the user is a State agency or subdivision as defined by F.S. 768.28, the user shall furnish, upon request, written verification of liability protection in accordance with F.S. 768.28.

As per SB Policy 7510.01-

Rental charges shall be established by the Superintendent based upon the facilities being used. The schedule of rental charges shall be effective as of July 1st annually and is to be used by Facilities Operations, Maintenance – Finance Department only. Charges are for

a minimum three (3) hour usage on weekdays, a minimum four (4) hour usage on Saturday and Sunday, and Supplemental Educational Services Providers will be charged hourly.

Standard custodial overtime charges will be levied when a custodian is required. A charge will be levied for each additional hour or fraction of an hour.

Sample Schedule of Facilities Use Fees*

	Elementary School	Middle School, K-8 Center, or High School
1 Classroom AVERAGE Fee Work Week (Per 3-Hour Block)	\$167.20	\$141.90
1 Classroom AVERAGE Fee Weekend (Per 4-hour Block)	\$167.20	\$141.90
Auditorium	None available	Categories based on capacity and charging admission rate - A. \$316.80 B. \$347.60 C. \$379.50 D. \$420.20
Cafeteria	Categories based on capacity - A. \$259.60 B. \$277.20 C. \$300.30	
Field	\$55 per hour	

**As of 5/21/2024. Subject to change.*

**Sample Schedule of Fees for Possible Required Personnel*
(as part of Facilities Use)**

Custodian	\$38.50 per hour
Security	\$38.50 per hour
Police	\$68.20 per hour (3 hour minimum)
Building Administrator	\$44 per hour

**As of 5/21/2024. Subject to change.*