MIAMI-DADE COUNTY PUBLIC SCHOOLS
INVITATION TO BID

SEALED BID NO:   ITB-15-041-YWP

TITLE:   Police Promotional Services

DESCRIPTION:   The purpose of this Invitation To Bid is to establish a contract, at firm unit prices, for Police Promotional Services.

TERMS:   TWO (2) year initial term, with two (2) two (2) year options to renew.

ITB RELEASE DATE:   Thursday, March 17, 2016

PRE-BIDders CONFERENCE DATE/TIME:       Tuesday, March 29, 2016, at 10 a.m. EST

PRE-BID CONFERENCE LOCATION:   Miami-Dade County Public Schools
School Board Administration Building
Procurement Management Services
1450 Northeast 2nd Avenue, Suite 650
Miami, Florida 33132

DEADLINE FOR QUESTIONS:       Tuesday, March 29, 2016, at 5 p.m. EST

BID DUE DATE/TIME:       Tuesday, April 12, 2016, at 2 p.m. EST

PUBLIC OPENING OF BIDS:       Tuesday, April 12, 2016, at 2 p.m. EST

BID OPENING LOCATION:   Miami-Dade County Public Schools
School Board Administration Building
Procurement Management Services
1450 Northeast 2nd Avenue, Suite 650
Miami, Florida 33132

FOR INFORMATION CONTACT:   Yasmin Wong-Peraza
Procurement Analyst
Phone: (305) 995-7725
Fax: (305) 523-2217
Email: yperaza@dadeschools.net

Visit our website at procurement.dadeschools.net to download a vendor registration package. The website also displays Bids, ITBs, bid opening, scheduled Selection Committee Meetings, award recommendations, and the current Board-approved Procurement/Purchasing Regulations.
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SECTION 1.0 - ITB OVERVIEW AND BID PROCEDURES

1.1 INTRODUCTION/BACKGROUND

Miami-Dade County Public Schools (“M-DCPS”) is the fourth largest school district in the United States, comprised of approximately 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

The Vision, Mission and Core Values of M-DCPS are as follows:

VISION

We provide a world class education for every student.

MISSION

To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.

CORE VALUES

Excellence

We pursue the highest standards in academic achievement and organizational performance.

Equity

We foster an environment that serves all students and aspires to eliminate the achievement gap.

Student Focus

We singularly focus on meeting our students’ needs and supporting them in fulfilling their potential.

Innovation

We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.

Accountability

We accept responsibility for our successes and challenges and seek to transparently share our work on an ethical manner, as we strive towards continuous improvement.
1.2 SUMMARY OF MAJOR GOAL, OBJECTIVES AND NEEDS

M-DCPS is releasing this ITB to establish a contract, at firm unit prices, for Promotional Services for Miami-Dade County Public Schools Police Department.

The selected bidders will be awarded a two (2) year agreement, with two (2) two-year options to renew at the District’s sole discretion.

1.3 ITB TIMETABLE

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

ITB available for distribution: Thursday, March 17, 2016

Pre-Bid Conference date, time and place: Tuesday, March 29, 2016 at 10 a.m. EST, Local Time
Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2nd Avenue, Suite 650 Miami, Florida 33132

Deadline for receipt of questions: Tuesday, March 29, 2016
No later than 5:00 p.m. (Local Time)
Emailed to Procurement Staff (See Section 1.4)

Deadline for receipt of Bids: Tuesday, April 12, 2016, at 2 p.m.
No later than 2 p.m. Local Time (See Section 1.9 for location)

Projected Board Approval of Contract: June 2016

Projected Contract start date: June 2016
1.4 CONTACT PERSON

The contact person for this ITB is:

Name and Title:        Yasmin Wong-Peraza
                      Procurement Analyst

Mailing Address:                   Miami-Dade County Public Schools
                      School Board Administration Building
                      Procurement Management Services
                      1450 Northeast 2nd Avenue, Suite 650
                      Miami, Florida 33132

E-mail Address:  yperaza@dadeschools.net
Telephone:   (305) 995-7725
Fax:    (305) 523-2383

Explanation(s) desired by Bidder(s) regarding the meaning or interpretation of this ITB must be requested from the contact person, in writing, as is further described below.

Bidders are advised that from the date of release of this ITB until recommendations for award are published to the School Board or one of its committees, **NO verbal contact with District personnel related to this ITB is permitted**, except as authorized pursuant to the Cone of Silence provision herein at **Section 1.5**. Any such unauthorized contact shall not be used as a basis for responding to this ITB and also may result in the disqualification of the Bidder’s submittal.

1.5 CONE OF SILENCE

As stated within School Board Rule Policy 6325, “Cone of Silence” means a prohibition on any communication regarding a particular Request For Proposals (ITB), bid, or other competitive solicitation between:

1. any person who seeks an award there from, including a potential vendor or vendor’s representative; and
2. any School Board member or the member’s staff, the Superintendent, Deputy Superintendents and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process. For purpose of this section, “vendor’s representative” means an employee, partner, director, or officer of a potential vendor or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

A Cone of Silence shall be applicable to each ITB, bid, or other competitive solicitation during the solicitation and review of bid proposals. At the time of issuance of the solicitation, the Superintendent or the Superintendent’s designee shall provide public notice of the Cone of Silence. The Superintendent shall include any advertisement and public solicitation for goods and services in a statement disclosing the requirements of this section.
The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process. All provisions of the above-referenced School Board Rule Policy 6325 apply to this solicitation.

1.6 LOBBYING

School Board Policy 8150, LOBBYISTS – states, in part, that The School Board of Miami-Dade County, Florida, has determined and declared that the operation of responsible government requires that the fullest opportunity be afforded to the people to petition the School Board and the Miami-Dade County Public Schools District to express freely their opinions on School Board actions and issues; and that to preserve and maintain the integrity of the governmental decision-making process, it is necessary that the identity, expenditures, fees, and activities of certain persons who engage in efforts to influence actions of School Board members and employees either by direct or indirect communication be publicly and regularly disclosed.

Lobbyist means any individual, firm, or corporation compensated by or who contracts for economic consideration from any principal person or organization for the purpose of lobbying. Lobbying means any oral or written communication, direct or indirect with the School Board, members of the School Board, School Board Committees, School Board Administrative Assistants, School Board Attorneys, or members of the Miami-Dade County Public Schools administrative staff, for the purpose of influencing any action, non-action or decision, or attempting to obtain the good will of a School Board member or employee of the school district. Pursuant to this rule, lobbyists shall complete annually, a Lobbyist Registration Form, and pay the annual registration fee. Furthermore, every person required to register shall list all individuals who may make a presentation when the person appears as a representative for an individual or firm for an oral presentation before a site administrator, or instructional personnel, or certification, evaluation, selection, technical review or similar oral presentation committee. This listing shall include the Clerk’s form, the list of presenters, and the indication of fee receipt, prior to the oral presentation. No person shall appear before any employee or committee on behalf of any individual or firm unless he or she has been listed as part of the firm’s presentation team or unless he or she is registered with the Clerk’s office and has paid all applicable fees.

The School Board Policy may be accessed at: http://www.dadeschools.net/schoolboard/rules/

1.7 ITB AVAILABILITY

The solicitation package is available through the District’s Procurement Management Department. Please email your request to Natalia Delgado, Procurement Analyst, at vperaza@dadeschools.net. Bidders or Respondents who obtain copies of this Solicitation from sources other than the District’s Procurement Management Department risk the potential of not receiving amendments, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Bidders or Respondents are solely responsible for those risks.

1.8 TERM AND RENEWAL

The term of the resulting agreement shall be for a period of two (2) years with two (2) successive options to renew of two-years each, all at the sole discretion of the District. Options to renew will be evidenced in writing as a contract amendment to the resulting agreement,
negotiated, executed and signed by the District prior to the expiration date of the resulting agreement or any valid extension thereof. The District, in its sole discretion, may negotiate a different contract term (fixed term and option periods) from the term advertised in this ITB in the best interests of the District.

1.9 PROPOSAL SUBMISSION

The entire proposal packets, including all originals and copies, must be submitted in a main sealed envelope or container (box). Proposals must be submitted in the following format:

- One (1) unbound original proposal with all attachments and original signatures.
- One (1) bound copies of the original proposal.
- One (1) electronic versions on CD or memory stick in Microsoft Word, Excel or PDF format.

All proposals must be submitted on 8 1/2” X 11” paper, neatly typed on one side only, with normal margins and spacing. Proposals must be received by the deadline for receipt of proposal specified in this ITB Timetable. The original and all copies must be submitted in a sealed envelope or container clearly labeled on the outside with the Proposer’s name, address, telephone number, the ITB number, ITB title, and Proposal Due Date to:

Miami-Dade County Public Schools  
School Board Administration Building  
Procurement Management Services  
Attn: Natalia Delgado  
1450 N.E. 2nd Avenue, Suite 650  
Miami, FL 33132

Hand-carried proposals may be delivered to the above address ONLY between the hours of 9 a.m. and 4 p.m.; Mondays through Fridays (however, please note that proposals are due at the District on the date and at the time indicated in Section 1.3.) Additionally, M-DCPS is closed on holidays observed by the District. Bidders are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Proposal response submission to the Procurement Management Services on or before the stated time and date will be solely and strictly the Proposer’s responsibility. M-DCPS will not in any way be responsible for delays caused by the United States mail delivery system or by any other occurrence.

Proposals must be signed by an authorized officer of the Proposer, who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a proposal by a Proposer will be considered by the District as constituting an offer by the Proposer to perform the required services at the stated prices.

1.10 PRE-BIDDERS CONFERENCE

A pre-proposal conference has been scheduled for the date, time, and place specified in this ITB Timetable (see Section 1.3). Attendance is highly recommended but not mandatory. Please note, Bidders may ask questions, however, all questions MUST be submitted in writing by the due date stated in Section 1.3.
1.11 ADDITIONAL INFORMATION / AMENDMENT

Requests for additional information or clarifications must be made in writing and received by the Procurement Analyst for this ITB, in accordance with Section 1.4 above, no later than the deadline for receipt of questions specified in the ITB Timetable (see Section 1.3). The request must contain the ITB number and title, Proposer’s name, name of Proposer’s contact person, address, phone number, email and facsimile number.

Email requests for additional information will be received by the Procurement Analyst at the email address specified in Section 1.4 above. Emails should have at a minimum, the Proposer’s name, name of Proposer’s contact person, address, phone number, facsimile number, and ITB number and title. A copy of any written communication or email must be sent to the Executive Assistant to the Clerk of the School Board as fully described in Section 1.25 above.

The District will issue responses to inquiries and any other corrections or changes it deems necessary by way of written solicitation amendments issued prior to the Proposal Due Date. Bidders should not rely on any representations, statements or explanations other than those made in this ITB or in any written amendments to this ITB. Where there appears to be conflict between the ITB and any amendments, the last amendment issued shall prevail.

It is the Proposer’s responsibility to assure receipt of all amendments. The Proposer should verify with the designated Procurement Analyst prior to submitting a proposal that all amendments have been received. Bidders are required to acknowledge the number of amendments received as part of their proposals (see attached Exhibit 3).

Bidders who obtain copies of this ITB from sources other than the District’s Department of Procurement Services risk the potential of not receiving amendments, since their names will not have been included on the Proposer List for this particular ITB. Such Bidders are solely responsible for those risks.

1.12 PROPOSAL GUARANTEE DEPOSIT

No Proposal Guarantee Deposit will be required for this ITB.

1.13 PERFORMANCE OR PAYMENT BONDS

No Performance or Payment Bonds will be required for this ITB.

1.14 SMALL/MICRO BUSINESS ENTERPRISE PROGRAM

The School Board of Miami-Dade County, Florida, has a strong commitment to SBE/MBE participation as part of all related procurement processes and continues to reflect such commitment. The School Board has an active Small/Micro Business Enterprise (SBE/MBE) Certification Program, to increase contracting opportunities for SBE’s and MBEs. Pursuant to School Board Policy 6320.02, the Board may apply scoring incentives, and/or other incentives for SBE/MBE firms responding to this ITB.

The Office of Economic Opportunity must certify all SBE’s, prior to contract award. The application may be accessed through the following link:

http://forms.dadeschools.net/webpdf/3920.pdf
Vendors certified as an SBE with any entity or agency other than The School Board of Miami-Dade County, Florida, may not be acceptable. Bidders with certifications from other entities or agencies must contact our OEO office for additional information. A current list of certified SBE/MBEs can be found online at [http://oeo.dadeschools.net](http://oeo.dadeschools.net) or by contacting the Office of Economic Opportunity at (305) 995-1307.

### 1.15 LOCAL PREFERENCE

The School Board of Miami-Dade County, Florida, adopted School Board Policy 6320.05, which gives local preference to businesses located in Miami-Dade County, Florida, when evaluating the lowest responsible, responsive bid or submittal for the purchase of goods and services, professional and construction-related services, in excess of $50,000 or the current formal bidding threshold set by Statute. The preference does not apply to goods or services exempted by statute as reflected in School Board Policy 6320, or prohibited by Federal or State law, or other funding source restrictions.

**Definition:**

Local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be considered for local preference, vendors must provide a copy of their business license and the local business affidavit of eligibility with their bid or proposal. A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with School Board Policy 6320.04.

**PROCESS:**

**Invitation to Bids:**

If following the completion of initial evaluations, a local firm has submitted a proposal and is competing with a non-local proposer(s), then the local vendor(s) shall have the opportunity to proceed to be considered for further evaluation provided the price is within five percent (5%) of the cost proposed by the non-local vendor, all other technical requirements being equal. In the case of a tie in the best and final proposal between a local business, the tie shall be broken as delineated in School Board Policy 6320.

Bidders claiming local vendor preference **must** submit a **Local Business Affidavit of Eligibility (Exhibit 4)** and a copy of its business license with its response.

The School Board Policy may be accessed at: [http://www.dadeschools.net/schoolboard/rules/](http://www.dadeschools.net/schoolboard/rules/)

### 1.16 INCOMPLETE OR MISSING DOCUMENTS FOR THIS SOLICITATION

All proposals received in response to this ITB, will be sealed for a period of 20 days, pursuant
to Florida Statute 119.07, to allow for the request and receipt of any missing documents.

Respondents who do not meet all the requirements for the ITB may be contacted to submit the missing information within 2 business days. If the District requests missing documentation and does not receive the documents within the stated deadline, incomplete or noncompliant proposals may be disqualified.

1.17 LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

No late proposal, bid, modification, or late withdrawal will be considered.

1.18 ITB POSTPONEMENT/CANCELLATION

The District may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this ITB; postpone or cancel, at any time, this ITB process; or waive any irregularities in this ITB or in the proposals received as a result of this ITB.

When a solicitation is canceled, notice of cancelation shall be posted on the District’s website and sent to all Bidders solicited.

1.19 COSTS INCURRED BY BIDDERS

All expenses involved with the preparation and submission of proposals to the District, or any work performed in connection therewith, shall be borne by the Bidder(s). No payment will be made for any responses received, or for any other effort required of or submitted by the Proposer prior to commencement of work as defined by a contract executed by M-DCPS.

1.20 COMPLIANCE WITH LAWS, ORDINANCES, CODES AND RULES/REGULATIONS

Bidders shall certify their ongoing compliance with the School Board Policies. Furthermore, Bidders must be familiar with and must be in compliance with all Federal, State and local laws, ordinances, codes, resolutions and implementing rules and regulations that may in any way affect the products or services offered. In the event of a conflict between this ITB and these legal requirements, the legal requirements shall prevail.

(a) Proposer must complete, sign as required and submit the following documents at the time of ITB submission due date. Also see Section 4.1.

| Exhibit 1 | Cover Page for Proposal |
| Exhibit 2 | Acknowledgment of Amendments |
| Exhibit 3 | Local Business Affidavit of Eligibility |
| Exhibit 4 | Florida Statutes on Public Entity Crimes |
| Exhibit 5 | Proposer Experience |
| Exhibit 6 | Anti-Collusion Statement |
| Exhibit 7 | Disclosure of employment of Former School Board Employees |

By completing and submitting said documents, the Proposer affirms continued compliance with the provisions of the District and School Board policies and procedures, as may be amended.
1.21 AFFIDAVIT IDENTIFYING AUTHORIZED REPRESENTATIVE(S)

Bidders are advised that the attached Affidavit of Identifying Authorized Representative for Selection Committee Proceedings (ITB Process) (see Section 7 Exhibit 2) must be completed, notarized and included with the proposal submission.

Any person who appears as a representative for an individual or firm for oral presentations before a M-DCPS selection or similar committee must be listed on this Affidavit. Persons listed on the affidavit are not required to pay any lobbying registration fees. Additional authorized representatives for Oral Presentations including negotiations under this ITB process shall be recognized upon submission, prior to oral presentation, to the M-DCPS Procurement Analyst of another fully executed affidavit (Exhibit 2). Any person not listed on the affidavit shall be excluded from participation in oral presentations, unless he or she is registered with the Clerk of the Board of County Commissioners and has paid all applicable fees as a registered lobbyist.

NOTE: Other than for oral presentations under this ITB process, Bidders who wish to address any M-DCPS School Board member or an M-DCPS committee or subcommittee concerning any actions, decisions or recommendations of M-DCPS personnel must register with the Clerk of the School Board and pay all applicable fees as a registered lobbyist under School Board Policy 8150.

1.22 FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted Bidder list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO ($35,000) for a period of thirty-six (36) months from the date of being placed on the convicted Bidder list. Attached is a Public Entity Crime Disclosure Affidavit (Exhibit 5) that must be completed and notarized prior to award unless an Affidavit of Continued Compliance is applicable and is appropriately executed.

1.23 PROPRIETARY/ CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of, or in support of, proposals would be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law."

The Bidder shall not submit any information in response to this solicitation, which the Bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the District in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Bidder. In the event that the Bidder submits information to the District in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the District shall endeavor to redact and return that information to the Bidder as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of
information pursuant to this clause may render a proposal not eligible for consideration. Alternatively, the Bidder may choose in writing to waive any claim to confidentiality promptly upon written notice from the District.

1.24 EVALUATION/SELECTION PROCESS

Please see Section 5.0 of this document for the Evaluation/Selection process that shall govern this ITB.

1.25 PROTEST TO CONTRACT SOLICITATION OR AWARD

The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the District’s website http://procurement.dadeschools.net/

Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking proposals or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.

The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and School Board Policy 6320. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Formal written protests will be reviewed by Procurement Management Services who will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the Proposer may seek an administrative hearing pursuant to 120.57 Florida Statutes. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Policies 6320 and 0133.

The “Notice of and/or formal written Protest” shall be filed with:

The Office of the School Board Clerk
Miami-Dade County Public Schools
1450 Northeast Second Avenue, Room 268B
Miami, Florida 33132
Fax: (305) 995-1448
E-Mail: Martinez@dadeschools.net

1.26 NOTICE OF AWARDS

The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to utilize other governmental
contracts, if in the best interest of the Board.

Notices will be posted on the District’s website no later than the Friday preceding a regularly scheduled Board meeting.

Awards become official upon the Board’s formal approval of the award.

1.27 DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the Proposer shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Bidders who are determined ineligible may request a hearing pursuant to §120.569, Fla. Statute, and School Board Policy 6320. The School Board reserves the right to reject any and all bids from a Vendor who is currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity, pursuant to School Board Policy 6320.

1.28 COMPLIANCE WITH STATE/FEDERAL REGULATIONS

All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Part 80.36(I) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The vendor certifies by signing the proposal that the vendor and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally-funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify Procurement Management Services, in writing. Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board makes final payment.

For all contracts involving Federal funds in excess of $10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the vendor.

CERTIFY REGISTRATION AND USE OF EMPLOYMENT STATUS VERIFICATION SYSTEM.

The Status Verification System, also referred to as “E-verify”, only applies to construction and professional services contracts using federal funds.

Each Offerer and each duly authorized person signing on behalf of any Offerer certifies as to its own entity, under penalty of perjury, that the named Offerer has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor’s new employees who are employed in the State of Florida in accordance with Executive Order 13465.

The contractor shall require that the following provision be placed in each subcontract at every tier. “The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee in the respective subcontractor, all in accordance with and to comply with
all applicable employee verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work.” The Board will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section. Manually or electronically signing the Proposal is deemed the Contractor’s certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws.

1.29 BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of Sections, 1012.465, 1012.32, and 1012.467, Florida Statutes, School Board Policies 6320 and 8475, as amended from time to time, Proposer agrees that, if Proposer receives remuneration for services, Proposer and all of its employees who provide or may provide services under this Agreement will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced Statutes and School Board policies prior to providing services to The School Board of Miami-Dade County, Florida.

Additionally, Proposer agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in the above-referenced Statutes and School Board policies.

Pursuant to the 2007 amendments to the JLA enacted by the Florida Legislature, requirements for certain fingerprinting and criminal history checks shall be inapplicable to non-instructional contracted personnel who qualify for exemption from level 2 screening requirements as provided under § 1012.468, Fla.Stat. (2007). In addition, the provisions of § 1012.467, Fla.Stat. (2007) are incorporated herein by reference, and any provisions of this Addendum that may be inconsistent with, contrary to, or determined to be in conflict with § 1012.467, will be superseded by said Statute.

A non-instructional contractor, who is exempt from the screening requirements set forth in § 1012.465, § 1012.468 or § 1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under § 943.043 and the national sex offender public registry maintained by the United States Department of Justice. Proposer will not be charged for this search. Further, upon obtaining clearance by Board, if Board deems necessary, Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Proposer agrees to bear any and all costs associated with acquiring the required background screening - including any costs associated with fingerprinting and obtaining the required photo identification badge. Proposer agrees to require all its affected employees to sign a statement, as a condition of employment with Proposer in relation to performance under this Agreement, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Proposer/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Policies 6320 and 8475 within 48 hours of its occurrence. Proposer agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Proposer agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the
event that any previously screened employee fails to meet the statutory standards. Proposer further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by Proposer to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of qualifying arrest or conviction, shall constitute grounds for immediate termination of this Agreement by the Board.

The parties further agree that failure by Proposer to perform any of the duties described in this section shall constitute a material breach of the Agreement entitling the Board to terminate this Agreement immediately with no further responsibility to make payment or perform any other duties under this Agreement.

1.30 COMPLIANCE WITH SCHOOL CODE

Proposer agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Proposer agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Agreement and may result in the termination of this Agreement by the Board.

1.31 CONFLICT OF INTEREST

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Policies 1129, 3129, 4129 and Florida Statute § 112.313(9).

The School Board of Miami-Dade County, Florida, shall be prohibited from entering into any business relationship or continue an existing business relationship with any person or entity determined to have engaged in violation of the restriction contained in this provision.

1.32 PUBLIC RECORDS LAW

It is the practice of The School Board of Miami-Dade County, Florida, to evaluate all Requests For Proposals in a public forum open to the Sunshine, pursuant to Florida Statute §286.011 and to make available for public inspection and copying any information received in response to an ITB, in accordance with Florida Statute §119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

1.33 ASSIGNMENT

This Contract may not be assigned nor may any assignment of monies due, or to become due to proposer, be assigned without the prior written agreement of Miami-Dade County Public
Schools. If proposer attempts to make such an assignment, such attempt shall constitute a condition of default.

1.34 TERMINATION FOR CONVENIENCE

The School Board may terminate the Agreement at any time without cause upon a minimum thirty (30) days' notice to Proposer, in which case the following provisions shall apply: (A) The notice may be effective as of a date certain or may apply only after the delivery of certain enumerated deliverables; (B) The School Board shall pay to Proposer upon receipt of an invoice from Proposer otherwise complying with the Agreement, for any services in respect of a deliverable not yet delivered which have actually been performed by Proposer, pro-rated on a percentage completion basis based on Proposer's reconciliation of labor actually expended compared to labor originally estimated by Proposer in constructing its proposal.

1.35 DEBARMENT

Pursuant to School Board Policy 6320, Contractor Debarment Procedures – Debarred contractors are excluded from conducting business with the Board as agents, representatives, partners, and associates of other contractors, subcontractors or individual sureties.

1.36 PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful Bidders(s), purchases may be made under this proposal by Miami-Dade County, Florida, and other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions stated herein. This agreement in no way restricts or interferes with the right of any State of Florida Agency or political subdivision to rebid any or all of these items.

1.37 NO GRATUITY POLICY

It is the policy of Procurement Management Services not to accept gifts, gratuities, or favors of any kind or of any value whatsoever from vendors, members of their staffs, or families.

1.38 DAVIS-BACON ACT LABOR STANDARDS

This project may be funded in whole or in part under the provisions of the American Recovery and Reinvestment Act of 2009. Therefore, the Proposer shall comply with all applicable provision of 40 U.S.C. §276a-§276a-7, the Davis-Bacon Act, as supplemented by the Department of Labor regulations (29 C.F.R., PART 5 “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction).

1.39 INDEMNIFICATION

To the fullest extent permitted by law, Proposer shall indemnify and hold harmless the Board, and its employees (“Indemnitees”) from and against all claims, liabilities, damages, losses, and costs including, but not limited to, reasonable costs and attorneys’ fees at the pre-trial, trial and appellate levels, arising out of, resulting from or incidental to Proposer’s performance under this Contract or to the extent caused by negligence, recklessness, or intentional wrongful conduct of Proposer or other persons employed or utilized by Proposer's performance of this Contract. The remedy provided to the Indemnitees by this indemnification shall be in addition to and not in lieu of any other remedy available under the Contract or otherwise. This indemnification obligation
shall not be diminished or limited in any way to any insurance maintained pursuant to the Contract otherwise available to Proposer. The remedy provided to the Indemnitees by this indemnification shall survive this Contract. The provisions of this Section shall specifically survive the termination of this Contract. The provisions of this Section are intended to require Proposer to furnish the greatest amount of indemnification allowed under Florida law. To the extent any indemnification requirement contained in this Contract is deemed to be in violation of any law, that provision shall be deemed modified so that Proposer shall be required to furnish the greatest level of indemnification to the Indemnitees as was intended by the parties hereto.

1.40 DUTY TO DEFEND

Proposer agrees, at its own expense, and upon written request by the Board, to defend any suit, action or demand brought against the Board on any claim or demand arising out of, resulting from or incidental to Proposer's performance under this Contract.

1.41 INSURANCE REQUIREMENTS

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:

A. Workers’ Compensation/Employer’s Liability Insurance.

Such insurance shall be no more restrictive than that provided by the Standard Workers’ Compensation Policy, as filed for use in Florida by the National Board on Compensation Insurance, without restrictive endorsements. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One: "Statutory"
Part Two: $1,000,000 Each Accident
$1,000,000 Disease - Policy Limit
$1,000,000 Disease - Each Employee

B. General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) without any restrictive endorsements. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

$2,000,000 General Aggregate
$2,000,000 Products/Completed Operations Aggregate
$1,000,000 Personal and Advertising Injury
$1,000,000 Each Occurrence

Company shall name the Board as an additional insured on a form no more restrictive than the CG 2010.
C. Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the Contract. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

$ 1,000,000 Each Occurrence - Bodily Injury and Property

D. Professional Liability

Such insurance shall be on a form acceptable to the Board and shall cover Company for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. Coverage must either be on an occurrence basis; or, if on a claims-made basis, the coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

$ 3,000,000 Each Claim/Annual Aggregate

The Professional Liability Insurance required under this Section D. may be subject to a deductible not to exceed $25,000 per claim.

E. Employee Dishonesty (Fidelity)

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial Crime Coverage Form (ISO CR 00 21) without restrictive endorsements or on a form acceptable to the Board and shall cover Company and Board against loss caused by the dishonesty of employees of Company in connection with the Contract. Coverage will include Employee Theft, Forgery and Alteration, Computer Fraud, and Funds Transfer Fraud. The minimum limits shall be:

$10,000,000 Each Occurrence

The insurance provided by the Company shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Board shall be excess of, and shall not contribute with, the insurance provided by the Company.

Compliance with these insurance requirements shall not limit the liability of the Company. Any remedy provided to the Board by the insurance provided by the Board shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Company) available to the Board under this Contract or otherwise. Neither approval nor failure to disapprove insurance furnished by the Company shall relieve the Company from responsibility to provide insurance as required by this Contract.
M-DCPS and its members, officers, employees, and agent shall be named an additional insured on all liability coverages except Workers’ Compensation Insurance and Professional Liability Insurance.

1.42 TYPE OF BUSINESS ORGANIZATION AND AUTHORITY OF SIGNATORY

If a Proposal is submitted by a corporation, provide documentation that the corporation is active and authorized to do business in the State of Florida, and that its corporate status shall remain active and unchanged at the time of award of the contract. As to other types of business organizations, please provide any and all documentation relating thereto, including without limitation, verification that the party signing this Proposal is fully authorized and empowered to do so on behalf of the Proposer. In addition, set forth name(s) and titles of any and all parties who are authorized to contract on behalf of the Proposer.

1.43 CANCELLATION OF BIDS OR REQUESTS FOR PROPOSALS

A Bid or ITB may be canceled, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the Board. When a solicitation is canceled prior to opening, a notice of the cancellation shall be posted on the District’s website. Any Bids or proposals received for the canceled solicitation shall be returned to the vendor unopened.

1.44 CHARTER SCHOOLS

Items or services awarded under this contract shall be made available to Charter Schools approved by The School Board of Miami-Dade, Florida. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

1.46 POTENTIAL INTERNSHIP OPPORTUNITIES FOR M-DCPS STUDENTS WITH AWARDED VENDORS

The District has several initiatives to prepare and increase student participation in appropriate internship opportunities. The District's Office of Community Engagement facilitates the student internship program where organizations may participate as Business Mentors. For more information about how to be an internship provider, please visit http://www.engagemiamidade.net/#!community-internships/c7pc or email us at internships@dadeschools.net. As an awarded vendor, District staff may contact your organization regarding current and upcoming Business Mentor opportunities for M-DCPS students and seek your organization’s participation, if eligible.

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SECTION 2.0 - SCOPE OF SERVICES

This Section identifies the levels of performance that are desired by the District. Bidders are instructed to indicate a response to ALL service requirements and specifications contained in this Section in the order listed using the same numbering system.

2.1 GENERAL INFORMATION

The District is soliciting bids to establish a contract, at firm unit prices, for Promotional Services for M-DCPS Police Department (M-DSPD), specifically services relating to promotional testing for the ranks of Police Sergeant and Police Lieutenant.

2.2 SCOPE OF SERVICES

All prospective Bids for Promotional Services MUST include the following:

2.2.1 BIDDER SPECIFICATIONS

The Bidder must have been in operation for a minimum of three (3) years and have an established relationship with the law enforcement community. The Bidder must have a verifiable record of accomplishment in the development and implementation of promotional assessment programs, specifically in the area of law enforcement testing, and must be prepared to meet or exceed all personnel selection objectives of the M-DSPD. Specifically, they must have the resources and experience to conduct job analyses, develop police promotional written exams, develop and implement job-related exercises, evaluate records, and analyze performance data for any law enforcement rank.

2.2.2 AWARD OBJECTIVES

After award of the contract, the Bidder shall ensure a fair and valid promotional process, while providing services to include:

1. Developing and reviewing job analyses
2. Reviewing reading lists
3. Conducting orientation sessions for candidates
4. Developing, validating, administering and scoring all promotional examinations and exercises for Police Sergeant and Police Lieutenant
5. Recruiting, screening, selecting and training the assessment team
6. Overseeing all phases of the evaluation process
7. Preparing and delivering test results
8. Providing performance feedback to candidates
9. Delivering final technical report

The development of promotional exams must comply with professional standards for personnel selection as well as the Department’s applicable rules and regulations and collective bargaining agreements. The validation process of the promotional exams and assessment activities will involve the use of subject matter experts (SMEs) from the M-DSPD and municipal police agencies or sheriff’s offices throughout Miami-Dade and Broward Counties. Minimum requirements and demographics of the SME panel will be determined by the Bidder.
2.2.3 SECURITY PROTOCOLS

The Bidder will implement security protocols that minimize the risk of test exposure during all phases of the assessment process. The Bidder will ensure that safeguards are in place to maintain the integrity of exercises, checklists, computers, test administration schedules, test materials, SME panels, and all promotional assessment activities.

2.2.4 JOB ANALYSIS

The Bidder will perform a new job task analysis through review of the current Police Sergeant and Police Lieutenant job analyses to determine the range of abilities and skills that will assist in identifying candidates best suited to perform successfully in the position, and determine if additional data collection is needed.

2.2.5 ASSESSMENT

For each rank, the Bidder will develop a 100 question multiple-choice exam using School Police selected source materials, as well as assessment exercises that may include strategic planning, interactive (role-playing) and/or in-basket exercises that serve to evaluate the candidate’s:

1. Communication skills, both written and oral;
2. Ability to develop an action plan utilizing situational data;
3. Ability to present ideas and information and the ability to respond to inquiries; and
4. Knowledge of relevant subject areas, to include Florida State Statutes and County Ordinances, School Board Policies, Department Standard Operating Procedures and Directives, and the current bargaining agreement with Fraternal Order of Police.

All candidates’ responses shall be recorded and evaluated by the Bidder’s assessment team.

2.2.6 CANDIDATE ORIENTATION

The Bidder will facilitate an orientation session for each rank, where candidates will be provided an overview of the testing process and information on each exercise module, along with dates, times and locations for each component of the process. The Bidder will provide the venue, handouts and other necessary materials.

2.2.7 MOCK EXERCISES

The Bidder will facilitate mock exercise training sessions for eligible candidates, for each rank. Additionally, the Bidder will provide candidates with a preparation guide with helpful hints and important notes about each exercise. The Bidder will provide the venue, handouts and other necessary materials.

2.2.8 WRITTEN EXAM ADMINISTRATION & EVALUATION

1. The Bidder will provide the venue, proctors, and materials necessary for the written test administrations.
2. Before the test begins, the Bidder will ensure that all candidates provide photo ID, sign in, and sign a copy of the test rules.

3. The Bidder will collect all answer sheets once the allotted time expires.

4. Any item appeals shall be handled in accordance with collective bargaining agreements, and will be reviewed by the SME panel under the guidance of the Bidder to evaluate the merits of the appeal and make decisions on whether the appeal should be upheld or denied.

5. The Bidder shall prepare written response to candidates regarding their appeals.

6. The Bidder will conduct an analysis to identify any technically flawed items and determine criteria for exclusion unless otherwise requested by the M-DSPD.

7. The Bidder shall notify all candidates regarding their written exam scores prior to undergoing the assessment portion of the promotional process. There will be no cut-off score on the written examination unless otherwise requested by the M-DSPD.

2.2.9 EXERCISE ADMINISTRATION & EVALUATION

1. The Bidder shall administer all assessment exercises individually and separately.

2. Prior to exercise administration, the Bidder shall send a Candidate Test Notification Letter to all candidates to include the report dates, times, and locations for each promotional process activity.

3. On test administration days, the Bidder will ensure all candidates go through a sign-in process and provide photo identification.

4. The Bidder will provide the test venue and all test materials and supplies, as well as recording equipment and staff necessary for the administration of the assessment exercises.

5. The assessment team will be selected from municipal police agencies or sheriff’s offices throughout Miami-Dade and Broward Counties. Assessors will be above the rank that is being assessed (rank of Lieutenant or above for the Sergeant Promotional Exam, and rank of Commander or above for the Lieutenant Promotional Assessment).

2.2.10 ASSESSORS

1. The Bidder shall provide training to assessors and provide instruction on how to take behavioral observation notes, using rating tools, and applying scoring benchmarks. Training shall also include scoring a mock exercise to assist in gauging the level of proficiency of the assessors and addressing areas where improvement or clarification is needed.

2. The Bidder will determine the manner in which the assessors will work to evaluate/score candidate records and performance.
3. Once the scoring process is complete, the Bidder shall review all evaluation materials produced by the assessors to ensure that the records were evaluated according to the guidelines discussed during training. The Bidder will determine if the record passes the review process satisfactorily and is to be stored, or if the record does not meet the standard and is to be returned to the assessor team for review and correction.

4. The Bidder will provide the venue, materials, supplies, media equipment staff, and the assessment team. The Bidder will also cover assessor-related expenses such as meals, duplication, venue meeting rooms, etc.

### 2.2.11 RESULTS & TECHNICAL REPORTS

1. Once all exercises are scored, the Bidder will combine written and assessment scores for each candidate taking into account the designated weights for each component and add seniority points provided by the M-DSPD in accordance with applicable contractual requirements.

2. For each rank, the Bidder shall rank candidates, in descending order, based on the composite score on the promotional process.

3. The Bidder shall provide a technical report describing all aspects of the process within thirty working (30) days from the submission of the results.

### 2.3 REQUIRED INFORMATION TO BE SUBMITTED BY THE PROPOSER

The proposal submitted must clearly indicate the name of the responding firm, as well as the name, address, and telephone number of the primary contact at proposer’s organization.

In no more than ten (10) pages, the Proposer must include the following information within the submitted proposal:

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Provide a plan to cover all aspects of Promotional Services, as noted in Section 2.0.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Submit Copy of Certificate of Insurance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Section 3.0 Price Proposal and Price Proposal Signature.</td>
<td></td>
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<tr>
<td>e. Project Management Timelines with identifiable milestones</td>
<td></td>
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<tr>
<td>f. Detailed information describing the Bidder’s resources and experience to conduct job analyses, develop and implement job-related exercises, evaluate records, and analyze performance data for any law enforcement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
g. Bidder shall provide a list of at least five clients, (including contact person, telephone numbers, mailing address and email address) who have used the bidder’s assessment services within the last 3 years (Exhibit 5).
SECTION 3.0 - PRICE PROPOSAL
[Signature is required at the end of this Section 3.0]

Proposer must complete this section in its entirety, and may supplement this section with additional pages as to provide the District with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this ITB.

Provide itemized detail for each fee in the spreadsheet below. This overall amount will be totaled and used in a calculation to assign the allocable points to the Pricing Section of the response.

The fees quoted are to include all travel and living expenses for the solution proposed. The Total Fees proposed will be firm and fixed for the life of the contract, a period of two (2) years, with three (3) one-year contract extensions.

Below are details to consider in proposing total fees for the itemized price proposal:

<table>
<thead>
<tr>
<th>Proposer Name/Firm Name</th>
<th>Flat Rate for Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_____________________</td>
</tr>
</tbody>
</table>

The Proposer shall offer all of the elements of this ITB and meeting all service requirements and specifications listed within Section 2.0 - Scope of Services, including but not limited to all services, materials, training, maintenance and fees.

All chargeable services shall be included in the proposed total price including all labor customarily associated with delivery of the services contemplated by this ITB. Similarly, all expenses such as but not limited to travel, lodging and meals associated with delivery of the services contemplated by this ITB shall also be included in the total price.

The information in this ITB is to be utilized solely for preparing the proposal response to this ITB and does not constitute a commitment by the District to procure any product in any volume.

For this Section 3.1 - Price Proposal:

_________________________________________  __________________________
Signature of Proposer's Authorized Representative  Title

__________________________________________    __________________________
Printed Name:                                    Date:
SECTION 4.0 - PROPOSAL SUBMISSION AND FORMAT

This Section identifies the format to be followed in assembling a response. Bidders must carefully follow the format and instructions outlined below, creating a tabbed section in the response for each of the sections in 4.1 below. Bidders are instructed to indicate a response to ALL requirements and specifications contained in this Section in the order listed using the same numbering system.

Proposal responses must contain each of the enumerated documents below, each fully completed, signed, and notarized as required. Proposals that do not include the required documents may be deemed ineligible and may not be considered for contract award. All materials (except for plans and schematics, if any) are to be submitted on 8½” X 11” paper, neatly typed on one side only, with normal margins, spacing and quantities as outlined in Section 1.9 of this ITB.

The inability or denial expressed in a proposal, or omission in the proposal, to offer to comply/conform with the technical requirements of this Section of the ITB may result in deductions in the allocation of points by the Selection Committee.

CONTENTS OF PROPOSAL

All proposals must contain the following tabs/sections:

1) **Cover Page**

   **Exhibit 1** found in Section 7 is to be used as the cover page for the Proposal. This form must be fully completed and signed by an authorized officer of the Proposer submitting the proposal.

2) **Table of Contents**

   The Table of Contents should outline in sequential order the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

3) **Executive Summary**

   Provide a brief summary of no more than two (2) pages describing the basic services offered, experience and qualifications of the Proposer, staff and any other relevant information.

4) **Technical Qualifications**

   Provide a response to all of the items listed in Section 2.0 of this ITB. If the Bidder is unable to provide a particular service, the Bidder is required to suggest an appropriate alternative in their response to that item. The Bidder must respond to ALL Requirements in the order listed in Section 2.0 of this ITB using the same numbering system. The inability or denial expressed in a proposal, or omission in the proposal, to offer solutions or an explanation to the requirements of this section may result in deductions of the allocation of points by Selection Committee members under the weighted evaluation criteria.
5) **Qualifications of the Proposer including Corporate Past Performance & Key Personnel**

Provide a response regarding the Bidder’s qualifications, including but not limited to the following: full name, address and brief description of Bidder’s organization. Also, provide a description of the organization’s qualifications to provide the scope of services requested in this ITB, whereby resumes of Key personnel should be included within the Proposal. Lastly, please provide three (3) references whereby your company has successfully provided services requested within this ITB.

6) **Price Proposal**

The Price Proposal, as outlined within **Section 3.0**, shall be submitted per the directions in that section. Be sure to include your signature as it appears on **Section 3.0**.

7) **Small Business Enterprise/MBE or W/MBE participation**

As stated in Section 1.14 of the ITB, the District has a strong commitment to SBE or M/WBE participation. As such, all Bidders who have obtained the SBE certification and verified by the OEO office, may be eligible for 5 points. Evidence of SBE certification must be submitted with the Proposal.

8) **Required Forms & Attachments**

The Bidder must complete, sign and submit the following forms available in **Section 6.0** as part of the Proposal. If awarded a contract, the Proposer will be asked to submit a Proposer registration packet that will include all of the forms listed in **Section 6.0**.

| Exhibit 1 | Cover Page for Proposal |
| Exhibit 2 | Acknowledgment of Amendments |
| Exhibit 3 | Local Business Affidavit of Eligibility |
| Exhibit 4 | Florida Statutes on Public Entity Crimes |
| Exhibit 5 | Proposer Experience |
| Exhibit 6 | Anti-Collusion Statement |
| Exhibit 7 | Disclosure of Employment of Former School Board Employees |

**4.2. PROPOSAL PREPARATION REQUIREMENT**

1) **All ITB Bidders must submit one (1) unbound, one-sided original and one (1) bound copy of the complete proposal, two (2) electronic versions on CD or memory stick.** See Section 1.9.

2) All proposals must be submitted on 8½” X 11” paper, except for any drawings, charts, diagrams, and bound, tab divided by designated category. Binders will have clearly printed front, back and spine title covers that clearly identify the proposal subject, due date and Bidder’s contact information.

3) The original, the soft copy and all copies must be submitted in a sealed envelope/container. Bidders shall include their complete name, return address, and telephone number on the left upper side of mailing label. The ITB title, number, due
date and opening time will be clearly printed at the bottom left side of the label. Such outer envelope/container should be addressed as specified below:

4.3 PROPOSAL LABELING REQUIREMENTS

The box below, with all appropriate information, must appear as a label to allow proper processing of proposal. The label will allow the Procurement Analyst to properly handle the sealed container without revealing the contents until the proposals are opened.

---

**SEALED PROPOSAL ENCLOSED**
*(To be opened by the Contact Person noted below)*

Bidder's Name:
Bidder's Address:
Bidder's Telephone Number:

**BID BOX**

Miami-Dade County Public Schools  
Procurement Management Services  
Attn: Yasmin Wong-Peraza  
Procurement Analyst, Procurement Management Services  
School Board Administration Building  
1450 N.E. 2nd Avenue, Suite 650  
Miami, FL 33132

ITB No.: ITB-15-041-YWP  
ITB Title: Police Promotional Services  
Proposal Due Date: Tuesday, April 12, by 2 p.m. EST (local time)

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SECTION 5.0 - EVALUATION/SELECTION PROCESS

5.1 COMPETITIVE ITB PROCESS

(a) The selection process under this ITB shall be a competitive process that shall utilize and be governed by the authority, methodology and guidance established within School Board Policy 6320, Purchasing, located on the District’s website at:

   www.procurement.dadeschools.net/

(b) Also see Section 1.0 of this document for additional information and provisions applicable to this competitive ITB process.

5.2 EVALUATION CRITERIA

The Procurement Staff, assigned to this ITB, will evaluate all responsive and responsible bids based on the criteria listed herein, specifically Section 2. Please note, Procurement staff may apply scoring incentives for all registered SBE/MBE vendors and/or vendors claiming local preference, as noted within Section 1.14 and Section 1.15, respectively.

When in the best interest of the District, the Procurement staff may request the submission of best and final offers from all Bidders. The request for best and final offers shall be in writing and shall establish a common date and time for the submission. Bidders shall be informed that if they do not submit a best and final offer or a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.

5.3 PRICE PROPOSAL

A completed price proposal under this ITB must be submitted by Bidders at the time of proposal submission with its proposal package. See Section 3.0 – PRICE PROPOSAL

5.7 AWARD

Contract award shall be made to the responsive and responsible Bidder(s), whose proposal is determined to be the most advantageous to the District. No other factors or criteria shall be used in the evaluation. The recommendation for award shall be submitted through the Buyer to the School Board.

In this ITB Process, the award decision will be made by the School Board, whose decision shall be final.
SECTION 6.0 – ATTACHMENTS

Exhibit 1  Cover Page for Proposal
Exhibit 2  Acknowledgment of Amendments
Exhibit 3  Local Business Affidavit of Eligibility
Exhibit 4  Florida Statutes on Public Entity Crimes
Exhibit 5  Proposer Experience
Exhibit 6  Anti-Collusion Statement
Exhibit 7  Disclosure of Employment of Former School Board Employees

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## EXHIBIT 1

### Cover Page For Proposal

**BIDDER’S NAME (Name of firm, entity or organization):**

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:**

**NAME AND TITLE OF BIDDER’S CONTACT PERSON:**

Name: ______________________________________ Title: __________________________________

**TELEPHONE:** (____) ______________  **FAX:** (         ) ______________  **E-MAIL ADDRESS** ______________

**BIDDER’S ORGANIZATIONAL STRUCTURE:**

- [ ] Corporation  - [ ] Partnership  - [ ] Proprietorship  - [ ] Joint Venture
- [ ] Other (Explain) ________________________________________________________________

**IF CORPORATION:**

Date Incorporated/Organized:____________________________________________________________

State Incorporated/Organized:____________________________________________________________

States registered in as foreign corporation: _______________________________________________

**BIDDER’S SERVICE OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:**

**LIST NAMES OF BIDDER’S SUBCONTRACTORS OR SUBBIDDERS FOR THIS PROJECT**
Exhibit 2
ACKNOWLEDGMENT OF AMENDMENTS

Instructions: Complete Part I or Part II, whichever is applicable.

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #1, Dated ____________________________, 20__
Addendum #2, Dated ____________________________, 20__
Addendum #3, Dated ____________________________, 20__
Addendum #4, Dated ____________________________, 20__
Addendum #5, Dated ____________________________, 20__
Addendum #6, Dated ____________________________, 20__
Addendum #7, Dated ____________________________, 20__
Addendum #8, Dated ____________________________, 20__

PART II:
No Addendum was received in connection with this solicitation.

Authorized Signature:______________________________ Date: __________________

Print Name: ____________________________________ Title: __________________

Federal Employer Identification Number: ________________________________

Firm Name: ______________________________________

Address: _______________________________________

City/State/Zip: ___________________________________

Telephone: __________________________ Fax: __________________________

Page 32 of 39
Exhibit 3

Miami-Dade County Public Schools
Local Business Affidavit of Eligibility

This declaration is executed under penalty of perjury of the laws of the United States and State of Florida.

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:

<table>
<thead>
<tr>
<th>RFQ/RFP/BID/CONTRACT/PROJECT # (as applicable):</th>
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<table>
<thead>
<tr>
<th>BUSINESS NAME:</th>
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<tr>
<th>CONTACT PERSON:</th>
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<table>
<thead>
<tr>
<th>ADDRESS: (Include City, State &amp; Zip Code):</th>
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<table>
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<tr>
<th>FEIN (Federal Employer Identification Number):</th>
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<table>
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<tr>
<th>BUSINESS STRUCTURE:</th>
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<th>PHONE: ( )</th>
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<tr>
<th>FAX: ( )</th>
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<tr>
<th>E-MAIL ADDRESS:</th>
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</table>

ATTESTATION - I understand that:

- In accordance with School Board Policy 6320.04; local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. Mark applicable box and attach support document(s).
- To be considered for local preference, a vendor must attach a copy of its business license (Local Business Tax Receipt) to this affidavit of eligibility with a bid or proposal.
- The preference does not apply to goods or services exempted by statute as reflected in Policy 6320 or prohibited by Federal or State law, or other funding source restrictions.
- The application of local preference to a particular purchase, contract, or category of contracts for which the Board is awarding authority may be waived upon written justification and recommendation by the Superintendent.
- The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, from giving preference permitted by law in addition to the preference authorized in this policy.
- The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, to compare quality or fitness for use of services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.
- The above information may be subject to verification.
- A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarrment in accordance with Policy 6320.04.

BEFORE ME, the undersigned authority, in and for the State of Florida and Miami-Dade County personally appeared who, after being sworn according to law, stated that he or she was authorized to represent and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

SWORN AND SUBSCRIBED BEFORE ME

__________________________
SIGNATURE OF NOTARY PUBLIC

__________________________
SIGNATURE OF AFFIANT

__________________________
DATE

__________________________
TITLE

__________________________
COMPANY NAME

FM-7138 Rev. (03-10)
Exhibit 4
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

The State of Florida has enacted a law that requires bidders or contractors to submit a sworn
document stating whether or not a corporation, its officers, predecessors or successors have
been convicted of a public entity crime. Neither the Bidder, the contractor nor any officer,
director, executive, partner, shareholder, employee, member nor agent who is active in the
management of the Bidder or contractor nor any affiliate of the Bidder or contractor shall have
been convicted of a public entity crime subsequent to July 1, 1989.

All Bidders must read and complete in its entirety, sign and have notarized the attached
“Sworn Statement under Section 287.133 (3) (a), Florida Statutes, on Public Entity
Crimes.”

Failure to do so will result in the proposal submitted being considered non-responsive
and, therefore, not considered for award.

Bid or Contract No.___________________________________

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

STATE OF________________________________
COUNTY OF______________________________

Before me, the undersigned authority, personally appeared _____________________who,
being by me first duly sworn, made the following statement:

1. The business addresses of________________________ (name of bidder or contractor)
is_________________________________________________.

2. My relationship to ______________________(name of bidder or contractor) is
__________________(relationship such as sole proprietor, partner, president, vice
president).

3. I understand that a public entity as defined in Section 287.133 of the Florida Statutes
includes a violation of any state or federal law by a person with respect to and directly
related to the transaction of business with any public entity in Florida or with an agency or
political subdivision of any other state or with the United States, including, but not limited to,
any bid or contract for goods or services to be provided to any public entity or such an
agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion,
racketeering conspiracy, or material misrepresentation.

4. I understand that “convicted” or “conviction” is defined by the statute to mean a finding or a
conviction of a public entity crime with or without an adjudication of guilt, in any federal or
state trial court of record relating to charges brought by indictment or information after July,
1989, as a result of a jury verdict, non-jury trial, or entry plea of guilty or nolo contendere.
5. I understand that “affiliate” is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Bidder, contractor nor any officer, director, executive, partner, shareholder, employee, member nor agent who is active in the management of the Bidder or contractor nor any affiliate of the Bidder or contractor has been convicted of a public entity crime.

   (Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the Bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Bidder or contractor who is active in the management of the Bidder or contractor or an affiliate of the Bidder or contractor. A determination has been made pursuant to Section 287.133 (3) by order of the Division or Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted Bidder list. The name of the convicted person or affiliate is____________________________. A copy of the order of the Division of Administrative Hearing is attached to this statement.

   ____________________________________________
   Affiant’s Signature

   Sworn to and subscribed before me in the state and county first mentioned above on the _______________day of _________________, 20____.

   NOTARY PUBLIC

   MY COMMISSION EXPIRES
Exhibit 5
PROPOSER EXPERIENCE

Submit one form for each client reference. Understand that each client may be contacted to verify the validity of the partnership between the Bidder and the client.

Prime Bidder:
______________________________________________________

Client Name:
______________________________________________________

Address:
______________________________________________________

Client Contact name:
______________________________________________________

Title:
______________________________________________________

Phone number:
______________________________________________________

Email:
______________________________________________________

Is Client a School District?       (Yes___  No ___)

Duration of Client Relationship:
Date Started: _____________   Date Ended:  _____________   for  __________  Total Years.

Additional information (attach pages as necessary):

Describe the services provided; provide total value of the contract, result of the project and Bidders role in the project, difficulties experienced during implementation or ongoing operations. If contract was terminated, state the reason for termination.
Exhibit 6
ANTI-COLLUSION STATEMENT

THE UNDERSIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED HIS/HER PROPOSAL WITH OTHER BIDDERS AND HAS NOT COLLuded WITH ANY OTHER BIDDER OR PARTIES TO THE PROPOSAL WHATSOEVER. BIDDER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR BIDDERS SUBMITTING PROPOSALS

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal. I certify agreement with The School Board of Miami-Dade County, Florida, Business Code of Ethics and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures (School Board Policy 6460). I certify that I, nor my company or its principals, or any wholly-owned subsidiary are currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity and that the company satisfies all necessary requirements as an entity to do business with The School Board of Miami-Dade County, Florida.

Type of Business Organization and Authority of Signatory:

Indicate type of business organization Bidder is registered as with the Florida Department of State Division of Corporations. For example, Partnership, Limited Partnership, Limited Liability Company, Corporation, etc. If a proposal is submitted by a corporation, provide documentation that the corporation is active and authorized to do business in the State of Florida, and that its corporate status shall remain active and unchanged at the time of award of proposal. As to other types of business organizations, please provide any and all documentation relating thereto, including without limitation, verification that the party signing this proposal is fully authorized and empowered to do so, on behalf of Bidder. In addition, set forth name(s) and title of any and all parties who are authorized to contract on behalf of Bidder.

LEGAL NAME OF AGENCY OR BIDDER SUBMITTING PROPOSAL: _____________________________________________________
MAILING ADDRESS: __________________________________________________________________
CITY STATE, ZIP CODE: _______________________________________________________________
TELEPHONE NUMBER: _______________________________________________________________
TYPE OF BUSINESS ORGANIZATION:___________________________________________________
E-MAIL ADDRESS: ___________________________________________________________________
BY: SIGNATURE (ORIGINAL) ____________________________________ ______________________
BY: NAME TYPED____________________________________________________________ ______
TITLE: ____________________________________________________________________________
Exhibit 7

DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES

Pursuant to School Board Policy 6460, which may be accessed at http://www.dadeschools.net/schoolboard/rules, all bidders and Bidders are required to disclose the names of any of their employees who serve as agents or principals for the bidder, Bidder or Bidder, and who, within the last two years, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employees held those positions. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

DISCLOSURE OF CONFLICT OF INTEREST (Affiliation with District Committees, Task Force or Associations)

Bidders are required to disclose the names of any officers/directors, who serve on any district committees, task force, or associations. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES
(PLEASE INCLUDE THIS FORM WITH YOUR PROPOSAL PACKAGE)

Pursuant to School Board Policy 6460, which may be accessed on the school website at dadeschools.net/schoolboard/rules all bidders, Bidders, and Bidders, are required to disclose the names of any of their employees who serve as agents or principals for the bidders, Bidders or Bidder, and who within the last two years, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employee held those positions.

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<tr>
<th>NAME</th>
<th>LIST OF POSITIONS</th>
<th>DATES EMPLOYEE HELD POSITION</th>
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DISCLOSURE OF CONFLICT OF INTEREST
(AFFILIATION WITH DISTRICT COMMITTEES, TASK FORCE, ASSOCIATIONS)

Firms under Contract or proposing to enter into a Contract with Agency must be in conformance with the M-DCPS Conflict of Interest policies available at www.dadeschools.net. Any vendor who submits a response to a solicitation must disclose the names of any of its company directors or officers who serve on any District Committees, Task Force or Associations. Does the Firm or any Associate of the Firm (Director’s, Officers, etc.) serve or have served within the past two years (2) on a Miami-Dade County Public Schools District Committee, Task Force, or Association?

No ☐     Yes ☐     If answer is yes, please complete the following:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Current Title with Firm</th>
<th>Name of M-DCPS Committee, Task Force, Association Served</th>
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<tbody>
<tr>
<td>Name:____________</td>
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NOTE: THIS FORM SHALL BE RETURNED WITH THE PROPOSAL SUBMITTAL