

REQUEST FOR PROPOSALS

**TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR CHILDREN
WHO MEET LEGISLATIVE ELIGIBILITY FOR THE 2005-2006 SCHOOL YEAR**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

APRIL 12, 2005

RFP NO. 043-EE10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132
REQUEST FOR PROPOSALS NO. 043-EE10

Teenage Parent Program (TAPP) Child Care Services for Children Who Meet
Legislative Eligibility Requirements for the 2005-2006 School Year

Sealed proposals will be accepted in Procurement Management, at the above location,
until **2:00 P.M.** April 12, 2005 and may not be withdrawn for one hundred twenty (120) days
from that date.

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR
COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED
WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER.
PROPOSER 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 PROPOSERS 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.

(Please Type or Print Below)

LEGAL NAME OF AGENCY OR
CONTRACTOR SUBMITTING PROPOSAL: _____

MAILING ADDRESS: _____

CITY STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: SIGNATURE _____

BY: TYPED _____

TITLE: _____

INSTRUCTIONS TO AGENCY/PROPOSER SUBMITTING PROPOSAL

I. PREPARING OF PROPOSALS

- A. THE PROPOSAL IS TO BE SUBMITTED, using 8-1/2" x 11" paper.
- B. IDENTIFICATION. Failure to indicate the contractor's EXACT legal name and an unsigned proposal may be considered non-responsive.

II. SUBMITTING OF PROPOSALS

- A. Number of Proposals:

A total of (8) copies of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original."
- ** (7) copies of the proposal in a separate sealed envelope or box marked "Copies."

The proposal number, proposal title and opening date must be clearly marked on all envelopes and boxes.

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. April 12, 2005.

III. CHANGE OR WITHDRAWAL OF PROPOSAL

- A. PRIOR TO PROPOSAL OPENING. Should the agency or individual contractor withdraw its proposal, they shall do so in writing. This communication is to be received by the Assistant Superintendent, Procurement Management Services, 1450 N.E. 2nd Avenue, prior to April 12, 2005. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After April 12, 2005, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

IV. PROTEST TO CONTRACT SOLICITATION OR AWARD

- A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting. This notice shall contain the following statement:

“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

- B. 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. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. 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 provided by this paragraph.
- C. The notice of protest will be reviewed by Procurement Services staff, which 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, by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1064.

V. AWARDS

- A. **RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to request re-bids.
- B. **NOTIFICATION OF INTENDED ACTION.** Notices will be posted on the District's website 7-10 days prior to a regularly scheduled Board meeting.
- C. **OFFICIAL AWARD DATE.** Awards become official upon Board action.

VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee 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. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

VII. PUBLIC ENTITY CRIMES

Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public 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 for a period of 36 months from the date of being placed on the convicted vendor list.

VIII. COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its 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 the Assistant Superintendent, 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 grantee (The Board) or sub-grantee 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.

IX. CONE OF SILENCE

BOARD RULE 6GX13-8C-1.212

DEFINITION:

- A. "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, or other competitive solicitation between:
1. any person who seeks an award therefrom, including a potential vendor or vendor's representative; and
 2. any School Board member or the member's staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.
- The Cone of Silence shall not apply to communication with the School Board Attorney or his or her staff, or with designated school district staff, who are not serving on the particular Procurement Committee, to obtain clarification or information concerning the subject solicitation. For purposes 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.
- B. A Cone of Silence shall be applicable to each RFP, 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 in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.
- C. 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.
- D. Nothing contained herein shall prohibit any potential vendor or vendor's representative:

1. from making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;
2. from engaging in contract negotiations during any duly noticed public meeting;
3. from making a public presentation to the School Board during any duly noticed public meeting; or
4. from communicating in writing with any school district employee or official for purposes of seeking clarification or additional information, subject to the provisions of the applicable RFP, or bid documents.

The potential vendor or vendor's representative shall file a copy of any written communication with the School Board Clerk who shall make copies available to the public upon request.

- E. Nothing contained herein shall prohibit the Procurement Committee's representative from initiating contact with a potential vendor or vendor's representative and subsequent communication related thereto for the purposes of obtaining further clarifying information regarding a response to an RFP, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable Procurement Committee, including any response thereto.
- F. Any violation of this rule shall be investigated by the School Board's Inspector General and may result in any recommendation for award, or any RFP award, or bid award to said potential vendor or vendor's representative being deemed void or voidable. The potential vendor or vendor's representative determined to have violated this rule, shall be subject to debarment. In addition to any other penalty provided by law, violation of this rule by a school district employee shall subject the employee to disciplinary action up to and including dismissal.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted or Made Specific: 1001.43(10); 1001.51(14) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 6-18-03

Revised 11/03

REQUEST FOR PROPOSALS NO. 043-EE10

TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR
CHILDREN WHO MEET LEGISLATIVE ELIGIBILITY FOR THE 2005-2006
SCHOOL YEAR

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

Miami-Dade County Public Schools
Regional Operations
1450 Northeast Second Avenue, Suite 923
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals is to obtain professional services of qualified child care agencies to provide quality child care services for approximately 200 to 800 at-risk children, ages birth to 3 years old, who are children of pregnant and parenting students seeking a high school diploma.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Eight (8) copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), April 12, 2005, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management Services
1450 Northeast Second Avenue, Room 352
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the proposers. The District will in no way be responsible for delays caused by the United States mail or any other delivery service or caused by any other occurrence. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal must be submitted in a sealed envelope or box marked "PROPOSAL - TEENAGE PARENT PROGRAM (TAPP) CHILD CARE SERVICES FOR CHILDREN WHO MEET LEGISLATIVE ELIGIBILITY REQUIREMENTS FOR THE 2005-2006 SCHOOL YEAR."

It is anticipated that the proposals may be presented to the School Board for acceptance on or about June 15, 2005. If accepted, notification to the successful proposer(s) will be on or after June 15, 2005. The School Board reserves the right to reject any and all proposals.

IV. OWNER//AGENCY PROVIDED SERVICES

Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in this Request For Proposals. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contracts in order to appropriately coordinate childcare services for the Teenage Parent Program.

V. DESCRIPTION OF THE EXISTING PROGRAM

STUDENT ELIGIBILITY

Florida law requires district school boards to make adequate provision for pregnant and parenting teenagers to complete the coursework necessary to earn a high school diploma. One of the many services which teen parents are provided is childcare.

The participating agencies will maintain records and documents in accordance with accounting procedures and practices, which sufficiently and properly reflect all expenditures of funds provided by M-DCPS. This information will be reflected on the attendance form submitted with all requests for payment.

Currently, students may choose to remain in their home schools or participate in the district's TAPP program and receive childcare in a nearby facility that meets the requirements described below.

To be eligible for participation in the Teenage Parent Program a student must meet the following criteria:

- Volunteer to be in the TAPP;
- Complete the TAPP application (signed by student's parent if under 18 years of age);
- Submit all required documents for enrollment in M-DCPS; i.e. birth certificate for baby, and immunization record;
- Students should be residents of Miami-Dade County, Florida and enrolled as a full-time student in a Miami-Dade County Public School;

- Students are not fully subsidized by any other program including, but not limited to, Work and Gain Economic Self-Sufficiency (WAGES);
- Students' children are not subsidized by any other program including, but not limited to, pre-kindergarten programs for three and four year olds and kindergarten for eligible five year olds;
- Students' children are assigned identification numbers.

The agency will utilize the selection criteria defined below and provide training and technical support to include the following:

- Determine each student's proof of eligibility to participate in TAPP;
- Monitor immunization and physical records to insure that they remain current;
- Submit student daily attendance as required by the State Department of Education;
- Participate in F.T.E. attendance reports;
- Adopt, as part of its governing policies, Florida Department of Education and M-DCPS Board policies and procedures relating to dropout prevention;
- Comply fully with M-DCPS Board procedures to protect the confidentiality of student records and information within the extent of the Public Records Law;
- Designate a staff member to be responsible for the administration of the provisions of the contract;
- Provide immediate intake and placement services, communicating this information within 5 days to TAPP personnel so that transportation may be arranged, thus avoiding interruption in the student's return to school;
- Establish policy not to place the child on a waiting list;
- Screen and accept child care providers who are NAEYC accredited centers, be willing to participate in a continuous quality improvement project to submit an application for NAEYC Accreditation within a 24-month period;
- Initiate a project of continuous quality improvement that addresses the 10 Components of Quality Child Care and NAEYC Accreditation requirements;
- Provide caregivers with specialized training in early childhood development and adolescent development;
- Develop a training calendar with courses for caregivers working in child care centers;
- Work with the school district's support services personnel to address the specific needs of children in child care and their adolescent parents;
- Provide a representative to serve on the Early Learning Coalition Task Force on Teen Parents and their Children.

Early education and care programs providing child care services for the children of teen parents must contract with the provider agency and agree to the following requirements:

- Maintain licensure in accordance with State Board of Education administrative Rule 6A-6.0525(5)(a);

“Districts choosing to operate school-based child care for children birth through age three must be licensed by the Department of Health and Rehabilitative Services (now the Department of Children and Families) pursuant to Section 402.3025(1), Florida Statutes or by the local licensing agent.”

- Require the highest possible standards of cleanliness, frequent hand washing, spacing of cribs, compliance with SIDS sleep position requirements, and timely health referrals;
- Maintain NAEYC Accreditation or participate in a continuous quality improvement project and submit an application for NAEYC Accreditation within a 24-month period.
- Require caregivers to have a national Child Development Associate (CDA) credential with an infant/toddler endorsement, or enrollment in CDA course work to obtain their (CDA) credential with an infant/toddler endorsement within an 18-month period;
- Require an Associate degree and a national CDA credential with an infant/toddler development endorsement for lead caregivers in teenage parent programs;
- Maintain ratios and group size throughout the school day that provide high quality care for the children of teen parents. Required ratios are:

	Age group	Ratio	Group Size
Young Infants	0-8 mos.	1:3	6
Mobile infants	9-17 mos.	1:4	8
Toddlers	18-36 mos.	1:5	10
Multi-age groups of infants and toddlers	0-36 mos.	1:4	8

- Assign a primary caregiver for each child and apply the model of continuity of care;

- Implement developmentally appropriate curricula that promotes social emotional development and strong attachments;
- Promote literacy through the creation of a language rich environment with caregivers encouraging expressive language throughout the day;
- Schedule share reading time and other family literacy activities to promote the improved skills of the parent and the emerging literacy of the child;
- Encourage the involvement of teen parents and their families in their children's early care and education;
- Identify children with possible developmental delays and submit timely referrals to appropriate agencies for these children.

M-DCPS reserves the right to audit the records of the agency at any time during the performance of this agreement and for a period of three years after final payment is made. M-DCPS will monitor program delivery and make suggestions as needed.

The Assistant Superintendent, and other designated personnel in the Program, have the responsibility for coordinating activities between the School District and the agency(ies), relative to the agreement between the parties. Procurement Management Services will monitor and support the implementation of all conditions relating to this agreement.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS

1. A minimum of three (3) references that support your position as qualified to implement child care services across the District;
2. A brief description of the program design that will be implemented. Base information for ten (10) children. Also include the type and frequency of supervision to be provided, (including the position and qualifications) of individual who will provide supervision;
3. List of proposer's locations and the number of children, ages from birth through three (3) years old to be served for the 2005-2006 school year;
4. Include the appropriate County/City licenses for all potential child care locations;
5. Evidence of the agency's professional liability insurance covering exposures for a limit of liability not less that \$1,000,000 per occurrence. Should occurrence type coverage not be available and only claims made coverage be available, the successful vendor shall agree to carry such

required insurance so that claims may be brought up to three (3) years post occurrence, such coverage evidenced by the extended tail endorsement. A public entity, which is subject to the limitations included within Florida Statutes 768.28, may satisfy the liability insurance requirement by providing the School Board with an acceptance letter of self-insurance. Please note that agencies that do not carry liability insurance coverage, or self-insurance, if applicable, and Workers Compensation for staff retained by the agency will not be considered.

6. Evidence of security clearance. Since M-DCPS is a public agency, which serves children and adolescents, all employees and contracted personnel must have a security clearance to insure that individuals with criminal records involving moral turpitude do not have contact with students. Professionals who are proposed to provide services will comply with security clearance procedures prescribed by M-DCPS; See attachment A – Security Clearance Procedures for Miami-Dade County Public Schools.
7. Cost per child for a 10-hour day, including breakdown of any administrative costs.
8. Number of children ages from birth through three (3) years old agency can accommodate.

VII. TERM OF CONTRACT

The purpose of this Request For Proposals is to establish a contract with agencies that can implement quality child-care services district-wide. Each participating agency will be responsible for serving between 200 to 800 children. The term of the contract shall be from July 1, 2005, through June 30, 2006, and may, by mutual agreement between the School Board and the awardee, be extended for two (2) additional one year periods and, if needed, 90 days beyond the expiration date of the current extension period. The Board, through Procurement Management Services, may, if considering to extend, request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon. Extension will be dependent upon funding availability and the need for child-care services, as determined by Regional Operations.

Payment for services will be made monthly, upon review and approval of the Agencies' Attendance Forms by the Teenage Parent Program. All financial records pertinent to the delivery of child care services are to be maintained in the office of the proposer for a period of five (5) years and will be made available to the School Board and its designee for audit purposes.

The School Board, by law, must reserve the right to cancel the contract at the end of the year of the contract term or fiscal year, or in the event the services rendered do not comply with the provisions of the proposal and/or the quality of service is found to be undesirable.

The proposer shall comply with all municipal, state and federal statutes prohibiting discrimination. If selected, the proposer shall agree to hold harmless, indemnify and defend indemnities (as hereafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this Request For Proposals or on the proposer, whether or not due or caused in part by the negligence or other culpability or the indemnitee, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be the indemnitees: The School Board of Miami-Dade County Florida and its members, officers and employees.

VIII. ADDITIONAL REQUIREMENTS

Staff delivering the child-care services must participate in all required training components.

Registration of all students will be required, as well as keeping health and immunization requirements current.

Agencies must be able to provide students with a 10-hour day program; Monday through Friday;

Participate in the development and implementation of a district-wide simplified point of entry for all preschool students.

Each classroom must have a proper staff following the county, state and federal adult to student ratio.

Agencies must agree to participate in all M-DCPS evaluation components related to its participating children.

Selected proposers shall provide quality child care services for approximately 200 to 800 children, ages birth to 3 years old, at various public/private locations in Miami-Dade County, Florida.

Child-care services shall be available for student to drop off children as early as 6:30 a.m., when necessary.

Shall provide stimulating and educational age-appropriate environments for all children enrolled.

IX. EVALUATION OF PROPOSALS

A. Proposals will be evaluated by representatives of the school district in order to ascertain which proposals best meet the needs of the School Board. The evaluation of proposals will be conducted by a committee of the following members:

- Administrative Director, Regional Operations
- District Director, Alternative Education;
- Director, Teenage Parent Program;
- A representative from Procurement Management Services;
- A representative from the Division of Business Development and Assistance;
- A representative from the community.

B. Evaluation consideration will include, but not be limited, to the following:

1. Whether the proposal clearly states an understanding of the work to be performed within the established time frames.
2. The cost per child may not be the dominant factor, but will be a significant factor in making the final determination. It will be a particularly important factor when all other evaluation criteria are relatively equal.
3. The geographic area of potential service will not be the dominant factor, but will be considered. It will be a particularly important factor when all or other evaluation criteria are relatively equal.
4. The background, qualification, experience, skills and/or expertise in the area of implementing quality, nurturing environments for young children will be extremely important. Preference will be given to proposers who can provide high quality, parent friendly programs in locations that support the M-DCPS existing TAPP.
5. The School District reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made, an agreement acceptable to the School Board Attorney will be entered into with the successful proposer(s). No debriefing or discussion will be held

with unsuccessful proposers. The School Board is not obligated to place any order for any services subsequent to the award of this proposal.

6. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply services which may be required by the School Board.
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- X. AFFIRMATIVE ACTION REQUIREMENTS AND MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION
 - A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic, or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown, by ethnicity, gender, and occupational categories of its workforce. (See Attachment B-Affirmative Action Employment Breakdown FM-4859)

- B. Minority/Women Business Enterprises (M/WBE) Participation

It is the policy of the School Board to actively encourage the participation of minority owned and controlled businesses (African American, Hispanic and Women) in the award and performance of Board contracts. In keeping with this policy, all M/WBEs (prime and subcontractor/consultant) must be certified by the Division of Business Development and Assistance, prior to contract award. See Attachment C-M/WBE Certification Application FM-3920)

- C. Payment to M/WBE Subcontractors/Subconsultants

It is the policy of the School Board to track payments that are made to M/WBE subcontractors/subconsultants. In keeping with this policy, all payments to subcontractors/subconsultants must be reported to the Director, Division of Business Development and Assistance, 1450 NE 2nd Avenue, Room 456, Miami, Florida 33132. (See Attachment D-M/WBE Subcontractor/Subconsultant Quarterly Expenditure Report FM-4831)

XI. MEDICAID FUNDS

The proposer is herein advised and must contractually agree that its aggregate reimbursement from the School Board will be reduced by Medicaid funds, if any are received by proposer for services provided to eligible Medicaid recipients, pursuant to their individual education plans. The proposer is required to notify the district as a part of this Request For Proposals whether the proposer intends to access any Medicaid funds. The proposer agrees to provide the School Board with reasonable documentation on a quarterly base in order to reconcile any such Medicaid receipts.

XII. IMPLEMENTATION SCHEDULE

The planned scheduled for implementation of proposals is as follows:

Procurement Contract Review Committee	January 20,2005
Request Authorization to Issue RFP	March 16, 2005
Mailing of RFP	March 21, 2005
Opening of Proposals	April 12, 2005
Evaluation of Proposals	April 20, 2005
Recommendation for Award	June 15, 2005

XIII. ADDITIONAL INFORMATION

Any additional information with respect to the Request For Proposals may be obtained from:

Ms. Barbara Jones, Director
Procurement Management Services
Miami-Dade County Public Schools
1450 Northeast Second Avenue, Room 352
Miami, Florida 33132
Telephone (305) 995-2348

Summary of Request for Proposals

TITLE: Request For Proposals to Provide Teenage Parent Child Care Services for Children Who Meet Legislative Eligibility Requirements for 2005-2006 School Year.

INITIATED BY: Regional Operations

The selected proposers shall provide quality child care services for approximately 800 children, ages birth to 3 years at various public/private locations in Miami-Dade County.

Child care services shall be available for student to drop off children as early as 6:30 a.m., when necessary. The reimbursable days of 224 excludes spring/summer school recess and winter recess. Stimulating and educational age-appropriate environments shall be provided for all children enrolled.

Agencies will be selected on the following criteria:

- Ability to deliver quality services in a 10 hour day;
- Each classroom must have a proper certified staff with county, state and federal adult-to-student ratio guidelines;
- Participate in all required training sessions;
- Comply with all required registration requirements for participating students;
- Ability to deliver services that will financially support the existing M-DCPS *-FTE formula.

ATTACHMENT A

SECURITY CLEARANCE PROCEDURES FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS

Pursuant to Section 1012.32, Florida Statutes, it is the intent of the School Board to ensure that individuals with criminal records involving moral turpitude do not have contact with students in the district.

Applicants who will be awarded a contract **must comply** with the following M-DCPS procedures for security clearance, **prior to conducting any evaluations**. (The Restricted Personal Data form and the Affidavit of Good Moral Character will be sent to proposers selected for a contract who have not previously submitted evidence of security clearance to work with children/adolescents, as referenced above.)

1. Restricted Personal Data form [FM-3505 Rev. (11-00)]

One item on this form asks an applicant if she/he has ever been convicted, fined, imprisoned, or placed on probation in a criminal proceeding. If the applicant responds affirmatively, the date, location, penalty/disposition for each offense must be specified, and the form is sent to M-DCPS Special Investigative Unit for a local law enforcement check.

2. Affidavit of Good Moral Character

3. Fingerprint Card

- a. The M-DCPS Fingerprinting Department completes necessary information on the fingerprint card.
- b. The applicant must pay \$71 or current fee for processing.
- c. The applicant is fingerprinted.
- d. The fingerprint card is submitted to the Florida Department of Law Enforcement (FDLE) which completes a state check for criminal activity. FDLE submits the card to the Federal Bureau of Investigation (FBI) which completes a national check for criminal activity.

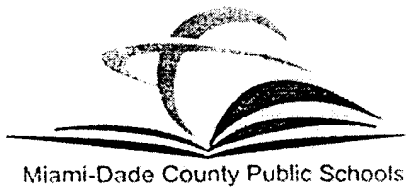
If it is subsequently found that the applicant/proposer has been convicted of a crime involving moral turpitude, the contractual agreement will not be executed or, if the contractual agreement has already been initiated, it will be terminated.



ATTACHMENT B

**AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN**

<u>Occupational Category</u>	<u>Gender</u>		<u>Race/Ancestry</u>				
	<u>Male</u>	<u>Female</u>	<u>Non-</u>	<u>Non-</u>	<u>Hispanic</u>	<u>Asian</u>	<u>Am. Ind./ Alaska Native</u>
			<u>Hispanic</u>	<u>Hispanic</u>			
_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____



For office use only:

Date received: _____

Reviewer: _____

M/WBE Code: _____

Date Approved: _____

Vendor #: _____

M/WBE CERTIFICATION APPLICATION

(Please Print/Type)

Certification Category Requested: () African American () Woman
() Hispanic

1. _____
Business Name President's/Owner's Name

Telephone number Fax number E-Mail Address

Business street address

Business mailing address

2. **LEGAL STRUCTURE:** (Check one and indicate the date the business was established)

() Sole proprietor _____ Date () Joint Venture _____ Date

() Partnership _____ Date () Corporation Non-profit _____ Date

() For Profit Corporation _____ Date

3. **CERTIFICATIONS:** Indicate if this business shares common officers, owners, directors or management personnel with another business that has received, been denied or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying authority, as well as the date and type of determination (certification /denial/revocation).

<u>Agency Name</u>	<u>Determination</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. **OWNERSHIP:**

a. Identify the proprietor, each partner, or stockholder by name, as well as his/her citizenship (c) or (r) residency status, gender, ethnic group, and percentage of ownership.

<u>Name</u>	<u>Owner/ shareholder</u>	<u>Resident or *U.S. Citizen</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>% Owned</u>	<u>Years Owned</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

b. If the business is a corporation, please indicate the following:

1. The number of shares authorized: _____
2. The number shares issued: _____
3. Are there any stock option agreements? Yes ___ No ___
If yes, please provide a copy of each agreement.

5. **OPERATIONAL CONTROL:** Provide the name, title, race/ethnicity, and gender of each individual (including owners and non-owners) with the primary responsibility for the following:

	<u>Name and title</u>	<u>Race/ethnicity</u>	<u>Gender</u>
a. Check signing	_____	_____	_____
	_____	_____	_____

	<u>Name and title</u>	<u>Race/ethnicity</u>	<u>Gender</u>
b. Payroll signing	_____	_____	_____

c. Signing, or guaranteeing loans	_____	_____	_____

d. Acquiring lines of credit	_____	_____	_____

e. Acquiring surety bonding and insurance	_____	_____	_____

f. Purchasing major equipment/services	_____	_____	_____

g. Signing contracts/change orders/payment requisitions	_____	_____	_____

h. Estimating	_____	_____	_____

i. Qualifying the company for professional/trade license(s)	_____	_____	_____

j. Marketing/sales	_____	_____	_____

k. Hiring and firing managerial employees	_____	_____	_____

L Hiring and firing non-management employees	_____	_____	_____

m. Supervising field/ operations	_____	_____	_____

n. Supervising office personnel	_____	_____	_____

6. PERSONNEL: Identify the number of individuals, including owners, that are currently employed by the business in the following areas:

Please use the following to classify women/minority persons: AM-African American male, AF-African American female, HM-Hispanic male, HF-Hispanic female, WM-Non Hispanic White male, WF-Non Hispanic White female.

	<u>Total Number of Employees</u>					
	AM	AF	HM	HF	WM	WF
a. Management						
b. Administrative/clerical						
c. Professional/technical						
d. Craftsperson/laborers						

e. Provide a copy of the business affirmative action statement, if one is available.

7. **BUSINESS RELATIONSHIPS:** Provide the requested information for each of the following:

a. Bonding Company: _____
 Address: _____
 Agent name: _____ Phone number: _____
 Single Contract Limit: _____ Aggregate Limit: _____

b. Bank(s) Name(s): _____
 Branch: _____
 Contact person: _____ Phone number: _____
 Credit limit: _____

c. Identify the company's/creditors including banks and the amount of money owed to:

<u>Creditor</u>	<u>Loan Guarantor(s)</u>	<u>Address & telephone</u>	<u>Loan Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Insurance company: _____
 Type of insurance: _____ Insurance limits: _____

e. List the business' three largest contracts or jobs.

<u>Contract/job type</u>	<u>Contact person</u>	<u>Telephone number</u>	<u>Contract amount</u>	<u>Bonded (Yes/No)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. EQUIPMENT: List the type and value of major equipment that is owned (O) or leased (L) by the business.

<u>Equipment</u>	<u>O/L</u>	<u>Value (\$ amount)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. M/WBE JOINT VENTURE - Joint ventures must provide a copy of the joint venture agreement.

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:

COUNTY OF _____, SS

I hereby declare and affirm that I am the _____ (Title)

of: _____ (Firm)

That I am duly authorized to execute the foregoing M/WBE Certification Application, and that the contents of said documents are complete, true and correct to the best of my knowledge and belief. I hereby certify that the documents include all material information necessary to identify the true and lawful owners of the subject business enterprise. Further, the undersigned is notified of their responsibility to submit an updated Minority/Woman Business Enterprise Certification Application whenever a change occurs in ownership, management or control of the company. Any M/WBE applicant, certified M/WBE principal(s) and all related parties, who misrepresents the status of any concern as an M/WBE, or is a party to such misrepresentation to obtain business or contracts with the School Board under the Business Development and Assistance Program, **will be suspended from doing business with the School Board for fourteen (14) months.**

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

On this _____ day of _____, 20____, personally appeared before me, the undersigned officer authorized to administer oaths: _____ known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____
SEAL

M/WBE
Certification Check List

Please attach copies, not originals, of all applicable items. Incomplete applications cannot be processed, and failure to submit the documents will delay or result in termination of the application process.

Please check if documents are attached:

1. M/WBE certifications from other public agencies.
2. M/WBE Certification Application Affidavit (Page 6 of Application).
3. Miami-Dade County Public Schools Vendor Application.
4. Lease/purchase agreement for the business' facilities.
5. Current professional/business license(s).
6. Proof of citizenship or permanent resident status.
7. Resumes for owners and key personnel.
8. Lease/purchase agreements for major business equipment.
9. Most current application for bonding, if applicable.
10. Management agreement(s).
11. Loan agreement(s) or promissory note(s).
12. Birth certificate, drivers license, passport or any other document which substantiates the ethnicity/race/gender of owners, officers and directors.

***If any of the aforementioned documents are not available, please provide a written notarized statement that information is not available.**

13. Sole Proprietor - Submit all of the above items, as applicable and the following:

- U.S. IRS 1040-C Schedule.
- Fictitious name affidavit, if applicable.

14. Partnerships - Submit all of the above items, and the following:

- Partnership agreement(s).
- U.S. IRS 1065, with schedules.
- Profit sharing agreements.

15. Corporations - Submit all of the above items, and the following:

- Articles of Incorporation, with amendments.
- By-Laws, with amendments.
- The most current U.S. IRS Corporate Tax Return 11 20 or 1 120s, with all schedules.
- All issued and canceled stock certificates (front & back).
- Minutes of the first shareholders' meeting.
- Minutes of the first board of directors' meeting.
- Minutes of meetings at which the current board of directors and officers were elected or appointed.
- Stock transfer ledger.
- Most current annual report filed with the Secretary of State.
- Profit sharing agreement(s).
- Agreements affecting management, control or rights of any stockholder(s).

16. Joint venture agreement(s).

17. Certificate(s) of insurance.

18. Sub-contractual agreement(s).

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification.

Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which formed the basis of certification. Failure to do so may result in denial, revocation or suspension of certification.

COMPLETE APPLICATION, INCLUDING VENDOR APPLICATION AND CATEGORY OF GOODS AND SERVICES LIST, SHOULD BE RETURNED TO:

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE
1450 N.E. 2ND AVENUE, ROOM 456
MIAMI, FL 33132**

DEFINITION OF MINORITY/WOMEN BUSINESS ENTERPRISES

- (1) "Minority/Women Business Enterprises" means any legal entity, which is organized to engage in commercial transactions and which is at least fifty-one (51) percent owned and controlled by a minority person or persons.
- (2) "Minority person" means a person who is a citizen or lawful permanent resident of the United States, and who is:
 - (a) An African American, a person having origins in any of the Black racial groups of Africa;
 - (b) An Hispanic, a person of Spanish or Portuguese culture including, but not limited to, persons with origins in Mexico, South America, Central America, or the Caribbean Islands, regardless of race, or
 - (c) A Woman

WARNING

- (3) IT IS UNLAWFUL FOR ANY INDIVIDUAL TO FALSELY REPRESENT ANY ENTITY, AS A MINORITY/WOMEN BUSINESS ENTERPRISE, FOR THE PURPOSES OF QUALIFYING FOR CERTIFICATION UNDER A PROGRAM WHICH, IN COMPLIANCE WITH FEDERAL LAW, IS DESIGNED TO ASSIST MINORITY/WOMEN BUSINESS ENTERPRISES IN THE RECEIPT OF CONTRACTS FOR THE PROVISION OF GOODS OR SERVICES. ANY PERSON WHO VIOLATES THIS SECTION IS GUILTY OF A FELONY OF THE SECOND DEGREE, PUNISHABLE AS PROVIDED IN S. 775.082 OR S. 775.084.

(102891)

ATTACHMENT D



**M/WBE SUBCONTRACTOR/SUBCONSULTANT
QUARTERLY EXPENDITURE REPORT**

Fiscal Year
20__ - 20__
Office Use Only

M-DCPS PROJECT #	PROJECT LOCATION	PROJECT DESCRIPTION	CONTRACT AMOUNT
------------------	------------------	---------------------	-----------------

COMPANY NAME	ADDRESS	CITY	STATE	ZIP
--------------	---------	------	-------	-----

PHONE	FAX	OWNER'S NAME
-------	-----	--------------

Select Quarter
(ONLY ONE)



<input type="radio"/> 1st Qtr: July 1, 20__ - Sept. 30, 20__	<input type="radio"/> 3rd Qtr: Jan. 1, 20__ - Mar. 31, 20__
<input type="radio"/> 2nd Qtr: Oct. 1, 20__ - Dec. 31, 20__	<input checked="" type="radio"/> 4th Qtr: Apr. 1, 20__ - Jun. 30, 20__

SUBCONTRACTOR	M/WBE** CODE	SPEC SECTION	SUBCONTRACT AWARD AMOUNT	AMOUNT PAID THIS QUARTER*	CHECK NO. (S)

* INCLUDE ONLY THOSE DOLLARS PAID TO M/WBEs. ** AA-AFRICAN AMERICAN/ H-HISPANIC/ W-WOMAN

YES NO

- 1. Have all M/WBE subcontractors been paid in full, including retention?
- 2. Has the construction on this project been completed? If not, what is the scheduled completion date? _____
- 3. Has the project been certified as substantially completed by the A/E or DCP?

BY SIGNING BELOW, I AGREE THAT I AM DULY AUTHORIZED TO EXECUTE THIS REPORT, AND THAT THE INFORMATION PROVIDED HEREIN IS COMPLETE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME: _____
PRINT
SIGNATURE
TITLE
DATE