

REQUEST FOR PROPOSALS

**APPLICANT - OUTSIDE AGENCIES QUALIFIED TO OPERATE ALTERNATIVE
PROGRAMS FOR M-DCPS AT-RISK STUDENTS (III)**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

April 5, 2005

RFP NO. 058-EE10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132
REQUEST FOR PROPOSALS NO. 058-EE10

Applicant – Outside Agencies Qualified to Operate Alternative Programs for M-DCPS
At-Risk Students (III)

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M.** April 5, 2005 and may not be withdrawn for one hundred twenty (120) days from that date.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 (9) copies of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original."
- ** (8) 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 5, 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 5, 2005. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After April 5, 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. 058-EE10

**APPLICANT-OUTSIDE AGENCIES
QUALIFIED TO OPERATE
ALTERNATIVE PROGRAMS FOR M-DCPS AT-RISK STUDENTS (III)**

I. NAME AND ADDRESS OF REQUESTER

The School Board of Miami-Dade County, Florida
Office of Alternative Education
1500 Biscayne Boulevard, Suite 325
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals (RFP) is to award successful proposers contracts with Miami Dade County Public Schools (M-DCPS) to provide educational services to children at-risk, within the geographical boundary; North – Flagler Street, South – 152 Street (Coral Reef Drive), West – Krome Avenue, and East – US 1 (South Dixie Highway). These services include, but are not limited to, the following: intensive counseling, anger management, life skills, individual tutoring, and intervention strategies in smaller, non-public school settings. Such alternative classrooms will help-at-risk students succeed.

The criteria for outside agencies to qualify shall include, but not be limited to: detailed cost analyses; proof of insurance; a safe physical plant; adequate security, various support services, personnel qualifications, and educational training designed to meet the needs of children at risk.

A committee will determine the selection of the outside alternative education agencies on the basis of qualification, experience, and insurance.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Nine copies of the proposal must be submitted by 2:00 p.m. (Local time) on April 5, 2005, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management Services
1450 N.E. 2nd 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 proposals must be submitted in a sealed envelope or box marked: "REQUEST FOR PROPOSALS - APPLICANT - OUTSIDE AGENCIES QUALIFIED TO OPERATE ALTERNATIVE PROGRAMS FOR M-DCPS AT-RISK STUDENTS (III)".

It is anticipated that the proposal(s) may be presented to The School Board of Miami-Dade County, Florida, (School Board) for acceptance on or about May 18, 2005. If accepted, notification to the successful proposer(s) will be on or after May 18, 2005. The School Board reserves the right to reject any and all proposals.

IV. GENERAL INFORMATION ABOUT THE SCHOOL DISTRICT AND DESCRIPTION OF THE PROGRAM

M-DCPS, is the fourth largest school system in the nation. The District has over 350 school sites, 338,417 students and 47,204 full and part-time employees.

The School Board of M-DCPS, Florida is responsible for establishing a climate in the schools, which encourages learning. The establishment of a program for outside agencies seeking funding from M-DCPS is intended to ensure that each agency conforms to the same Board-approved standards for contracted programs.

V. TECHNICAL REQUIREMENTS

Municipalities or organizations wishing to be considered for this program must agree to contribute the following resources to the program: space, telephone and facsimile equipment, electricity and security personnel. M-DCPS will provide transportation from a designated bus stop to the center.

Evidence of security clearance for each of the Proposer's staff that will provide services to students. Since M-DCPS is a public agency, which serves children and adolescents, all employees and contracted personnel must have a security clearance to insure 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 as prescribed by; see Attachment A – **Security Clearance Procedures for Miami-Dade County Public Schools.**

Contracted program centers will be required to fingerprint all employees, and to follow M-DCPS procedures for the employment of personnel. The cost of fingerprinting will be borne by the contracted program or the employee. All employees shall be on a probationary status pending fingerprint processing.

General drug screening on all applicants for instructional and non-instructional positions in contracted programs shall be conducted. A negative drug screening result shall be a requirement. The cost will be borne by the contracted program or the employee.

An annual financial audit, requested and paid by the proposer shall be performed by a qualified Certified Public Accountant. The audit shall be performed in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. The proposer shall provide such audit within one hundred fifty (150) workdays after its fiscal year end. The audit shall include supplemental information with a schedule of operational expenses providing full disclosure of Florida Educational Financial Program (FEFP) expenditures. Supplemental report shall be submitted on a quarterly basis.

Design of the school shall include small learning communities and areas of support services.

VI. COST OF SERVICES

Proposals must include an itemization of procedures for developing a program to provide an alternative education setting to M-DCPS students, at a cost not to exceed 95 percent of basic FTE.

VII. TERMS OF CONTRACT

The term of the proposal shall be for one year from date of award, and may, by mutual agreement between the School Board and the awardee(s), be extended for two additional one year periods, and if needed, 90 days beyond the expiration date of the current extension period, contingent upon continued receipt of funds appropriated by the Legislature on a year by year basis. The School Board, through Procurement Management Services, may, if considering an extension, request a letter of intent to extend from the awardee(s) prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon. All prices shall be firm for the term of the contract.

VIII. EVALUATION OF PROPOSALS

Proposals will be evaluated by representatives of the school district, in order to ascertain which proposal best meets the needs of the School Board. The selection committee will consist of the following:

- An administrator from the Office of District Regional Operations;
- An administrator from the Office of Evaluation and Research;
- An administrator from the Office of Alternative Education and Dropout Prevention Programs;
- An administrator from the Office of Exceptional Student Education and Student/Career Services;
- An administrator from Procurement Management Services (non-voting);
- An administrator from the Division of Business Development and Assistance;
- A counselor from an alternative education site; and
- A member of the local community with professional experience in child welfare.

Evaluation consideration will include, but are not limited to, the following:

- A. Responsiveness of the proposal clearly stating an understanding of the work to be performed meeting all the guidelines.
- B. Cost may not be the dominant factor, but will have some significance. It will be a particularly important factor when all other evaluation criteria are relatively equal.
- C. Expertise in the areas addressed in the Request For Proposals, and the ability to respond in a timely, accurate manner to the district's requirements are essential.
- D. Proof of the program effectiveness in increasing educational progress in reading and mathematics.
- E. Evidence of an existing or proposed separate school facility for the operation of the program. M-DCPS staff, prior to the enrollment of students, will inspect the school facility. Failure to meet facility requirements, as specified, may be cause for termination of the contract.

- F. Evidence of three years experience successfully serving disruptive and low-achieving students.
- G. Evidence of compliance with M-DCPS personnel procedures.

The school district reserves the right to reject any and all proposals submitted. When the final selection is made, a professional service agreement acceptable to the Attorney for the Board will be entered into with the successful Proposer. No debriefing or discussion will be held with unsuccessful Proposers.

IX. 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 proposer is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupation categories of its work force. See Attachment B – Affirmative Action Employment Breakdown (FM-4859)

B. 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/Subconsultant. In keeping with this policy, all payments to subs must be reported to the Director, Division of Business Development and Assistance, 1450 NE 2nd Avenue, Room 456, Miami, Florida 33132. See Attachment D – W/MBE Subcontractor/Subconsultant Quarterly Expenditure Report (FM-4831).

X. INSURANCE REQUIREMENTS

The successful proposer, if selected for this Request for Proposals, shall agree to provide proof of Professional Liability Insurance and to the following language:

The proposer shall hold harmless, indemnify and defend indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this contract (including goods and services provided thereto) by or on behalf of the proposer, excluding only the sole negligence or culpability of the indemnitee, The following shall be deemed to be indemnitees; The School Board of Miami-Dade County, Florida, and its members, officers and employees.

At the time an award is made, the successful proposer shall be responsible for providing the School Board with certificates of insurance which indicate that insurance coverage has been obtained and meets the requirements as outlined below:

- A. Workers' Compensation Insurance for all employees of the proposer as required pursuant to the provisions of Chapter 440, Florida Statutes.
- B. Commercial General Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional insured on the policy.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles use in connection with the work as outlined in this Request for Proposals, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage liability.
- D. Proof of Professional Liability (e.g., medical malpractice) insurance in the name of the proposer, with limits of liability not less than \$1,000,000 per wrongful act. All certificate of insurance submitted must be issued by companies authorized to conduct business under the laws of the State of Florida, with an A.M. Best rating (most currently published) must be no less than 'B+' as to management, and no less than 'Class V' as to financial strength. Certificates shall indicate no modification in insurance be made within thirty (30) days advance written notice to the additional named insured or certificate holder.

XI. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Contract Review Committee	January 27, 2005
Request Board approval to issue RFP	March 16, 2005
Mailing of RFP	March 21, 2005
Opening of Proposals	April 5, 2005
Evaluation completed by Selection Committee	April 12, 2005
Award Recommendation	May 18, 2005

XII. ADDITIONAL INFORMATION

The following individual should be contacted for any additional information with respect to this Request for Proposal:

Ms. Barbara D. Jones, Director
Procurement Management
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 356
Miami, FL 33132
(305) 995-2348

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.

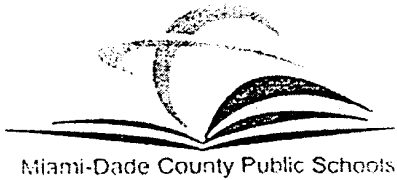
ATTACHMENT B

**AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN**



Race/Ancestry

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

Total Number
of Employees

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
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COMPANY NAME	ADDRESS	CITY	STATE	ZIP
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PHONE	FAX	OWNER'S NAME
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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	
<input type="checkbox"/>	<input type="checkbox"/>	1. Have all M/WBE subcontractors been paid in full, including retention?
<input type="checkbox"/>	<input type="checkbox"/>	2. Has the construction on this project been completed? If not, what is the scheduled completion date? _____
<input type="checkbox"/>	<input type="checkbox"/>	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