

REQUEST FOR PROPOSALS

**COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT
(LEP) STUDENTS AND THEIR FAMILIES**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

APRIL 21, 2005

RFP NO. 069-EE10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132
REQUEST FOR PROPOSALS NO. 069-EE10

Counseling Services For Immigrant and Limited English Proficient (LEP) Students and
Their Families

Sealed proposals will be accepted in Procurement Management, at the above location,
until **2:00 P.M.** April 21, 2005 and may not be withdrawn for one hundred twenty (120) days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 (10) copies of the Proposal must be submitted as follows:

- * The original proposal in a sealed envelope or box marked "Original."
- ** (9) 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 21, 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 21, 2005. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After April 21, 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. 069-EE10
COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT
(LEP) STUDENTS AND THEIR FAMILIES**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Division of Bilingual Education and World Languages
1500 Biscayne Boulevard, Suite 324
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals (RFP) is to select one or more professional mental health agency(ies) to provide weekly group and/or individual counseling to immigrant and limited English proficient (LEP) students and their families who have been traumatized and/or affected by trauma. The students eligible for services will be identified and referred by schools throughout the six regions. Proposer(s) may propose to serve one or more regions. Parent and teacher contacts/conferences and other related activities are services to be provided at each site and/or at the families home, if needed.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Ten copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), April 21, 2005 at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management
1450 N.E. 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 that of the Proposer. 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 occurrence. The proposal package must contain all the items described in Section VI of this document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal shall be submitted in a sealed envelope or box marked "PROPOSAL FOR COUNSELING SERVICES FOR IMMIGRANT AND LIMITED ENGLISH PROFICIENT (LEP) STUDENTS AND THEIR FAMILIES."

It is anticipated that a proposal(s) may be presented to The School Board of Miami-Dade County, Florida on or about June 15, 2005. If accepted, notification to the successful Proposer will be on or about June 15, 2005.

IV. OWNER-PROVIDED SERVICES

Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in the Request For Proposals. In the event the School Board chooses to provide services, adjustments may be required to the proposers' contracts in order to appropriately coordinate services.

V. DESCRIPTION OF THE PROGRAM

Project LILEPIS (Language Instruction for Limited English Proficient and Immigrant Students) is a district-wide program designed to upgrade and advance existing counseling and guidance services in order to support, assist, and guide immigrant and LEP students and their families who have experienced trauma and stressful experiences before, during and /or after their transition into the United States.

The following issues and needs among immigrant and LEP students and their families should be addressed:

- ❖ Increase student's ability to identify emotional stress that leads to behavioral problems
- ❖ Identify obstacles and appropriate counseling strategies related to school adjustment, home situations, behavior problems and normal human relationships
- ❖ Promote an increase in the family's ability to offer support, encouragement, and motivation to their children

The services that are sought include, but are not limited to, individual and group counseling services that focus on improved functioning and integration in the educational system and society. These services will be provided to immigrant and LEP students and their families who display mental, physical, and emotional needs as a result of exposure to war and/or other traumatic and stressful experiences. It is expected that individual and group counseling will also be provided to those immigrant and LEP students and families with personal and school adjustment difficulties.

The services are to be provided weekly with periodic contact with parents and schools staff in order to improve levels of functioning.

The agencies and their service providers are to generate concise, factual case records to include cultural background, situations, and sufficient data for planning and providing appropriate services for immigrant and LEP students and their families. The services are to include comprehensive mental health and psychological assessments, individualized treatment planning, family counseling and therapy, and crisis intervention for immigrant and LEP students and their families.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS

A. Proposers must possess the following minimum qualifications to be considered for the provision of the above-referenced services:

1. Masters degree in psychology, social work, counseling, or school psychology.
2. Current Florida license in psychology, clinical social work, mental health counseling, marriage and family therapy, or school psychology.
3. A current professional liability insurance policy that covers practice in the proposer's mental health discipline.
4. Experience working with individuals with acute stress and/or post-traumatic stress disorder.
5. Experience with multicultural counseling.

Student interns will not be considered.

B. Proposers must submit the information listed below (including information when applicable, on all mental health counselors to provide services under the proposer's auspices) as well as other information specified elsewhere in this Request For Proposals:

1. A brief description of the design for provision of services.
2. Evidence of the highest educational degree for each staff member who will provide services.
3. Evidence of licensure/certification to practice psychology, clinical social work, mental health counseling, marriage and family therapy, or school psychology.
4. Documentation of experience in providing mental health counseling services for each such professional to be provided by the agency must be written on Attachment A-Provider Application Form (Proposers may submit resume(s) to document the required experience, as well as documentation to confirm that the proposer has checked references related to experience).
5. Documentation of bilingual capability in one or more of the following areas: English/Spanish, English/Haitian Creole.

6. Information on other professional qualifications, skills and areas of expertise that would assist in the provision of these counseling services must be written on Attachment A-Provider Application Form.
7. A minimum of two letters of reference.
8. Documentation on the type and frequency of supervision to be provided, including the positions and qualifications of staff member(s) who will provide supervision.
9. Identification of the agency's staff member to serve as liaison for service delivery and description of this staff member's qualifications and experience.
10. Evidence of the agency's professional liability insurance covering exposures for a limit of liability not less than \$1,000,000, per occurrence. Should occurrence-type coverage not be available and only made coverage be available, the successful vendor shall agree to carry such required insurance so that claims may be brought up to three years post-occurrence, such coverage evidenced by the extended tail endorsement. A public entity, which is subject to the limitations included within Section 768.28, Florida Statutes, may satisfy the liability insurance requirement by providing the School Board with an acceptable letter of insurance. Please note that agencies that do not carry general liability, insurance coverage (or self-insurance, if applicable) and Workers Compensation for staff retained that by the agency will not be considered.
11. The proposer's hourly fee must be indicated on Attachment B-Proposer's Fee, Proposed Service Area and Certification of Hours of Services.
12. The signature of the authorized person empowered to submit this proposal indicated in the space provided for such an Attachment B-Proposer's Fee, Proposed Service Area and Certification of Hours of Services.
13. 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 ensure that individuals with criminal records involving moral turpitude do not have contact with students. Professionals who are proposed to provide services shall comply with security clearance procedures prescribed by M-DCPS; see Attachment C-Security Clearance for Miami-Dade County Public Schools.

VII. TERMS OF CONTRACT

The term of the contract shall be one year from date of award, and may, by mutual agreement between the School Board and the awardee, be extended for two additional one-year periods and, if needed 90 days beyond the expiration date of the current contract period. The School 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. All prices shall be firm for the term of the contract, and extension period, if any. Renewal will be dependent upon funding availability and the need for the services, as determined by the Division of Bilingual Education & World Languages.

VIII. ADDITIONAL REQUIREMENTS

The organization must ensure the provision of adequate clinical supervision for the staff assigned to this program. All services provided by the organization will be coordinated with the school site administrator and/or designee.

Staff from the organization will be required to write clinical notes for each direct service and student-oriented consultation that is provided. In addition, an annual progress report on each student and/or family will be required. Staff will also be required to complete a weekly log documenting hours of service for each student served. See Attachment D- Weekly Contact Log for (Project LILEPIS) Service Provider. A monthly bill based upon hours of services rendered must also be submitted at the end of each month. Payments will not be made retroactively.

IX. EVALUATION PROPOSALS

A. Proposals will be evaluated by representatives of the school district to ascertain which proposal(s) best meets the needs of the School Board. The evaluation of proposals will be conducted by a committee consisting of the following members:

- Two representatives from the Division of Student Services;
- A representative from the Division of Bilingual Education and World Languages
- A representative from the Office of Exceptional Student Education and Student Career Services
- A community representative
- A representative from Risk and Benefits Management
- A representative from the Division of Business Development and Assistance
- A representative from Procurement Management

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

1. The responsiveness of the proposal in clearly stating an understanding of the work to be performed within the established time frames.

2. The 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.
3. The proposed service area (the entire school district or a smaller area) will not be the dominant factor, but will be considered. It will be a particularly important factor when all other evaluation criteria are relatively equal.
4. The background, qualifications, experience, skills, and/or expertise in the area of the provision of mental health counseling services for immigrant students and families, along with the type and frequency of supervision and the identification and documentation of the agency liaison staff member. Preference will be given to proposers who can provide counselors who have bilingual capability in any one or more of the following areas: English/Spanish, English/Haitian Creole.
5. The school district reserves the right to reject any and all proposals submitted. When the final selection is made, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposers. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this RFP is supplied as an aid to the proposer in determining whether it will be able to supply the services, which may be required by the School Board.

X. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

It is the policy of the School Board that no one 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, pregnancy, or disability, and that merit principles will be followed.

Each proposer is required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force. See Attachment E-Affirmative Action Employment Breakdown.

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

The School Board of Miami-Dade County, Florida, has an active Minority/Women Business Enterprises (M/WBE) Program to increase contracting opportunities for M/WBEs.

In keeping with this policy, each proposer is required to state its M/WBE utilization. If a minority firm which is woman-owned and operated is used to perform a scope of work, the firm is to indicate the M/WBE's experience in providing this type of required services, and experience of staff who will participate. All M/WBEs must be certified by the Division of Business Development and Assistance prior to contract award. See Attachment F-M/WBE Certification Application.

Quarterly reports documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be required. The reports shall include the names of firms, contact persons and expenditures paid each quarter, and shall be submitted to the Director, Division of Business Development and Assistance, 1450 N.E. Second Avenue, Room 456, Miami, Florida 33132.

XI. MEDICAID FUNDS

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

X. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals for the provision of counseling services, is as follows:

Procurement Contract Review Committee.....	January 20, 2005
Request Board approval to Issue Request For Proposals.....	March 16, 2005
Mailing of Request For Proposals.....	March 23, 2005
Opening of Proposals.....	April 21, 2005
Evaluation Completed by Selection Committee.....	May 2, 2005
Recommendation to School Board for Award.....	June 15, 2005

XII. ADDITIONAL INFORMATION

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

Ms. Barbara Jones, Director
Bureau of Procurement and Materials Management
Miami-Dade County Public Schools
1450 N.E. Second Avenue, Room 356
Miami, Florida 33132
305-995-2348

ATTACHMENT A- RFP # 069-EE10
PROVIDER APPLICATION FORM

Provider's Name: _____ Date of Submission: _____

Address: _____ Telephone: _____

Type of DPR License: _____

How many years have you been providing mental health counseling services in Miami-Dade County Public Schools? _____ Outside of Miami-Dade County? _____
Miami-Dade County? _____

Are you bilingual? _____ If yes, in what languages: _____

Please note your professional specialization skills:

- _____ Individual Counseling (Children) _____ Consultation with School
- _____ Group Counseling (Children) _____ Preschool Evaluation (ages 3-4)
- _____ Family Therapy/Parent Counseling _____ Play Therapy
- _____ Substance Abuse Counseling _____ Cognitive/Behavior Therapy
- _____ Immigrant Counseling Issues _____ Multicultural Counseling
- _____ Other _____

ATTACHMENT B- RFP #069-EE10
PROPOSER'S FEE, PROPOSED SERVICE AREA, AND CERTIFICATION OF
HOURS OF SERVICES

I. PROPOSER'S FEE

Hourly Fee _____

II. PROPOSED SERVICE AREA

Proposers must specify the region(s) for which they are proposing to provide services. (Check one or more of the regions below) Note: Feeder patterns are identified for each region. For more detailed information about schools in feeder patterns go to www.dadeschools.net.

Region 1 _____

American Senior High
Barbara Goleman Senior High
Hialeah Senior High
Hialeah Miami-Lakes Senior High
Miami Coral City Senior High

Region 2 _____

Dr. Michael M. Krop Senior High
North Miami Senior High
Miami Beach High
North Miami Beach Senior High

Region 3 _____

Miami Central Senior
Miami Coral Park Senior
Miami Northwestern Senior
Miami Springs Senior

Region 4 _____

B.T. Washington Senior High
Coral Gables Senior High
Miami Jackson Senior High
Miami Edison Senior High
Miami Senior High

Region 5 _____

Braddock Senior High
Ferguson Senior High
Killian Senior High
Palmetto Senior High
South Miami Senior High
Southwest Senior High

Region 6 _____

Coral Reef Senior High
Homestead Senior High
Miami Southridge Senior
Miami Sunset Senior High
South Dade Senior High
Felix Varela Senior High

LEGAL NAME OF AGENCY OR CONTRACTOR SUBMITTING PROPOSAL:

AUTHORIZED SIGNATURE: _____

NAME TYPED: _____

POSITION: _____

ATTACHMENT C

SECURITY CLEARANCE PROCEDURES FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS

Pursuant to Section 231.02, 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. (2-97)]

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 \$62 or current fee for processing (money order for \$52.00 and \$10.00 in cash).
- 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.



**Weekly Contact Log for
Project LILEPIS
Service Provider**

Name of Service Provider: _____

Report for Week(s) of: _____

Name of School Site: _____

Student Name or Group Names (attach list)	Service Code	Date	Time		Location of Service	No. of Participants	Total		Comments
			From	To			His.	Min.	

Total for this Page _____

- C PC- Parent Consultation
- O TC- Teacher Consultation
- D IC- Individual Counseling
- E GC- Group Counseling
- S RK- Record Keeping
- FC- Family Counseling

I certify that these services have been rendered to the students listed above.

Service Provider _____ Date _____
 School Site Administrator or Designee (signature) _____ Date _____



ATTACHMENT E
AFFIRMATIVE ACTION
EMPLOYMENT BREAKDOWN

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

ATTACHMENT F



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/ gender</u>
a. Check signing	_____	_____
	_____	_____

	Name and title	Race/ethnicity/ gender
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)