



Miami-Dade County Public Schools

School Board Administration Building  
1450 Northeast Second Avenue  
Miami, Florida 33132

Direct all inquiries to Procurement Management Services:

BUYER: Barbara D. Jones, CPPB, Executive Director

E-MAIL ADDRESS: [bjones@dadeschools.net](mailto:bjones@dadeschools.net)

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## REQUEST FOR PROPOSALS (RFP)

### REQUEST FOR PROPOSALS NO. 103-JJ10

#### OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS FOR POST-SECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA

Proposals will be accepted until **2:00 PM, (Local Time) on June 16, 2009**, in the Division of Procurement Management, School Board Administration Building, 1450 N.E. Second Avenue, Room 352, Miami, Florida, 33132, at which time they will be publicly opened and may not be withdrawn for one hundred twenty (120) days from that date.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
PROCUREMENT MANAGEMENT  
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132  
REQUEST FOR PROPOSALS NO. 103-JJ10

OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING  
PROGRAMS FOR POST-SECONDARY STUDENTS IN MIAMI-DADE COUNTY,  
FLORIDA

Sealed proposals will be accepted in Procurement Management, at the above location, until **2:00 P.M.** (Local Time) **June 16, 2009**, and may not be withdrawn for one hundred twenty (120) days from that date.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 THEIR 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  
PROPOSER 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 Proposer's EXACT legal name and an unsigned proposal may be considered non-responsive.

### II. SUBMITTING OF PROPOSALS

- A. Number of Proposals:

A total of ten (10) copies, of the Proposal must be submitted as follows:

- \* The original proposal in a sealed envelope or box marked "Original."
- \*\* Nine (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. (Local Time) **June 16, 2009.**

### III. CHANGE OR WITHDRAWAL OF PROPOSAL

- A. PRIOR TO PROPOSAL OPENING. Should the agency or individual proposer 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 **June 16, 2009.** The agency or individual proposer's name and the proposal number should appear on the envelope.
- B. AFTER PROPOSAL OPENING. After **June 16, 2009**, 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 which can be accessed at the District's website [www.dadeschools.net](http://www.dadeschools.net)
- 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. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.
- C. The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and Board Rule 3C-1.11. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- D. Formal written protests will be reviewed by Procurement Management Services who will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the proposer may seek an administrative hearing pursuant to 120.57 Florida Statutes. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board 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. The Board reserves the right to utilize other governmental contracts, if in the best interest of the Board.
- 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.

- D. CHARTER SCHOOLS: Items awarded under this contract shall be made available to charter schools authorized by the School Board.

## VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the Proposer shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Statute, and School Board Rule 6Gx13-8C-1.064. The School Board reserves the right to reject any and all bids from a Vendor who is currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity, pursuant to School Board Rule 6Gx13- 3F-1.023.

## 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 CFR 34, Part 80.36(l) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The vendor certifies by signing the bid that the vendor and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify 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 Board makes final payment.

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

**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 from:

1. Making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;
2. Engaging in contract negotiations during any duly noticed public meeting;

3. Making a public presentation to the School Board during any duly noticed public meeting; or
4. 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.

#### **X. THE JESSICA LUNSFORD ACT BACKGROUNDSCREENING REQUIREMENTS**

**In accordance with the requirements of Sections, 1012.465, and 1012.32 and 1012.467, Florida Statutes, School Board Rules 6Gx13- 3F-1.024 and 6Gx13- 4C-1021 as amended from time to time Proposer **agrees that, if Proposer receives remuneration for services, Proposer and all of its employees who provide or may provide services under this Agreement will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced statutes and School Board rules prior to providing services to the School Board of Miami-Dade County.****

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

Pursuant to the 2007 amendments to the JLA enacted by the Florida Legislature, requirements for certain fingerprinting and criminal history checks shall be inapplicable to non-instructional contracted personnel who qualify for exemption from level 2 screening requirements as provided under § 1012.468, Fla.Stat. (2007).

In addition, the provisions of § 1012.467, Fla.Stat. (2007) are incorporated herein by reference, and any provisions of this Addendum that may be inconsistent with, contrary to, or determined to be in conflict with § 1012.467, will be superseded by said statute.

A non-instructional contractor who is exempt from the screening requirements set forth in § 1012.465, § 1012.468 or § 1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under § 943.043 and the national sex offender public registry maintained by the United States Department of Justice. Proposer will not be charged for this search.

Further, upon obtaining clearance by Board, if Board deems necessary, Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Proposer agrees to bear any and all costs associated with acquiring the required background screening - including any costs associated with fingerprinting and obtaining the required photo identification badge. Proposer agrees to require all its affected employees to sign a statement, as a condition of employment with Proposer in relation to performance under this Agreement, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Proposer/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Rules 6Gx13- 3F - 1:024 and 6Gx13- 4C 1.021 within 48 hours of its occurrence. Proposer agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Proposer agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Proposer further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. **Failure by Proposer to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of qualifying arrest or conviction, shall constitute grounds for immediate termination of this Agreement by the Board.**

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



## **COMPLIANCE WITH SCHOOL CODE**

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

### **XI. CONFLICT OF INTEREST**

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Rule 6Gx13 – 4A-1.212 and Florida Statute § 112.313(9).

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

### **XII. PUBLIC RECORDS LAW**

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

### **XIII. MISSING DOCUMENTS**

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

Respondents who do not meet all the requirements for the RFP may be contacted to submit the missing information within two business days. Incomplete or noncompliant proposals may be disqualified.

#### **XIV. ASSIGNMENT**

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

#### **XV. CANCELLATION OF PROPOSALS**

Prior to opening, a solicitation may be canceled in whole or in part, prior to the date and hour specified in the Instructions To Agency/Proposer for receipt of proposals, when the Assistant Superintendent, Procurement Management Services, determines in writing, that such action is in the best interest of the Board for reasons including, but not limited to:

- 1) The Board no longer requires the supplies, services, or construction;
- 2) The Board no longer can reasonably expect to fund the procurement;
- 3) A review of a valid protest filed by a proposer as may be determined by the administrative staff; or
- 4) Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

When a solicitation is canceled prior to opening, notice of cancellation shall be posted on the District's website, and sent to all businesses solicited, via facsimile or mail. Any proposals received for the cancelled solicitation shall be returned to the proposer unopened.

#### **XVI. TERMINATION FOR CONVENIENCE**

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

#### **XVII. DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES**

Pursuant to School Board Rule 6Gx13- 3F-1.025, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules>, all bidders, proposers, and consultants are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or consultant, and who, within the last two years, have been or are employees of the School Board. Such disclosure

will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last of their employment with the School Board, and the dates the employees held those positions. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

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 03/08**

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

Pursuant to School Board Rule 6Gx13- 3F-1.025, which may be accessed on the school website at [www2.dadeschools.net/schoolboard/rules](http://www2.dadeschools.net/schoolboard/rules) all bidders, proposers, and consultants, are required to disclose the names of any of their employees who serve as agents or principals for the bidders, proposers or consultant, and who **within the last two years**, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employee held those positions.

| NAME  | LIST OF POSITIONS | DATES EMPLOYEE HELD POSITION |
|-------|-------------------|------------------------------|
| <hr/> | <hr/>             | <hr/>                        |
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**LOBBYISTS**

Board rule 6Gx13-8C-1.21, delineates the policy regarding lobbyists. Pursuant to this rule, lobbyists shall complete annually, a Lobbyist Registration Form, and pay the annual registration fee. The Board rule may be accessed at:

<http://www2.dadeschools.net/schoolboard/rules/>

**REQUEST FOR PROPOSALS NO. 103-JJ10**

**OUTSIDE AGENCY QUALIFIED TO OPERATE  
APPRENTICESHIP TRAINING PROGRAMS  
FOR POST-SECONDARY STUDENTS  
IN MIAMI-DADE COUNTY, FLORIDA**

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

**I. NAME AND ADDRESS OF REQUESTOR**

The School Board of Miami-Dade County, Florida  
Division of Career and Technical Education  
1450 NE Second Avenue, Room 820  
Miami, Florida 33132

**II. PURPOSE FOR REQUEST FOR PROPOSALS**

The purpose of this Request For Proposals (RFP) is to obtain the services of outside agencies interested in providing apprenticeship training for post-secondary students in Miami-Dade County in accordance with the Florida Department of Education (FDOE).

**III. INSTRUCTIONS FOR SUBMISSION OF REQUEST FOR PROPOSALS**

Ten (10) copies of the proposal, one of which must be an original, must be received by June 16, 2009, at 2:00 PM, (Local Time), at:

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

The responsibility for submitting this proposal to the district on or before the stated date and time will be solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal package must contain all the items described in Section VI of this document. Failure to submit these items with the proposals or within 5 days of request may render the proposal non-responsive. An officer of the firm legally authorized to conduct business in its name must sign the proposal. The proposal must be submitted in a sealed envelope or boxed marked, "OUTSIDE AGENCY TO OPERATE APPRENTICESHIP TRAINING PROGRAM FOR POST-SECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA".

It is anticipated that the proposal(s) may be presented to The School Board of Miami-Dade County, Florida, on or about August 5, 2009. If accepted, notification to the successful proposer(s) will be on or after August 5, 2009.

#### **IV. STANDARDS FOR CONTRACTED PROGRAM**

The apprenticeship agency must have been in operation for at least five years.

Funding for services under this RFP will be performance-based. The contracting agency may earn \$2,000 if the agency provides laboratory, \$1,000 if school district provides the laboratory, per student based on verifiable completion of each of the following performance phases:

- a. Valid/verifiable student enrollment list
- b. Training benchmark as reported by FDOE

The payments will be made based on a percentage of the contracted amount attributed to each of the performance phases as indicated below:

25% - Enrollment (valid/verifiable student list)

75% - Obtainment of an Occupational Completion Point (OCP)

- \* Funding will only be provided for students who obtain OCP. Enrollment payments will be deducted for students who do not obtain an OCP.

#### **V. GENERAL INFORMATION ABOUT THE DISTRICT AND DESCRIPTION OF THE PROGRAM**

The School Board of Miami-Dade County, Florida, is a political subdivision organized under Section 4, Article IX, of the State Constitution and Chapter 230, Florida Statutes. The district, which is coterminous with Miami-Dade County, is the fourth largest school system in the nation. The district presently has over 334 schools, approximately 360,000 students, and 45,900 full and part-time employees. Management of the district is totally independent of the metropolitan and city governments.

The Apprenticeship program, as outlined in the FDOE Curriculum Frameworks is a job preparatory course that is designed to prepare students for employment as journeymen in their selected trade.

#### **VI. QUALIFICATIONS AND REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER**

Proposals submitted should follow the sectional headings below, and show evidence of the ability to meet the educational standards listed:

## **Section 1. Educational Program**

- Number of students projected to be served.
- Philosophy or underlying purpose of the training agency.
- Program description, including measurable benchmarks.
- Evidence of the availability of certified instructors who will be paid by the contracting agency.

## **Section 2. Profile of the Agency**

- Evidence of operating apprenticeship programs for five years.
- Evidence of the ability to operate a professional training agency located in Miami-Dade County, Florida to include, but not limited to, the agency's program accomplishments.
- Resume specifically addressing the provider's experience.

## **Section 3. Timetable for Program Implementation**

- Calendar outlining contracting agency program activities for the year, including recruitment, registration, program completion, and job placement targets.

## **Section 4. Facilities and Finances**

- Evidence of the availability of an adequate training facility, located in Miami-Dade County, Florida, owned/leased by the Contracting Agency including a laboratory, if applicable
- Evidence of arrangements made to provide training equipment and furniture, to deliver the curriculum as described in the FDOE framework.
- The audited financial statements of the agency's most current fiscal year provided and paid for by the contracting agency and performed by a Certified Public Account (CPA). If the most current fiscal year provided and paid for by the contracting agency and performed by a CPA is not available, a letter explaining the delay should be submitted along with the agency's last available audited financial statements.

## **Section 5. Operations**

- Standards to be used in the hiring process of certified teachers, administrators, and other agency staff.

- Targeted staff size, staffing plans (including teacher supervision), and projected student-to-teacher ratio.

## **Section 6. Other Required Documentation**

- Evidence of a registered apprenticeship program or evidence of being in the process of registering.
- Evidence of adherence of fire safety codes (evacuation plan, etc.)
- Evidence of insurance (must be evidenced prior to award recommendation).
- All Proposers are required to complete the attached Vendor Information sheet (**ATTACHMENT A**). In order to conduct new business under this proposal, M-DCPS required that the vendor(s) have a current vendor application on file. The information on both these documents must be consistent. Failure to comply with this condition may cause the Proposer(s) not to be awarded any new business. Vendor applications can be downloaded at [www.dadeschools.net](http://www.dadeschools.net) (Click District Offices, and then click Procurement Management).
- List at least three customers within the last two years, of comparable size that can be used by M-DCPS as a source of reference (**ATTACHMENT B**).
- Complete Affirmative Action Employment Breakdown Form (**ATTACHMENT C**).
- The signature of the authorized person empowered to submit this proposal must be included on the Anti-Collusion Statement of this RFP and returned with the proposal (**Page “ii” of this proposal**).
- Copy of Occupational License. Any person, firm, corporation or joint venture with a business located in Miami-Dade County, Florida, which is submitting a proposal, shall meet the County’s Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Proposers with a location outside Miami-Dade County shall meet their local Occupational Tax requirements and submit proof of compliance. A copy of the license or proof of compliance with the proposers local rules outside of Miami-Dade County is required to be submitted with the proposal. Non-compliance with this condition may cause the proposal not to be considered for award.

The Administrative Director and other designated personnel in School Operations have the responsibility of coordinating activities between the district and the agency(ies) relative to the proposed contract between parties. The above-



referenced offices will monitor and support the implementation of all conditions relating to this proposal.

## **VII. TERMS OF CONTRACT**

The term of the contract shall be for one (1) year from date of award and may, by mutual agreement between the School Board and Awardee, be extended for two (2) additional one-year periods and, if needed, 90 days beyond the expiration date of the current contract period. The School Board, through the Procurement Management Services, shall, if considering an extension, request a letter of intent to extend from the Awardee(s) prior to the end of the current contract period. Extension will be dependent upon funding availability. The Awardee(s) will be notified when the recommendation has been acted upon.

The School Board, by law, shall have the right to cancel the contract at the end of the year of the contract term or fiscal year, as well as In the event the services rendered do not comply with the provision of the proposal and/or the quality of service is found to be undesirable.

## **VIII. INSURANCE REQUIREMENTS**

At the time an award is made, and prior to the commencement of services, 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 provisions of Section 440, Florida Statutes.
- B. Commercial General Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence. The School Board of Miami-Dade County, Florida, its members, officers and employees must be listed as an additional insured on the coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work as outlined in this RFP, in an amount not less than \$300,000 combined limit per occurrence for bodily injury and property damage liability.
- D. Professional Liability Insurance in the name of the proposer, with limits of liability not less than \$1,000,000 per wrongful act.

## **IX. INDEMNIFICATION**

The Awardee(s) hereby agree(s) to indemnify, hold harmless, and defend the School Board, its officers, agents, and employees individually and collectively

from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders, or injuries, including death or damage of whatever nature to any property and all costs, including court costs, attorney's fees, and disbursements, whether suits are instituted or not, and if instituted at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on or incurred by or asserted against the School Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the Awardees of their duties and obligations under or pursuant to this agreement, including without limitations the failure to maintain insurance or notify the School Board; (b) any material breach of this agreement by the Awardee(s); (c) false or inaccurate representation or warranty made by or on behalf of the Awardee(s), and (d) any act or omission negligence, or intentional acts of the Awardee(s), or any of the Awardees, directors, officers, employees, agents, subcontractors, or other representatives.

## **X. EVALUATION OF PROPOSALS**

Representatives of the district will evaluate proposals in order to ascertain which proposal(s) best meet the needs of the School Board. The evaluation committee will consider the following specific criteria:

- A. The proposal must clearly indicate an understanding of the work to be performed, meeting all the guidelines;
- B. Expertise in apprenticeship training;
- C. Expertise in the areas addressed in the Request for Proposals must be evident, and the ability to respond in a timely, accurate manner to the district's requirements is essential;
- D. Vendor qualifications;
- E. M/WBE Participation; and
- F. Past Performance.

The School Board reserves the right to reject any or all proposals, to further negotiate proposals by the successful proposer(s) for terms more favorable to the District, to waive any irregularities or informalities, to accept or reject any items or combination of items, to request clarification of information submitted in any proposal and to request additional information from any proposer. Following the selection of a proposal and approval by the School Board, a professional services agreement acceptable to the School Board Attorney will be entered into with the successful proposer. Unsuccessful proposers will not receive additional information following the issuance of a final decision.

The selection committee will consist of the following members or their designees:

- Representative; School Operations;
- Representative; Division of Career and Technical Education;
- Instructional Supervisor for Industrial Education;
- Representative; Business Development and Assistance;
- Representative; Management and Compliance Audits (non voting);
- Postsecondary Principal;
- Postsecondary Assistant Principal;
- Representative, Division of Procurement Management (non voting)

## **XI. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION**

### **Equal Employment Opportunity**

- A. 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.
- B. Each proposer shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its workforce (**Attachment C**).

## **Minority/Women Business Enterprise (M/WBE) Participation**

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBE's, prior to contract award. The M/WBE Application may be accessed through the following link:

<http://procurement.dadeschools.net/pdf/3920.pdf>

## **XII. IMPLEMENTATION SCHEDULE**

The estimated schedule for implementation of the proposal(s) is as follows:

|                                       |                  |
|---------------------------------------|------------------|
| Procurement Contract Review Committee | January 15, 2009 |
| Mailing of Request for Proposals      | June 1, 2009     |
| Deadline for Questions                | June 10, 2009    |
| Opening of Proposal                   | June 16, 2009    |
| Evaluation of Proposal                | June 22, 2009    |
| Recommendation for Award              | August 5, 2009   |

## **XIII. ADDITIONAL INFORMATION**

Specific information concerning this RFP should be e-mailed prior to the deadline for questions, referencing the RFP by page number and paragraph, no later than 4:00 p.m., on June 10, 2009, to:

Ms. Barbara D. Jones, CPPB, Executive Director  
Procurement Management Services  
1450 N.E. Second Avenue, Room 352  
Miami, Florida 33132  
(305) 995-2348  
E-mail [bjones@dadeschools.net](mailto:bjones@dadeschools.net)

The School Board of Miami-Dade County, Florida will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date.

Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Responses to questions will be posted to M-DCPS' website and it is the responsibility of the proposers(s) to monitor this site for posting of response(s). The website link is the following:

<http://procurement.dadeschools.net/bidsol/asp/undercone.asp>

## Vendor Information Sheet

ATTACHMENT A

**OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS FOR  
POSTSECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA**

**1A.**

Federal Employer Identification Number

Or

Owner's Social Security Number

**1B.**

Name of Firm, Individual(s), Partners or Corporation

Street Address

City

State

Zip Code

**2. Telephone/Fax/Contact Person**

Telephone number

Fax number

Contact Person

E-mail address

**3. Ownership Disclosure**

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for the chief officer, director, or owner who holds, directly or indirectly the majority of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable.**

| Name | Title | Address | Gender | Race-ethnicity | Stock Ownership |
|------|-------|---------|--------|----------------|-----------------|
|      |       |         |        |                |                 |
|      |       |         |        |                |                 |
|      |       |         |        |                |                 |
|      |       |         |        |                |                 |

**NOTE:** The information provided by the vendor on this form should be consistent with that provided on the "Vendor's Application". All vendors must have a current vendor's application on file with M-DCPS, and have provided information and/or be familiar with M-DCPS' policy regarding the following: (a) Employment Disclosure, (b) Drug Free Workplace, (c) Family Leave Policy, (d) Code of Business Ethics, (e) Conflict of Interest, (f) Perception, (g) Gratuities, and (h) Business Meals. **Failure to provide M-DCPS a current vendor application may cause the vendor not to be awarded any new business with M-DCPS.** Vendor applications can be downloaded at: <http://procurement.dadeschools.net>

## Reference Sheet

**OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS FOR POST SECONDARY STUDENTS IN MIAMI-DADE COUNTY, FLORIDA**



Proposer: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Firm Representative: \_\_\_\_\_

URL: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Street Address

City

State

Zip Code

License Number

Date

Occupational License  
Effective Date and Number

Please list below 3 of your most recent references and indicate the type of service provided for each client. References will be verified.

| Company | Contact | Address | Phone | Fax | Scope of services provided |
|---------|---------|---------|-------|-----|----------------------------|
|         |         |         |       |     |                            |
|         |         |         |       |     |                            |
|         |         |         |       |     |                            |

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