

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR A STATE LEGISLATIVE CONSULTANT

The Miami-Dade County School Board has had a tradition of developing and forwarding its own legislative program in the legislative process. Its successes have been unparalleled, using a participatory process that incorporates broad-based input and an aggressive lobbying team which has included School Board members, the Superintendent of Schools, staff members, employee representatives, and citizen/parent groups. Over the years, the Board has helped to initiate and pass major legislative reforms with positive impact on all aspects of the educational programs and the business and legal operations of the school system.

The Professional Services Contract Committee established by School Board Rule 6Gx13-3F-1.021 recommended that the State Legislative Consultant services be secured on a competitive basis, using a Request For Proposals.

Authorization is requested to issue a Request for Proposals for state legislative consulting services. The selection committee will consist of the following:

School Board Member appointed by the Chair of The School Board of Miami-Dade County, Florida

Administrative Director, State Legislative Relations and
Budget Planning

Ms. Iraida R. Mendez-Cartaya

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Chief Financial Officer, Financial Affairs

Dr. Richard H. Hinds

Associate Superintendent, Education

Ms. Mercedes Toural

Director, Division of Business Development and Assistance

Ms. Patricia Freeman

Representative, Florida International University

To Be Announced

Director, Procurement Management and Materials Testing
(Non-Voting Resource Person)

Ms. Barbara Jones

Chief of Staff

Mr. Paul R. Philip

Executive Assistant, Strategic Initiatives

Dr. Ralph G. Lewis

} Added

Communications Executive Officer

Mr. Mayco Villafaña

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A copy of the Request for Proposals will be forwarded to the Board under separate cover and will be on file in the Office of the Board Recording Secretary and the Citizen Information Center, Room 158.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida:

- a) authorize the Superintendent to issue a Request For Proposals for the selection of a State Legislative Consultant;
- b) approve the Selection Committee that will review the proposals for subsequent submission to the School Board for approval; and
- c) authorize the Chair to appoint a School Board member to participate in the Selection Committee.

- H. Address of office location responsible for this project. It is preferable that the candidate individual/firm maintain an office in Miami-Dade County, Florida.
- I. Designation of personnel who will be available for this engagement. Resumes containing professional experience, preparation and background are to be presented for each of these individuals. This section must indicate the individual specifically assigned as lead person and the understudy in his or her absence, if any.
- J. Proposed fee structure, including payment schedule and breakdown of proposed costs. It is the School Board's desire that the fee schedule be inclusive of any out-of-pocket or travel expenses.
- K. Litigation

Identify any litigation or claims against you and/or your firm which could have a material effect on the firm.

Indicate if you or your firm or any members of your firm have been or currently are the subject of an investigation by any other regulatory organization or the subject of any other type of investigation.
- L. The signature of the person empowered to submit this proposal.

VI. TERMS OF CONTRACT

The term of the contract shall be for an initial three-year period. The contract may, by mutual agreement between the School Board and the awarded upon final School Board approval, be extended for an additional three-year period, and if needed, 90 days beyond the expiration date of the current contract period. The School Board, through Procurement and Materials Management, shall if considering to extend, request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awarded will be notified when the School Board has acted upon the recommendation. All prices shall be firm for the term of the contract and extension period, if any.

The School Board reserves the right to cancel the contract at the end of the contract term, as well as in the event the services rendered do not comply with the provisions of the proposal and/or the quality of services is found to be undesirable.

The proposer shall comply with all municipal, state, and federal statutes prohibiting discrimination.

VII. 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 evaluation of proposals will be made on or about August 16, 2002, by a committee consisting of the following members

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or their designees:

- ◆ School Board Member appointed by the Chair of The School Board of Miami-Dade County, Florida
- ◆ Administrative Director, State Legislative Relations and Budget Planning
- ◆ Chief Financial Officer, Financial Affairs
- ◆ Associate Superintendent, Education
- ◆ Director, Division of Business Development and Assistance
- ◆ Representative, Florida International University
- ◆ Director, Procurement Management and Materials Testing (Non-Voting Resource Person)
- ◆ Chief of Staff
- ◆ Executive Assistant, Strategic Initiatives
- ◆ Communications Executive Officer

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} Added

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.
2. The background, qualifications, experience, skills, and/or expertise in the area of legislative consultation.
3. Knowledge of the School Code, Chapters 1000-1013.
4. Knowledge of the Florida Education Finance Program and its various components and public school categorical programs.

In order to maintain a fair and impartial competitive process, the School Board members will avoid private communications with prospective proposers or their representatives regarding this matter. Any questions regarding the Request For Proposals are to be directed to Ms. Iraida R. Mendez-Cartaya, Administrative Director for State Legislative Relations and Budget Planning, at (305) 995-1497.

A selection committee will review all proposals received and will interview a short list of proposers for oral presentation, where proposers shall have an opportunity to explain their written proposal. No telephone interviews will be conducted with the Committee. The selection committee shall, by a majority vote, recommend the highest rated Proposer to the School Board for approval, based on the written proposal and oral presentation. Oral presentations are scheduled for August 23, 2002.

Any additional materials the proposer may wish to include must be presented in appendix form.