

Mercedes Toural, Chief Education Officer
and Deputy Superintendent of Schools

SUBJECT: REQUEST AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FROM OUTSIDE AGENCIES QUALIFIED TO OPERATE REGISTERED APPRENTICESHIP PROGRAMS TO PROVIDE EDUCATIONAL SERVICES FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS' POST-SECONDARY STUDENTS

COMMITTEE: EDUCATION AND SCHOOL OPERATIONS

Authorization is sought to issue a Request for Proposals (RFP) allowing outside agencies qualified to operate registered apprenticeship programs for Miami-Dade County Public Schools (M-DCPS) post-secondary students. The purpose of this RFP will be to award successful proposers contracts with M-DCPS to provide educational services to registered apprentices. These services include, but are not limited to, the following: trade-related instruction, job placement, and performance reporting.

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

A committee will determine the selection of the outside agencies on the basis of qualification, experience, and insurance. The selection committee will be comprised of the following M-DCPS personnel as well as an employee of the Florida Department of Education:

- an administrator from the Office of Adult/Vocational, Alternative and Community Education;
- an administrator from the Division of Applied Technology;
- an administrator from the Division of Procurement Management (non-voting);
- instructional Supervisor for Industrial Education;
- an administrator from the Department of Fiscal Services;
- an administrator from the Department of Business and Industry Services;
- an administrator from Management and Compliance Audits (non-voting);
- an administrator from the Division of Business Development and Assistance;
- a post-secondary principal;

- a post-secondary assistant principal; and
- the local apprenticeship representative from the Florida Department of Education.

Once the RFP has been approved, it will be sent out to various organizations who operate apprenticeship programs.

The estimated time for implementation is as follows:

Procurement Contract Review Committee.....	June 12, 2003
Request Board Approval to issue RFP and approval of a Selection Committee.....	June 18, 2003
Mailing of RFP.....	June 20, 2003
Pre-bid conference with proposing agencies.....	June 30, 2003
Opening of Proposals.....	July 10, 2003
Evaluation completed by Selection Committee.....	July 18, 2003
Contract Award.....	August 20, 2003

Funds necessary for implementing this program will be provided yearly by the Workforce Development Budget.

The appropriation for this item will be included in the General Fund of the 2003-2004 Tentative Budget to be recommended for adoption in July 2003 under Fund 0100, Function 5340, Program 6235, Object 5310, at several locations.

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

1. authorize the Superintendent to issue a Request for Proposals, from outside agencies qualified to operate registered apprenticeship programs for Miami-Dade County Public Schools' students; and
2. approve the selection committee who will evaluate the proposals.

The appropriation for this item will be included in the General Fund of the 2003-2004 Tentative Budget to be recommended for adoption in July 2003.

GMK/CR/NP:vct

REQUEST FOR PROPOSALS NO. 162-CC10

**OUTSIDE AGENCY QUALIFIED TO OPERATE APPRENTICESHIP TRAINING PROGRAMS
FOR POSTSECONDARY 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
Office of Adult/Vocational, Alternative and Community Education
1450 NE Second Avenue, Room 802
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 postsecondary students in Miami-Dade County in accordance with the Florida Department of Education (FDOE).

III. INSTRUCTIONS FOR SUBMISSION OF REQUEST FOR PROPOSALS

Twelve (12) bound copies of the proposal, one of which must be an original, must be received by July 10, 2003, at 2:00 PM:

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 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. "OUTSIDE AGENCY TO OPERATE APPRENTICESHIP TRAINING PROGRAM FOR POSTSECONDARY 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 20, 2003. If accepted, notification to the successful proposer(s) will be on or after August 20, 2003.

IV. STANDARDS FOR CONTRACTED PROGRAM

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

Funding for 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:

- Valid/verifiable student enrollment list
- 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.

In accordance with Rule 6A-10/040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete these programs vary. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examination. If a student does not meet the basic-skills level required for completion of the program, remediation will be provided concurrently by the district through Vocational Preparatory Instruction (VPI) at a school to be identified by the district. Please refer to the Rule for exemptions.

VI. QUALIFICATIONS

Proposal 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.
- Evidence of Security Clearance. Since M-DCPS is a public agency which serves children and adolescents, all employees and contracted personnel must have a security clearance to insure

that individuals with criminal records involving moral turpitude do not have contact with students. Professionals who are proposed to provide services shall comply with security clearance procedures prescribed by M-DCPS; see (Attachment A).

Section 2. Profile of the Agency

- Evidence of operating apprenticeship programs for five years.
- Evidence of the ability to operate a professional training agency to include, but not limited to, the agency's program accomplishments.
- Resumes of identified staff members.
- Resume specifically addressing the provider's experience.

Section 3. Timetable for Program Implementation

- A 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 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, and projected student-to-teacher ratio.

Section 6: Other Required Documentation

- Evidence of a registered apprenticeship program.
- Evidence of adherence of fire safety codes.
- Evidence of insurance.

The Assistant Superintendent and other designated personnel in the Office of Adult/Vocational, Alternative and Community Education 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 School Board of Miami-Dade County, Florida, shall, at its sole discretion enter into a contact with one or more or no agencies responding to this RFP. Terms of said agreement(s) will be as follows:

1. Specific Information

The term of the proposal shall be for one year from date of award and may, by mutual agreement between the School Board and awardee an upon final School Board approval, be renewable for two (2) additional one-year periods and, if needed, 90 days beyond the expiration date of the current renewal period. The School Board, through the Division of Procurement Management, may, if considering to renew, request a letter of intent to renew from the awardee(s) prior to the end of the current contract period. Renewal will be dependent upon funding availability. The awardee(s) will be notified when the recommendation has been acted upon by the School Board. All prices shall be firm for the term of the contract.

2. Cancellation

The School Board shall have the right to cancel the agreement for unacceptable performance at any given time, giving the other party sixty (60) days written notice.

VIII. EVALUATION OF PROPOSALS

Proposals will be evaluated by representatives of the district in order to ascertain which proposal(s) best meet the needs of the School Board. The evaluation committee will consist of the following:

- an administrator from the Office of Adult/Vocational, Alternative and Community Education;
- an administrator from the Division of Applied Technology;
- an administrator from the Division of Procurement Management (non voting);
- instructional Supervisor for Industrial Education;
- an administrator from the Department of Fiscal Services;
- an administrator from the Department of Business and Industry Services;
- an administrator from Management and Compliance Audits (non voting);
- an administrator from the Division of Business Development and Assistance;
- a postsecondary principal;
- a postsecondary assistant principal; and
- the local apprenticeship representative from the Florida Department of Education.

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

- 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. The district reserves the right to reject without cause any and all proposals submitted. In the event that a proposal is accepted, 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.

IX. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

- A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed.

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

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

The School Board of Miami-Dade County, Florida, has an active Minority/Women Business Enterprise Program to affirmatively increase the level of Minority/Women Business Enterprise participation to the maximum percentage of total annual expenditures.

In order to achieve its assistance level, the School Board provides the maximum opportunity for Minority/Women Business Enterprise participation. In keeping with the policy, each proposer will be required to state its Minority/Women Business Enterprise utilization. If a minority firm which is women-owned and operated or African-American-owned and operated is utilized in conjunction with the scope of work, the proposer is to indicate the scope of the minority proposer's work, its experience in this type of required service, and the experience of staff who shall participate.

All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award (Attachment C).

- C. A quarterly report documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be required. The report shall include the names of firms, contact persons, and expenditures paid to date. The report shall be submitted to the Director, Division of Business Development and Assistance, 1450 NE Second Avenue, Room 456, Miami, Florida 33132.

X. INSURANCE REQUIREMENTS

The Awardee must provide necessary insurance, enter into an indemnification, and hold harmless agreement.

- A. INSURANCE

At all times during the Agreement Term, the Awardee(s) shall, at its sole cost and expense, procure and maintain in full force and effect, with insurance carriers duly authorized to do

business in the State of Florida with a general Best's rating of "A-" or better and a financial-size category of "IV" or better according to the A.M. Best Rating Guide and acceptable to the Board, Professional Liability insurance. The Professional Liability Insurance provided by the Awardee(s) shall conform to the following requirements:

1. The Awardee's Professional Liability Insurance shall be a form acceptable to the Board and shall cover those sources of liability typically insured by Professional Liability Insurance, arising out of the rendering or failure to render professional services in the performance of this agreement, including all provisional of indemnification which is part of the agreement.
2. The insurance shall be subject to a maximum deductible not to exceed \$25,000.
3. If on a claims-made basis, the Awardee(s) shall maintain without interruption the Professional Liability Insurance until three years after this agreement.
4. The minimum limits to be maintained by the Awardee(s) (inclusive of any amount provided by an umbrella or excel policy) shall be \$1 million per claim aggregate.

Each Insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the School Board and the students by reason of any payment under such policy and shall provide that such insurance carrier shall notify the School Board in writing at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification to the Awardee's Policy (ies) required under this agreement.

Upon the execution of this agreement, the Awardee(s) shall furnish the Board's Office of Risk and Benefits Management with Certificates of Insurance evidencing the Awardee(s) insurance coverage is consistent with the terms of the agreement. The Awardee(s) shall also provide copies of the policies to the School Board. The Awardee(s) shall also provide the Board with renewal or replacement Certificates of Insurance no less than thirty (30) days prior to cancellation, termination, or modification. The Awardee(s) shall be in material breach of this agreement if the Awardee(s) fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the School Board may terminate this agreement without further liability to the Awardee(s). Additionally the Awardee(s) shall be liable to the School Board for any and all damages incurred due to the Awardee's failure to perform the agreement terms.

B. 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, acts, 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 Awardee's 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 Awardee's directors, officers, employees, agents, subcontractors, or other representatives.

XI. IMPLEMENTATION SCHEDULE

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

Procurement Contract Review Committee	June 12, 2003
Request Board Approval to Issue RFP and Approval of Selection Committee	June 18, 2003
Mailing of Request for Proposals	June 20, 2003
Pre-bid conference with Proposing Agencies	June 30, 2003
Opening of Proposal	July 10, 2003
Evaluation Completed by Selection Committee	July 18, 2003
Recommendation to School Board for Approval	August 20, 2003

XII. ADDITIONAL INFORMATION

The following individuals should be contacted for any additional information with Respect to the RFP:

Mr. Robert G. Gornito, District Director
Division of Applied Technology
Miami-Dade County Public Schools
1450 NE Second Avenue, Room 804
Miami, Florida 33132
305 995-1854

Mr. Larry Santovenia, Supervisor
Fiscal Services
Miami-Dade County Public Schools
1450 NE Second Avenue, Room 808
Miami, Florida 33132
305 995-1884

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara D. Jones, Director
Division of Procurement Management
Miami-Dade County Public Schools
1450 NE Second Avenue, Room 356
Miami, Florida 33132
305 995-2348

ATTACHMENT A

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.

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.

	<u>Total Number of Employees</u>					
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.						

AM	AF	HM	HF	WM	WF

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. MWBE 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
