

## **REQUEST FOR PROPOSALS AND PROFESSIONAL SERVICES CONTRACTS**

For purposes of this rule, Professional Service is any type of personal service to the Miami-Dade County Public Schools which requires as a condition precedent to the rendering of such service: A. The obtaining of a license or other legal authorization; or B. Work which can only be performed by one who has achieved a high level of training and proficiency in the work to be performed.

### **REQUEST FOR PROPOSALS**

The Request For Proposal shall be used when seeking to contract for professional services, and when it is not practicable for the agency to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the agency is requesting that a responsible vendor proposed a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is electronically posted.

The following process shall be followed for the Request For Proposal:

- A. If the cost of the contract is estimated to be more than \$25,000 annually:
  1. The evaluation committee shall be specified in the Request For Proposal. The committee shall consist of at least: (1) Two individuals from the originating bureau/office, however, not more than one of these individuals can be from the requesting department; (2) Two individuals from outside the bureau/office; (3) One individual from the Division of Business Development and Assistance; and (4) one individual from Procurement Management Services (non-voting). Additional members may be appointed at the discretion of the Superintendent of Schools or his/her designee. The committee shall to the extent possible, be ethnically and gender representative.
  2. The Procurement Contract Review Committee shall review the Request For Proposal to determine minority participation in the project, prior to issuing the Request For Proposals.
  3. The Request For Proposal shall be advertised to solicit maximum vendor participation. To enhance Minority/Women Business Enterprise (M/WBE) participation, it is recommended that all advertisements be published and announced in major ethnic publications and organizations, as outlined in applicable School Board Rules.

4. Board approval of recommendations by the evaluation committee shall be obtained after the evaluation process is completed and prior to the issuance of the contract.

B. If the contract is estimated to cost less than \$25,000 annually:

1. There must be evidence that at least three vendors were contacted in writing, and if possible, at least one of these vendors shall be a Minority/Women Business Enterprise.

2. If only one potential vendor is known, an advertisement shall be placed in an appropriate publication that is widely distributed. If no responses are received, the contract can be developed with the one known vendor, in accordance with other established procedures.

C. The Request For Proposal shall include an implementation schedule consisting of the following:

Procurement Contract Review Committee  
Mailing/Posting Date  
Pre-Proposal Conference (if required)  
Opening Date and Time  
Evaluation Criteria  
Interview Schedule (if required)  
Award Process

D. The evaluation criteria which shall serve as the basis for recommendations by the evaluation committee shall include, but are not limited to:

Conformance to the Proposal Requirements  
Experience  
Past Performance  
Price  
M/WBE Participation  
Other Instructions

E. Evaluation Committee Meetings

1. When committees are established to evaluate Request For Proposals, the originating department (Chairperson) will conduct the meetings, and ensure that: (1) minutes are recorded; and (2) proper documentation and records of committee actions are maintained. A copy of the minutes shall be forwarded to Procurement Management Services for inclusion in the master file.

2. Subsequent to required oral interviews, and discussions, the

evaluation committee will evaluate proposers and prepare a recommendation. The written recommendation and all other pertinent documentation shall be forwarded by the Chair of the evaluation committee to Procurement Management Services.

3. The evaluation committee's written recommendation must include the following for inclusion in the Master file within Procurement Management Services:

Clear Objective of the Request For Proposal  
Identification of the Committee Members  
Dates of Committee Meetings and a Brief Synopsis of the General Discussion  
Dates of the Oral Interviews, if any  
Name and Location of the Offerors  
The Evaluation Criteria  
An Explanation for the Basis of Selection  
Recommendation of Acceptance of the Offeror(s) Proposal  
Votes of Committee Members

- F. The following exclusions to this rule apply:

1. Contracts for legal services by the School Board Attorney and the attorneys supervised by the School Board Attorney, contracted third-party claims administration, nonpublic school placements and other services/goods for which selection procedures are provided by State Statute, State Board Rule or other School Board Rule.
2. The Professional Services Contract Committee shall be comprised of a representative from Senior Staff, two representatives from Education and Curriculum, and non-voting representatives, from Procurement Management Services, Office of School Board Attorney, and Management and Compliance Audits shall meet to consider requests for further exceptions to this rule. Such exceptions may be granted in the case of sole sources, contractors having specific expertise or as otherwise determined by the committee to be in the best interest of the School Board. Exceptions recommended by the committee will be submitted to the School Board for approval for contracts with an annual estimated cost of more than \$25,000.

In instances where the contract is estimated to cost less than \$25,000, but more than the threshold established for quotations, and an exception for the procedure outlined in Section B above is sought, the contract does not have to be submitted to the Board for approval if the Committee has granted an exception pursuant to this Rule.

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The School Board may make further exceptions to this rule on a case by case basis.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted, or Made Specific: 287.057 F.S.; 6A-1.012 FAC

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

New: 9-7-88

Amended: 12-6-89; 1-9-91; 12-19-91; 12-16-92; 12-8-93; 12-11-96; 8-25-99; 5-18-05

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