

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 8858-0/13

Contract
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1300149 TERM OF CONTRACT 7 YEAR(S) WITH 1 7 YEAR OTR

Requisition /Project Title: Microsoft Desktop Application Training Pre-Qualification Pool

Description: The purpose of this solicitation is to pre-qualify vendors for future pricing competition for all Microsoft Desktop Application Training for County employees.

Issuing Department: ISD Contact Person: Kimberly Craig Phone: 305-375-1443

Estimate Cost: \$400,000 for initial term Funding Source: GENERAL FEDERAL OTHER
-General -

ANALYSIS

Commodity Codes: 918-38

Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:	<u>Pre-Qualification Pool</u>		
Continued on another page (s):	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

RECOMMENDATIONS

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
SBE			<u>X</u>	

Basis of recommendation:

See scope

Signed: Kimberly Craig Date sent to SBD: 6/18/13

Date returned to ISD Procurement:

RECEIVED
 DEPT. BUSINESS DEV.
 2013 JUN 18 AM 10:48



BID NO.: RQID1300149

OPENING: 2:00 P.M.
Wednesday
, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

Microsoft Desktop Application Training Pre-Qualification Pool

FOR INFORMATION CONTACT:

KIMBERLY CRAIG, 305-375-1443, kcraig@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: RQID1300149

Bid Title: MICROSOFT DESKTOP APPLICATION TRAINING PRE-QUALIFICATION POOL

Procurement Officer: KIMBERLY CRAIG

Bids will be accepted until 2:00 p.m. on _____, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

Microsoft Desktop Application Training Pre-Qualification Pool

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

Microsoft Desktop Application Training Pre-Qualification Pool

2.1 PURPOSE: TO PRE-QUALIFY VENDORS

The purpose of this solicitation is to pre-qualify vendors for future pricing competition for all Microsoft Desktop Application Training for County employees. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed for application training coordinated through Miami-Dade County Human Resources on an as needed or periodic basis.

2.2 TERM OF CONTRACT: SEVEN (7) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the initial seven (7) year term.

2.3 OPTION TO RENEW (OTR) FOR ONE SEVEN (7) YEAR TERM

Prior to or upon completion of the initial term, the County shall have the option to renew this Pre-Qualification Pool for one additional (7) year term. In order to continue participating in the Pre-Qualification Pool, vendors shall maintain, for the entirety of the stated additional period, compliance with the Pre-Qualification Criteria outlined in this solicitation. Continuation of the Pre-Qualification Pool beyond the initial term and any option subsequently exercised is a County prerogative and not a right of any vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

2.4 METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth below. As a condition for being included in the pre-qualification pool, vendors must complete the Bid Submittal Package in Section 4 of this solicitation and provide all required information for evaluation. Vendors who meet the minimum qualifications shall then be deemed to be pre-qualified to participate in subsequent spot market purchases in the form of Requests for Quotation (RFQs) issued by Miami-Dade County Human Resources for the provision of Microsoft Desktop Application Training for County employees. When such RFQs are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. Vendors subsequently added to the pool must meet the same minimum qualifications established for the original competition.

SECTION 2
SPECIAL CONDITIONS

Microsoft Desktop Application Training Pre-Qualification Pool

2.4.1 PRE-QUALIFICATION CRITERIA

Pre-qualification under this solicitation will, be made to all responsive, responsible vendors who meet the following minimum qualifications:

- i. Vendors shall provide contact information to include: Name of contact, email address, phone number, and fax number for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).

Vendors shall provide their firm's website information within their bid submittal.

- ii. Vendors must have supplied Microsoft Desktop Application Training, including but not limited to Word, Excel, Outlook, PowerPoint, Access and Publisher, to their client base for a minimum of three (3) years.
 - Vendors shall provide an executive summary in conformance with stated minimum requirements, including a brief overview of their firm's history, current capabilities, and a listing of desktop application courses currently provided.
 - Vendors must be able demonstrate that they have provided Microsoft Desktop Application Training to at least three (3) client references.
- iii. Vendors are required to be a Silver Certified Partner or Higher with Microsoft, and provide proof of such certification.
- iv. With each Request For Quote (RFQ), vendors may be required upon request of the County to provide resumes of personnel identified to conduct stated training. Should resumes be requested, the following minimum information will be required:
 - An Associate's degree or higher in education, computer science, or a related discipline.
 - Certification(s) indicating that the trainer is a Microsoft Certified Trainer for the specific Microsoft application(s) listed on the RFQ.
 - A minimum of three (3) years of experience in providing generalized computer training and a minimum of two (2) years of experience in providing training on the specific Microsoft application(s) listed on the RFQ.

Resumes are not required with bid submittal.

2.5 PRICES: COURSE PRICING SHALL BE INCLUSIVE OF ALL COSTS

All costs associated with training shall be furnished and included in the course price at the time of spot market quotation. The vendor shall bear all costs associated with the training to be provided, including but not limited to: registration fees; manuals, texts, or other instructional materials; and transportation and lodging expenses (if such training must be provided outside of the South Florida area).

SECTION 2
SPECIAL CONDITIONS

Microsoft Desktop Application Training Pre-Qualification Pool

2.6 METHOD OF PAYMENT: INVOICE FOR COMPLETED DELIVERY

Vendors receiving an award as the result of a RFQ shall submit an invoice after training has been completed to:

Miami-Dade County Human Resources
111 N.W. 1ST Street, Suite 2110
Miami, Florida 33128

Attention: Andrew Mullings, Manager

The date of the invoice shall not exceed thirty (30) calendar days from the completed day of training. Under no circumstances shall the invoice be submitted to the County in advance of the completed day of training. In addition to the general invoice requirements set forth in Section 1.33, the invoice shall reference:

1. Approved Enrollment Application
2. Class Number
3. Class Description
4. Unit price(s)
5. Training Date(s)
6. Names of Student Attendees
7. Notice of Whether Training was Completed or not Completed for each Student

2.7 CONTACT PERSON

For any additional information or questions regarding the terms and conditions of this solicitation and resultant pre-qualification pool, please contact Kimberly Craig via e-mail at kcraig@miamidade.gov with a copy to the Clerk of the Board at clerk BCC@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated to vendors as needed.

For questions regarding the use of the awarded contract or future Request for Quotes, you may contact Andrew Mullings, Manager, Miami-Dade County Human Resources via e-mail at mully@miamidade.gov.

2.8 EXEMPTION FROM CERTAIN CLAUSES

The contract to be awarded under this solicitation is for Microsoft Desktop Application Training that can take place in multiple formats, including but not limited to online and face-to-face. Awarded vendors supplying Microsoft Desktop Application Training via formatting that is web-based or otherwise pre-recorded, AND who do not offer any live, in-person training to the County under this contract may not be subject to the following clause(s), as applicable:

- Section 1.21 (Insurance Requirements)

SECTION 2
SPECIAL CONDITIONS

Microsoft Desktop Application Training Pre-Qualification Pool

2.9 DEFICIENCIES IN TRAINING TO BE CORRECTED BY THE VENDOR

The vendor shall promptly correct all apparent and latent deficiencies and/or defects relating to awarded Microsoft Desktop Application Training that fails to conform to the contract documents regardless of project completion status.

The vendor shall bear all costs of correcting such rejected training. If the vendor fails to correct the identified issue within the period specified in the notice, the County shall place the vendor in default, obtain the required Microsoft Desktop Application Training from another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.10 TRAINING MATERIALS

The vendor shall guarantee that users will be granted unlimited rights to reproduce for their own use, materials specifically developed for a user's requirements.

2.11 STATEMENT OF WORK

The vendor offering the lowest responsive, responsible proposal to a RFQ issued by Human Resources will be selected to begin developing a mutually agreeable Statement of Work (SOW) that is consistent with the terms established under this Contract and specifications in the RFQ. The County's decision as to what constitutes a responsive, responsible proposal shall be final.

After the SOW has been accepted, a detailed requirements document shall be submitted illustrating the complete financial terms that govern the SOW, proposed Project staffing, anticipated training schedule, method of evaluating course performance, and other information relevant to the training event. Each SOW executed hereunder shall automatically incorporate the terms and conditions of this Agreement.

SECTION 3
TECHNICAL SPECIFICATIONS

Microsoft Desktop Application Training Pre-Qualification Pool

3.1 SUBMISSION OF DOCUMENTS AND FORMS

The pre-qualification process provides for the submission of documents and forms intended to verify that Vendors meet the minimum criteria set forth in Section 2.4.1.

3.2 SCOPE

The resultant pre-qualification pool may be used by the County to obtain Microsoft Desktop Application Training for County employees. Required training may include, but is not limited to, the formats specified below:

- i. **Classroom Training:** Face-to-face training conducted at the vendor's facility.
- ii. **On-Site Training:** Face-to-face training conducted at a facility owned or rented by Miami-Dade County.
- iii. **E-Learning:** Any training which is not face-to-face, including but not limited to Web-based learning, virtual classrooms, and digital collaboration. Examples include the delivery of content via Internet, intranet/extranet (LAN/WAN), audio- and videotape, satellite broadcast, interactive TV, Skype, CD-ROM and podcasts.

3.2.1 TRAINING REQUIREMENTS

- i. **Classroom Training - Bidders are responsible for providing the following:**
 - Professional training materials.
 - Onsite technical service & support staff.
 - Clean, well lit, spacious, ADA compliant facilities.
 - Flexible seating arrangements to accommodate up to sixteen students.
 - Ergonomic workstations and chairs with a fully functional monitors, computers, and mice.
 - Reschedule & cancelation of classes with 48 hours advance notice.
 - Retakes shall be allowed for up to one year after the initial training and shall be provided at no charge.
 - Student evaluations conducted and provided to Miami-Dade County Human Resources.
- ii. **On-Site Training - Bidders are responsible for providing the following:**
 - Professional training materials for a minimum of six (6) and a maximum of twenty four (24) students per training session.
 - Reschedule & cancelation of classes with 48 hours advance notice.
 - Student evaluations conducted and provided to Miami-Dade County Human Resources.

SECTION 3
TECHNICAL SPECIFICATIONS

Microsoft Desktop Application Training Pre-Qualification Pool

Miami-Dade County will provide the following:

- Standard computer workstations.
- Clean, well lit, spacious facility.
- Onsite technical assistance.

iii. **E-Learning - Bidders are responsible for providing the following:**

- Development of training curriculum, required software and related components, training materials, and student evaluations.
- Basic services for contract users provided at no charge including but not limited to the following: orientation/implementation training, installation/set-up, and demos/trials.
- Custom logins.
- Guarantee that the content availability "up time" to is not less than 99.0%. Contractor to notify Authorized Users within 24 hrs. of any interruption of service.
- Access to courses 24 hours a day, 7 days a week.
- County employees able to learn at any time during the licensing period.
- New employees able to train as required.
- The remainder of a license can be re-assigned, if applicable, at no charge in the event that an employee leaves the organization.
- Site management and reporting tools, inclusive of the tracking of the successful completion of each course.
- In-Person "Train the Trainer Session" to be held annually or as needed.
- 24 x 7 Help Desk/Technical Assistance and Customer/Product Support provided at no charge (includes local or toll-free telephone number and dedicated e-mail address).
- Student evaluations conducted and provided to Miami-Dade County Human Resources.

Miami-Dade County will provide the following:

- Standard computer workstations.
- Clean, well lit, spacious facility.
- Onsite technical assistance.

3.2.2 EVALUATIONS

Each training session shall be evaluated by the participants to determine (1) if the material presented improved the participant's understanding of the subject; (2) if the training was practical and applicable; (3) if the trainer(s) showed a working knowledge of the subject matter; (4) if the trainer(s) presented the material in a clear and logical manner; and (5) if the

SECTION 3
TECHNICAL SPECIFICATIONS

Microsoft Desktop Application Training Pre-Qualification Pool

trainer promoted a positive learning environment. Completed evaluation forms shall be sent directly to Miami-Dade Human Resources within ten (10) days of course completion. A summary of the evaluations shall be made available by the consultant upon request.

3.2.3 ADDITIONAL INFORMATION

Additional information and requirements will be provided in the subsequent spot market quotation requests issued by Human Resources in the form of RFQs on an as-needed or periodic basis.

**SECTION 4
BID SUBMITTAL FORM**

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
Wednesday
, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: **Kimberly Craig** **ISD/PM** Date Issued: This Bid Submittal Consists of Pages **8** through **14**, and Appendix Pages **1** through **3**.

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
Microsoft Desktop Application Training Pre-Qualification Pool

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 918-38	
Procurement Contracting Officer: Kimberly Craig	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

**SECTION 4
 BID SUBMITTAL FOR:
 Microsoft Desktop Application Training Pre-Qualification Pool**

FIRM NAME: _____

4.1 CONTACT INFORMATION

Per Section 2.4.1.i, please provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County Human Resources. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5:00 P.M. (Eastern Standard Time). *A working website address is also required.*

PRIMARY CONTACT (REQUIRED)	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
Website Address:	
SECONDARY CONTACT (OPTIONAL)	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
Website Address:	

**SECTION 4
BID SUBMITTAL FOR:
Microsoft Desktop Application Training Pre-Qualification Pool**

FIRM NAME: _____

4.2 EXECUTIVE SUMMARY

Per Section 2.4.1.ii, please attach an executive summary in conformance with stated minimum requirements, including an overview of your firm's history, current capabilities, and a listing of Microsoft Desktop Application courses currently provided.

Executive Summary is Attached to Bid Submittal

Yes **No**

4.3 REFERENCES

Per Section 2.4.1.ii, please provide three (3) client references in support of your firm's abilities to provide Microsoft Desktop Application Training, including but not limited to Word, Excel, PowerPoint, Access and Publisher, to your client base.

Business Reference # 1

Entity Name: _____

Contact Name: _____

Contact Title: _____

Training Provided by Your Firm: _____

Telephone: _____ Years dealing with your firm: _____

E-mail Address: _____

Business Reference # 2

Entity Name: _____

Contact Name: _____

Contact Title: _____

Training Provided by Your Firm: _____

Telephone: _____ Years dealing with your firm: _____

E-mail Address: _____

SECTION 4
BID SUBMITTAL FOR:
Microsoft Desktop Application Training Pre-Qualification Pool

FIRM NAME: _____

Business
Reference # 3

Entity Name: _____

Contact Name: _____

Contact Title: _____

Training Provided
by Your Firm: _____

Telephone: _____ Years dealing with your firm: _____

E-mail Address: _____

4.4 CERTIFICATION

Per Section 2.4.1.iii, please provide proof that your firm is a Microsoft Silver Certified Partner or higher.	
Proof of Certification is Attached to Bid Submittal	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.5 REFERENCES MAY BE REQUIRED

Per Section 2.4.1.iv, resumes are not required with bid submittal, but may be required with future requests for quote.	
I have read the minimum qualifications for trainers per Section 2.4.1.iv, and understand that I may need to supply resumes as part of future spot market competitions.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 4
BID SUBMITTAL FOR:
Microsoft Desktop Application Training Pre-Qualification Pool

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

**Bid Title:** Microsoft Desktop Application Training Pre-Qualification Pool

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. / / - / / / / / / /

Prompt Payment Terms: _____% _____ days net _____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS

Walters, Vivian (RER)

From: Craig, Kimberly (ISD)
Sent: Tuesday, June 18, 2013 11:00 AM
To: Walters, Vivian (RER)
Subject: RQID1300149 Measures
Attachments: SBD INPUT RQID1300149 MicrosoftDesktopTrainingPreQualPool.doc;
RQID1300149MicroSoftTrainingITB.docx

Hi Vivian,

Please review the attached for measures.

Kind Regards,

Kimberly Craig, Procurement Contracting Officer 1

Miami-Dade County | Internal Services Department, Procurement Management Services

111 NW 1st Street, Suite 1300 | Miami, FL 33128

p. 305.375-1443 | f. 305.375-5688

kcraig@miamidade.gov

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