



POOL NO. 8858-0/21
MICROSOFT DESKTOP APPLICATION TRAINING
PRE-QUALIFICATION POOL

Contract Overview:

This contract provides the County with a pool of pre-qualified vendors for the provision of Microsoft Desktop Application Training for County employees.

This contract is administered by the Human Resources Department (HR) on behalf of all County departments. Requests for Quote (RFQ) are issued by HR on an as needed or periodic basis.

Contract Term: Seven (7) years, with one option to renew for an additional seven (7) years.

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Project Manager: Delores Neuman/Andrew Mullings
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Authorized Departments and Associated Allocation:	
Department	Allocation
HR	\$400,000.00
Total:	\$400,000.00

Part #1: PRE-QUALIFIED VENDORS BY GROUP

This contract establishes two (2) pre-qualified vendor groups:

- Group A: Face-to-Face Training
- Group B: Distance Learning

For the most updated list of pre-qualified vendors in each group, please right click and open hyperlink to view the BPO and Award Sheet:

<https://www.miamidade.gov/DPMww/SearchAwardSheetAttachments.aspx?ContractId=8858-0/21>.

Additional vendors may be added to the pre-qualified pool by ISD Procurement Management Services once they have complied with the County requirements and have submitted the pre-qualification materials requested in the solicitation document. To become pre-qualified, vendors must: (1) submit an Executive Summary and three References demonstrating that they have supplied Microsoft Desktop Application Training to their client base for a minimum of three years; and (2) provide proof that they have achieved membership in the Microsoft Partner Network (MPN) with a minimum of one (1) silver or higher competency.



Part #2: GROUP DESCRIPTIONS

Group categories for required Microsoft Desktop Application Training are as follows:

Group A: Face-to-Face Training

Any training in which a vendor physically interacts with County employees is defined as face-to-face training. This group includes:

- i. Classroom Training: Training conducted at the vendor's facility.
- ii. On-Site Training: Training conducted at a facility owned or rented by Miami-Dade County.

Group B: Distance Learning

Any training provided for County employees that is not face-to-face is defined as Distance Learning. Examples include the delivery of content via Internet, intranet/extranet (LAN/WAN), audio- and videotape, satellite broadcast, interactive TV, Skype, CD-ROM and podcasts.

Vendors in Group B *only* are exempted from the County's insurance requirements.

Please see scope of awarded contract for further details.

Part #3: APPLICABLE ORDINANCES

Each Solicitation shall be consistent with AO NO.3-38, "Master Procurement Administrative Order."

Local Preference, Locally Headquartered Preference, Bid Preference, UAP, IG, and Cone of Silence shall be applicable to each Request for Quote (RFQ) issued under this contract. SBE set-aside measures apply when there are three (3) or more SBE firms available for work order competition.

Local Preference Consideration

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Bidder which meets all of the following:

1. A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased:
2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. A business that contributes to the economic development and well-being of Miami-Dade County 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 in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:



a. The Vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("Full Time Equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or

b. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or

c. Some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

Locally Headquartered Business Consideration

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

In the case of RFQs based on price and/or hourly rate, the following shall apply:

- If a low bidder is not a local business, and a *local business* submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.
- If a low bidder is not a local business, and a *locally headquartered business* submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.
- If a low bidder is a local business, and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Interlocal Agreement

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties. Therefore, a vendor that meets the local preference requirement as specified above for Broward County shall be considered a local business pursuant to this Section.

Small Business Contract Measures

This contract is subject to SBE/Micro set-aside measures for work order competition up to \$100,000 when there are three (3) or more certified SBE firms available for competition.

If there is insufficient availability, a 10% bid preference shall apply.

A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable



Commodity Code(s) for this solicitation. For certification information, contact the Department of Business Development at 305-375-3111 or access www.miamidade.gov/sbd.

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award for the duration of the contract to remain eligible for the preference.

When the above circumstances (Local, locally headquartered, or SBE preference) occur, user departments are to send out a request to obtain the best and final offers (BAFO).

Please note that a determination of the responsibility and responsiveness for all vendors must take place prior to requesting the BAFO. This is to avoid a situation where a violation of the local preference ordinance to conduct a best and final process could take place; a non-responsive local vendor should not be included in this process even if they are the low bidder.

Part #4: INSTRUCTIONS FOR EACH REQUEST FOR QUOTE

METHOD OF AWARD

Vendors who meet the minimum qualifications as provided in Section 2.5 of the Contract shall then be deemed to be pre-qualified by group to participate in subsequent spot market purchases in the form of Requests for Quotation (RFQs) issued by Miami-Dade County Human Resources (HR) for the provision of Microsoft Desktop Application Training for County employees. When such RFQs are initiated, the pre-qualified vendors shall be invited by group 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.

AWARD SHEET

The Award Sheet with the latest vendor contact information, instructions, forms, addenda, and BPO information will be maintained at the ISD Procurement Management Services web-site at: <https://www.miamidade.gov/DPMww/SearchAwardSheetAttachments.aspx?ContractId=8858-0/21>.

Human Resources should utilize all vendor contact information contained within the Award Sheet for the issuance of RFQ's for Group A or B. These contacts are authorized to respond to County requests and are to be included in each RFQ issued against the contract. Failure to utilize all applicable contacts for the vendors listed in the Award Sheet may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

VENDOR SHALL BEAR 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).



RESUMES MAY BE REQUIRED

With each 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.

DEFICIENCIES IN TRAINING TO BE CORRECTED BY VENDOR

Per Section 2.9, 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.

EVALUATIONS

Per Section 3.2.2, 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 trainer promoted a positive learning environment. Completed evaluation forms shall be sent directly to HR within ten (10) days of course completion. A summary of the evaluations shall be made available by the consultant upon request.

RECORD RETENTION

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

USER DEPARTMENT RESPONSIBILITY

It is the responsibility of the User Department's Division Director to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.



COLLUSION AFFIDAVIT

(Code of Miami-Dade County Section 2-8.1.1 and 10-33.1) (Ordinance No. 08-113)

BEFORE ME, A NOTARY PUBLIC, personally appeared _____ who being duly sworn states: (insert name of affiant)

I am over 18 years of age, have personal knowledge of the facts stated in this affidavit and I am an owner, officer, director, principal shareholder and/or I am otherwise authorized to bind the bidder of this contract.

I state that the bidder of this contract:

- is not related to any of the other parties bidding in the competitive solicitation, and that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer.

OR

- is related to the following parties who bid in the solicitation which are identified and listed below:

Note: Any person or entity that fails to submit this executed affidavit shall be ineligible for contract award. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted by presentation of evidence as to the extent of ownership, control and management of such related parties in the preparation and submittal of such bids or proposals. Related parties shall mean bidders or proposers or the principals, corporate officers, and managers thereof which have a direct or indirect ownership interest in another bidder or proposer for the same agreement or in which a parent company or the principals thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same agreement. Bids or proposals found to be collusive shall be rejected.

By: _____ 20 ____
Signature of Affiant Date

Printed Name of Affiant and Title Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____, 20____

He/She is personally known to me or has presented _____ as identification. Type of identification

Signature of Notary Serial Number

Print or Stamp Name of Notary Expiration Date

Notary Public – State of _____

Notary Seal



	REQUEST FOR QUOTATION (RFQ) FOR SMALL PURCHASE ORDERS <i>(This is not an order)</i>	Reference or Requisition Number:	Page of Pages
	RFQ NO:	DATE ISSUED:	QUOTE DUE DATE:

REQUESTING DEPARTMENT INFORMATION		
DEPARTMENT:		CONTACT PERSON:
TELEPHONE NO:	FAX:	E-MAIL:

ADDRESS:	
QUOTE REQUESTED FROM:	
COMPANY:	FEIN NO:
CONTACT:	TELEPHONE NO:
E-MAIL:	FAX NO:

QUOTE INFORMATION: Method Of Award:

SCOPE OF WORK \ TECHNICAL SPECIFICATIONS \ ADDITIONAL ITEMS : Attached

Delivery required: _____ days after receipt of PO **Delivery address:**

Item No.:	Commodity/Service Description	Quantity	Unit Price	Total

IMPORTANT: All deliveries are to be FOB Destination. This is a RFQ and quotations furnished are not offers. This request does not commit MIAMI-DADE COUNTY to pay any costs incurred in the preparation of the submission on this quotation or to contract for supplies and services. The quote must complete and submit requested documentation and/or certification and attach to this RFQ.

BIDDER INFORMATION:

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 Section 2-8.5 of the County Code and described in the Local Preference section 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 2-8.5 of the County Code and described in the Local Preference section 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.

A Micro/SBE or SBE Business Enterprise must be certified by bid submission deadline, at award and for the duration of the purchase order to remain eligible for the preference. Is your firm a Miami-Dade County Certified Small Business Enterprise?
 yes **no** **If yes: ___Micro ___SBE and Certificate No.:** _____



Company:	Authorized Signature:	
Address:	Name (print):	
City:	Tel:	Fax:
State:	Zip Code:	
E-mail:		

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 THAT UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

INSTRUCTIONS TO BIDDERS

1. A sealed quote is not required, thus the bidder may submit its written quotation by fax, mail, or e-mail (provided that it includes a scanned signed quote), to the contact person identified on the front of this document, unless otherwise specified.
2. Quotes received after the time and date specified shall not be accepted.
3. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.

Legal Requirements

Bidders are advised that this contract is subject to all legal requirements contained in the County's Implementing Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

Local Preference

The award of this solicitation is subject to Section 2-8.5 of the County Code which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Code section, "local business" means the bidder has a valid business tax receipt issued by Miami-Dade County at least one year prior to bid submission, and a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address.

As a result of a reciprocal agreement with Broward County, Broward County vendors shall have the same consideration as Miami-Dade County vendors when applying this Local Preference Code section.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means *the nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

A. If the Low Bidder is a not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally-Headquartered Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.

B. If the Low Bidder is a Local Business which is not a Locally-Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.

Ties in best and final bid shall be resolved in the following order of priority: Locally-Headquartered Business, Local Business, other business.

SMALL/MICRO BUSINESS CONTRACT MEASURES

In accordance with Section 2-8.1.1.1.1 of the Miami-Dade County Code, contracts valued up to \$100,000 are set-aside for certified Micro Business Enterprises (Micro) and Small Business Enterprises (SBE) firms, if there is sufficient availability (three or more firms certified under the commodity code). If there is insufficient availability, a 10% (ten percent) preference shall apply for certified Micro bidders on awards valued up to and including \$100,000.

A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER), for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/business-certification-programs.asp>.



Cone of Silence:

Request for Additional Information

Pursuant to Section 2-11.1(t) of the County Code, this RFQ is subject to the “**Cone of Silence**” until an award recommendation has been made. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the contact person identified on the front page of the solicitation. Such inquiries or requests for information shall be submitted to the departmental contact person in writing and shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder’s facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbcc@miamidade.gov.

Office of the Inspector General

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts.

For additional details regarding the requirements above, please visit the Procurement Management web site at <http://www.miamidade.gov/procurement/legislative-policies.asp>

User Access Program (UAP) applies only to referenced SPO’s that are established via departmental competition.