

Solicitation FB-00132

Sign Language Interpreting and Translation Services

Bid designation: Public



Miami-Dade County

Bid FB-00132

Sign Language Interpreting and Translation Services

Bid Number **FB-00132**
 Bid Title **Sign Language Interpreting and Translation Services**

Bid Start Date **Nov 4, 2014 9:21:30 AM EST**
 Bid End Date **Nov 21, 2014 6:00:00 PM EST**
 Question & Answer End Date **Nov 11, 2014 6:00:00 PM EST**

Bid Contact **Ingrid Bernal**
305-375-4211
ibernal@miamidade.gov

Bid Contact **Vendor Services**
305-375-5289
ISD-VABIDS@miamidade.gov

Bid Contact **Clerk of the Board**
305-375-5289
CLERKBCC@miamidade.gov

Contract Duration **5 years**
 Contract Renewal **Not Applicable**
 Prices Good for **5 years**

Bid Comments The purpose of this Solicitation is to establish a contract for the purchase of sign language interpreting services in conjunction with the County's needs on an as needed when needed basis.

Addendum # 1

New Documents	ADD1_FB-00132.pdf
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Addendum # 2

New Documents	ADD2_FB-00132.pdf
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Item Response Form

Item **FB-00132--01-01 - Sign Language Interpreting and Translation Services**
 Quantity **1 contract**
 Prices are not requested for this item.
 Delivery Location **Miami-Dade County**
No Location Specified
 Qty 1

Description
 See solicitation.

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:**

The purpose of this Solicitation is to establish a contract for the purchase of sign language interpreting services in conjunction with the County's needs on an as needed when needed basis. There are seven types of services required which have been divided into the following groups:

1. GROUP I (A&B) - National Certified Sign Language Interpreter
2. GROUP II (A&B) – Sign Language Interpreter Quality Assurance Level (QA3)
3. GROUP III (A&B) - Sign Language Interpreter Quality Assurance Level (QA2)
4. GROUP IV (A&B) - Sign Language Interpreter Quality Assurance Level (QA1)
5. GROUP V – Video Remote Interpreting (VRI)
6. GROUP VI – Communication Access Real-time Translation (CART)
7. GROUP VII – C-Print

The groups are further defined in Section 3, Paragraph 3.2. There are also four groups for Miami-Dade Public Housing and Community Development (PHCD) which have different requirements refer to section 2.14 and 2.15. The groups differentiated by an A or B are defined as follows:

A: Non-Federally Funded Departments.

B: Federally or Grant Funded Departments.

2.2 TERM OF CONTRACT: FIVE (5) 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 remain in effect for five (5) years.

2.3 METHOD OF AWARD: TO LOWEST PRICED BIDDER BY GROUP

Award of this contract will be made to the lowest priced responsive, responsible Bidder(s) on a group-by-group basis. To be considered for award for a given group, the Bidder(s) shall offer prices for all items within the given group. The County will then select the Bidder for award for each group by totaling the extended (Hourly Bill rate multiplied by the estimated hours) pricing for each item within each group. If a Bidder(s) fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

Proof of interpreter's certification must be submitted along with the bid submittal or as determined by the County. Failure to provide the required documentation as specified by the County may result in the Bidder (s) proposal not being considered for contract award.

Pricing is required for optional items as stipulated in the proposal pricing page. However, pricing for optional items will not be used for evaluation purposes.

Bidders must meet the minimum qualifications as follows:

2.3.1 QUALIFICATION FOR ALL GROUPS:

- A. Bidders shall be regularly engaged in the business of providing similar the services to those specified herein for a minimum of three (3) years. Bidders shall provide two (2) verifiable business references as proof of having previously provided sign language interpreting and translation services.

2.3.2 MINIMUM QUALIFICATIONS GROUP I - National Certified Sign Language Interpreter:

Bidder must have qualified interpreter(s) that possess certification from at least one of the nationally accredited institutions identified in Section 2, paragraph 2.5.1. Bidder must provide name(s) of certified interpreter(s) performing under this group and a copy of their certification.

2.3.3 MINIMUM QUALIFICATIONS GROUP II – Sign Language Interpreter Quality Assurance Level (QA3):

Bidder must have qualified interpreter(s) that possess the two types of certification stipulated below. Bidder must provide name(s) of certified interpreter(s) performing under this group and a copy of their certifications.

- 1) certification from at least one of the nationally accredited institutions identified in Section 2 paragraph 2.5.1.; and
- 2) certification from at least one private firm, community college or university, as stipulated in Section 2 paragraph 2.5.1.

2.3.4 MINIMUM QUALIFICATIONS GROUP III - Sign Language Interpreter Quality Assurance Level (QA2):

Bidder must have qualified interpreter(s) that possess the two types of certification stipulated below. Bidders must provide name(s) of certified interpreter(s) performing under this group and a copy of their certifications.

- 1) certification from at least one of the nationally accredited institutions identified in Section 2 paragraph 2.5.1.; and
- 2) certification from at least one private firm, community college or university, as stipulated in Section 2 paragraph 2.5.1.

2.3.5 GROUP IV- Sign Language Interpreter Quality Assurance Level (QA1):

Bidder must have qualified interpreter(s) that possess certification from at least one of the private firms, community colleges or a university identified in Section 2, paragraph 2.5. Bidder must provide name(s) of certified interpreter(s) performing under this group and a copy of their certification.

2.3.6 GROUP V – Video Remote Interpreting (VRI):

Bidder must have qualified interpreter(s) that possess certification from National Association for the Deaf (NAD) or Registry of Interpreters for the Deaf (RID) for Video Remote Interpreting (VRI) services. Bidder must provide name(s) of certified interpreter(s) performing under this group and a copy of their certification.

2.3.7 GROUP VI – Communication Access Realtime Translation (CART):

Bidder must have qualified specialty trained stenographer(s) that possess certification from the National Court Reporters Association (NCRA) as identified in Section 2 paragraph 2.5. Bidder must provide name(s) of certified stenographer(s) performing under this group and a copy of their certification.

2.3.8 GROUP VII – C-Print

Bidder must have qualified C-Print Captionist(s) that possess certification from one of the private firms, community colleges or a university which offers a certificate program. Bidder must provide name(s) of certified C-Print Captionist(s) performing under this group and a copy of their certification.

2.4 PRICES:

If Bidder is awarded a contract under this Solicitation, the prices proposed by the awarded Bidder shall remain fixed for a period of twelve (12) months after the commencement of the contract. Thereafter, awarded Bidder may request an adjustment (90) days before the commencement of every twelve (12) month period. The awarded Bidder may submit a price adjustment to the County based on changes in the following pricing index: Consumer Price Index (CPI) for All Urban Consumers, All Items, Miami/ Ft. Lauderdale. It is the Bidder's responsibility to request any pricing adjustment under this provision. The awarded Bidder adjustment request cannot be in excess of the relevant pricing index change. Any adjustment request received after the commencement of a new twelve (12) month period may not be considered.

The County reserves the right to reject any price adjustments submitted by the Bidder, and/or to terminate the contract with the awarded Bidder based on such price adjustments.

2.5 CERTIFICATIONS:**2.5.1 GROUPS I - IV:**

The County shall accept certification from nationally certified institutions such as The American Consortium of Certified Interpreters (ACCI), National Association for the Deaf (NAD), Registry of Interpreters for the Deaf (RID), National Technical Institute for the Deaf (NTID), or from the Florida Registry of Interpreters for the Deaf (FRID).

Many private firms, community colleges and universities offer certificate programs and/or an AA Degree in the language to be interpreted, for Group II, Group III and Group IV certified, which are acceptable under this contract.

2.5.2 GROUP V:

The County shall accept certification from National Association for the Deaf (NAD) and Registry of Interpreters for the Deaf (RID) for Video Remote Interpreting (VRI) services. VRI services will be required for English and Spanish. Additional languages may occasionally be required and if needed, would be communicated to the awarded Bidder by the user department.

2.5.3 GROUP VI:

The County shall accept certification from the National Court Reporters Association. The National Court Reporters Association has several secondary levels of acceptable certifications that are desired and may enhance the CCP skill level to provide CART: Registered Professional Reporter (RPR), Registered Merit Reporter (RMR), Registered Diplomat Reporter (RDR), Certified Realtime Reporter (CRR), Certified Broadcast Captioner (CBC) and Certified CART Provider.

2.5.4 GROUP VII:

The County shall accept certification from the private firms, community colleges and universities that offer certificate programs for a C-Print Captionist. The County shall also accept certification from the National Technical Institute for the Deaf, a college of Rochester Institute of Technology (RID-NTID) which is a national certified institution.

2.6 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the awarded Bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

2.7 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER

The awarded Bidder shall promptly correct all interpreting errors that do not meet the requirements of the contract. The awarded Bidder shall bear all costs of correcting the rejected services. If the awarded Bidder fails to correct the interpreting services, the County may, at its discretion, notify the awarded Bidder, in writing, that the awarded Bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within (24) hours of receipt of the notice. If the awarded Bidder fails to correct the services within the period specified in the notice, the County may place the awarded Bidder in default, obtain the services of another Bidder to correct the deficiencies, and charge the incumbent Bidder for these costs; either through a deduction from the final payment owed to the awarded Bidder or through invoicing. If the awarded Bidder fails to honor this invoice or credit memo, the County may terminate the awarded Bidder from the contract.

2.8 RATES

The rates quoted shall be deemed to provide full compensation to the awarded Bidder for labor, equipment use, travel time, and any other element of cost or price. These rates shall be at a flat rate per hour. The awarded Bidder shall comply with minimum wage standards, and/or any other wage standards specifically

set forth herein, and any other applicable laws of the State of Florida.

2.9 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER OR PURCHASE ORDER:

The awarded Bidder shall neither commence any work, nor enter a County work premise, until a Work Order or Purchase Order directing the awarded Bidder to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere herein.

2.10 PURCHASE OF OTHER SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

While the County has listed required services within this Solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative may contact the awarded Bidder to obtain a price quote for the similar items. If there are multiple Bidders on the contract, the County representative may also obtain price quotes from these Bidders. The County reserves the right to award these similar items to the awarded Bidder, another contract Bidder based on the lowest price quoted, or to acquire the items through another means.

2.11 WORK ASSIGNMENTS IDENTIFIED BY THE COUNTY

All work assignments during the contract period will be on an "as needed" basis, complying with notification requirements. The awarded Bidder(s) shall assume no guarantees as to the number or frequency of work assignments or the amount of payments under the terms of this contract.

Determination of the number of minutes/hours of sign language services, translation and interpreting of words for each assignment will be made by the County Department. The awarded Bidder and the County Department will mutually agree, in writing, of the beginning and ending dates of the work assignment.

2.12 WORK ACCEPTANCE

The interpreting services are subject to inspection by an authorized representative of the County. This inspection shall be performed to determine accuracy, acceptance of service, and appropriate invoicing.

2.13 BACKGROUND SCREENING

In accordance with Miami-Dade County Ordinance No. 08-07 titled Chapter 26, Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act (the Act), all awarded Bidder's personnel, and volunteers that will provide any service at a park or golf course, must be in compliance with the requirements set forth under the Act prior to the scheduled start of employment or volunteerism.

The requirements are as follows:

- A. Background checks shall be conducted by a professional background screener. The awarded Bidder shall obtain and maintain a report as to whether each child event worker, park bidder, staff member or volunteer is listed on the National Sex Offender Public Registry.
- B. A comprehensive report and analysis shall be obtained from no less than two independent databases/sources, on the nationwide criminal history of such child event worker, park bidder, staff member or volunteer. This background information shall be part of the background check report that shall be kept and maintained by the awarded Bidder and be available to law enforcement personnel upon request.
- C. The awarded Bidder shall ensure that all its personnel and volunteers have been verified as being United States Citizens or having legal immigrant status prior to and throughout employment.
- D. The awarded Bidder shall conduct background checks every three years after start of service and shall retain all records demonstrating compliance with the background screening required herein for not less than three years beyond the end of the contract term. Any subsequent arrest of awarded Bidder's personnel and volunteers shall be reported to the awarded Bidder within 48 hours of such arrest.

2.14 MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Public Housing and Community Development (PHCD) or other Grant funded Departments (refer to 2.1, Group B). As a Federally-funded agency, certain clauses within this solicitation do not apply to that Department's allocation: Section 1 Paragraph 1.10 (Local Preference), Section 1 Paragraph 1.26 (Office of the Inspector General) the fee portion only, Section 2 Paragraph 2.2 (Small Business Contract Measures), Section 2 Paragraph 2.21 (County User Access Program – UAP), and Section 2 Paragraph 2.22 (Disable Veteran's Business Preference).

2.15 MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT SECTION 3 REQUIREMENTS

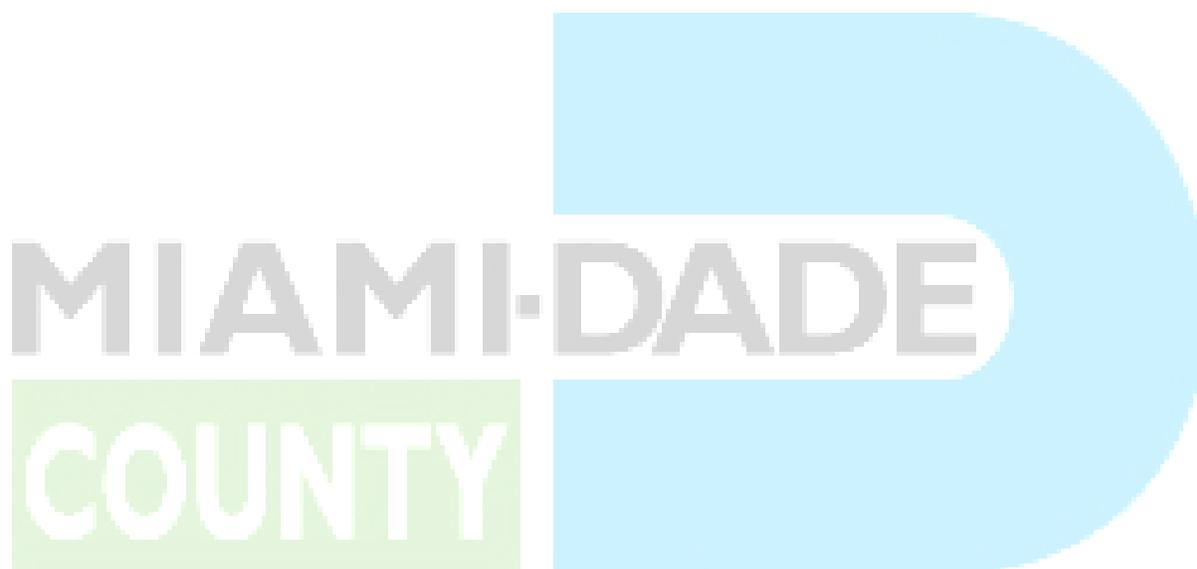
This contract is a Section 3 (referring to Appendix B) covered activity for PHCD. Section 3 requires that job training, employment and contracting opportunities to the greatest extent feasible and consistent with existing Federal and State laws be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

Bidder(s) are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the Bidder(s) certification that Bidder will take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards, and (b) meet Section 3 subcontracting goals and ensure small, minority and women subcontractors and used (where subcontracting is permitted).

Questions regarding "Section 3 Business" contract requirements may be faxed to Penelope Bivins, Resident Services Coordinator at (786) 469-4133.

2.16 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING

Since the goods, services and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action Requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The objective of this Solicitation is to obtain the services of Bidder(s) who will provide sign language interpreting services to various Miami-Dade County departments, on an as needed basis. The awarded Bidder must be able to provide written and oral translation, as well as interpreting services for persons who are deaf and/or blind as applicable per group.

The awarded Bidder(s) shall be responsible for all administrative, procedural processes and equipment to maintain and provide certified sign language interpreters, Video Remote Interpreting (VRI), certified CART providers, and C-Captionists as applicable per Group. Therefore, the awarded Bidder's responsibility includes but is not limited to, assuring that all interpreters, CART providers, and C-Captionists are sent on assignments and are fully certified.

3.2 SERVICES TO BE PROVIDED BY BIDDER

The awarded Bidder shall furnish all labor, equipment, supplies and necessary supervision to supply the following services:

3.2.1 GROUP I - National Certified Sign Language Interpreter:

National Certified is defined as qualified interpreters that handle fast pace assignment such as Board meetings, hearings and legal situations.

3.2.2 GROUP II - Sign Language Interpreter Quality Assurance Level (QA3):

This Quality Assurance level is defined qualified interpreters who handle fast pace assignments such as board meetings, and hearings, (except legal situations). Interpreters should also be able to handle fast paced assignments where it is not possible to stop and ask questions for clarification.

3.2.3 GROUP III - Sign Language Interpreter Quality Assurance Level (QA2):

This Quality Assurance level is defined as qualified interpreters who can provide individual one-on-one interpreting.

3.2.4 GROUP IV - Sign Language Interpreter Quality Assurance Level (QA1):

This Quality Assurance level is defined as qualified interpreters who can provide individual one-on-one basic interpreting.

Note: The use of QA1 interpreter will also be utilized for children's programs, when appropriate. The use of this group must be verified and approved by the office of (Americans with Disabilities Act) ADA Coordination, the user department and the awarded Bidder.

3.2.5 GROUP V - Video Remote Interpreting (VRI):

Video Remote Interpreting is a free-based interpreting situation where at least one person is at a distance. The deaf participant and hearing participant are in the same room. The interpreter can be physically located at a call center in another city, working remotely and connected through a high-speed internet connection.

3.2.6 GROUP VI - Communication Access Realtime Translation (CART):

Communication Access Realtime Translation (CART) is nearly verbatim, word-for-word instant translation of spoken word into written text using a stenotype machine or notebook computer and realtime software. The text appears instantly on a computer screen so that the deaf or hard of hearing participant may read what is being said. This service is used primarily by hard-of-hearing and late-deafened consumers. The level of translation services will be determined by the user department, as needed. The awarded Bidder must furnish all equipment necessary to provide this service and be able to provide a text file following the event.

3.2.7 GROUP VII C - Print:

C-Print is a summarized, computer-aided speech-to-text system for persons who are deaf/ hard of hearing and prefer printed text rather than sign language as an accommodation; which is often used in educational/professional settings.

3.2.8 Emergency Services for Groups I - IV:

- A. Request for emergency assignments are defined as County requests that require the awarded Bidder to provide an interpreter within (24) hours of notice. If emergency services are requested, the awarded Bidder shall charge an hourly billing rate for Emergency Services as offered herein.
- B. Request for this service due to an emergency situation is defined as an interpreter who is providing regular interpreting services for any group and in any of those time increments, that will be housed at the Office of Emergency Management or the Mayor's Office for a twenty-four (24) hour period in the event of an emergency situation or an occurrence of a natural disaster.

3.3 ASSIGNMENTS:

Assignments of less than two hours will be covered by a single interpreter; except in the case of unusual circumstances when other arrangements are approved by the requesting County department. The interpreter shall arrive 10 to 15 minutes prior to the assignment start time, at no additional charge to the County.

3.4 RESPONSE TIME/QUALITY OF SERVICE:

The awarded Bidder shall provide the name of interpreter, as listed in their proposal, or after award is approved by the County, per Section 3.6, within 48 hours of the assigned start date. If the awarded Bidder indicates their inability to provide a requested interpreter, or fails to provide the name within 48 hours, the County reserves the right to procure services as deemed necessary.

Miami-Dade County is mandated through the Americans with Disabilities Act and is responsible for providing effective communication. If complaints to the Office of ADA Coordination and to the County indicates the awarded Bidder is frequently inefficient in providing the services to a user department to the extent that it is hindering the user department's effort to fulfill its obligation to provide interpreting services, the Office of ADA Coordination and the County reserves the right to recommend probation, suspension or possible termination of the Bidder from the contract and re-award to the next lowest Bidder under the contract.

3.5 INTERPRETER PROFESSIONAL CONDUCT:

The tenets as follow are to be viewed holistically and used as a guide to complete professional behavior when providing services under this contract.

1. Interpreters must adhere to standards of confidential communication.
2. Interpreters must possess the professional skills and knowledge required for the interpreting situation.
3. Interpreters must conduct themselves in a manner appropriate to the interpreting situation.
4. Interpreters must demonstrate respect for their consumers.
5. Interpreters must maintain ethical business practices.

3.6 LIST OF INTERPRETERS

At the County's request, the awarded Bidder must submit a list of their interpreters/employees, a list of each interpreter's certifications and a copy of the certification for the interpreters who will work general, night, weekend, holiday and/or emergency services. The County reserves the right to accept or reject the use of interpreters based on the minimum qualification requirements herein.

3.7 CANCELLATIONS BY THE COUNTY

Due to the nature of the services, cancellations may occur. As a result, the County's guidelines are as follows:

1. The County reserves the right to cancel with notice prior to 48 hours before assignment start time at no cost.
2. Cancellations within 24 – 48 hours of assignment start time, the County will pay 50% of the assigned hours.
3. Cancellations within 24 hours of assignment start time, the County will pay 100% of the assigned hours.

NOTE: Should the County cancel any assignment; fees will not be charged for the hours that can be re-assigned to another County assignment.

3.8 CANCELLATIONS BY THE AWARDED BIDDER:

Due to the nature of the services, cancellations may occur. As a result, guidelines are as follows:

1. The awarded Bidder may cancel with notice prior to 48 hours before assignment start time without fees to the County.
2. Cancellations within 24–48 hours of assignment start time, the awarded Bidder will pay the County 50% of the hours assigned.
3. Cancellations within 24 hours of the assignment start time, the awarded Bidder will pay the County 100% of the hours assigned.

3.9 PENALTIES FOR LATENESS:

The County will deduct 10% from total invoice(s) amount for every minute the interpreter is late from the assignment start time.

3.10 MINIMUM BILLABLE TIME:

Two (2) hours will be the minimum billable time. Therefore, an interpreter will be assumed to be available for the two-hour minimum time even on assignments expected to run less than two hours. However, if the awarded Bidder states that an interpreter can only accept an assignment if it is for a stated specific amount of time which is less than two hours, and if the requesting department concurs, the awarded Bidder shall provide the interpreter with a form specifying the maximum agreed time availability of the interpreter to take to the assignment. A copy of the form must include as a part of the invoice submitted for payment (also known as the confirmation sheet) and the invoice shall be for the actual hours the interpreter performed on the assignment.

Time worked to exceed the two (2) hour minimum billable time shall be billed to the County in 15 minute increments. The hourly billing rate offered by the awarded Bidder shall be prorated and paid accordingly.

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APPENDIX B

MIAMI-DADE COUNTY

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**SECTION 3 OF THE HUD ACT OF 1968
(APPLICABLE TO MIAMI-DADE HOUSING AGENCY ONLY)**

GENERAL REQUIREMENTS

This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 135, as amended by interim rule published on June 30, 1994 (59 FR 33866). (Bidders interested in receiving copy of this regulation may fax their request to Miami-Dade Housing Agency (MDHA) Office of Compliance at (305) 643-1773. Section 3 requires that, to the greatest extent feasible and consistent with Federal, State and local laws and regulations, job training, employment, and contracting opportunities be directed to low and very-low income persons. Contractors must familiarize themselves with Section 3 regulations and requirements.

This contract is also subject to federal affirmative action plan requirements, which require the contractor to take all necessary affirmative action steps to ensure small, minority and women-owned business enterprises are used only, if subcontracting is applicable to this contract.

See Appendix B for additional information and for required bid documents.

APPENDIX B**I. SECTION 3 DEFINITIONS**

The term "Section 3 business" is defined as follows:

Firms owned by Miami-Dade County (M-DC) residents who meet M-DC's low income household limits (see "Miami-Dade 2008 Income Limits"), or whose firms include 30% of these persons as full-time employees.

The term "new hires" is defined as follows:

New hires means full-time employees for permanent, temporary or seasonal employment opportunities and include, but are not necessarily limited to, all management, maintenance, clerical and administrative jobs arising in connection with the development(s) stipulated in the contract award.

The term "Section 3 Resident" is defined as follows:

A **Section 3 Resident** is an individual who lives in Miami-Dade County and (a) is a resident of public housing; **or** (b) is a resident of another federally assisted housing program (Section 8, Section 202, etc.); **or** is a current recipient or participant in a public assistance program (TANF, JTPA, etc.); **or** (c) whose family household income meets the definition of a low-or very-low income family (see no. 5, below).

The current Miami-Dade Income Limits are as follows:

MIAMI-DADE 2008 INCOME LIMITS

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low Income (50%)	\$21,100	\$24,100	\$27,150	\$30,150	\$32,550	\$34,950	\$37,400	\$39,800
Low Income (80%)	\$33,800	\$38,600	\$43,450	\$48,250	\$52,100	\$55,950	\$59,850	\$63,700

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II. SECTION 3 BID PREFERENCE TERMS AND REQUIREMENTS

Preference in the award of this contract will be provided as follows:

1. Bids are being solicited from all businesses. If no responsive bid by a MDHA pre-certified Section 3 business meets the "X" factor, as defined below, the contract may be awarded to the lowest responsive, responsible bidder.
2. Where applicable, an award will be made to the lowest responsive, responsible pre-certified Section 3 business, with the highest priority ranking, as stipulated under No. 6, "Section 3 Business Priority Rankings", if that bid: is within the maximum total contract price established in MDHA's budget, and is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

Bid Amount	X = Lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid, up to \$9,000
When the lowest responsive bid is between:	
\$100,000, but less than \$200,000	9% of that bid, up to \$16,000
\$200,000, but less than \$300,000	8% of that bid, up to \$21,000
\$300,000, but less than \$400,000	7% of that bid, up to \$24,000
\$400,000, but less than \$500,000	6% of that bid, up to \$25,000
\$500,000, but less than \$1 million	5% of that bid, up to \$40,000

3. For information on how to become a MDHA-certified Section 3 business, fax, MDHA Office of Compliance, at **(305) 643-1773**.
4. **In order for bidder to qualify for a Section 3 contracting preference**, bidder must be pre-certified by MDHA as a Section 3 business, at least two weeks prior to the bid opening date, and submit **Document 00200-B, "Section 3 Business Preference Claim"** (Attachment 2) with its bid.
5. Section 3 businesses are required to comply with procedures listed under Section III "Section 3 Required Documents to Be Submitted with Each MDHA Bid (When Subcontracting Is Not Applicable)", and Section V "Section 3 Required Contractor and Subcontractor Post-Award Procedures (MDHA Projects Only)".
6. **SECTION 3 BUSINESS PRIORITY RANKINGS:** (The highest priority ranking (PR) is #1.)
 - PR#1:** 51% or more owned by MDHA public housing residents, or whose full-time, permanent work force includes 30 percent of these persons as employees (**Category 1 Businesses**);
 - PR#2:** Business owners who are or were participants (within last three years) in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact David Tate, YWCA of Greater Miami, Inc., at (305) 377-9922, or Fax (305) 373-9922 (**Category 2 Businesses**);
 - PR#3:** 51% or more owned by residents of a federally assisted housing program, such as Section 8, Section 202, HOME, etc., or whose full-time, permanent work force includes no less than 30 percent of those persons as employees (**Category 3 Businesses**);
 - PR#4:** a) 51 percent or more owned by low or very low-income persons who reside in Miami-Dade County; or whose permanent, full-time work force includes no less than 30 percent of low-income Miami-Dade County persons as employees, including persons that are not currently low or very low-income persons but were low or very-low-income persons, as long as the date of first employment with the business

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concern has not exceeded a period of three years (see Section II. no. 4”, for current Miami-Dade low and very-low income limits); **or**

- b) Provide evidence of a commitment to subcontract in excess of 25 percent of the total amount of subcontracts to be awarded to business concerns identified under Priority # 1 (category 1 businesses only (PR#4 a and b above are **Category 4 Businesses**).

III. SECTION 3 REQUIRED DOCUMENTS TO BE SUBMITTED WITH EACH MDHA BID (WHEN SUBCONTRACTING IS NOT APPLICABLE)

This contract is a Section 3 covered activity (Miami-Dade Housing Agency (MDHA) only). Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

All bidders are required to execute and submit Document 00400, “Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)”, with the bid (see Attachment 1). An executed Plan document is the bidder’s certification that he or she will take all necessary affirmative marketing steps required, in connection with MDHA project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from MDHA awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from MDHA awards and b) meet Section 3 subcontract goals and ensure small minority and women subcontractors are used (where applicable is permitted).

IV. SECTION 3 OPTIONAL DOCUMENT (TO BE SUBMITTED WITH BID)

Bidders who wish to claim a Section 3 bid preference, are required to submit *Document 00200-B, “Section 3 Business Preference Claim”* (Attachment 2), with the bid (see Section II., Section 3 Bid Preference Terms and Requirements). Only bidders who have been pre-certified by MDHA as a Section 3 business shall be eligible to claim a Section 3 business preference.

V. SECTION 3 POST-AWARD PROCEDURES (MDHA PROJECTS ONLY)

1. The contractor must submit required MDHA post-award forms (presented at a MDHA post-award meeting), during the performance of the contract in the frequency and format requested by MDHA.
2. Contractor will be required to submit documentation to MDHA of efforts and results made to train and employ Section 3 residents (resulting from MDHA awards only) in accordance with his or her Plan during the performance of the contract in the format and frequency required by MDHA.
3. Contractor, including any Section 3, small, minority or women-owned business concern awarded work through this MDHA project, must commit to train and employ qualified Section 3 residents (only where vacant or new positions exist in connection with this award) to the greatest extent feasible, not less than **30% of the total number of new hires, but no less than one, whichever is greater**, within their labor force during the term of the contract, in the priority order indicated under Section VI, “Section 3 Resident Priority Order for Training and Employment Opportunities”.
4. Contractor is also required to undertake efforts to hire public housing, Section 8 and other Section 3 residents (only where vacant or new positions exist in connection with this award), in part-time positions, for permanent, temporary, or seasonal employment.
5. In addition to nos. 1 and 2 above, contractors must solicit to all minorities and women when filling vacant or new full-time or part-time positions generated through MDHA projects.

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6. Contractor must explain to all job applicants how to claim a Section 3 preference (using MDHA forms provided at each pre-construction meeting) and show them the Miami-Dade income chart, included under Section II.
7. When there is a need for new hires, contractor must include Section 3 preference language in job news ads, flyers, and community notice. Notices must be placed at the site where work is to take place and in the surrounding community.
8. When there is a need for new hires resulting from MDHA awards, contractor must carry out recruitment in accordance with the training and employment recruitment requirements listed in Contractor's Plan (see Document 00400, Attachment 1).

VI. SECTION 3 RESIDENT PRIORITY ORDER FOR TRAINING AND EMPLOYMENT OPPORTUNITIES

1. MDHA public housing residents (Category 1 residents);
2. Participants in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact David Tate, YWCA of Greater Miami, Inc. at (305) 377-9922, or Fax (305) 373-9922 (Category 2 residents);
3. Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., or who are participants in a federally funded job training program, such as J.T.P.A., etc. (Category 3 residents); or
4. Other individuals who reside in Miami-Dade County, and meet the definition of a low, or very low-income person, as defined, in the current Miami-Dade Income limits (Category 4 residents).

VIII. WELFARE-TO-WORK TAX INCENTIVE AND WORK OPPORTUNITY TAX CREDIT PROGRAM

For information and application assistance, contact Delphine Brown, Center Director of Business Service Center, South Florida Workforce, at 305-693-2060, ext. 5206 or Bureau of Operations, 1320 Executive Center Drive, Tallahassee, FL 32399-0667.

IX. SECTION 3 CLAUSE

The Section 3 Clause, also found at Section 3 regulation, 24 CFR Part 135, p.135.38, must be included in all Section 3 covered contracts. The contractor and subcontractors (where applicable) will be bound by its provisions and the Clause and must be included in all subcontractor agreements.

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's

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commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- d. The contractor agrees to include this Section 3 clause in every subcontract subject to be in compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed; and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

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DOCUMENT REQUIRED WITH BID**DOCUMENT 00400**Page 1 of 2
ATTACHMENT 1**Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)**

Firm Name: _____ Contact Name: _____

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Miami-Dade Housing Agency (MDHA) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135 (*fax MDHA (305) 643-1773 to obtain a copy*).

Recruitment Procedures Required to Fill Vacant or New Contractor or Consultant or Subcontractor Positions (only if subcontracting is permitted) Resulting from all MDHA Project Awards

1. Fax (305) 644-5113, MDHA Resident & Economic Development, for employment referrals from public housing, Section 8 and other housing program recipients, and low-income persons, minorities and women.
2. Advertise at job site and surrounding neighborhood for targeted workers (see #1 above) and use *Document 00404*, "**Section 3 Language for News Ads, Flyers and Job Notices**" in all job notices & flyers.
3. Schedule a time and place convenient for public housing, other S-3 residents (listed under no. 1 above), minorities and women to complete job applications.
4. Contact David Tate, YWCA of Greater Miami, Inc. at (305) 377-9922, or fax (305) 373-9922, for HUD Youth build employment referrals.
5. Send notices about S-3 training and employment obligations and opportunities required for Miami-Dade Housing Agency projects to labor organizations, where applicable (review **Section 3 Clause**).
6. Present *Document 00401*, "**Section 3 Resident Preference Claim Form**" to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
7. Ensure applicants that claim a S-3 preference provide proof as described in Document 00401, or complete *Document 00402*, "**Section 3 Resident or Employee Household Income Certification Form**" (Public housing residents must receive the highest preference points during the interview/selection process.)
8. Consultant and sub consultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with MDHA projects; (b) use *Document 00403*, "**Training & Employment Outreach Documentation**" form to document agency referral responses, and (c) produce evidence of recruitment efforts to MDHA as requested.
9. Consultant is responsible for collection of sub consultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when sub consultant(s) hire workers for vacant or new positions in connection with MDHA awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful MDHA bidder only, and will be distributed at each pre-construction meeting (*fax MDHA (305) 643-1773 to obtain copies*).

Contractor's Recruitment of Section 3, Small, Minority and Women-Owned Businesses (Solicitation Requirements Applicable only on Projects which permit Subcontracting)

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Consultant will follow Plan's affirmative marketing steps for each MDHA award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals in these awards to be simultaneously met). Consultants who subcontract work are required to provide MDHA with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to MDHA when requested.

MIAMI-DADE COUNTY

BID NO.: FB-00132

DOCUMENT REQUIRED WITH BID**DOCUMENT 00400****Page 2 of 2
ATTACHMENT 1**

1. Refer any interested sub consultants that may meet the criteria to become a certified S-3 business to *MDHA Office of Compliance* (Compliance) for S-3 business application assistance.
2. Fax (305)-643-1773, *Compliance*, for current MDHA S-3 business lists and solicit to firms on these lists.
3. Contact *Department of Business Development* (DBD), (305) 349-5965 or fax (305) 349-5915 to obtain lists of small, minority and/or women-owned businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 sub consultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to MDHA project awards.
5. Fax, send or deliver "**Sub consultant Solicitation to Section 3, Small, Minority and Women Businesses**" form, to all prospective sub consultant firms solicited for each MDHA award.
6. Allow each sub consultant a *minimum of five business days* to respond to consultant's solicitation request. Include all "**Letters of Intent**" forms received from S-3, small, and minority, and women-owned sub consultants. Request sub consultants not interested or unavailable to bid to provide consultant with "**Certificate of Unavailability**" form.
7. Use the "**Outreach Documentation Form**" to document recruitment and follow-up with sub consultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses; second, if the sub consultant's bid amount would make the project infeasible.
9. Submit the following evidence to MDHA when requested (described under nos. 3-8 above and under "Contractors Recruitment of S-3, Small, Minority and Women businesses", page one, para. one). Other post-award required submittals include *Document 00430, "List of Subcontractors/Sub consultants"*, and, from consultant and its sub consultants or subcontractors, *Documents 00450, 00452 and 00453, "Estimated Workforce Breakdown", "Employee List" and "Consultant/Sub consultant Certification"*.
10. For each MDHA project award, retain documentation of outreach efforts and responses received from any organizations and sub consultants contacted for three years after project is completed.

Forms described above, under nos. 5-9, are post-award forms, applicable only if successful bidder will be subcontracting (where subcontracting is permitted) (fax MDHA (305) 643-1773 to obtain copies).

Sign and Print Firm Official's Name and Title

Submission Date _____

Firm Name/Address

Firm Telephone and Fax Numbers: _____

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MIAMI-DADE COUNTY

BID NO.: FB-00132

DOCUMENT REQUIRED WITH BID

DOCUMENT 00200-B

ATTACHMENT 2

SECTION 3 BUSINESS PREFERENCE CLAIM FORM

OPTIONAL DOCUMENT (ONLY APPLICABLE TO BIDDERS PRE-CERTIFIED BY MDHA AS A SECTION 3 BUSINESS WHO ARE CLAIMING A PREFERENCE)

_____(Initial)_____ (Firm Name) was certified by MDHA as a Section 3 Business on _____(Date). Said firm is claiming a preference for the bid, identified below.

_____(Initial) Said firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of Section 3 full-time employees to non-Section 3 employees continues to be at least 30% or higher.

_____(Initial) Said firm has attached to this form a list of any new full-time or part time employees who were not employed by said firm when firm received its Section 3 Business Certification from MDHA.

_____(Initial) Where applicable, said firm shall attach Forms C and D (from the Section 3 Business Application) or other applicable documentation to demonstrate whether any new employees who have been hired are Section 3 individuals.

BID NUMBER: _____

BID NAME: _____

FIRM NAME (Please print or type): _____

PRESIDENT'S NAME (Please print or type): _____

PRESIDENT'S SIGNATURE: _____

PHONE AND FAX NUMBERS: _____

DATE: _____

SIGN LANGUAGE INTERPRETING AND TRANSLATION SERVICES

FIRM NAME: _____

REQUIRED SUBMITTALS

**QUALIFICATION FOR ALL GROUPS
(I THROUGH VII)**

**Initial Affirming
Submittal**

Section 2,
Para. 2.3.1

Bidders must provide two (2) verifiable business references as proof of having previously provided sign language interpreting and translation services for a minium of three (3) years. Bidder may attach a seperate sheet listing references, should additional space be required.

Company/ Governmental Entity Name: _____

Contact Person: _____

Phone: _____

Length of time services provided: _____

Description of services provided: _____

Company/ Governmental Entity Name: _____

Contact Person: _____

Phone: _____

Length of time services provided: _____

Description of services provided: _____

MINIMUM QUALIFICATION FOR GROUP I National Certified Sign Language Interpreter		Initial Affirming Submittal
Section 2, Para. 2.3.2	<p>Bidder must provide the name of qualified interpreter(s) that possess certification from at least one of the nationally accredited institution identified in Section 2, paragraph 2.5.1. Bidder must attach copy of said certification along with submittal. Bidder may attach a seperate sheet listing additional names, should additional space be required.</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p>	_____

MINIMUM QUALIFICATION FOR GROUP II Sign Language Interpreter Quality Assurance Level (QA3):		Initial Affirming Submittal
Section 2, Para. 2.3.3	<p>Bidder must provide the names of qualified interpreter(s) that possess certification from one nationally accredited institution and one private firm, community college or university, as stipulated in Section 2 paragraph 2.5.1. Bidder must attach copy of said certification along with submittal. Bidder may attach a seperate sheet listing names, should additional space be required.</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p>	_____

MINIMUM QUALIFICATION FOR GROUP III Sign Language Interpreter Quality Assurance Level (QA2)		Initial Affirming Submittal
Section 2, Paragraph 2.3.4	Bidder must provide the names of qualified interpreter(s) that possess certification from one nationally accredited institution and one private firm, community college or university, as stipulated in Section 2 paragraph 2.5.1. Bidder must attach copy of said certification along with submittal. Bidder may attach a separate sheet listing names, should additional space be required.	_____
	1) _____	
	2) _____	
	3) _____	
	4) _____	
	5) _____	

MINIMUM QUALIFICATION FOR GROUP IV Sign Language Interpreter Quality Assurance Level (QA1)		Initial Affirming Submittal
Section 2, Paragraph 2.3.5	Bidder must provide the name of qualified interpreter(s) that possess certification from at least one of the private firms, community colleges or a university identified in Section 2, paragraph 2.5. Bidder must attach copy of said certification along with submittal. Bidder may attach a separate sheet listing additional names, should additional space be required.	_____
	1) _____	
	2) _____	
	3) _____	
	4) _____	
	5) _____	

MINIMUM QUALIFICATION FOR GROUP V Sign Language Interpreter - Video Remote Interpreting (VRI)		Initial Affirming Submittal
Section 2, Paragraph 2.3.7	<p>Bidder must provide the name of qualified interpreter(s) that possess certification from National Association for the Deaf (NAD) or Registry of Interpreters for the Deaf (RID) for Video Remote Interpreting (VRI) services. Bidder must attach copy of said certification along with submittal. Bidder may attach a separate sheet listing additional names, should additional space be required.</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p>	<p>_____</p>

MINIMUM QUALIFICATION FOR GROUP VI		Initial Affirming Submittal
Sign Language Interpreter - Communication Access Realtime Translation (CART)		
Section 2, Paragraph 2.3.8	Bidder must provide the name of specialty trained stenographer(s) that possess certification from the National Court Reporters Association (NCRA) as identified in Section 2 paragraph 2.5. Bidder must attach copy of said certification along with submittal. Bidder may attach a seperate sheet listing additional names, should additional space be required.	_____
	1) _____	
	2) _____	
	3) _____	
	4) _____	
	5) _____	

MINIMUM QUALIFICATION FOR GROUP VII		Initial Affirming Submittal
Sign Language Interpreter - C-Print		
Section 2, Paragraph 2.3.9	Bidder must provide the name of qualified interpreter(s) that possess certification from one of the private firms, community colleges or a university which offers a certificate program. Bidder must attach copy of said certification along with submittal. Bidder may attach a seperate sheet listing additional names, should additional space be required.	_____
	1) _____	
	2) _____	
	3) _____	
	4) _____	
	5) _____	

GROUP I: NATIONAL CERTIFIED			
A - NON-FEDERALLY FUNDED DEPARTMENTS			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	4290	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	145	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)	\$ _____
3	95	Night 12:01 a.m. - 7:59 a.m. (Excluding Weekends and national holidays)	\$ _____
4	45	Emergency Services (Per Section 3.2.5)	\$ _____
Pricing for the items listed below is required but will not be considered as a basis of award.			
Item No.	Item Description		Hourly Billing Rate
1	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)		\$ _____
2	National Holidays (24 hours midnight to midnight)		\$ _____

GROUP I: NATIONAL CERTIFIED			
B - FEDERALLY OR GRANT FUNDED DEPARTMENTS			
Refer to Paragraphs 2.14 through 2.16 for clauses that pertain to Public Housing and Community Development, special provisions regarding Public Housing and Community Development, and federally funded purchases.			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	300	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	105	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)	\$ _____
3	125	Night 12:01 a.m. - 7:59 a.m. (Excluding Weekends and national holidays)	\$ _____
4	55	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)	\$ _____
5	50	National Holidays (24 hours midnight to midnight)	\$ _____
6	13	Emergency Services	\$ _____

GROUP II: QUALITY ASSURANCE (QA3)			
A - NON-FEDERALLY FUNDED DEPARTMENTS			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	2250	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	45	Emergency Services (Per Section 3.2.5)	\$ _____
Pricing for the items listed below is required but will not be considered as a basis of award.			
Item No.	Item Description		Hourly Billing Rate
1	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)		\$ _____
2	Night 12:01 a.m. - 7:59 a.m. (Excluding Weekends and national holidays)		\$ _____
3	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)		\$ _____

4	National Holidays (24 hours midnight to midnight)	\$ _____
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GROUP II: QUALITY ASSURANCE (QA3)			
B - FEDERALLY OR GRANT FUNDED DEPARTMENTS			
Refer to Paragraphs 2.14 through 2.16 for clauses that pertain to Public Housing and Community Development, special provisions regarding Public Housing and Community Development, and federally funded purchases.			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	150	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	50	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)	\$ _____
3	50	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)	\$ _____
4	13	Emergency Services	\$ _____

GROUP III: QUALITY ASSURANCE (QA2)			
A - NON-FEDERALLY FUNDED DEPARTMENTS			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	1250	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	45	Emergency Services (Per Section 3.2.5)	\$ _____
Pricing for the items listed below is required but will not be considered as a basis of award.			
Item No.	Item Description		Hourly Billing Rate
1	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)		\$ _____
2	Night 12:01 a.m. - 7:59 a.m. (Excluding Weekends and national holidays)		\$ _____
3	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)		\$ _____
4	National Holidays (24 hours midnight to midnight)		\$ _____

GROUP III: QUALITY ASSURANCE (QA2)			
B - FEDERALLY OR GRANT FUNDED DEPARTMENTS			
Refer to Paragraphs 2.14 through 2.16 for clauses that pertain to Public Housing and Community Development, special provisions regarding Public Housing and Community Development, and federally funded purchases.			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	150	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	50	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)	\$ _____
3	25	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)	\$ _____
4	13	Emergency Services	\$ _____

GROUP IV: QUALITY ASSURANCE (QA1)			
A - NON-FEDERALLY FUNDED DEPARTMENTS			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate

Miami-Dade County
PRICE PROPOSAL

1	5200	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	1000	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)	\$ _____
3	120	Night 12:01 a.m. - 7:59 a.m. (Excluding Weekends and national holidays)	\$ _____
4	120	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)	\$ _____
5	40	National Holidays (24 hours midnight to midnight)	\$ _____
6	45	Emergency Services (Per Section 3.2.5)	\$ _____

GROUP IV: QUALITY ASSURANCE (QA1)			
B - FEDERALLY OR GRANT FUNDED DEPARTMENTS			
Refer to Paragraphs 2.14 through 2.16 for clauses that pertain to Public Housing and Community Development, special provisions regarding Public Housing and Community Development, and federally funded purchases.			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	150	General 8:00 a.m. - 5:00 p.m. (Excluding Weekends and national holidays)	\$ _____
2	50	Evening 5:01 p.m. - 12:00 p.m. (Excluding Weekends and national holidays)	\$ _____
3	25	Weekend (Friday 12:00 p.m. to Monday 7:59 a.m.)	\$ _____
4	13	Emergency Services	\$ _____

GROUP V: VIDEO RELAY INTERPRETING (VRI)		
A - NON-FEDERALLY FUNDED DEPARTMENTS		
Pricing for the items listed below is required but will not be considered as a basis of award.		
Item No.	Item Description	Hourly Billing Rate
1	Video Remote Interpreting Services	\$ _____

GROUP VI: COMMUNICATION ACCESS REALTIME TRANSLATION (CART)			
A - NON-FEDERALLY FUNDED DEPARTMENTS			
Item No.	Estimated Hours for a 5 Yr. Period	Item Description	Hourly Billing Rate
1	300	On-site Projected CART	\$ _____
Pricing for the items listed below is required but will not be considered as a basis of award.			
Item No.	Item Description		Hourly Billing Rate
1	Remote CART		\$ _____
2	Remote Projected CART		\$ _____

GROUP VII: C- PRINT		
A - NON-FEDERALLY FUNDED DEPARTMENTS		
Pricing for the items listed below is required but will not be considered as a basis of award.		
Item No.	Item Description	Hourly Billing Rate
1	C- Captionist	\$ _____

NOTE:

Items Stipulating a quantity will be utilized to determine the lowest Bidder EXCEPT FOR Group V. Items which do not include estimated hours will not be used for evaluation purposes. Bidders must provide pricing for all items within each group.

BID NO.: FB-00132

OPENING: 6:00 PM

Sign Language Interpreting and Translation Services

Nov 21, 2014



MIAMI-DADE COUNTY, FLORIDA

**INVITATION
TO BID**

TITLE:

Sign Language Interpreting and Translation Services

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON

Nov 21, 2014

FOR INFORMATION CONTACT:

Ingrid Bernal, 305-375-4211, ibernal@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- **READ THE ENTIRE SOLICITATION 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.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers 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 general terms and conditions are considered non-negotiable.

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/boilerplate/general-terms-and-conditions-r14-3.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance

with all specifications contained in the solicitation electronically.



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



**Miami-Dade County
Procurement Management Services
Solicitation Submittal Form**

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

Solicitation No. FB-00132		Solicitation Title: Sign Language Interpreting and Translation Services		
Legal Company Name (include d/b/a if applicable): <input style="width: 100%;" type="text"/>		Federal Tax Identification Number: <input style="width: 100%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 100%;" type="text"/>		State Incorporated/Organized: <input style="width: 100%;" type="text"/>		
Company Operating Address: <input style="width: 100%;" type="text"/>		City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>	Zip Code <input style="width: 100%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 100%;" type="text"/>		City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>	Zip Code <input style="width: 100%;" type="text"/>
Company Contact Person: <input style="width: 100%;" type="text"/>		Email Address: <input style="width: 100%;" type="text"/>		
Phone Number (include area code): <input style="width: 100%;" type="text"/>	Fax Number (include area code): <input style="width: 100%;" type="text"/>	Company's Internet Web Address: <input style="width: 100%;" type="text"/>		

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 prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

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 has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; 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 the Bidder meets the 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 or Broward County in accordance with the Interlocal Agreement between the two counties.

Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box) 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 the Bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide your Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder 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 Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response 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 Bidder 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 Bidder 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.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

Bidder's Authorized Representative's Signature . <input style="width: 90%; height: 20px;" type="text"/>	Date <input style="width: 90%; height: 20px;" type="text"/>
Type or Print Name <input style="width: 90%; height: 20px;" type="text"/>	

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



SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Oth	
Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Oth	

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer Print Name Print Title Date

Miami-Dade County

FB-00132

**ADDENDUM NO. 1****TO: All Bidders****SUBJECT: BID NO.: FB-00132****TITLE: Sign Language Interpreting and Translation Services**

This Addendum is and does become a part of the above mentioned bid.

1) The following are inquiries received and corresponding responses are as follows:

- A. There is a requirement of 2 business references. Is this a separate requirement from reporting on the Price Proposal, which asks for two Business references? Does a separate referral letter need to be provided for businesses or is it just required to list the names on the Price Proposal?

Answer: Complete the business references information as requested on the Price Proposal Section 2, Para. 2.3.1.

- B. There is a requirement that all sub-contractors have a background check every three years, if they are to provide services to children. Can contract interpreters that have been previously approved to provide services for the Miami-Dade Public School System to work with children need to do a separate background check for this contract or will the County accept the Miami-Dade County Public School badge as the screening for this contract?

Answer: There is no requirement for subcontractor background checks. A background check is required after award of a contract but before start of service. The requirement is for personnel background checks for the personnel providing services at a park or golf course. Refer to Section 3.2.4 regarding children's program requirements for Group IV.

- C. What is Commercial Liability insurance? And is it required for this contract for Sign-Language Interpreters?

Answer: The Insurance is required as per Section 1.21. Please consult with an insurance broker for detailed definition of the insurance.

- D. There is a requirement to list names of the interpreters who meet the qualifications of the contract and to submit their credentials. What forms of credentials are required? Is a photocopy of their credential sufficient? Are credentials required at the time the bid is submitted, or can it be submitted at a later time, after bid is awarded?

Answer: Please refer to Bid Solicitation FB-00132 Section 2.3, Method of Award for the minimum qualifications required for each group. The requirement is to submit the applicable certifications.

Miami-Dade County

FB-00132

- E. There was a reference to Cancellation by Awarded Bidder, that if the awarded bidder cancelled the assignment between 48 hours and 24 hours before the start of the assignment, they would be assessed a fee of 50% of the assignment. And that if the awarded bidder cancelled the assignment less than 24 hours before the start of the scheduled assignment, they would be assessed 100% of the fee. Will the awarded bidder still be charged these assessments if the County agency finds coverage for these cancelled assignments by another agency?

Answer: There is no difference for the fees if a replacement is found. Please refer to the Bid Solicitation Section 3.8 Cancellations by the Awarded Bidder.

- F. May vendors bid on only some of the groups, or must a vendor be able to provide all services listed in the RFP?

Answer: Bidders may bid on any or all of the groups. Please refer to Section 2.3 Method of Award.

- G. Are there incumbent vendors providing any of these services? If so, who are the vendors and what rates are they charging?

Answer: Bidders may link to the following website for current contract information.

<https://www.miamidade.gov/DPMww/SearchAwardSheetAttachments.aspx?ContractId=9056-0/14>

- H. Within the Price Proposal there was no reference for a Tri-lingual interpreter (ASL-English-Spanish for instance). Will there be a need for such services within the contract and if so, will there be a rate differential for providing such service?

Answer: At this time there is not a need for a Tri-lingual interpreter. While the County has listed required services within this Solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative may contact the awarded Bidder to obtain a price quote for the similar items. Please refer to Section 2.10 of Bid No.FB-00132.

- I. Regarding SUBCONTRACTOR/SUPPLIER LISTING is this required for this contract for Sign-Language Interpreters? This form refers to First Tier Suppliers and First Tier Subcontractors. In this industry there are no First Tier contract interpreters, they are picked on their qualifications, appropriateness for the assignment and availability. Each assignment is match with the appropriate interpreter, so there is no ongoing supplier or subcontractor for every assignment. So is this needed? If so, how would you suggest we fill it out to meet the requirement?

Answer: Yes the SUBCONTRACTOR/SUPPLIER LISTING form is required. If vendor does not use subcontractors indicate "Not Applicable" on the form and submit with bid.

Miami-Dade County

Ingrid Bernal

Ingrid Bernal
Procurement Contracting Officer

cc: Clerk of the Board

Miami-Dade County

FB-00132

Miami-Dade County

FB-00132

**ADDENDUM NO. 2****TO: All Bidders****SUBJECT: BID NO.: FB-00132****TITLE: Sign Language Interpreting and Translation Services**

This Addendum is and does become a part of the above mentioned bid.

The following is an inquiry received and corresponding response as follows:

As to interpreter qualifications; the proposal refers to the QA (Quality Assurance) system, which has stopped testing about a year ago. Due to the fact that QA credentials are currently expiring and not being renewed, because of the discontinued testing, will the contract consider other qualifying credentials, such as the EIPA (Educational Interpreting Proficiency Assessment) for fulfilling assignments? Within 2 to 3 years, there will be no QA interpreters left in the area, because all of their credentials would have expired, long before this contract is completed. The Miami-Dade County School system and Miami-Dade College is currently considering any EIPA of 3.0 or higher as a QA 2 for fulfilling its assignments. Will this contract consider similar credentials for fulfilling the requirements of this contract? And what will they be and at what rating?

Answer: The solicitation does not reference Quality Assurance System. The acceptable qualifying entities can be found in Section 2.5.

Miami-Dade County

Ingrid Bernal

Ingrid Bernal
Procurement Contracting Officer

cc: Clerk of the Board

Question and Answers for Bid #FB-00132 - Sign Language Interpreting and Translation Services

OVERALL BID QUESTIONS

Question 1

May vendors bid on only some of the groups, or must a vendor be able to provide all services listed in the RFP? (Submitted: Nov 6, 2014 6:52:56 PM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 2

Are there incumbent vendors providing any of these services? If so, who are the vendors and what rates are they charging? (Submitted: Nov 6, 2014 6:53:17 PM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 3

There is a requirement of 2 business references. Is this a separate requirement from reporting on the Price Proposal, which ask for two Business references? What I mean is do I have to provide a separate referral letter for businesses or do I am I just required to list them on the Price Proposal? (Submitted: Nov 10, 2014 9:27:00 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 4

There is a requirement that all sub-contractors have a background check every three years, if they are to provide services to children. My question is if my contract interpreters have been previously approved to provide services for the Miami-Dade Public School System to work with children, do I need to do a separate background check for this contract or will you accept the Miami-Dade County Public School badge as the screening for this contract? (Submitted: Nov 10, 2014 9:29:50 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 5

There was a requirement mentioned for Commercial General Liability Insurance. What is this insurance? And is it required for this contract for Sign-Language Interpreters? (Submitted: Nov 10, 2014 9:31:36 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 6

There is a requirement to list names of the interpreters who meet the qualifications of the contract and to submit their credentials. What form of credentials will you require? Is a photocopy of their credential sufficient? In addition, am I required to submit them at the time I submit my bid, or can I do it at a later time, if I am awarded the bid? (Submitted: Nov 10, 2014 9:33:28 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 7

As to interpreter qualifications. The proposal refers to the QA (Quality Assurance) system, which has stopped testing about a year ago. Due to the fact that QA credentials are currently expiring and not being renewed, because of the discontinued testing, will the contract consider other qualifying credentials, such as the EIPA (Educational Interpreting Proficiency Assessment) for fulfilling assignments? Within 2 to 3 years, there will be no QA interpreters left in the area, because all of their credentials would have expired, long before this contract is completed. The Miami-Dade County School system and Miami-Dade College is currently considering any EIPA of 3.0 or higher as a QA 2 for fulfilling its assignments. Will this contract consider similar credentials for fulfilling the requirements of this contract? And what will they be and at what rating? (Submitted: Nov 10, 2014 9:44:26 AM EST)

Answer

- Please see Addendum No.2 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 8

Within the Price Proposal there was no reference for a Tri-lingual interpreter (ASL-English-Spanish for instance). Will there be a need for such services within the contract and if so, will there be a rate differential for providing such service? (Submitted: Nov 10, 2014 9:47:34 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:21:04 PM EST)

Question 9

There was a reference to Cancellation by Awarded Bidder, that if the awarded bidder cancelled the assignment between 48 hours and 24 hours before the start of the assignment, they would be assessed a fee of 50% of the assignment. And that if the awarded bidder cancelled the assignment less than 24 hours before the start of the scheduled assignment, they would be assessed 100% of the fee. Will the awarded bidder still be charged these assessments if the County agency finds coverage for these cancelled assignments by another agency? (Submitted: Nov 10, 2014 9:50:56 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)

Question 10

Regarding SUBCONTRACTOR/SUPPLIER LISTING is this required for this contract for Sign-Language Interpreters? This form refers to First Tier Suppliers and First Tier Subcontractors. In this industry there are no First Tier contract interpreters, they are picked on their qualifications, appropriateness for the assignment and availability. Each assignment is match with the appropriate interpreter, so there is no ongoing supplier or subcontractor for every assignment. So is this needed? If so, how would you suggest we fill it out to meet the requirement? (Submitted: Nov 10, 2014 10:27:06 AM EST)

Answer

- Please see Addendum No.1 (Answered: Nov 18, 2014 12:17:53 PM EST)