

## **Solicitation RTQ-01057**

# **EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES**

**Solicitation Designation: Public**



**Miami-Dade County**

## Solicitation RTQ-01057

### EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES

Solicitation Number RTQ-01057  
Solicitation Title EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES

Solicitation Start Date Dec 11, 2018 11:53:13 AM EST  
Solicitation End Date Dec 28, 2018 6:00:00 PM EST  
Question & Answer End Date Dec 18, 2018 12:00:00 PM EST

Solicitation Contact Orlando Martinez  
Procurement Contracting Officer 1  
ISD - Procurement Management Services  
305-375-3805  
marorl@miamidade.gov

Contract Duration See Bid Documents  
Contract Renewal Not Applicable  
Prices Good for See Bid Documents

Solicitation Comments **This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used by the Community Action and Human Services Department (CAHSD), Head Start/Early Head Start Program, and the Miami-Dade Public Library System (MDPLS) to solicit educational software, interactive displays and related devices for use with babies, toddlers, school aged learners, and/or students of all ages. Categories include but are not limited to early learning or school age software, teacher-student communication software, learning management software, language learning software, teacher training and test preparation software, and interactive displays, whiteboards and related devices. Placement on the List is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals will continue to be accepted throughout the entire term of the RTQ for placement on such List.**

#### Item Response Form

Item RTQ-01057--01-01 - EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES

Quantity 1 each

Prices are not requested for this item.

Delivery Location **Miami-Dade County**  
No Location Specified

Qty 1

#### Description

Pre-Qualification **Educational Software, Interactive Display and related devices**

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES****SOLICITATION NO.: RTQ-01057****SECTION 2****SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used by the Community Action and Human Services Department (CAHSD) and the Miami-Dade Public Library System (MDPLS) to solicit educational software, interactive displays and related devices for use with babies, toddlers, school aged learners, and/or students of all ages for Miami-Dade County. Groups include but are not limited to educational software for use with babies and toddlers, educational software for use with school aged students, educational management software for teacher training, test preparation and teacher–student communication, and educational interactive displays, whiteboard, and related devices. Placement in the Pool is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

Group 1 - Educational software for use with babies and toddlers.

Group 2 - Educational software for use with school aged students.

Group 3- Educational management software for teacher training, test preparation and teacher–student communication.

Group 4 - Educational interactive displays, whiteboard, and related devices.

**2.2 DEFINITIONS**

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the Pool for a specific good and/or service; and awarded based on lowest price, or other quantifiable criteria.

**Prequalified Pool of Vendors (Pool)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

**Vendor** – Shall refer to a business entity/individual responding to this RTQ.

**Submittal** – Shall refer to all information, attachments and forms submitted in response to this RTQ.

**Work Order Proposal Request (WOPR)** – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

**2.3 TERM**

This Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the sixtieth month.

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES****SOLICITATION NO.: RTQ-01057****2.4 QUALIFICATION CRITERIA**

Vendors shall meet the following criteria to be considered for placement in the Pool; and for participation in future competitions:

**2.4.1. Groups 1 thru 4**

2.4.1.1. Vendor(s) shall have a fully operational website with an online catalog.

2.4.1.2. Vendors shall provide contact information to include: Name of contact, email address, and phone number for a primary staff member within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00am and 5:00pm (Eastern Standard Time).

2.4.1.3. Vendors shall provide contact information to include: Name of contact, email address, and phone number for a primary staff member within their company who will be responsible for immediate technical assistance during business hours, Monday – Friday, 8:00am and 5:00pm (Eastern Standard Time).

**2.4.2. Additional Qualification Criteria per Group****2.4.2.1. Group 1 - Educational software for use with babies and toddlers.**

Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/reseller of educational software for use with babies and toddlers.

**2.4.2.2. Group 2 - Educational software for use with school aged students.**

Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/reseller of educational software for use with school aged students.

**2.4.2.3. Group 3- Educational management software for teacher training, test preparation and teacher–student communication.**

Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor of educational management software for teacher training, test preparation and teacher–student communication for use with school aged students.

**2.4.2.4. Group 4 - Educational interactive displays, whiteboard, and related devices.**

A. Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/reseller of interactive displays, whiteboard, and/or related devices for use with babies to school aged students.

B. Vendors shall provide two (2) client references which the Vendor has conducted business with within the last three (3) years. The reference should be able to demonstrate that the Vendor has satisfactorily provided products as outlined in Section 3.2.4

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES****SOLICITATION NO.: RTQ-01057**

Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

**2.5 INSURANCE**

Insurance is not required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR, if needed.

**2.6 SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in spot market competitions, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

**2.7 LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS: COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT, HEAD START/EARLY HEAD START PROGRAM ONLY**

As the products and services that will be acquired under this RTQ and subsequent spot market competitions 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 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this solicitation and any resultant contract by reference.

All services to be provided under this contract shall be in accordance with governmental standards to include, but not limited to, those issued by the Occupational Safety and Health Administration (OHSA) and the National Institute of Occupational Safety Hazards (NIOSH).

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES****SOLICITATION NO.: RTQ-01057**

Vendor(s) agree to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State, and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this Agreement including, but not limited to:

- a) Equal Employment Opportunity (EEO) in compliance with Executive Order 11246, as amended, and applicable to this contract.
- b) Environmental Protection Agency (EPA) as applicable to this contract.

**2.8 COMPLIANCE WITH THE JESSICA LUNSFORD ACT: COMMUNITY ACTION AND HUMAN SERVICES  
DEPARTMENT, HEAD START/EARLY HEAD START PROGRAM ONLY**

The State of Florida enacted legislation in September 2005 known as The Jessica Lunsford Act. The law requires that all persons or entities who may have personnel who will be at a school facility when students are present, have direct contact with students, or have access to or control of school funds comply with the Level 2 screening requirements of the statute. Failure to comply with the screening requirements, if applicable, will be considered a material default of this agreement.

***END OF SECTION 2***

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES****SOLICITATION NO.: RTQ-01057****SECTION 3****SCOPE OF WORK/TECHNICAL SPECIFICATIONS****3.1 BACKGROUND**

Community Action and Human Services (CAHSD), Head Start/Early Head Start Program, serve over 7,000 children, aged from birth to five years and their families. The Program is inclusive of children with special needs who often require additional, specialized services. The programmatic goals are as follows: to foster a culture of lifelong learning; to promote a vision of wellness that encompasses healthy and safe environments for all individuals; and to become a leader in technological innovation and efficiency.

The Miami Dade Public Library System (MDPLS) provides multiple services and programs that impact a wide range of library patrons including, but not limited to, individuals with special needs, children and their families. MDPLS provides and promotes literacy, education and training, lifelong learning, and access to new and existing technology that serve and enhance lives.

**3.2 SCOPE OF WORK**

Prequalified vendors shall provide to the County, on behalf of CAHSD and MDPLS, educational software, interactive displays and related devices for use with babies, toddlers, school aged learners, and/or students of all ages in accordance with Request for Quotes (RFQ) or Work Order Proposal Requests (WOPR) that will be issued by the County.

Prequalified Groups are defined as follows:

**3.2.1 Group 1 - Educational software for use with babies and toddlers.**

Vendor(s) shall provide educational software for use with babies and toddlers, up to age five, in a Head Start/Early Head Start classroom setting or like environment. In addition, the software:

- A) shall support Head Start objectives and/or early learning curriculum goals.
- B) may be designed to be installed on one or more computers or be web-based, as needed.
- C) may require capabilities to collect results, display progress, and run reports, as needed.
- D) may need to be able to perform in English, Spanish, and Creole.

**3.2.2 Group 2 - Educational software for use with school aged students.**

Vendor(s) shall provide educational software for use with school aged students, kindergarten through grade 12, in a public library setting or like environment. In addition, the software:

- A) shall support Florida's public school curricula goals and objectives.
- B) may be designed to be installed on one or more computers or be web-based, as needed.
- C) may require capabilities to display progress, as needed.
- D) may need to be able to perform in English, Spanish and Creole.

**3.2.3 Group 3- Educational management software for teacher training, test preparation and teacher-student communication.**

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES****SOLICITATION NO.: RTQ-01057**

---

Vendor(s) shall provide educational management software for Head Start/Early Head Start teacher training, test preparation and/or teacher-student communication. Examples include but are not limited to (a) software that affords Head Start/Early Head Start professionals with the ability to successfully screen, assess, support, and evaluate outcomes in order to promote resilience as well as healthy social and emotional development in preschoolers; (b) software that affords Head Start/Early Head Start professionals with test preparation specific to Head Start/Early Head Start program goals such as child development associate (CDA) credentialing; and (c) learning management software that affords Head Start/Early Head Start professionals with access to materials that enhance understanding of Head Start/Early Head Start curricula. In addition, software:

- (A) may be designed to be installed on one or more computers or be web-based as needed.
- (B) shall require capabilities to collect results, display progress, and run reports as needed.
- (C) may need to be able to perform in English, Spanish and Creole.

**3.2.4 Group 4 - Educational interactive displays, whiteboard, and related devices.**

Vendor(s) shall provide interactive displays and whiteboards designed for use in a Head Start/Early Head Start (birth to age 5) classroom setting, and/or related, turnkey devices specific to this age group that are preloaded with software including but not limited to LeapPads and Little Scholar Tablets or like items. Vendors shall provide whiteboards for use in a public library setting or board room environment.

***END OF SECTION 3***



**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES**
**SOLICITATION NO.: RTQ-01057**
**SECTION 4**
**BID SUBMITTAL FORM**

**Instructions to Vendors:** Please review and complete the below information to be considered for pre-qualification into the Pool. Vendors interested in prequalifying for Groups 1 thru 4 are required to provide information in Sections 4.1, 4.2, and 4.3.

**4.1 VENDOR WEBSITE:** Per Section 2.4.1.1, Vendor(s) shall have a fully operational website with an online catalog for use as market research. Vendor(s) are required to provide the information in the table below.

<b>VENDOR WEBSITE</b>	
Vendor Name:	
Main URL:	
Catalog URL:	
Guess user name (if required for access):	
Password (if required for access):	

**4.2 COMPANY REPRESENTATIVE:** Per Section 2.4.1.2, Vendors shall provide contact information to include: Name of contact, email address, and phone number for a primary staff member within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00am and 5:00pm (Eastern Standard Time).

<b>COMPANY REPRESENTATIVE</b>	
Company Name :	
Company Address:	
Representative Name :	
Representative Position:	
Representative Email Address:	
Representative Phone Number:	
Representative Fax Number:	

**4.3 TECHNICAL SERVICES REPRESENTATIVE:** Per Section 2.4.1.3., Vendors shall provide contact information to include: Name of contact, email address, and phone number for a primary staff member within their company who will be responsible for immediate technical assistance during normal office work hours, Monday – Friday, 8:00am to 5:00pm (Eastern Standard Time).

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES**
**SOLICITATION NO.: RTQ-01057**

<b>TECHNICAL SERVICES REPRESENTATIVE</b>	
Representative Name :	
Representative Phone Number:	
Representative Email Address:	

**4.4 ADDITIONAL QUALIFICATION CRITERIA PER GROUP**

<u>Group</u>	<u>Criteria</u>	<u>Evidence Attached</u>
Group 1 - Educational software for use with babies and toddlers.	<p>Per Section 2.4.2.1.</p> <p>Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/reseller of educational software for use with babies and toddlers.</p>	<input type="checkbox"/>
Group 2 - Educational software for use with school aged students:	<p>Per Section 2.4.2.2.</p> <p>Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/reseller of educational software for use with school aged students.</p>	<input type="checkbox"/>
Group 3 - Educational management software for teacher training, test preparation and teacher-student communication	<p>Per Section 2.4.2.3.</p> <p>Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/ Educational management software for teacher training, test preparation and teacher-student communication for use with school aged students.</p>	<input type="checkbox"/>

**SOLICITATION TITLE: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS  
AND RELATED DEVICES**
**SOLICITATION NO.: RTQ-01057**

<b>Group 4 - Educational interactive displays, whiteboard, and related devices.</b>	<b>Per Section 2.4.2.4.A</b>  <b>Vendor(s) shall provide written evidence of being a proprietor, manufacturer, or authorized distributor/reseller interactive displays, whiteboard, and/or related devices for use with babies to school aged students.</b>	<input type="checkbox"/>
	<b>Per Section 2.4.2.4.B</b>  <b>Vendors shall provide two (2) client references in which the Vendor has conducted business with within the last three (3) years. The reference should be able to demonstrate that the Vendor has satisfactorily provided products as outlined in Section 3.2.4</b>	<input type="checkbox"/>
<b>Group 4 Reference 1:</b>		
Company Name :		
Company Address:		
Representative Name :		
Representative Position:		
Representative Email Address:		
Representative Phone Number:		
<b>Group 4 Reference 2:</b>		
Company Name :		
Company Address:		
Representative Name :		
Representative Position:		
Representative Email Address:		
Representative Phone Number:		



## Submittal Form

Solicitation No. RTQ-01057 DEVICES		Solicitation Title: EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES	
Legal Company Name (include d/b/a if applicable): <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	Federal Tax Identification Number: <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>		
If Corporation - Date Incorporated/Organized : <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	State Incorporated/Organized: <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>		
Company Operating Address: <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	City <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	State <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	Zip Code <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>
Miami-Dade County Address (if applicable): <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	City <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	State <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	Zip Code <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>
Company Contact Person: <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	Email Address: <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>		
Phone Number (include area code): <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>	Company's Internet Web Address: <div style="border: 1px solid black; height: 20px; width: 90%; margin-top: 5px;"></div>		

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, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); 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, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.

☐ 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 VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified 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 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 Veteran Business Enterprise. **A copy of the certification must be submitted with the bid.**

### **SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)**

A Small Business Enterprise (SBE) 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) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE 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 Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes ☐ No ☐

If yes, please provide 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.**

**WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID**

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

**By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.**

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

**Acknowledgment of Waiver:**

<b>Bidder's Authorized Representative's Signature:</b> <input type="text"/>	<b>Date</b> <input type="text"/>
<b>Type or Print Name</b> <input type="text"/>	
<b>Type or Print Title *</b> <input 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.**

<b>Bidder's Authorized Representative's Signature:</b> <input type="text"/>	<b>Date</b> <input type="text"/>
<b>Type or Print Name</b> <input type="text"/>	
<b>Type or Print Title *</b> <input type="text"/>	

**SOLICITATION NO.: RTQ-01057**  
**EDUCATIONAL SOFTWARE, INTERACTIVE**  
**DISPLAYS AND RELATED DEVICES**  
**Dec 28, 2018**



**MIAMI-DADE COUNTY, FLORIDA**  
**R E Q U E S T   T O   Q U A L I F Y**

**TITLE:**  
**EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES**

**FOR INFORMATION CONTACT:**  
**Orlando Martinez, 305-375-3805, marorl@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS (SECTION 1), AND SUBMIT ALL QUESTIONS/CLARIFICATION 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 BIDDER'S/PROPOSER'S BID/PROPOSAL NON-RESPONSIVE.**



## SECTION 1

### 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's, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r18-2.pdf>

### NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids/proposals are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://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 bid/proposal in response to a Miami-Dade County solicitation via BidSync. Electronic 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 the scope of work/technical specifications, please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://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 bid/proposal documents. Bidders/Proposers should not wait until the last minute to submit their bid/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 bid/proposal will be considered late and will not be accepted.

### PLEASE NOTE THE FOLLOWING:

No part of Bidder's/Proposer's bid/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 bid/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 bid/proposal must be submitted in accordance with all specifications contained in the solicitation electronically.

## Question and Answers for Solicitation #RTQ-01057 - EDUCATIONAL SOFTWARE, INTERACTIVE DISPLAYS AND RELATED DEVICES

### Overall Solicitation Questions

There are no questions associated with this Solicitation.