

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. _____
 Contract _____
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: ROID1400022
 TERM OF CONTRACT 5 YEAR(S) WITH 2 YEAR(S) OTR

Requisition /Project Title: EMS WEBSITE LEARNING FOR MDC FIRE & RESCUE

Description: Miami-Dade Fire Rescue is soliciting a qualified vendor to provide a full featured on-line educational Emergency Responder curriculum. The primary purpose of this on-line educational site is to allow Miami-Dade Fire Rescue to administer, create, conduct, track and obtain EMS recertification and Emergency Response training.

Issuing Department: ISD
 Contact Person: Margaret Brown
 Phone: 305-375-4914
 Estimate Cost: \$575,000.00
 GENERAL
 FEDERAL
 OTHER
 Funding Source: _____ Fire Distric _____

ANALYSIS

Commodity Codes: <u>475-49</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	<u>CENTRELEARN SOLUTIONS LLC</u>		
Small Business Enterprise:			
Contract Value:	<u>\$150,000.00</u>	<u>\$</u>	<u>\$</u>
Comments: <u>Miami Dade Fire is presently accessing Orange County Contract No. Y10-108-GJ-1 for EMS Learning Multimedia Website</u>			

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation: _____

RECEIVED DEPT. BUSINESS DEV. 2013 NOV 12 AM 12:06	Signed: <u>Margaret Brown</u>	Date sent to SBD: <u>11/12/13</u>
		Date returned to DPM: _____

SCOPE OF SERVICE/SPECIFICATIONS

Miami Dade Fire Rescue is soliciting a qualified vendor to provide a full featured on-line educational Emergency Responder curriculum. The primary purpose of this on-line educational site is to allow Miami Dade Fire Rescue to administer, create, conduct, track and obtain EMS recertification and Emergency Response training for approximately 2500 users. Miami Dade Fire Rescue shall solely administrate the use of this on-line educational site.

Miami Dade Fire Rescue shall provide or approve all training content (PowerPoint with voice-over, video, Flash etc.). All Miami Dade Fire Rescue will provide content remains the intellectual property of the Department. Using the Department's provided training content, the Vendor shall develop, edit as appropriate (for professional appearance and sound) and maintain a Distributed Learning Multimedia Course Delivery System website, with a minimum of 20-hour of content, (each hour content consisting of approximately 50 PowerPoint slides with recorded narratives) to include, but not be limited to, the following:

Digital conversion and storage of all instructional materials, storage and backup of all digitized and "streamable" content, and online delivery of materials to Miami Dade Fire Rescue authorized subscribers 24 hours per day/365 days per year. Additional system features required include:

- Sharable Content Object Reference Model (SCORM) 2004 or latest edition certified or verified equivalent technology.
- Branch Logic educational content tool — allows for the development of customized scenario based active training content with practice and evaluation (scoring) capability or verified equivalent technology.
- Integrated course registration and course catalog system.
- Registration system shall allow for download of "wet" signature permission fowls or verified equivalent technology.
- Allow for local administrator registration approval process.
- Compliance tracking tool for external and internal education and re-certification.
- Integrated education compliance tracking system with automatic posting of completed on-line education.
- Integrated grade book system that allow for remote data collection and upload.
- Timed On-Line Testing — with capability for immediate and automatic grading and automatic notification of course specific completion.
- Aggregate Test Results for individuals, groups and agencies for compliance confirmation.

- Student Progress Tracking Tool - students and trainers shall be able to track progress as well as immediate test results. Students shall only have access to their personal data.
- Printable certificate of completion - for each module.
- External Referencing Capability to other online resources.
- Searchable and Linkable Glossary.
- Chat Room Tool — allow instructors to meet and interact on-line with students at pre-determined times or verified equivalent technology.
- Whiteboard Tool — County instructor to student and/or student to instructor or verified equivalent technology.
- Fully integrated live synchronous web conferencing tool.
- Electronic Mail System with export to external email.
- Bulletin Board System (BBS) or verified equivalent technology — website shall allow students to post and receive messages.
- Homepage Tool (or verified equivalent technology) — Administrator, agency and user homepage system allowing at a minimum customization, links, messaging and alerts shall be available.
- Calendar Tool — shall have the ability to post and change important dates. Access by users to view the Calendar shall be available from their respective homepage.
- Transferability of instructional materials to other computers — shall be able to download "County provided" material to diskette or CD to use on computer not connected to the Internet.
- Ability to share content with other users within the EMS community.
- Monthly uploads of new content.
- Daily backup of all instructional materials and student records.
- Live or Call back (via telephone or internet telephone) help desk and E-Mail help desk.
- Site will be maintained to limit "down-time" and optimize content availability.

Participating agencies shall also have the ability to create, store and deliver original content by submitting a request to the County. The County shall forward this request to the vendor for placement onto the site. In addition, the vendor shall make available to the County all shared content maintained by the vendor and authorized by the originator and the System Medical Director.

PERFORMANCE PERIODS shall be as follows:

- INITIAL WEBSITE SET UP — Upon contract award, and no later than 30 days after receipt of County supplied instructional material, the vendor shall provide a website which is complete, fully functional, and available for immediate use. The County reserves the right to accept or reject any and all aspects of the proposed website prior to final acceptance.
- TRAINING MODULE CHANGES — Any and all County required changes to the established website shall be complete, fully functional, and available for use no later than 7 calendar days after receipt of County supplied instructional material. The County reserves the right to accept or reject any and all aspects of the proposed website changes prior to final acceptance.
- PASSWORD PROCESS — The County website administrator or authorized personnel will email the vendor requesting a user password providing the individual user's name, email address, certification level and certification number when applicable. The vendor shall set up a user's account and password for this individual. Within no more than 48 hours, the vendor shall reply to the email request providing the password specific to this individual user. The County website administrator will immediately forward the user password to the respective user. Upon receipt of the user password, the user shall have full access to the on-line educational site and the ability to utilize the site as needed. Once again, the County shall be the sole administrator of user passwords for the site. No other participating agency shall have the authority to request a user password for the site.

VENDOR REQUESTED CHANGES - The County reserves the right to accept or reject any and all vendor proposed changes to the on-line educational site prior to implementation.

QUARTERLY RECONCILE AND INVOICING - The vendor shall invoice the County on a quarterly basis. Prior to submittal of each invoice, the vendor and County Website Administrator or authorized personnel shall reconcile the list of users. The User ID Cost for user passwords requested throughout the year shall be prorated based on the date of issuance. The County Website Administrator or authorized personnel shall notify the vendor by email when a user password is to be deleted. The User ID Cost for the deleted user password shall be prorated up to the date of said request. Both the County and the vendor shall individually track the addition and deletion of user passwords throughout the year in order to come to a mutual agreement of the quarterly totals.

COUNTY AUTHORIZED PERSONNEL - The County shall immediately inform the vendor of changes to the County Website Administrator and/or personnel authorized to make decisions concerning the County's on-line educational site.



BID NO.:

**OPENING: 2:00 P.M.
WEDNESDAY
DECEMBER 4, 2013**

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

**EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE
RESCUE DEPARTMENT**

FOR INFORMATION CONTACT:

Margaret Brown, 305-375-4914, mwater@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

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

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



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

Procurement Officer: Margaret Brown, CPPB

Bids will be accepted until 2:00 p.m. on WEDNESDAY, DECEMBER 4, 2013

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

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

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

NOTICE TO ALL BIDDERS:

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

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

SECTION 1
GENERAL TERMS AND CONDITIONS

TITLE

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

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

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

DRAFT

SECTION 2
SPECIAL CONDITIONS

TITLE

EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:

The purpose of this solicitation is to establish a contract for the purchase of EMS Website Learning for Miami-Dade County Fire Rescue Department in conjunction with the County's needs on an as needed when needed basis.

2.2 TERMS OF CONTRACT: FIVE YEARS BASED ON AVAILABILITY OF COUNTY FUNDING

This contract will 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. This contract shall remain in effect for five (5) years; provided that the services rendered by the Bidder during the contract period are satisfactory and that County funding is available as appropriated on an annual basis and upon completion of the expressed and/or implied warranty period. The price offered by the Bidder in its Bid Proposal shall be based on service for the first 5 years. Two (2) additional one (1) year renewals, if mutually acceptable to the County and the Bidder, shall be executed through annual purchase orders.

2.3 OPTION TO RENEW FOR (2) ADDITIONAL YEAR(S) With Price Adjustment:

The initial contract prices resultant from this solicitation shall prevail for a five (5) year(s) period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional two (2) year(s) period on a year-to-year basis. Prior to completion of each exercised contract term, the County may consider an adjustment to price based on mutual agreement.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of 4% for any contract term. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which decision may impact that vendor's eligibility for future contracts.

NOTE: IF MULTIPLE VENDORS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.

SECTION 2
SPECIAL CONDITIONS

TITLE

EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

2.4 METHOD OF AWARD TO A SINGLE VENDOR: (Single Item)

Award of this contract will be made to the responsive and responsible vendor who submits the lowest price for the item listed in this solicitation.

2.5 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

2.6 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR SERVICE RENDERED

The County shall provide periodic payments for services rendered by the vendor. In order for the County to provide payment, the vendor shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County department within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a County representative has reviewed and approved the service.

All invoices shall contain the basic information as listed in Section 1, Item 1.34.

2.7 CONTACT PERSONS:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact Margaret Brown at (305) 375-4914 email – mwater@miamidadegov

2.8 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 successful 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).

2.9 DEFICIENCIES IN WORK TO BE CORRECTED BY THE VENDOR

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within 10 calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within 30 calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

2.10 TRAINING COURSES TO BE PROVIDED

The successful bidder shall provide an intensive training program to a minimum of [REDACTED] County

SECTION 2
SPECIAL CONDITIONS

TITLE

EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

employees regarding the use of the commodities, equipment or services supplied by the bidder in conjunction with this bid solicitation. The bidder shall bear all costs associated with this training including, but not limited to: registration fees; manuals, texts, or other instructional materials; and transportation and lodging expenses (if such training must be provided outside of the South Florida area).

2.11 TRAINING MANUALS TO BE PROVIDED

The successful bidder shall supply the county with a minimum of [redacted] comprehensive training manuals which describe the appropriate use of the equipment purchased by the County in conjunction with this bid solicitation. The manuals shall be supplied prior to, or upon, delivery of the services. Final payment shall be withheld until such time as these manuals are received by the County.

2.12 WORK ACCEPTANCE

This project will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.13 WORK ASSIGNMENTS IDENTIFIED BY THE COUNTY

All work assignments during the contract period will be on an "as needed" basis, complying with notification requirements. Bidder 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 material quantities and/or specifications for each assignment will be made by the County Department. The County department will notify the Bidder of each work assignment; at which time the Bidder and the County Department will mutually agree, in writing, of the beginning and ending dates of the work assignment. For each assignment, the Bidder shall be responsible for the proper and necessary use of the materials in performance of the work.

2.14 REFERENCES

A contact person shall be someone who has personal knowledge of the bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that the County may be calling them. More than one person can be listed but all must have knowledge of the project. The reference shall be the owner or a representative of the owner. Consultants or contractors who provided services under the referenced project (contract) shall not be accepted as references. Do not list principals or officers who will not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the bidder.

SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

3.1 SCOPE OF WORK

Miami Dade Fire Rescue is soliciting a qualified vendor to provide a full featured on-line educational Emergency Responder curriculum. The primary purpose of this on-line educational site is to allow Miami Dade Fire Rescue to administer, create, conduct, track and obtain EMS recertification and Emergency Response training for approximately 2500 users. Miami Dade Fire Rescue shall solely administrate the use of this on-line educational site.

Miami Dade Fire Rescue shall provide or approve all training content (PowerPoint with voice-over, video, Flash etc.). All Miami Dade Fire Rescue will provide content remains the intellectual property of the Department. Using the Department's provided training content, the Vendor shall develop, edit as appropriate (for professional appearance and sound) and maintain a Distributed Learning Multimedia Course Delivery System website, with a minimum of 20-hour of content, (each hour content consisting of approximately 50 PowerPoint slides with recorded narratives) to include, but not be limited to, the following:

Digital conversion and storage of all instructional materials, storage and backup of all digitized and "streamable" content, and online delivery of materials to Miami Dade Fire Rescue authorized subscribers 24 hours per day/365 days per year. Additional system features required include:

1. Sharable Content Object Reference Model (SCORM) 2004 or latest edition certified or verified equivalent technology.
2. Branch Logic educational content tool — allows for the development of customized scenario based active training content with practice and evaluation (scoring) capability or verified equivalent technology.
3. Integrated course registration and course catalog system.
4. Registration system shall allow for download of "wet" signature permission forms or verified equivalent technology.
5. Allow for local administrator registration approval process.
6. Compliance tracking tool for external and internal education and re-certification.
7. Integrated education compliance tracking system with automatic posting of completed online education.
8. Integrated grade book system that allow for remote data collection and upload.
9. Timed On-Line Testing — with capability for immediate and automatic grading and automatic notification of course specific completion.
10. Aggregate Test Results for individuals, groups and agencies for compliance confirmation.

SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

11. Student Progress Tracking Tool - students and trainers shall be able to track progress as well as immediate test results. Students shall only have access to their personal data.
12. Printable certificate of completion - for each module.
13. External Referencing Capability to other online resources.
14. Searchable and Linkable Glossary.
15. Chat Room Tool — allow instructors to meet and interact on-line with students at predetermined times or verified equivalent technology.
16. Whiteboard Tool — County instructor to student and/or student to instructor or verified equivalent technology.
17. Fully integrated live synchronous web conferencing tool.
18. Electronic Mail System with export to external email.
19. Bulletin Board System (BBS) or verified equivalent technology — website shall allow students to post and receive messages.
20. Homepage Tool (or verified equivalent technology) — Administrator, agency and user homepage system allowing at a minimum customization, links, messaging and alerts shall be available.
21. Calendar Tool — shall have the ability to post and change important dates. Access by users to view the Calendar shall be available from their respective homepage.
22. Transferability of instructional materials to other computers — shall be able to download "County provided" material to diskette or CD to use on computer not connected to the Internet.
23. Ability to share content with other users within the EMS community.
24. Monthly uploads of new content.
25. Daily backup of all instructional materials and student records.
26. Live or Call back (via telephone or internet telephone) help desk and E-Mail help desk.
27. Site will be maintained to limit "down-time" and optimize content availability.

Participating agencies shall also have the ability to create, store and deliver original content by submitting a request to the County. The County shall forward this request to the vendor for placement onto the site. In addition, the vendor shall make available to the County all shared content maintained by the vendor and authorized by the originator and the System Medical Director.

SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

3.2 PERFORMANCE

Timely performance is of the essence in the award of this Invitation to Bid. Performance shall be no later than the time periods described herein. Bids submitted which fail to meet this requirement shall be cause for rejection.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

If said vendor shall neglect, fail or refuses to provide the services within the time herein specified, then said vendor does hereby agree as part of the consideration for the awarding of this contract, to pay Miami-Dade County the sum extended by the County to contract for like services approved by the Procurement Management Services Division for the period from the required schedule commencement date until performance of services covered in the Invitation to Bid is completed.

PERFORMANCE PERIODS shall be as follows:

- INITIAL WEBSITE SET-UP — Upon contract award and no later than 30 days after receipt of County supplied instructional material, the vendor shall provide a website which is complete, fully functional, and available for immediate use. The County reserves the right to accept or reject any and all aspects of the proposed website prior to final acceptance.
- TRAINING MODULE CHANGES — Any and all County required changes to the established website shall be complete, fully functional, and available for use no later than 7 calendar days after receipt of County supplied instructional material. The County reserves the right to accept or reject any and all aspects of the proposed website changes prior to final acceptance.

PASSWORD PROCESS — The County website administrator or authorized personnel will email the vendor requesting a user password providing the individual user's name, email address, certification level and certification number when applicable. The vendor shall set up a user's account and password for this individual. Within no more than 48 hours, the vendor shall reply to the email request providing the password specific to this individual user. The County website administrator will immediately forward the user password to the respective user. Upon receipt of the user password, the user shall have full access to the on-line educational site and the ability to utilize the site as needed. Once again, the County shall be the sole administrator of user passwords for the site. No other participating agency shall have the authority to request a user password for the site.

3.3 QUALIFICATION OF BIDDERS

This bid shall be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. The bidder will submit the following information with their bid:

- a. List and brief description of similar work satisfactorily completed with location, dates of contract, names, addresses and telephone numbers of owners by completing the attached reference sheets included in Section 4, Bid Submittal Form.

SECTION 3
TECHNICAL SPECIFICATIONS

TITLE
EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

- b. List of websites solely developed by the bidder and currently active and available for review by the County as part of the evaluation process.
- c. List of personnel, by name and title, contemplated to perform the work and the experience, training and education of each person listed.

Failure to submit the above requested information may be cause for rejection of your bid.

3.4 VENDOR REQUESTED CHANGES

The County reserves the right to accept or reject any and all vendor proposed changes to the on-line educational site prior to implementation.

3.5 QUARTERLY RECONCILE AND INVOICING

The vendor shall invoice the County on a quarterly basis. Prior to submittal of each invoice, the vendor and County Website Administrator or authorized personnel shall reconcile the list of users. The User ID Cost for user passwords requested throughout the year shall be prorated based on the date of issuance. The County Website Administrator or authorized personnel shall notify the vendor by email when a user password is to be deleted. The User ID Cost for the deleted user password shall be prorated up to the date of said request. Both the County and the vendor shall individually track the addition and deletion of user passwords throughout the year in order to come to a mutual agreement of the quarterly totals.

3.6 COUNTY AUTHORIZED PERSONNEL

The County shall immediately inform the vendor of changes to the County Website Administrator and/or personnel authorized to make decisions concerning the County's on-line educational site.

SECTION 4
BID SUBMITTAL FORM

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

OPENING: 2:00 P.M.
WEDNESDAY
DECEMBER 4 , 2013



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

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

Issued by: **M. BROWN** ISD/PM Date Issued: **November 8, 2013** This Bid Submittal Consists of Pages 7 through 11

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

Title:
EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

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

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

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 475-49	
Procurement Contracting Officer: Margaret Brown	

FIRM NAME _____

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

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

SECTION 4
 BID SUBMITTAL FOR:

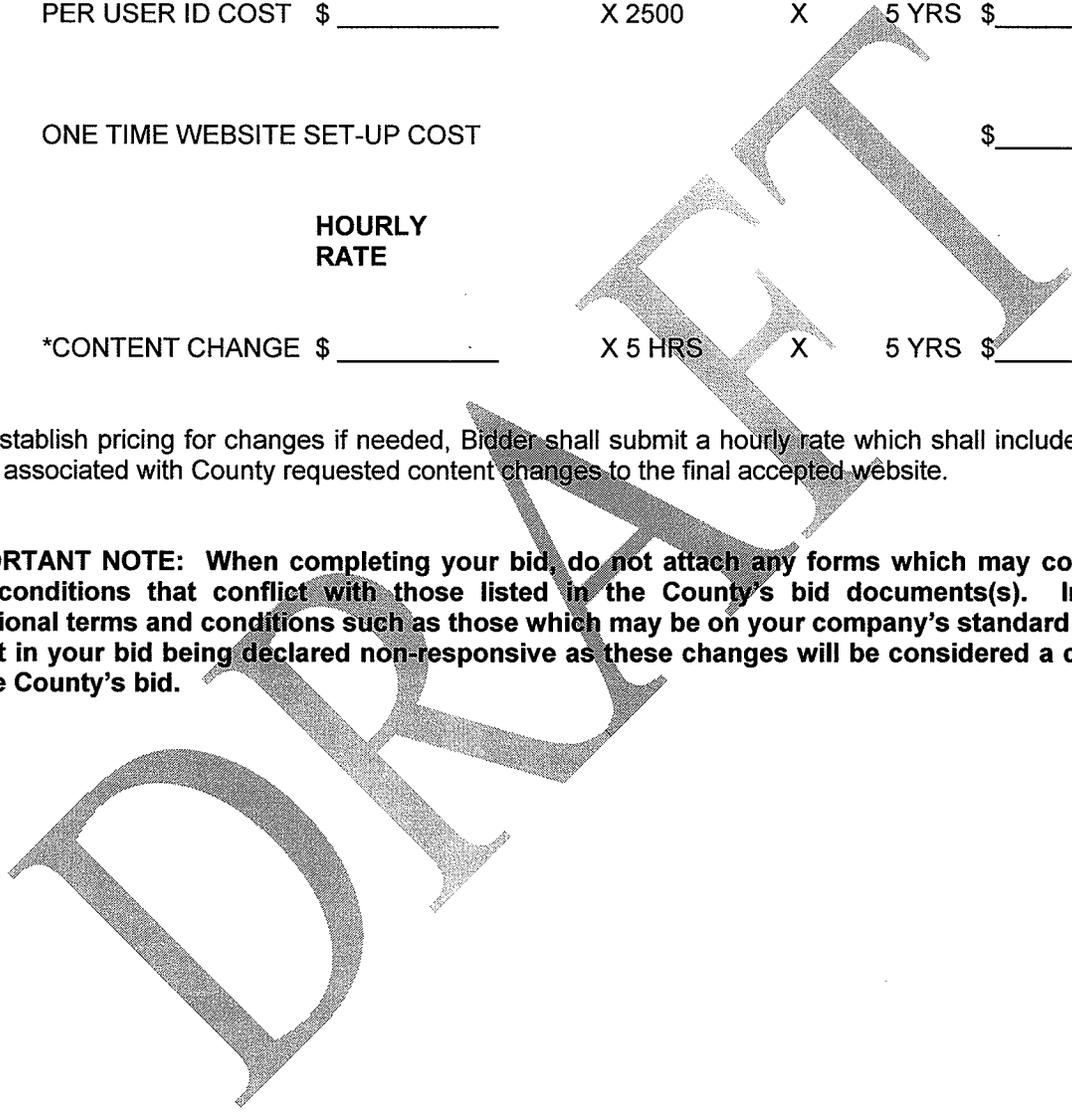
EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

FIRM NAME: _____

ITEM NO.	DESCRIPTION	ESTIMATED PER USER ID COST	ANNUAL USAGE		ESTIMATED BID
1.	PER USER ID COST	\$ _____	X 2500	X	5 YRS \$ _____
2.	ONE TIME WEBSITE SET-UP COST				\$ _____
		HOURLY RATE			
3.	*CONTENT CHANGE	\$ _____	X 5 HRS	X	5 YRS \$ _____

*To establish pricing for changes if needed, Bidder shall submit a hourly rate which shall include any and all costs associated with County requested content changes to the final accepted website.

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.



SECTION 4
BID SUBMITTAL FOR:

EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE
DEPARTMENT

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

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

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: EMS WEBSITE LEARNING FOR MIAMI-DADE COUNTY FIRE RESCUE DEPARTMENT

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

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

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

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

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

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

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

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

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

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



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

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

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

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

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

Yes _____ No _____

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

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

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

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

Signature: _____ (Signature of authorized agent)

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

Print Name: _____ Title: _____

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



APPENDIX

AFFIDAVITS FORMAL BIDS

DRAFT



MIAMI DADE COUNTY

Small Business Development

CERTIFICATION FACT SHEET

Company Name: PHILLIPS CONCESSIONS LLC
Address: 4765 VOLUNTEER RD SUITE #504
 DAVIE FL 33330-0000

Certification No.: 11865
Processing No.: 15314
Request Type: RE-CERTIFICATION
No. of Employees:

Date Received: August 2, 2013
Date Assigned: August 5, 2013
Date Completed: November 12, 2013
Date Established: January 1, 2006
Date Incorporated: January 21, 2006
Date of ERM:

Assigned To: JACOB WILSON JR.

Conducted By

Business Enterprise Programs/Trades:	Size Standard	
	Gross Revenue	No. Employees
ACDBE - AIRPORT CONCESSIONS DISADVANTAGED BUSN E		
NAIC - 541611 - Administrative Management and General Management Consulting S	\$56,420,000	
DBE - DISADVANTAGED BUSINESS ENTERPRISE		
NAIC - 541611 - Administrative Management and General Management Consulting S	\$7,000,000	

Licenses:

Trade Category	License	Qualifier
ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES	OCCUPATIONAL MIAMI-DADE COUNTY	PHILLIPS CONCESSIONS, LLC

Gross Receipts Last 3 Years:	Affiliate Amount
2012 \$25,000.00	\$1,500,210.00
2011 \$25,000.00	\$1,382,077.00
2010 \$0.00	\$1,509,866.00
Average:	\$1,480,717.67

Owner(s)	Ethnicity	Gender	Net Worth	% Ownership	Qualifier
RAMONA PHILLIPS	BLACK	F	\$695,500	100%	No
TOTAL			\$695,500		

Date of Site Visit: March 22, 2012

Conducted By: HAROLD GOLDSON

Site Visit Observations/Comments

A SITE VISIT WAS EXECUTED ON MARCH 22, 2012, WITH RAMONA PHILLIPS, OWNER OF PHILLIPS CONCESSIONS, L.L.C., AT HER OFFICE LOCATED AT MIAMI INTERNATIONAL AIRPORT CONCOURSE J, MIAMI, FLORIDA 33126. THE OFFICE IS EQUIPPED WITH A DESK, PHONE, COMPUTER, PRINTER, CHAIRS, FAX MACHINE, COPIER, AND OTHER EQUIPMENT. MS. PHILLIPS EXECUTES ALL OF THE DAY-TO-DAY DECISIONS FOR THE COMPANY, WHICH INCLUDES THE PURCHASE OF GOODS AND EQUIPMENT, ADMINISTRATIVE TASKS, NEGOTIATES AND SIGNS CONTRACTS, AND HIRE EMPLOYEES. A REVIEW OF CORRESPONDENCE, CONTRACTS, BANK STATEMENTS, CANCELLED CHECK, AND OTHER DOCUMENTS INSPECTED FOR THE LAST THREE (3) MONTHS, REFLECTED NORMAL BUSINESS ACTIVITY. MS. PHILLIPS IS THE ONLY PERSON AUTHORIZED TO SIGN CHECKS AND CONTRACTS. THE COMPANY BANKS WITH BB&T; BANK OF AMERICA; AND WELLS FARGO BANKS (CHECKING). DBE CERTIFICATION IS RECOMMENDED FOR APPROVAL.



MIAMI DADE COUNTY

Small Business Development

CERTIFICATION FACT SHEET

Fact Sheet Comment:

THE FIRM CONTINUE TO MEET THE REQUIREMENTS OF THE DBE AND ACDBE CERTIFICATION PROGRAMS.

Recommendation: APPROVAL RECOMMENDI **Anniversary Date:** NOV-12-2014

Denied/Decertified Comment

We concur with Recommendation:

Assigned Specialist:

JACOB WILSON JR.