

Solicitation RTQ-00313

Management Consulting Services Pool

Solicitation Designation: Public



Miami-Dade County

Solicitation RTQ-00313 Management Consulting Services Pool

Solicitation Number **RTQ-00313**
Solicitation Title **Management Consulting Services Pool**

Solicitation Start Date **Nov 18, 2015 4:12:47 PM EST**
Solicitation End Date **Dec 10, 2015 6:00:00 PM EST**
Question & Answer End Date **Nov 30, 2015 12:00:00 PM EST**

Solicitation Contact **Jessica Tyrrell**
PCO2
procurement
305-375-4946
tyrrell@miamidade.gov

Solicitation Contact **Tracey L Jones**
PCO1
Procurement
305-375-4803
TJONES@miamidade.gov

Contract Duration **6 years**
Contract Renewal **Not Applicable**
Prices Good for **See Bid Documents**

Solicitation Comments **This Request to Qualify (RTQ) will establish a pool of pre-qualified Vendors capable of delivering/providing management consulting services for Miami-Dade County. The Office of Management and Budget (OMB) will assist in coordinating the use of the pool. Entry into the pre-qualification pool is not a contract between Miami-Dade County (MDC) and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified Vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling Vendors to qualify at any time after the initial RTQ opening date.**

Addendum # 1

New Documents	Addendum No 1.pdf
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Addendum # 2

New Documents	Addendum No 1.pdf
Removed Documents	Addendum No 1.pdf

Item Response Form

Item **RTQ-00313--01-01 - Management Consulting Services**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Miami-Dade County**

Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1

Description

Management Consulting Services will be quoted as needed.

SOLICITATION NO.: RTQ-00313
OPENING: 6:00 P.M.
Management Consulting Services Pool
Dec 10, 2015



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

Management Consulting Services Pool

**BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON Dec 10, 2015**

FOR INFORMATION CONTACT:

Jessica Tyrrell 305-375-4946 tyrrell@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-r15-4.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.

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified Vendors capable of delivering/providing management consulting services for Miami-Dade County. The Office of Management and Budget (OMB) will assist in coordinating the use of the pool. Entry into the pre-qualification pool is not a contract between Miami-Dade County (MDC) and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified Vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling Vendors to qualify at any time after the initial RTQ opening date.

2.2 SPOT MARKET COMPETITIONS

Future spot market competition(s) may be conducted by the County through the following processes:

- a. Work Order Proposal Requests (WOPR): a quality or quality and price evaluation with award based on rankings/points
- b. Request for Quotations (RFQ): award based on the lowest price offered

In addition to the methods stated above, the County reserves the right to conduct future competitions using whichever process it determines to be in its best interest. The procurement process to be followed will be defined in the spot market documents at the time of competition.

2.3 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the six (6) year period.

2.4 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow Vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of Vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified Vendors.

Responsive, responsible Vendors that meet the minimum qualifications shall be considered pre-qualified to participate in future competitions. Minimum qualifications are listed below:

- 2.4.1 Vendor must supply a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business.
- 2.4.2 Vendor must provide at least three (3) project references to demonstrate it is regularly engaged in Management Consulting Services. Each project reference supplied must have been completed in the last five (5) years. Each project reference must have a different Contact Person. At least one (1) project reference must be for a governmental organization. (Employees' experience may be used to fulfill this requirement.)

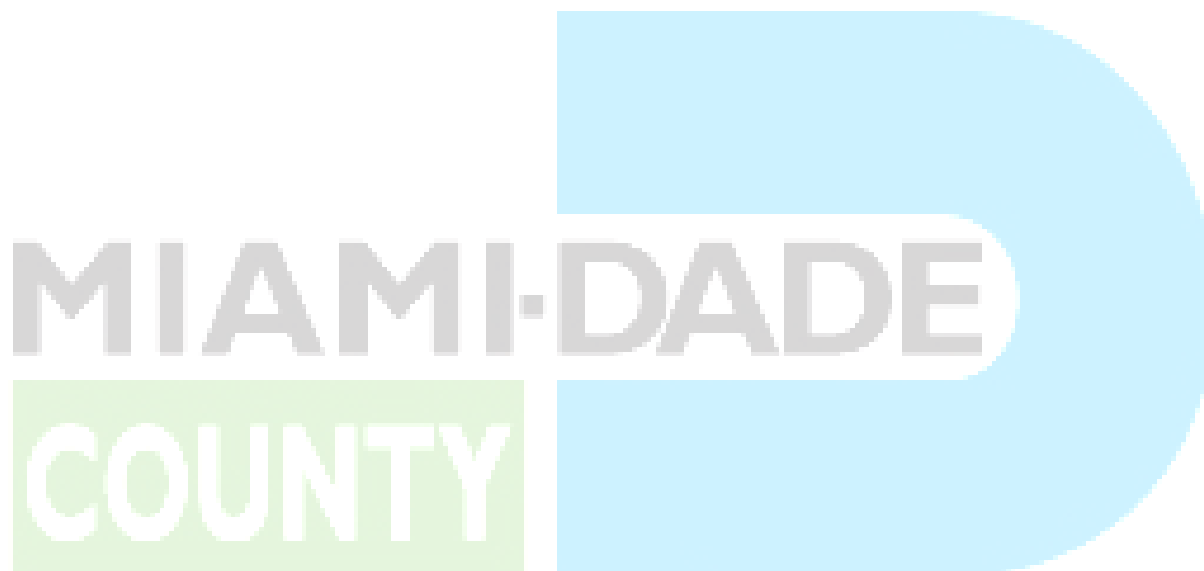
NOTE: The County reserves the sole right to determine acceptability of qualification criteria documents submitted for entry into the pool.

2.5 INDEMNIFICATION AND INSURANCE

In addition to the Insurance Requirements outlined in Section 1.22 of the General Terms and Conditions, vendors awarded a contract as a result of this pre-qualification pool may be required to provide Professional Liability Insurance in an amount not less than \$1,000,000 per claim. Certificates of Insurance will only be collected at the time of award of a resultant contract. Additional and/or revised insurance requirements may be required. Any change or addition in insurance requirements will be detailed in the spot market request for each project.

2.6 SMALL BUSINESS MEASURES

All spot market competitions issued under this pool will be submitted to the Small Business Development (SBD) Division for review and determination of the applicable Small Business Measure in accordance with Implementing Order 3-41.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 BACKGROUND

The previous pool, RFQ727, with a similar Scope of Services, was established in November 2010 and generated eight work orders totally approximately \$773,000 through October 2015. For a complete list of work orders awarded under the previous Pool, please refer to Attachment 1 – Management Advisory Consulting Services (MACS) Pool Work Orders Awarded.

3.2 SCOPE OF WORK

The County seeks to create a pool of pre-qualified Vendors with applicable consulting expertise in general management, finance, and economics. In addition, specific projects may require subject matter expertise in service delivery areas that may include (but are not limited to):

- Governmental Organizations
- Airports
- Code Enforcement
- Facilities and Fleet
- Human Services; Housing; Community Development
- Parks; Recreational / Cultural Programs
- Public Safety (Police, Fire, Corrections)
- Seaports
- Solid Waste
- Sustainability / Resilience
- Transit
- Water and Sewer / Utilities
- Public Works; Infrastructure

NOTE: This pool is not intended to be used for information technology (IT) consulting services or temporary staffing services.

3.3 SERVICES REQUESTED

Examples of potential consulting service areas may include (but are not limited to):

- Strategic Planning
- Master Planning
- Program Planning and Evaluation
- Performance Management
- Business Processes; Logistics and Operations; Simulation
- Lean / Six Sigma
- Organizational Structure and Culture; Change Management
- Human Resources
- Governance; Policy and Regulation Development
- Rates, Fees, and Cost Recovery
- Bond Support
- Cost Allocation
- Risk
- Fiscal Controls
- Actuarial Services
- Tax Policy
- Special Assessments
- Market and Industry Analysis
- Economic Development Planning

SECTION 4 – RTQ SUBMITTAL**QUALIFICATION CRITERIA**

<u>Paragraph</u>	<u>Description</u>
2.4.1	Vendor must supply a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business.

Initial to confirm attachment to this submittal: [Click here to enter text.](#)

<u>Paragraph</u>	<u>Description</u>
2.4.2	Vendor must provide at least three (3) project references to demonstrate it is regularly engaged in Management Consulting Services. Each project reference supplied must have been completed in the last five (5) years. Each project reference must have a different Contact Person. At least one (1) project reference must be for a governmental organization. (Employees' experience may be used to fulfill this requirement.) References should be included in the attached Project Reference form.

NOTE: This pool is not intended to be used for information technology (IT) consulting services or temporary staffing services. References for such services would not be acceptable references to meet the requirement of paragraph 2.4.2.



SOLICITATION TITLE: MANAGEMENT CONSULTING SERVICES POOL

SOLICITATION NO.: RTQ-00313

Project Reference No. 1	
Project Reference from	<input type="checkbox"/> Vendor <input type="checkbox"/> Vendor's Employee: Click here to enter employee name.
Governmental Organization Name	Click here to enter Company/Individual Name.
Governmental Organization Address	Click here to enter Company/Individual Address.
Contact Person Name and Title	Click here to enter Contact Person Name and Title.
Contact Person Phone	Click here to enter Contact Person Phone.
Contact Person Email	Click here to enter Contact Person Email.
Project Service Delivery Area(s) applicable to this project (check all that apply)	<input type="checkbox"/> Governmental Organizations <input type="checkbox"/> Airports <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Facilities and Fleet <input type="checkbox"/> Human Services; Housing; Community Development <input type="checkbox"/> Parks; Recreational / Cultural Programs <input type="checkbox"/> Public Safety (Police, Fire, Corrections, etc.) <input type="checkbox"/> Seaports <input type="checkbox"/> Solid Waste <input type="checkbox"/> Sustainability / Resilience <input type="checkbox"/> Transit <input type="checkbox"/> Water and Sewer / Utilities <input type="checkbox"/> Public Works; Infrastructure <input type="checkbox"/> Other: Click here to enter Project Service Delivery Area.
Project Consulting Service Area(s) applicable to this project (check all that apply)	<input type="checkbox"/> Strategic Planning <input type="checkbox"/> Master Planning <input type="checkbox"/> Program Planning and Evaluation <input type="checkbox"/> Performance Management <input type="checkbox"/> Business Processes; Logistics and Operations; Simulation <input type="checkbox"/> Lean / Six Sigma <input type="checkbox"/> Organizational Structure and Culture; Change Management <input type="checkbox"/> Human Resources <input type="checkbox"/> Governance; Policy and Regulation Development <input type="checkbox"/> Rates, Fees, and Cost Recovery <input type="checkbox"/> Bond Support <input type="checkbox"/> Cost Allocation <input type="checkbox"/> Risk <input type="checkbox"/> Fiscal Controls <input type="checkbox"/> Actuarial Services <input type="checkbox"/> Tax Policy <input type="checkbox"/> Special Assessments <input type="checkbox"/> Market and Industry Analysis <input type="checkbox"/> Economic Development Planning <input type="checkbox"/> Other: Click here to enter Project Consulting Service Area.
Number of Employees	Click here to enter Number of Employees.
Project Title	Click here to enter Project Title.
Project Scope	Click here to enter Project Scope.
Project Outcome/Results	Click here to enter Project Outcome/Results.
Date of Project Commencement and Completion	Click here to enter Date of Project Commencement and Completion.

Project Reference No. 2	
Project Reference from	<input type="checkbox"/> Vendor <input type="checkbox"/> Vendor's Employee: Click here to enter employee name.
Company/Individual Name	Click here to enter Company/Individual Name.
Company/Individual Address	Click here to enter Company/Individual Address.
Contact Person Name and Title	Click here to enter Contact Person Name and Title.
Contact Person Phone	Click here to enter Contact Person Phone.
Contact Person Email	Click here to enter Contact Person Email.
Project Service Delivery Area(s) applicable to this project (check all that apply)	<input type="checkbox"/> Governmental Organizations <input type="checkbox"/> Airports <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Facilities and Fleet <input type="checkbox"/> Human Services; Housing; Community Development <input type="checkbox"/> Parks; Recreational / Cultural Programs <input type="checkbox"/> Public Safety (Police, Fire, Corrections, etc.) <input type="checkbox"/> Seaports <input type="checkbox"/> Solid Waste <input type="checkbox"/> Sustainability / Resilience <input type="checkbox"/> Transit <input type="checkbox"/> Water and Sewer / Utilities <input type="checkbox"/> Public Works; Infrastructure <input type="checkbox"/> Other: Click here to enter Project Service Delivery Area.
Project Consulting Service Area(s) applicable to this project (check all that apply)	<input type="checkbox"/> Strategic Planning <input type="checkbox"/> Master Planning <input type="checkbox"/> Program Planning and Evaluation <input type="checkbox"/> Performance Management <input type="checkbox"/> Business Processes; Logistics and Operations; Simulation <input type="checkbox"/> Lean / Six Sigma <input type="checkbox"/> Organizational Structure and Culture; Change Management <input type="checkbox"/> Human Resources <input type="checkbox"/> Governance; Policy and Regulation Development <input type="checkbox"/> Rates, Fees, and Cost Recovery <input type="checkbox"/> Bond Support <input type="checkbox"/> Cost Allocation <input type="checkbox"/> Risk <input type="checkbox"/> Fiscal Controls <input type="checkbox"/> Actuarial Services <input type="checkbox"/> Tax Policy <input type="checkbox"/> Special Assessments <input type="checkbox"/> Market and Industry Analysis <input type="checkbox"/> Economic Development Planning <input type="checkbox"/> Other: Click here to enter Project Consulting Service Area.
Number of Employees	Click here to enter Number of Employees.
Project Title	Click here to enter Project Title.
Project Scope	Click here to enter Project Scope.
Project Outcome/Results	Click here to enter Project Outcome/Results.
Date of Project Commencement and Completion	Click here to enter Date of Project Commencement and Completion.

Project Reference No. 3	
Project Reference from	<input type="checkbox"/> Vendor <input type="checkbox"/> Vendor's Employee: Click here to enter employee name.
Company/Individual Name	Click here to enter Company/Individual Name.
Company/Individual Address	Click here to enter Company/Individual Address.
Contact Person Name and Title	Click here to enter Contact Person Name and Title.
Contact Person Phone	Click here to enter Contact Person Phone.
Contact Person Email	Click here to enter Contact Person Email.
Project Service Delivery Area(s) applicable to this project (check all that apply)	<input type="checkbox"/> Governmental Organizations <input type="checkbox"/> Airports <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Facilities and Fleet <input type="checkbox"/> Human Services; Housing; Community Development <input type="checkbox"/> Parks; Recreational / Cultural Programs <input type="checkbox"/> Public Safety (Police, Fire, Corrections, etc.) <input type="checkbox"/> Seaports <input type="checkbox"/> Solid Waste <input type="checkbox"/> Sustainability / Resilience <input type="checkbox"/> Transit <input type="checkbox"/> Water and Sewer / Utilities <input type="checkbox"/> Public Works; Infrastructure <input type="checkbox"/> Other: Click here to enter Project Service Delivery Area.
Project Consulting Service Area(s) applicable to this project (check all that apply)	<input type="checkbox"/> Strategic Planning <input type="checkbox"/> Master Planning <input type="checkbox"/> Program Planning and Evaluation <input type="checkbox"/> Performance Management <input type="checkbox"/> Business Processes; Logistics and Operations; Simulation <input type="checkbox"/> Lean / Six Sigma <input type="checkbox"/> Organizational Structure and Culture; Change Management <input type="checkbox"/> Human Resources <input type="checkbox"/> Governance; Policy and Regulation Development <input type="checkbox"/> Rates, Fees, and Cost Recovery <input type="checkbox"/> Bond Support <input type="checkbox"/> Cost Allocation <input type="checkbox"/> Risk <input type="checkbox"/> Fiscal Controls <input type="checkbox"/> Actuarial Services <input type="checkbox"/> Tax Policy <input type="checkbox"/> Special Assessments <input type="checkbox"/> Market and Industry Analysis <input type="checkbox"/> Economic Development Planning <input type="checkbox"/> Other: Click here to enter Project Consulting Service Area.
Number of Employees	Click here to enter Number of Employees.
Project Title	Click here to enter Project Title.
Project Scope	Click here to enter Project Scope.
Project Outcome/Results	Click here to enter Project Outcome/Results.
Date of Project Commencement and Completion	Click here to enter Date of Project Commencement and Completion.

FOR INFORMATIONAL PURPOSES ONLY

All vendors that are prequalified under the pool will be invited to participate in future spot market competitions regardless of the areas of expertise identified below. The list below is to be used by the County to assess vendor availability for future projects only. Please indicate your firm's specific areas of expertise (if applicable). Check all that apply:

- Governmental Organizations
- Airports
- Code Enforcement
- Facilities and Fleet
- Human Services; Housing; Community Development
- Parks; Recreational / Cultural Programs
- Public Safety (Police, Fire, Corrections, etc.)
- Seaports
- Solid Waste
- Sustainability / Resilience
- Transit
- Water and Sewer / Utilities
- Public Works; Infrastructure
- Strategic Planning
- Master Planning
- Program Planning and Evaluation
- Performance Management
- Business Processes; Logistics and Operations; Simulation
- Lean / Six Sigma
- Organizational Structure and Culture; Change Management
- Human Resources
- Governance; Policy and Regulation Development
- Rates, Fees, and Cost Recovery
- Bond Support
- Cost Allocation
- Risk
- Fiscal Controls
- Actuarial Services
- Tax Policy
- Special Assessments
- Market and Industry Analysis
- Economic Development Planning
- Other: [Click here to enter Other Expertise Areas.](#)

ATTACHMENT 1 – MANAGEMENT ADVISORY CONSULTING (MACS) POOL WORK ORDERS AWARDED

<u>Work Order #</u>	<u>Date</u>	<u>Title</u>	<u>Department</u>	<u>Contractor</u>	<u>Max. Amount</u>
727-1	9/26/2011	FY 2013-17 Consolidated Plan Consulting Services	Public Housing and Community Development	PMG Associates, Inc.	\$ 98,950
727-2	7/13/2012	Cost Allocation Plan Consulting Services	Public Works and Waste Management (PWWM)	Maximus Consulting Services, Inc.	\$ 19,000
727-3	10/5/2012	Policies and Procedures Manual	PWWM	Milian Swain & Associates, Inc.	\$ 121,000
727-4	1/15/2013	Staffing Analysis for MDCR	Miami-Dade Corrections and Rehabilitation	MGT of America, Inc.	\$ 180,000
727-5	7/25/2013	Queuing Analysis for MDAD	Miami-Dade Aviation Department (MDAD)	JRD & Associates, Inc.	\$ 182,300
727-8	11/19/2013	Parking Revenue Control System	MDAD	JRD & Associates, Inc.	\$ 90,000
727-9	6/4/2014	Municipal Advisory Committee Budget Review	Office of Management and Budget	PMG & Associates, Inc.	\$ 75,000
727-10	2/11/2015	Luxury Limousine Sedan License Lottery	Regulatory and Economic Resources - Consumer Protection	PMG & Associates, Inc.	\$ 7,125
TOTAL					\$ 773,375



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

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

Solicitation No. RTQ-00313		Solicitation Title: Management Consulting Services Pool		
Legal Company Name (include d/b/a if applicable): <input style="width: 90%;" type="text"/>		Federal Tax Identification Number: <input style="width: 90%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 90%;" type="text"/>		State Incorporated/Organized: <input style="width: 90%;" type="text"/>		
Company Operating Address: <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Company Contact Person: <input style="width: 90%;" type="text"/>		Email Address: <input style="width: 90%;" type="text"/>		
Phone Number (include area code): <input style="width: 90%;" type="text"/>	Fax Number (include area code): <input style="width: 90%;" type="text"/>	Company's Internet Web Address: <input style="width: 90%;" 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 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)

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.

Date

Type or Print Name

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.



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



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



ADDENDUM NO. 1

TO: All Prospective Vendors

RTQ NO.: RTQ-00313

TITLE: Management Consulting Services Pool

BID OPENING DATE: December 10, 2015

This Addendum No. 1 becomes part of the above mentioned bid.

The following is a list of questions and answers:

Question 1 **Regarding Section 2.4.1 (Sections 2 and 4) – The requirement for a current business tax receipt appears to apply only to companies with an office in the State of Florida. What document, if any, should an out-of-state company submit in lieu of a local business tax receipt?**

Answer: Out-of-state vendors would need to submit documentation from their local entity that demonstrates the vendor maintains an office from which it conducts business. This document could be called something other than a “local business tax receipt”, but the documentation provided would need to verify the address of the office from which the vendor conducts business.

Question 2 **Can firms apply for one or two categories listed in Section 3.2 Scope of Work, or does the firm (or team of firms) need to have qualifications for all the categories listed. For example, can a landscape architecture firm apply for only ‘Parks; Recreational / Cultural Programs’ or must they be a part of a team that can address all the categories listed?**

Answer: Vendors may select one or as many categories as applicable in Section 3.2. Vendors need not have experience in all categories to be considered for entry into the pool.

Question 3 **Would bicycle and pedestrian facility planning and design work be issued under the ‘Public Works; Infrastructure’ category or is there a separate pool or category that includes that work?**

Answer: All pre-qualified vendors, regardless of categories selected, will be notified of all future spot market competitions conducted under this pool. It is possible that this pool may be used for such bicycle and pedestrian facility planning and design work/services, however, it is at the sole discretion of the County to determine what procurement method/solicitation is in the best interest of the County. Vendors can view other current solicitations and open pools here: <https://www.miamidade.gov/dpmww/solicitationlist.aspx>.

Question 4 **Do you want a proposal submitted, or only to complete and submit all required forms and documentation?**

Answer: Please only provide all required forms and documentation.

Question 5 On Page 4 of the RFQ under General Terms and Conditions, it is mentioned that the terms and conditions are considered non-negotiable. However, we have reviewed these terms and conditions and would like to identify some exceptions, needs for clarification and some possible additions. Would adding a supplementary document to our response identifying these changes cause our response to be non-responsive or may be offered these changes to the County?

Answer: Section 1 – General Terms and Conditions are being provided for information purposes only. Section 2.1 states

“... Entry into the pre-qualification pool is not a contract between Miami-Dade County (MDC) and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified Vendors will be invited to participate in future spot market competitions...”

As participation in the pool is not a contract with Miami-Dade County, it is not necessary to identify exceptions, additions, or other modifications at this time. Terms and Conditions will be determined and identified at the time of spot market competitions.

Question 6 On the document labelled Fair Subcontracting Practices, there is a place to check if we plan to use no subcontractors. We do not plan to use any subcontractors for the response to this RFQ, but in the future we may plan to use subcontractors for a particular task order. However, we would not know that at this time. Would you suggest we check the box at this time? If we plan to show no subcontractors in our response is it OK to leave the subcontractor/supplier listing form blank?

Answer: The document must be completed and signed. Should there be a possibility that your company will require subcontractors in the future, please notate as “Subcontractors/Suppliers to be identified at the time of spot market competitions”.

Question 7 Are the prospective bidders to provide any costing or pricing with this solicitation? If so, (1) for what item(s) is the costing or pricing to be submitted; and (2) what format should the costing or pricing be submitted?

Answer: No pricing is being requested at this time.

Question 8 Other than submitting the attachments included with the RTQ, what is the format / table of contents for the proposals?

Answer: Please only submit the required forms and documentation.

Question 9 Are other Florida public entities, such as cities, counties, and public schools, able to use the resulting contract to procure services?

Answer: Yes.

All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.

Miami-Dade County

Jessica L Tyrrell

Jessica Tyrrell
Procurement Contracting Officer
cc: Clerk of the Board

Question and Answers for Solicitation #RTQ-00313 - Management Consulting Services Pool**Overall Solicitation Questions****Question 1**

Regarding Section 2.4.1 (Sections 2 and 4) – The requirement for a current business tax receipt appears to apply only to companies with an office in the State of Florida. What document, if any, should an out-of-state company submit in lieu of a local business tax receipt? (Submitted: Nov 23, 2015 9:45:29 AM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 2

Can firms apply for one or two categories listed in Section 3.2 Scope of Work, or does the firm (or team of firms) need to have qualifications for all the categories listed? For example, can a landscape architecture firm apply for only 'Parks; Recreational / Cultural Programs' or must they be a part of a team that can address all the categories listed? (Submitted: Nov 23, 2015 2:18:09 PM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 3

Would bicycle and pedestrian facility planning and design work be issued under the 'Public Works; Infrastructure' category or is there a separate pool or category that includes that work? (Submitted: Nov 23, 2015 2:20:53 PM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 4

Do you want a proposal submitted, or only to complete and submit all required forms and documentation? (Submitted: Nov 24, 2015 7:54:12 AM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 5

On Page 4 of the RFQ under General Terms and Conditions, it is mentioned that the terms and conditions are considered non-negotiable. However, we have reviewed these terms and conditions and would like to identify some exceptions, needs for clarification and some possible additions. Would adding a supplementary document to our response identifying these changes cause our response to be non-responsive or may we offer these changes to the County? (Submitted: Nov 30, 2015 8:15:11 AM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 6

On the document labelled Fair Subcontracting Practices, there is a place to check if we plan to use no subcontractors. We do not plan to use any subcontractors for the response to this RFQ, but in the future we may plan to use subcontractors for a particular task order. However, we would not know that at this time. Would you suggest we check the box at this time? If we plan to show no subcontractors in our response is it OK to leave the subcontractor/supplier listing form blank? (Submitted: Nov 30, 2015 8:18:49 AM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 7

Are other Florida public entities, such as cities, counties, and public schools, able to use the resulting contract to procure services? (Submitted: Nov 30, 2015 11:16:28 AM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

RTQ-00313--01.01 - Management Consulting Services**Question 1**

Are the prospective bidders to provide any costing or pricing with this solicitation? If so, (1) for what item(s) is the

costing or pricing to be submitted; and (2) what format should the costing or pricing be submitted? (Submitted: Nov 21, 2015 6:41:33 PM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)

Question 2

Other than submitting the attachments included with the RTQ, what is the format / table of contents for the proposals? (Submitted: Nov 27, 2015 12:03:22 PM EST)

Answer

- Please see Addendum No. 1. (Answered: Nov 30, 2015 12:07:58 PM EST)