

**DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New contract  
  OTR  
  CO  
  SS  
  BW  
  Emergency

Previous Contract/Project No.  
N/A

Re-Bid  
  Other

LIVING WAGE APPLIES: \_\_YES XNO

Project No: FB-01557

Term of Contract: 1 Year

Project Title: Disabled Veteran Adaptive Scuba

Requisition Number: RQID2000065

**Description:** The purpose of this solicitation is to establish a contract for the purchase of an adaptive scuba program to provide therapy for disabled veterans.

User Department(s): Parks, Recreation, and Open Spaces

Issuing Department: Strategic Procurement Division

Contact Person: David Leyte-Vidal

Phone: 305-375-1078

Estimated Value: \$30,900

Funding Source: Federal Department of Veterans Affairs Grant

Revenue Generating: N/A

**ANALYSIS**

<b>Commodity/Service No: 120-83 – Scuba and Skin Diving Equipment</b>			
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <b>X</b> if this is a New Contract/Purchase with no Previous History			
	<u>PREVIOUS CONTRACT</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
Contractor:	N/A		
Small Business Enterprise:	N/A		
Estimated Value To Date:	N/A		
Comments: This vendor defaulted and shuttered their business. The previous contract has subsequently been canceled.			
Continued on another page (s): __Yes <u>X</u> No			

**RECOMMENDATION:**

<b>Basis of Recommendation:</b>

Signed: *David Leyte-Vidal*

Date to SBD: 03-10-20

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the County to purchase an adaptive scuba program for disabled veterans inclusive of all required equipment. The program will include introductory scuba lessons, scuba certification, volunteer development, and chartered boat dives.

**2.2 DEFINITIONS & ACRONYMS**

**Disabled Veteran –** Any veteran who can provide proof of disability status through presentation of either a DD214 form or a VA Medical ID.

**Equivalent Standard –** Any diving qualifications that meet the minimum requirements prescribed by the World Recreational Scuba Training Council.

**PROS –** Miami-Dade County Parks, Recreation and Open Spaces Department

**Project Manager –** Designated representative of the Miami-Dade County Parks, Recreation and Open Spaces Department who will oversee the implementation of the scuba program. Will be the main point of contact for the Awarded Bidder.

**2.3 TERM OF CONTRACT**

This Contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire at the end of the current grant cycle, September 30, 2020.

**2.4 METHOD OF AWARD**

Award of this contract will be made to the lowest responsive, responsible Bidder in the aggregate who meets the qualification criteria listed below and bids on all items listed in section 4.

**Qualification Criteria**

- i. Bidder(s) shall provide the contact information of a designated representative that can be reached during normal business hours (between 8:00am and 5:00pm local time) for County business matters. Bidder shall provide the representative's name, title, phone number, and email address.
- ii. Bidder(s) shall provide references from two (2) separate United States Department of Veterans Affairs representatives. Veterans Affairs representatives must be medical professionals with authority to refer patients.
- iii. Bidder(s) shall provide a schedule of all events included in the solicitation. Events must be concluded by September 30, 2020.
- iv. Bidder(s) shall demonstrate that they are certified to provide Scuba Services. Bidder(s) shall provide copies of their current certification as an open water diver issued by one of the following agencies:

- a) Professional Association of Diving Instructors (PADI)
  - b) Professional Scuba Association International (PSAI)
  - c) Scuba Schools International (SSI)
  - d) Scuba Diving International (SDI)
  - e) National Association of Underwater Instructors (NAUI)
  - f) National Academy of Scuba Educators (NASE)
  - g) International Association of Nitrox and Technical Divers (IANTD)
- v. Bidder(s) shall demonstrate that they are certified to provide Scuba Services to Disabled Veterans. Bidder(s) shall provide copies of their current certification as adaptive scuba facilitators issued by one of the following agencies:
- a) Handicapped Scuba Association (HSA)
  - b) Scubility
  - c) International Association for Handicapped Divers (IAHD)

## **2.5 PRICING**

The price proposed by the Awarded Bidder(s) shall be fixed and firm during the duration of the Contract Term.

Price provided by Bidder(s) must be all-inclusive of services and equipment required by this solicitation.

## **2.6 INSURANCE**

Will be determined once the scope is completed

## **2.7 ADVERTISING**

Advertising of the programs to encourage participation is the responsibility of the Awarded Bidder.

## **2.8 SCHEDULING**

Awarded Bidder is responsible for all scheduling of program requirements subject to approval by the Project Manager.

- a. Scheduling the use of Miami-Dade County pools
  - i. Awarded Bidder must contact their desired pool location and schedule their courses with the PROS representative at that specific location.
  - ii. Awarded Bidder will be required to make payment of \$90 plus any applicable tax and fees per two (2) hour reservation.

## **2.9 STAFFING**

All sessions must be appropriately staffed to ensure safety of participants. Number of staff per participant will depend on disability level of participant. The Project Manager will need to approve staffing levels before each event.

**SECTION 3**  
**SCOPE OF WORK**

**3.1 BACKGROUND**

The Awarded Bidder shall provide to Miami-Dade County disabled veterans an adaptive scuba program as outlined in Section 3.2. This program will, through a Veterans Affairs grant award, provide therapeutic relief to veterans who suffer from a variety of disabilities.

**3.2 SERVICES TO BE PROVIDED**

The following criteria must be incorporated in the Awarded Bidder's adaptive scuba program;

A) Discover Scuba Introductory Course

- i. Discover Scuba Course should include introduction to scuba equipment, breathing technique, and basic scuba skills.
- ii. There will be ten (10) total sessions offered to six (6) participants at each session for a total of sixty (60) participants served.
- iii. Each participant will be provided with all necessary scuba diving equipment free of charge at every session.
  1. Minimum required equipment;
    - a. Snorkel
    - b. Mask
    - c. Regulator
    - d. Gauge
    - e. Octopus
    - f. Buoyancy compensator
    - g. Air tank and valves
    - h. Weight belt
    - i. Fins
    - j. Wet suit
    - k. Dive computer
- iv. Each session must be held at a Miami-Dade County facility pool. The Parks, Recreation and Open Spaces department will facilitate the rental of the pool. Miami-Dade County pools that can facilitate this type of programming are located at the following parks:
  1. A.D. Doug Barnes Park
  2. Tamiami Park
  3. Goulds Park
  4. Palm Springs North Park
  5. Marva Y. Bannerman Park


B) Scuba Certification

- i. Scuba certification will be offered to a total of nine (9) participants.
  1. Scuba certification must be to HSA or equivalent standard.
- ii. All necessary equipment, training materials, and adequate training space for participants must be provided by Awarded Bidder.
  1. Minimum required equipment;
    - a. Snorkel
    - b. Mask
    - c. Regulator
    - d. Gauges

- e. Octopus
      - f. Buoyancy compensator
      - g. Oxygen tanks and valves
      - h. Weight belt
      - i. Fins
      - j. Wet suit
    - 2. Minimum required training materials;
      - a. Video instruction
      - b. Diving handbook
    - 3. Minimum required training accommodations;
      - a. Classroom environment to accommodate all participants
      - b. Pool to demonstrate proficiency in learned skills
  - iii. Sign-in documentation and a copy of the course record must be provided after all courses have been completed.
  - iv. Participants are not required to pass the course.
- C) Volunteer Development and Training for Miami-Dade County Veterans
- i. Training and certification scholarships for military veterans who wish to assist in adaptive scuba lessons will be offered to a total of ten (10) veterans.
  - ii. Training will include;
    - 1. PADI EFR or equivalent course which includes CPR and First Aid training.
    - 2. Buddy Diver certification through the Handicapped Scuba Association or equivalent.
  - iii. All necessary training materials, training space, and training equipment must be provided.
    - 1. Training materials include but are not limited to course handbook, skills cards, classroom space, and manikins.
- D) Chartered Boat Dives
- i. Awarded Bidder will offer 8 chartered boat dives.
  - ii. Each session will have a minimum 4 hour duration.
  - iii. There will be 160 participants served in total.
  - iv. Chartered boat dives must be offered within Miami-Dade County or Monroe County.
  - v. Chartered boat dives will be offered to divers who have received certification from.
    - 1. Boats must be accessible to participants in wheelchairs.
  - vi. Awarded Bidder will provide the necessary staff (divemaster, instructors, buddy divers) and provide the necessary air tanks.
    - 1. Minimum of one PADI or equivalent certified Divemaster

**SECTION 4: BID SUBMITTAL**

<b>Qualifications Criteria Checklist</b>		<b>Check if Completed</b>
2.4(i)	<p>Bidder(s) shall provide the contact information of a designated representative to the County. Bidder(s) shall provide the representative's name, title, phone number, and email address.</p> <p>Representative Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p>	
2.4(ii)	<p>Bidder(s) shall provide references from two (2) separate United States Department of Veterans Affairs representatives. Veterans Affairs representatives must be medical professionals with authority to refer patients.</p>	<input checked="" type="radio"/>
2.4(iii)	<p>Bidder(s) shall submit a schedule of all events included in the solicitation. Events must be concluded by September 30, 2020.</p>	<input checked="" type="radio"/>
2.4(iv)	<p>Bidder(s) shall demonstrate that they are certified to provide Scuba Services. Bidder(s) shall provide copies of their current certification as an open water diver issued by one of the following agencies:</p> <p>Professional Association of Diving Instructors (PADI)                      Professional Scuba Association International (PSAI)                      Scuba Schools International (SSI)                      Scuba Diving International (SDI)                      National Association of Underwater Instructors (NAUI)                      National Academy of Scuba Educators (NASE)                      International Association of Nitrox and Technical Divers (IANTD)</p>	<input checked="" type="radio"/>

2.4(v)	Bidder(s) shall demonstrate that they are certified to provide Scuba Services to Disabled Veterans. Bidder(s) shall provide copies of their current certification as adaptive scuba facilitators issued by one of the following agencies: Handicapped Scuba Association (HSA) Scubility International Association for Handicapped Divers (IAHD)	
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Item	Description	Estimated Number of Participants Per Session	Estimated Number of Sessions	Price Per Session
1.	Discover Scuba Introductory Course	6	10	\$ _____
2.	Scuba Certification	3	3	\$ _____
3.	Volunteer Development	3-4	3	\$ _____
4.	Chartered Boat Dives	20	8	\$ _____

Pricing must be inclusive of equipment.