

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver
 Re-Bid Other

Previous Contract/Project No. **15-480-086**
LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RTQ-01079** TERM OF CONTRACT: **Five Years**

Requisition /Project Title: **Head Start / Early Head Start School Supplies**

Description: It is the intent of this solicitation to identify and make available to the County, qualified vendors for the purchase of school supplies for use with young learners from birth to age five.

Issuing Department: **ID** Contact Person: **Jessica Tyrrell** Phone: **305-375-4029**

Estimate Cost: **\$ 975,000** Funding Source: **Various – Federal and General**

ANALYSIS

Commodity Codes: **785-86** **785-89** **936-72** **981-65** **998-89**

Contract/Project History of previous purchases three (3) years
Check here if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	[Redacted]		
Small Business Enterprise:	[Redacted]		
Contract Value:	1,000,000		
Comments:	[Redacted]		

Continued on another page (s): Yes No

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	[Redacted]			
Basis of recommendation:	[Redacted]			

Signed: Jessica Tyrrell

Date sent to SBD: **9/21/18**

Date returned to PMS: [Redacted]

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit school supplies and related products for use with young learners from birth to age five for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

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

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

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

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

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

2.3 TERM

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

2.4 QUALIFICATION CRITERIA

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

- (1) Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, office address, phone number, and e-mail address.
- (2) Vendor(s) shall provide a website landing page demonstrating that they provide school supplies for Head Start/Early Head Start or that they provide school supplies and resources specific to early learners, birth to age five.

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

2.5 **INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements may be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**

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

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

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

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

Spot market purchases funded by federal grants shall comply with uniform guidelines pertaining to [2 CFR 200.67 Micro-Purchases](#). Purchases under the Micro-Purchase threshold will not require competitive bidding.

2.7 **LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS**

As the products that will be acquired under this RTQ and subsequent spot market competitions will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this solicitation and any resultant contract by reference.

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

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

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

- b) Environmental Protection Agency (EPA) as applicable to this contract.
- c) Miami-Dade County Code, Chapter 11A, Article 3. All contractors and subcontractors performing work in connection with this Contract shall provide equal opportunity for employment without regard to race, religion, color, age, sex, national origin, sexual preference, disability, or marital status. The aforesaid provision shall include, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place available for employees and applicants for employment such notices as many be required by the Dade County Fair Housing and employment Commission, or other authority having jurisdiction over the work setting for the provisions of the nondiscrimination law.

2.8 COMPLIANCE WITH THE JESSICA LUNSFORD ACT

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

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 BACKGROUND

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

3.2 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, qualified vendors for the purchase of school supplies for use with young learners from birth to age five.

Products to be purchased include but are not limited to early learning manipulatives, art supplies, lab supplies, classroom supplies, wellness supplies, playground supplies, special needs supplies, backpacks, incentives, games, puzzles, puppets, early learning centers and furnishings, teacher aids and resources, testing and assessment materials, early learning curriculum, and books and supplies for the development of cognitive, social, emotional, and/or motor skills in infants, toddlers and pre-school students.

SECTION 4
SUBMITTAL FORM

SUBMITTER: _____

<u>QUALIFICATION CRITERIA</u> TO BE COMPLETED BY ALL SUBMITTERS		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (1)	<p>Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. for quotations. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.</p> <p>Contact Name: _____</p> <p>Contact Phone: _____</p> <p>Contact Email: _____</p>	
2.4 (2)	<p>Vendor(s) shall provide a website landing page demonstrating that they provide school supplies for Head Start/Early Head Start or that they provide school supplies and resources specific to early learners, birth to age five.</p> <p>URL: _____</p>	<input type="checkbox"/>