



**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 for Continuing Professional Education (CPE) training services for Miami-Dade County (County), as represented by the Audit and Management Services Department (AMS). 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**

**Continuing Professional Education (CPE)** – Educational activities that enable auditing professionals to maintain and improve professional competence.

**CPE Credit** – Fifty minutes of participation in a program of learning.

**CPE Program Sponsor** – Individual or organization responsible for issuing the certificate of completion and maintaining documentation required by the Statement on Standards for Continuing Professional Education (CPE) Programs, latest revision, published by National Association of State Boards of Accountancy (NASBA) and American Institute of Certified Public Accountants (AICPA).

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

**National Registry of CPE sponsors** – Program offered by the National Association of State Boards of Accountancy (NASBA) to recognize CPE program sponsors who provide continuing professional education (CPE) programs in accordance with nationally recognized standards.

**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.

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

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

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

**2.3 TERM**

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 remain in effect for five years. The Pool shall expire on the last day of the last month of the term of the Pool.

**2.4 QUALIFICATION CRITERIA**

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

- a) Vendor shall be approved and registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of Continuing Professional Education (CPE). Vendor shall provide copy of registration issued by NASBA clearly stating current status of registration (i.e. expiration date).
- b) Vendor shall attest to having business experience in their area of expertise by submitting a business summary. Vendor shall include: Number of years vendor has been in existence; current number of employees; primary markets served; relevant experience with similar projects providing instruction training to public sector auditors that meet the certification and continuing education requirements of NASBA; Vendor's current published catalog describing all course offerings that address the training needs requested in this Solicitation.
- c) Vendor shall provide customer references, either from private businesses or government sector, for which the Vendor provides or has provided similar services, to include the customer's company name and address, and the name, title, telephone number and e-mail address of the contact person who can verify that the Vendor has successfully provided the services that the Vendor is offering under this Solicitation.

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

## **2.5 INSURANCE**

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

## **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, WOPR, or whichever process the County determines to be in its best interest, that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

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

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

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

**2.7 ASSIGNMENT OF WORK**

Placement into the Pool does not guarantee work and does not provide for exclusive rights to these services for the County. The County will assign work as a result of spot market competitions. The County reserves the right to inquire among multiple Pool members regarding their available courses and/or their ability to create a course in determining work assignment.

All work to be performed under this Pool requires a Purchase Order(s) issued by the County. The County, at its sole discretion, may modify, suspend, or cancel work at any time, and shall only pay for work actually performed by the selected Pool member(s).

**SECTION 3**  
**SCOPE OF SERVICES**

**3.1 OBJECTIVE**

It is the intent of this solicitation to identify and make available to the County, a pool of pre-qualified firms with applicable expertise to provide continuing professional audit training services to the County's Audit and Management Services (AMS) Department.

**3.2 GENERAL TRAINING REQUIREMENTS**

The training may focus on performance auditing, operational auditing, audit planning & management, fraud detection and control, continuous auditing, network security issues, Information Technology (IT) auditing, report writing, audit evidence, work paper documentation and related topics as required.

The pre-qualified firm(s) shall:

1. Provide classroom-style continuing professional education training for up to fifty (50) professional audit staff members, tailored to the organization and public sector operating environment.
2. Work with AMS to tailor course content and ensure delivery for optimum effectiveness. The County may choose pre-qualified vendor's course(s) from their catalog, or work with vendor(s) to create a course.
3. Establish training dates through mutual agreement between AMS and the selected pre-qualified firm(s).
4. Structure training in the form of interactive classroom sessions incorporating lectures, case studies, and/or exercises to reinforce concepts to student attendees, and provide all reading and training materials required for successful completion of the course.
5. Administer all training in Miami, Florida, within the facility designated by AMS.
6. Offer courses that are NASBA approved.

**SECTION 4**  
**RTQ SUBMITTAL FORM**

**SUBMITTER:** \_\_\_\_\_

<b>QUALIFICATION CRITERIA TO BE COMPLETED BY ALL SUBMITTERS</b>		
Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (a)	National Association of State Boards of Accountancy (NASBA) CPE Sponsor registration. Attach copy of registration issued by NASBA stating current status (i.e. active, expiration date, etc.)	<input type="checkbox"/>
2.4 (b)	Business Experience. Attach a Business Summary including: number of years vendor has been in existence; current number of employees; primary markets served; relevant experience with similar projects providing instruction training to public sector auditors that meet the certification and continuing education requirements of NASBA (including any work performed for the County); Vendor's current published catalog describing all course offerings that address the training needs requested in this Solicitation	<input type="checkbox"/>
2.4 (c)	Customer References. Attach a list of customer references, either from private businesses or government sector, for which the Vendor provides or has provided similar services, to include customer's company name and address, and the contact person's name, title, telephone number and e-mail address.	<input type="checkbox"/>