

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-01079

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: Pending / RTQ-02313
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Head Start School & Technology Supplies

Description: The County will be establishing a pre-qualified pool of vendors for the purchase of classroom instructional supplies as well as technology such as computers and tablets for instructional purposes.

Issuing Department: MDCR
 Contact Person: David Leyte-Vidal
 Phone: 305-375-1078

Estimate Cost: 15,000,000

Funding Source:
 GENERAL
 FEDERAL Yes
 OTHER

ANALYSIS

Commodity Codes:	99889			
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.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:	\$999,000			
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: David Leyte-Vidal	Date sent to SBD: 04/05/22
	Date returned to SPD:

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, technology, 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 the Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods; 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 a 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 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

Vendors may respond to one or as many groups as desired. Vendors shall meet the respective criteria for each group they intend to be included in; and for participation in future competitions:

2.4.1 **All Groups**

- a) Vendor shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions, 8:00am to 5:00pm, Mondays to Fridays. Vendors shall provide the representative's name, phone number, and email address.

2.4.2 **Group 1: School Supplies**

- a) Vendors shall provide a website landing page demonstrating that they provide educational products and supplies for Head Start/Early Head Start or that they provide school supplies and resources specific to early learners, birth to age five.
- b) Vendor(s) shall provide two (2) client reference of comparable scope for which they have provided similar products and equipment as those requested herein. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with

Resolution No. 1122-21.

The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Vendor/key personnel/Subcontractor has successfully provided the services. These references shall ascertain to the County's satisfaction that the Vendor/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

2.4.3 Group 2: Technology

- a) Vendors shall provide a website landing page demonstrating that they provide technology equipment (i.e., Laptops, tablets, webcams, wired/wireless headphones, and other remote learning related peripherals).
- b) Vendor(s) shall provide two (2) client reference of comparable scope for which they have provided similar products and equipment as those requested herein. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Vendor/key personnel/Subcontractor has successfully provided the services. These references shall ascertain to the County's satisfaction that the Vendor/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

Vendors 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:

- Warranty Requirements
- Liquidated Damages
- Living Wage
- Pricing Terms
- Delivery Terms
- Insurance Requirements

This is a federally funded pool and the following provisions from Section 1, General Terms and Conditions

shall be exempted from the solicitations, as indicated in the ITQ or WOPR.

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

2.7 MICRO-PURCHASES

In accordance with federal guidelines for micro-purchases under 2 CFR 200.67, items may be purchased using simplified acquisition procedures. The aggregate amount of such purchases may not exceed the micro-purchase threshold of \$10,000.

2.8 COMPLIANCE WITH THE JESSICA LUNSFORD ACT

In compliance with Chapter 1012, Section 467 - Florida Statutes, Vendors who provide contracted non-instructional services to Florida public schools, while students are present, are expected to comply with the required background screening as instituted by the Jessica Lunsford Act. Vendor shall contact Miami-Dade County Public Schools at (305) 995-7472 for instructions on completing the fingerprinting requirement. In three to five business days after fingerprinting is completed, Vendor shall contact MDCPS Human Resources at (305) 995-7247 for the results of the background screening. Assuming clearance of the Vendor through the background screening, further instructions will be provided by MDCPS for obtaining the required identification badge that will grant access to school facilities when services are to be provided while students are present.