Solicitation FB-00543

LIVESCAN BACKGROUND SCREENING SERVICES

Solicitation Designation: Public

Miami-Dade County
Solicitation FB-00543
LIVESCAN BACKGROUND SCREENING SERVICES

Solicitation Number   FB-00543
Solicitation Title   LIVESCAN BACKGROUND SCREENING SERVICES
Solicitation Start Date   Apr 25, 2017 6:22:23 PM EDT
Solicitation End Date   May 10, 2017 6:00:00 PM EDT
Question & Answer End Date   May 3, 2017 12:00:00 PM EDT

Solicitation Contact   Maggie Reynaldos
305-375-4435
mtc@miamidade.gov

Solicitation Contact   Michelle Rapaport
Procurement Contracting Manager
ISD - Procurement Management Services
305-375-4029
Michelle.Rapaport@miamidade.gov

Contract Duration   See Bid Documents
Contract Renewal   Not Applicable
Prices Good for   See Bid Documents

Addendum # 1
New Documents   FB-00543 ADDENDUM NO.1.pdf

Item Response Form

Item   FB-00543--01-01 - LIVESCAN BACKGROUND SCREENING SERVICES
Quantity   1 lot
Prices are not requested for this item.
Delivery Location   Miami-Dade County
No Location Specified
Qty 1
Expected Expenditure   $1.00

Description
USE ATTACHED SOLICITATION REQUIREMENTS SUBMITTAL FORM AND SOLICITATION PRICING SUBMITTAL FORM
LIVESCAN BACKGROUND SCREENING SERVICES

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Quantity: 1 lot

Prices are not requested for this item.

Delivery Location:
Miami-Dade County

No Location Specified

Qty 1

Expected Expenditure $1.00

Description:
USE ATTACHED SOLICITATION REQUIREMENTS SUBMITTAL FORM AND SOLICITATION PRICING SUBMITTAL FORM
BID NO.: FB-00543
LIVESCAN BACKGROUND SCREENING SERVICES
May 10, 2017

MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

TITLE:
LIVESCAN BACKGROUND SCREENING SERVICES

FOR INFORMATION CONTACT:
Maggie Reynaldos 305-375-4435 mtc@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:


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.

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SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of LiveScan Level 2 Background Screening and Rescreening Services in conjunction with the needs of the Miami-Dade County Community Action and Human Services Department (CAHSD) and the Park Recreation and Open Spaces Department (PROS), on an as needed basis.

2.2 TERM OF CONTRACT

This contract will commence on the first calendar day of the month succeeding its approval by the Board of County Commissioners, or designee, unless otherwise stipulated through written notice by the County's Internal Services Department Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year contract term.

2.3 METHOD OF AWARD: PER GROUP

2.3.1 Group "A" - Non-Federally Funded Services for PROS and CAHSD:

Award of Group A will be made to the lowest priced responsive and responsible vendor. To be considered for award of Group A, the vendor shall offer prices for all items within the group. The County will then select the vendor for award of this group by totaling the extended pricing for each item within the group. If a vendor fails to submit an offer for all items within the group, its offer for the group may be rejected.

2.3.2 Group "B" - Federally Funded Services for CAHSD:

Award of Group B will be made to the lowest priced responsive and responsible vendor. To be considered for award of Group B, the vendor shall offer prices for all items within the group. The County will then select the vendor for award of this group by totaling the extended pricing for each item within the group. If a vendor fails to submit an offer for all items within the group, its offer for the group may be rejected.

2.4 MINIMUM REQUIREMENT

Vendor must be qualified to submit fingerprints electronically to the Florida Department of Law Enforcement (FDLE). As such, the vendor must be listed in the FDLE's "List of Applicant Livescan Vendors and Service Providers Who Have Established Submission Approval from FDLE", at the time of Bid Submittal.

2.5 SUBMITTAL REQUIREMENTS

2.5.1 Vendor must be able to provide services at two (2) or more service facilities to accommodate clients from all geographic regions within Miami-Dade County, Florida. Vendor will list its current Miami-Dade service facilities in its Bid Submittal.

2.5.2 Vendor must be able to accept appointment reservations via an Internet web-based system, and/or via telephone. Vendor will provide the web address for its web-based appointment reservations’ system and/or, the telephone number for its telephone based appointment reservations’ system, in its Bid Submittal.
2.5.3 Vendor should be regularly and successfully engaged in the business of providing LiveScan Fingerprint Background Screening Services as described in Paragraph 3.2 of this solicitation. Vendor will provide references from customers to whom it has delivered services that are similar to those described in this solicitation, during the last three (3) years. The references should include the customer’s entity name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the vendor has successfully delivered LiveScan Fingerprint Background Screening Services. These references should ascertain to the County’s satisfaction that the vendor has sufficient expertise and success providing the required services.

2.6 PRICES

2.6.1 The quoted prices shall be deemed to provide full compensation to the vendor for labor, fees and any other element of cost or price.

2.6.2 The prices resultant from this solicitation shall prevail for the term of the contract, except as hereby noted. The County will consider price adjustments, based on changes to Applicant O.R.I. Fees and/or Rescreening Fees, as confirmed by the Florida Department of Law Enforcement. It is the vendors’ responsibility to request any price adjustment under this provision. Requests for price adjustment should be submitted to the Internal Services Department Procurement Management Services Division for consideration. Under no circumstances shall the vendor increase its prices without written approval from the County’s Internal Services Department Procurement Management Services Division. The County reserves the right to negotiate prices, approve or disapprove price adjustments, or cancel its contract with the vendor, in its best interest.

2.7 DELIVERY

County departments will refer individuals to the awarded vendor for LiveScan Level 2 Background Screening or 5-Year Rescreening Services. The awarded vendor shall perform no services on behalf of the County without a referral from the County. The awarded vendor shall transmit fingerprints to the Florida Department of Law Enforcement (FDLE) within 24 hours of collection. All services shall be delivered in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the awarded vendor; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the awarded vendor. In these cases, the awarded vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the awarded vendor fail to deliver as stated above, the County reserves the right to cancel the contract on a default basis. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the services elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.8 REQUIREMENTS FOR FEDERALLY FUNDED SERVICES (APPLICABLE TO GROUP B)

2.8.1 Compliance with Federal Regulations Due To Use of Federal Funding
Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood 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.

Contractor agrees 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 Services 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) Miami-Dade County Florida, Department of Small Business Development Participation Provisions as applicable to this Contract
c) Environmental Protection Agency (EPA) as applicable to this contract
d) 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 be 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.

e) “Conflicts of Interest” Section 2-11 of the County Code, and Ordinance 01-100.
f) Miami-Dade County Code Section 10-38 “Debarment”
g) Miami-Dade County Ordinance 99-5, codified at 11A-60 et. Seq. of Miami-Dade Code pertaining to complying with the County’s Domestic Leave Ordinance
h) Miami-Dade County Ordinance 99-152, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County

2.8.2 The contract to be awarded under this solicitation will be used by a federally funded agency, the following requirements within this solicitation do not apply to their required services:

2.8.2.1 Section 1 General Terms and Conditions, Paragraph 1.10-Local Preference

2.8.2.2 Section 1 General Terms and Conditions, Paragraph 1.27-Office of the Inspector General

2.8.2.3 Section 1 General Terms and Conditions, Paragraph 1.35-County User Access Program (UAP)

2.8.2.4 Section 1 General Terms and Conditions, Paragraph 1.43-Small Business Enterprises (SBE) Measures

2.8.2.5 Section 1 General Terms and Conditions, Paragraph 1.44-Local Certified Service-Disabled Veteran’s Business Enterprise Preference

2.9 **INSURANCE REQUIREMENTS** - Replace Paragraph 1.22 of Section 1-General Terms and Conditions with the following:
A. The contractor shall furnish to the Vendor Services Section of PMS, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Worker’s Compensation Insurance for all employees of the vendor as required by Florida Statute 440. Failure to maintain such insurance throughout the term of the contract shall be a cause for debarment under Section 10-38 of the County Code.

2. Commercial General Liability Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.

3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage.

4. Professional Liability Insurance in an amount not less than $1,000,000 per claim.

B. All required insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey or its equivalent, subject to the approval of the County’s ISD Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to do Business in Florida", issued by the State of Florida Department of Financial Services.

C. Certificates of Insurance must meet the following requirements:

1. Signature of agent must be included.

2. If Automobile Liability Insurance is required above, insurance must be provided for all of the following vehicles:
   a) Owned
   b) Non-owned
   c) Hired

3. If General or Public Liability Insurance is required above, Certificate of Insurance must show Miami-Dade County as an additional insured for that coverage.

4. Certificate Holder must read exactly as presented below:
   Miami-Dade County
   111 N.W. 1st Street, Suite 2340
   Miami, FL 33128-1974

D. Compliance with the requirements in this Section shall not relieve the successful Bidder of its liability and obligation under this, or under any other, section of the Contract. The successful Bidder shall provide to the County the insurance documents within ten (10) business days after notification of recommendation to award. If the certificate submitted does not include the coverages outlined in the terms and conditions of this solicitation, the successful Bidder shall have an additional five (5) business days to submit a corrected certificate to the County. Failure of the successful Bidder to provide the required insurance documents in the manner and within the timeframes prescribed within five (5) business days may result in the bidder being deemed non-responsible and the issuance of a new award recommendation.

No work shall be authorized or shall commence under the Contract until the successful Bidder has complied with the foregoing insurance requirements.
E. The successful Bidder shall assure that the Certificates of Insurance required in conjunction with this Section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the Certificate(s) of Insurance is scheduled to expire during the term of the Contract, the successful Bidder shall submit new or renewed Certificate(s) of Insurance to the County a minimum of ten (10) calendar days before such expiration.

F. In the event that expired Certificates of Insurance are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificates are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the successful Bidder shall be responsible for all direct and indirect costs associated with such termination.

2.10 PURCHASE OF OTHER SERVICES NOT LISTED WITHIN THIS SOLICITATION

While the County has listed all major services within this solicitation which are utilized by CAHSD and PROS in conjunction with their operations, there may be similar services that must be purchased by these departments during the term of this contract. Under these circumstances, a County representative may obtain a price quote for the similar services. The County reserves the right to award these similar services to a contract vendor based on the price quoted, to negotiate a price with a contract vendor for these similar services, or to acquire the services through a separate solicitation.

2.11 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to CAHSD and PROS, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all services specified herein from the awarded vendor(s) at the contract prices established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department or agency.
SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Miami-Dade County requires a contract for the provision of LiveScan Level 2 Background Screening and 5-Year Rescreening services, on an as needed basis, for CAHSD and PROS.

3.2 SERVICES TO BE PROVIDED

3.2.1 Vendor shall provide Level 2 Screenings and Rescreenings in accordance with chapters 435, 984, and 985 of the Florida Statutes on an as needed basis.

3.2.2 Background screenings shall consist of a state and national fingerprint check through the FDLE and the Federal Bureau of Investigations (FBI).

3.2.3 Vendor shall use LiveScan technology to electronically submit fingerprints to FDLE. LiveScan enables FDLE to immediately provide arrest notifications to County departments on employees who are arrested during the term of their employment.

3.2.4 Vendor must be capable of collecting and submitting electronic fingerprints to the FDLE, in compliance with Florida Statues 409.175, 393.0655, 394.4572, 397.451, 430.0402, 435.12, 435.01(2), 430.08, and 435.04.

3.2.5 Vendor must ensure the integrity and security of all personal information according to Florida Statute 435.04(1)(c).

3.2.6 Vendor must provide background screening applications and receive and handle submission of electronic LiveScan Submission Forms prior to appointment.

3.2.7 The County will use the following Originating Agency Identifiers O.R.I.’s for the Care Provider Background Screening Clearing House (The Clearinghouse):

3.2.7.1 CAHSD:

Agency for Health Care Administration (AHCA), O.R.I.: EAHCA020Z
Department of Children and Families (DCF), O.R.I.: EDCFGN10Z
Department of Elder Affairs (DOEA), O.R.I.: EDOEA310Z

3.2.7.2 PROS:

Agency for Health Care Administration (AHCA), O.R.I.: EAHCA013Z
Department of Children and Families (DCF), O.R.I.: EDCFGN10Z
Department of Children and Families, Summer Camp, (DCF), O.R.I.: EDCFSC30Z
### 4.1 Solicitation Requirements Submittal Form:

Refer to Paragraphs 2.4 and 2.5 in their entirety to ensure that your firm’s responses comply with the solicitation’s requirements.

<table>
<thead>
<tr>
<th>Re: Paragraph 2.4</th>
<th>Enter &quot;Yes&quot; to attest that your firm is listed in the FDLE’s &quot;List of Applicant Livescan Vendors and Service Providers Who Have Established Submission Approval from FDLE&quot; →</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re: Paragraph 2.5.1</td>
<td>Enter address for Miami-Dade service facility No.1 → Enter telephone number for Miami-Dade service facility No.1 → Enter Contact Person for Miami-Dade service facility No.1 →</td>
</tr>
<tr>
<td></td>
<td>Enter address for Miami-Dade service facility No.2 → Enter telephone number for Miami-Dade service facility No.2 → Enter Contact Person for Miami-Dade service facility No.2 →</td>
</tr>
<tr>
<td></td>
<td>Enter address for Miami-Dade service facility No.3 → Enter telephone number for Miami-Dade service facility No.3 → Enter Contact Person for Miami-Dade service facility No.3 →</td>
</tr>
<tr>
<td>If needed, Vendor may duplicate this page to list any additional Miami-Dade service facilities</td>
<td></td>
</tr>
<tr>
<td>Re: Paragraph 2.5.2</td>
<td>Enter web address for your firm’s web-based appointment reservations’ system → Enter telephone number for your firm’s telephone based appointment reservations’ system →</td>
</tr>
<tr>
<td>Re: Paragraph 2.5.3</td>
<td>List references from customers to whom your firm has delivered services that are similar to those described in this solicitation, during the last three years.</td>
</tr>
<tr>
<td>Reference No. 1</td>
<td>Enter entity’s name → Enter entity’s address → Enter contact’s name → Enter contact’s title → Enter contact’s telephone number → Enter contact’s email address →</td>
</tr>
<tr>
<td>Reference No. 2</td>
<td>Enter entity’s name → Enter entity’s address → Enter contact’s name → Enter contact’s title → Enter contact’s telephone number → Enter contact’s email address →</td>
</tr>
<tr>
<td>Reference No. 3</td>
<td>Enter entity’s name → Enter entity’s address → Enter contact’s name → Enter contact’s title → Enter contact’s telephone number → Enter contact’s email address →</td>
</tr>
</tbody>
</table>
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Refer to Paragraphs 2.4 and 2.5 in their entirety to ensure that your firm’s responses comply with the solicitation’s requirements.

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Enter “Yes” to attest that your firm is listed in the FDLE’s "List of Applicant Livescan Vendors and Service Providers Who Have Established Submission Approval from FDLE" →

Re: Paragraph 2.5.1
Enter address for Miami-Dade service facility No.1
Enter telephone number for Miami-Dade service facility No.1
Enter Contact Person for Miami-Dade service facility No.1
Enter address for Miami-Dade service facility No.2
Enter telephone number for Miami-Dade service facility No.2
Enter Contact Person for Miami-Dade service facility No.3
If needed, Vendor may duplicate this page to list any additional Miami-Dade service facilities

Re: Paragraph 2.5.2
Enter web address for your firm’s web-based appointment reservations →
Enter telephone number for your firm’s telephone based appointment reservations →

Re: Paragraph 2.5.3
List references from customers to whom your firm has delivered services that are similar to those described in this solicitation, during the last three years.

↓
Reference No. 1
Enter entity’s name
Enter entity’s address
Enter contact’s name
Enter contact’s title
Enter contact’s telephone number
Enter contact’s email address

Reference No. 2
Enter entity’s name
Enter entity’s address
Enter contact’s name
Enter contact’s title
Enter contact’s telephone number
Enter contact’s email address

Reference No. 3
Enter entity’s name
Enter entity’s address
Enter contact’s name
Enter contact’s title
Enter contact’s telephone number
Enter contact’s email address
4.2 Solicitation Pricing Submittal Form:

### Group "A"
Non-Federally Funded Services for the Park Recreation and Open Spaces (PROS) and Community Action and Human Services (CAHSD) Departments

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity for 5 Years</th>
<th>Description</th>
<th>Price Per Screening</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>100 Ea.</td>
<td>LiveScan Level 2 Background Screenings for PROS (AHCA, O.R.I.: EAHCA013Z)</td>
<td>$</td>
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<tr>
<td>2</td>
<td>300 Ea.</td>
<td>LiveScan Level 2 Background Screenings for PROS (DCF General, O.R.I.: EDCFGN10Z)</td>
<td>$</td>
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<td>3</td>
<td>2,075 Ea.</td>
<td>LiveScan Level 2 Background Screenings for PROS (Summer Camp, O.R.I.: EDCFSC30Z)</td>
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<td>4</td>
<td>100 Ea.</td>
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<td>300 Ea.</td>
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<td>2,075 Ea.</td>
<td>5-Year Rescreening for PROS (Summer Camp, O.R.I.: EDCFSC30Z)</td>
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<td>7</td>
<td>100 Ea.</td>
<td>LiveScan Level 2 Background Screenings for CAHSD (AHCA, O.R.I.: EAHCA020Z)</td>
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<td>8</td>
<td>75 Ea.</td>
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<td>9</td>
<td>75 Ea.</td>
<td>LiveScan Level 2 Background Screenings for CAHSD (DOEA, O.R.I.: EDOEA310Z)</td>
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<td>10</td>
<td>100 Ea.</td>
<td>5-Year Rescreening for CAHSD (AHCA, O.R.I.: EAHCA020Z)</td>
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<td>11</td>
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<td>12</td>
<td>75 Ea.</td>
<td>5-Year Rescreening for CAHSD (DOEA, O.R.I.: EDOEA310Z)</td>
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### Group "B"
Federally Funded Services for CAHSD:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity for 5 Years</th>
<th>Description</th>
<th>Price Per Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 Ea.</td>
<td>LiveScan Level 2 Background Screenings for CAHSD (AHCA, O.R.I.: EAHCA020Z)</td>
<td>$</td>
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<tr>
<td>2</td>
<td>250 Ea.</td>
<td>LiveScan Level 2 Background Screenings for CAHSD (DCF, O.R.I.: EDCFGN10Z)</td>
<td>$</td>
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<tr>
<td>3</td>
<td>750 Ea.</td>
<td>LiveScan Level 2 Background Screenings for CAHSD (DOEA, O.R.I.: EDOEA310Z)</td>
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<tr>
<td>4</td>
<td>50 Ea.</td>
<td>5-Year Rescreenings for CAHSD (AHCA, O.R.I.: EAHCA020Z)</td>
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<td>5</td>
<td>450 Ea.</td>
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<tr>
<td>6</td>
<td>300 Ea.</td>
<td>5-Year Rescreenings for CAHSD, (DOEA, O.R.I.: EDOEA310Z)</td>
<td>$</td>
</tr>
<tr>
<td>Solicitation No. FB-00543</td>
<td>Solicitation Title: LIVESCAN BACKGROUND SCREENING SERVICES</td>
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<td></td>
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<tr>
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<td>Legal Company Name (include d/b/a if applicable):</td>
<td>Federal Tax Identification Number:</td>
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<tr>
<td>If Corporation - Date Incorporated/Organized:</td>
<td>State Incorporated/Organized:</td>
<td></td>
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</tr>
<tr>
<td>Company Operating Address:</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Remittance Address (if different from ordering address):</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Company Contact Person:</td>
<td>Email Address:</td>
<td></td>
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<tr>
<td>Phone Number (include area code):</td>
<td>Fax Number (include area code):</td>
<td>Company’s Internet Web Address:</td>
<td></td>
</tr>
</tbody>
</table>

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)**
A Small Business Enterprise (SBE) 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) 375-3111 or access http://www.miamidade.gov/smallbusiness/certification-programs.asp. The SBE 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.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida’s Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County or a selection committee in public.

By submitting a bid pursuant to this solicitation, you agree that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder’s Authorized Representative’s Signature: ________________________________ Date: ________________________________

Type or Print Name

Type or Print Title

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.

Bidder’s Authorized Representative’s Signature: ________________________________ Date: ________________________________

Type or Print Name
Solicitation No. FB-00543

Legal Company Name (include d/b/a if applicable):

Federal Tax Identification Number:

Company Contact Person:

State Incorporated/Organized:

Place a check mark here only if affirming the Bidder

Acknowledgment of Waiver:

Trade secret and authorizes the County to release such information to the public for any reason.

Sign at the appropriate position to acknowledge receipt of the Bid Solicitation:

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida Statutes Chapter 286 and Florida Statutes Section 287.135. The Bidder understands that all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County or a selection committee in public.

SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM THE DATE OF BID SUBMISSION.

Local Preference Certification:

Pursuant to Miami-Dade County Ordinance 94-8.5 of the Code of Miami-Dade County, any individual, corporation, partnership, joint venture or other legal entity having an interest in the economic development of the County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by the County, is a Local Preference Eligible Business.

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:

A Local Certified Veteran Business Enterprise is a firm that is (a) a local business located within the limits of Miami-Dade County and Broward County, (b) owned and actively managed by one or more veterans, (c) that is in Miami-Dade County or Broward County, (d) that has a valid Local Business Tax Receipt issued by the County (or Broward County in accordance with the Interlocal Agreement between the two counties), (e) that contributes to the economic development of the community in a verifiable and measurable way, and (f) that has a principal place of business located in Miami-Dade County or Broward County.

Any veteran business interested in obtaining local preference eligibility as a Local Certified Veteran Business Enterprise must be certified by the Small Business Development Center at http://www.miamidade.gov/smallbusiness/certification. For certification information contact Small Business Development at (305) 375-4028.

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder will provide.

By executing this bid through a duly authorized representative, the Bidder agrees to cooperate fully with the County in any investigation undertaken as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County or a selection committee in public.

The Bidder acknowledges that the submittal of the Bid is governed by Florida Statutes Section 287.135 of the Florida Statutes. The Bidder certifies that it claims under Section 287.135 of the Florida Statutes. The Bidder further agrees that prices quoted will remain fixed for a period of one hundred and eighty (180) days from the date of bid submission.

A Bidder who is a Small Business Enterprise (SBE) may receive a preference 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.

Clear exclusions from the Bid Solicitation:

A Bidder who is a Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder will provide.

A Bidder who is a Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder will provide.

Endorsement of Offer:

The Bidder understands and agrees that failure to sign this Solicitation above by an authorized representative shall render the Bid Non-Responsive. Failure to sign this Solicitation above by an authorized representative shall render the Bid Non-Responsive.

Type or Print Title
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)

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.

(Investigate this form if additional space is needed.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Supplies/ Materials Services to be Provided by Supplier</th>
<th>M</th>
<th>F</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/Pacific Islander</th>
<th>Native American/ Native Alaskan</th>
<th>Other</th>
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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

DATE: MAY 3, 2017
TO: ALL PROSPECTIVE BIDDERS
SOLICITATION NO.: FB-00543
TITLE: LIVESCAN BACKGROUND SERVICES

This Addendum is and does become a part of the subject solicitation.

Note the following questions and answers:

- Question 1: “Section 1.25 of your General Terms & Conditions; is this applicable to both the county and the vendor?
  
  Answer: Paragraph 1.25 describes the County’s right to terminate a contract for convenience, the vendor has no such right or prerogative (Re: Paragraph 1.25 of the solicitation).

- Question 2: “Can Miami Dade please provide the approximate annual transactions for this project.”
  
  Answer: No.

- Question 3: “Are the transaction volume estimates front loaded in the first year or evenly spread out over the 5 years”
  
  Answer: The estimated quantities in the solicitation are for the term of the solicitation, five years (Re: Section 4.2 Solicitation Pricing Submittal Form).

- Question 4: “Should the fees be collected at the LiveScan Service Center, by Invoices, from the applicant online or does Miami Dade pay?”
  
  Answer: The vendor shall pay all applicable fees (Re: Paragraph 2.6). The County will pay the awarded vendor a Price per Screening (Re: Section 4.2 Solicitation Pricing Submittal Form). The awarded vendor will invoice the County (Re: Paragraph 1.35).

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

Miami-Dade County

M. Reynaldos

Maggie R. Reynaldos
Procurement Officer
c: Clerk of the Board
Question and Answers for Solicitation #FB-00543 - LIVESCAN BACKGROUND SCREENING SERVICES

<table>
<thead>
<tr>
<th>Question 1</th>
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<tbody>
<tr>
<td>Section 1.25 of your General Terms &amp; Conditions; is this applicable to both the county and the vendor?</td>
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<tr>
<td>(Submitted: May 2, 2017 3:07:43 PM EDT)</td>
</tr>
<tr>
<td><strong>Answer</strong></td>
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<tr>
<td>· See Addendum No. 1 (Answered: May 3, 2017 8:16:52 PM EDT)</td>
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<th>Question 2</th>
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<td>Can Miami Dade please provide the approximate annual transactions for this project. (Submitted: May 2, 2017 11:24:17 PM EDT)</td>
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<tr>
<td><strong>Answer</strong></td>
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<tr>
<td>· See Addendum No. 1 (Answered: May 3, 2017 8:16:52 PM EDT)</td>
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</tbody>
</table>

<table>
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<tr>
<th>Question 3</th>
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<tbody>
<tr>
<td>Are the transaction volume estimates front loaded in the first year or evenly spread out over the 5 years</td>
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<td>(Submitted: May 3, 2017 9:22:05 AM EDT)</td>
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<tr>
<td><strong>Answer</strong></td>
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<tr>
<td>· See Addendum No. 1 (Answered: May 3, 2017 8:16:52 PM EDT)</td>
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</table>

<table>
<thead>
<tr>
<th>Question 4</th>
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</thead>
<tbody>
<tr>
<td>Should the fees be collected at the LiveScan Service Center, by Invoices, from the applicant online or does Miami Dade pay? (Submitted: May 3, 2017 9:25:29 AM EDT)</td>
</tr>
<tr>
<td><strong>Answer</strong></td>
</tr>
<tr>
<td>· See Addendum No. 1 (Answered: May 3, 2017 8:16:52 PM EDT)</td>
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