



<u>Amendment 5 to RFP 14-12008-SR</u>
Procurement Management Department 1500 NW 12 th Avenue – Suite 814 Miami, Florida 33136 Phone: 305.585.7336 E Mail: Sandra.Rico@jhs-miami.org

Date: October 17, 2014
To: All Prospective Proposers
From: Sandra M. Rico, Procurement Contracting Officer
Subject: Amendment 5 to RFP 14-12008-SR
Reference: Program Management Owner's Representative Services for JHS Capital Plan

Jackson Health Systems-Public Health Trust (JHS-PHT or Trust) does hereby amend the subject Request for Proposals (RFP) by the following actions.

A. ATTACHMENTS TO THE RFP:

ATTACHMENT 1: Miami Dade County Form SBD 504 - SBE Schedule of Intent (SOI) Affidavit (Attachment B to the RFP)

B. REVISIONS TO THE RFP:

REVISION 1: The Due Date for RFP 14-12008-SR has been extended to **Monday, October 27, 2014 by or before 2:00 P.M. EST.**

REVISION 2: Section 7.0 – Appendices & Attachments is hereby amended as follows:

SECTION 7.0 – APPENDICES & ATTACHMENTS

Form A-1	Cover Page for Proposal
Form A-2	(PHT) Affidavit Identifying Authorized Representative(s) for Selection Committee Proceedings (RFP Process)
Form A-3	Acknowledgment of Amendments
Form A-5	Local Business Preference Information
Form A-6	Fair Subcontracting Policies
Form A-11	Affidavit of Continued Compliance
Form A-12	Living Wage Affidavit
Form A-14	Small Business Enterprise (SBE) Status
Form B-1	Proposer Experience
Form C	Miami Dade County Contractor Due Diligence Affidavit
Attachment A	Program Management Services Organizational Chart
<u>Attachment B</u>	<u>Miami Dade County Form SBD 504 - SBE Schedule of Intent (SOI) Affidavit</u>

REVISION 3: Section 1.14 – Small Business (SBE) Subcontracting Goal is hereby amended as follows:

1.14 SMALL BUSINESS ENTERPRISES (SBE) SUBCONTRACTING GOAL

It is our goal that resulting contracts awarded over \$1,000,000 contain no less than 15% SBE participation and that contracts awarded for \$1,000,000 or less, contain no less than 5% SBE participation, unless otherwise stated. For this contract, it is the preference of JHS that overall SBE utilization be 25% or higher throughout the contract term. Evidence of the Proposer's commitment must be submitted at the time of proposal submission. A recommendation to award will not be made without an appropriate accompanying participation commitment, in writing, between the prime contract award recipient and the associated SBE subcontracting participant.

Only Miami-Dade County certified "small" business entities will be accepted to fulfill the PHT small business subcontracting requirement. SBE's must be actively certified with documented proof. Once a contract has been signed, that includes SBE subcontracting, the reporting of all subcontracting spend will be delivered to the Trust's Small Business Program Coordinator on a monthly basis, and will be the sole responsibility of the Prime Proposer. Non-compliance with SBE compensation will be addressed by the Trust's Small Business Program Coordinator, Amber Lawhorn (Amber.Lawhorn@jhsmiami.org)

~~A mutually signed copy of a "subcontract agreement" will be reviewed and approved prior to award recommendation. The "subcontract agreement" will be attached to the prime contract as an attachment. The "subcontract agreement" will contain at minimum the following nine components:~~

- ~~1. Name of Proposer~~
- ~~2. Name of Small Business Enterprise (SBE) subcontracting firm(s)~~
- ~~3. The SBE's certificate number of the subcontractor (issued by the County's DBD), and expiration date of the certificate~~
- ~~4. Scope of Work to be performed by SBE Subcontractor(s)~~
- ~~5. Identify the percentage of the Proposer's proposal price that will be subcontracted to the SBE~~
- ~~6. The term (beginning and ending dates) of the agreement~~
- ~~7. The Agreement shall incorporate the Trust's Prompt payment obligation (SBE's shall be paid thirty days from receipt of a proper invoice – Sherman S. Winn Prompt Payment Ordinance No. 94-40)~~
- ~~8. Signature and Date of Prime Owner or Authorized Representative~~
- ~~9. Signature and Date of SBE Subcontractor Owner (s) or Authorized Representative(s)~~

Proposers shall submit a signed Schedule of Intent Affidavit at the time of proposal submission identifying all SBEs to be utilized to meet the SBE subcontractor goal. Each Schedule of Intent Affidavit shall specify the scope of work and commodity code the SBE will perform if appropriate, including the type goods or services the SBE will provide. Proposers shall be allowed up to 48 hours to cure correctable defects in the Schedule of Intent Affidavit. The Successful Proposer shall enter into a written subcontract agreement for approval, corresponding in all respects to the Successful Proposer's Schedule of Intent Affidavit to include the type of goods and services the SBE is to provide and the percentage and price. Each subcontract agreement shall incorporate the prompt payment obligations and rights provided by the Small Business Enterprise Program.

REVISION 4: Section 4.1.11 – Contents of Proposal: Certified Small Business Enterprise Subcontracting is hereby amended as follows:

11) Certified Small Business Enterprise Subcontracting

- (a) Attach a copy of the ~~proposed subcontractor agreement completed Schedule of Intent Affidavit (Attachment B)~~ containing all of the required components listed in Section ~~5.13 1.14. A separate Agreement will need to be attached for each proposed SBE partnership submitted.~~

REVISION 5: Section 5.13 –Small Business Enterprise Program (Certified SBE Subcontracting Goal) is hereby amended as follows:

5.13 SMALL BUSINESS ENTERPRISE PROGRAM (CERTIFIED SBE SUBCONTRACTING GOAL)

A 10% Weighted Subcontractor Goal is applied to the evaluation criteria of this RFP. There is a maximum of ten (10) evaluation points available to Proposers based on the verifiable percentage amount of SBE (Small Business Enterprise) subcontracting commitment promised to a County certified SBE by the Proposer for the performance of the contract. If the Proposer is the certified SBE firm, in current status with the County's SBE program, then this Proposer will receive the full ten (10) points.

(a) Weighted Evaluation Criteria

A non-certified SBE Proposer may be eligible for up to ten (10) evaluation points by submitting an offer of SBE subcontracting at the time of proposal submission. This offer must be submitted in the manner and form required by these instructions. Failure to do so at the time of the initial proposal submission will result in the allocation of zero (0) points for this evaluation criterion ("Certified SBE Subcontracting Goal") for purposes of scoring and ranking proposals under the Evaluation Criteria at Section 5.2.

A certified SBE firm that responds to this RFP will automatically receive the 10 evaluation points for this criterion if the firm shows proof of current and active County SBE certification.

(b) Manner and Form Required for SBE Submission with Proposal

The "Small Business Enterprise Program" is governed by Section 2-8.1.1.1.1 of the Miami-Dade County Code, by County Administrative Order No. 3-41, and by Section XV.A of the Procurement Regulation of the Public Health Trust. See Section 1.14 of this RFP.

~~The County Code requires that non-certified SBE Proposers submit with their proposals, mutually signed copy of a "subcontract agreement" with those SBE subcontractors which the [Proposer] intends to partner with in support of delivering the required elements of this RFP. The following information must be listed on the "subcontract agreement" submitted with the RFP.~~

~~Required 9 Components of the "subcontractor agreement":~~

- ~~1. Name of Proposer~~
- ~~2. Name of Small Business Enterprise (SBE) subcontracting firm(s)~~
- ~~3. The SBE's certificate number of the subcontractor (issued by the County's DBD), and expiration date of the certificate~~
- ~~4. Scope of Work to be performed by SBE Subcontractor(s)~~
- ~~5. Identify the percentage of the Proposer's proposal price that will be subcontracted to the SBE~~
- ~~6. The term (beginning and ending dates) of the agreement~~

- ~~7. The Agreement shall incorporate the Trust's Prompt payment obligation (SBE's shall be paid thirty days from receipt of a proper invoice - Sherman S. Winn Prompt Payment Ordinance No. 94-40)~~
- ~~8. Signature and Date of Prime Owner or Authorized Representative~~
- ~~9. Signature and Date of SBE Subcontractor Owner (s) or Authorized Representative(s)~~

~~Additionally, each proposed SBE subcontractor must be listed separately by the Proposer.~~

(c) Allocation of Selection Points

The percentage figure utilized to allocate evaluation points can be calculated by taking the committed percentage of the total contract award according to the chart below. For example, if the proposed annual price of the contract is \$1 million and the total annual amount allocated by the Proposer to one or more proposed SBE subcontractor is \$200,000, this will establish a goal of 20% SBE subcontracting participation. Thus in accordance with the grid below, eight (8) evaluation points will be assigned to the proposal under the Certified SBE Subcontracting Goal. A subcontracting promise of \$27,000, on a \$1 million proposal, would be 2.7%; thus, two (2) evaluation points would be assigned.

Weighted RFP evaluation points for proposed, compliant SBE subcontracting shall be allocated to a proposal during the Trust's evaluation and scoring of proposals. Our standard weighted RFP Evaluation Point Grid is:

<u>Total Percentage of SBE Subcontracting</u>	<u>Weighted Evaluation Points</u>
0.00%	0 evaluation points
0.01% - 5.0%	2 evaluation points
5.01% - 10.0%	4 evaluation points
10.01% - 15.0%	6 evaluation points
15.01% - 20.0%	8 evaluation points
20.01% - 25.0+%	10 evaluation points

(d) Contract Award and Post-Award Compliance

All proposed SBE subcontracting determined to be compliant with the requirements of this Section and for which selection points are allocated during the evaluation process shall, in the case of contract award, be included in the resulting contract with the prime Proposer as a mandatory performance requirement.

Once a contract has been signed, that includes SBE subcontracting, the reporting of all subcontracting spend will be to the Small Business Program Coordinator on a monthly and/or quarterly basis, and will be the sole responsibility of the Prime Proposer. If there is an issue regarding SBE compensation, it will be addressed with Amber Lawhorn, the Trust's Small Business Program Coordinator.

(e) Definitions and Information

"Small Business Enterprise" is limited to mean a business entity located in Miami-Dade County that is "certified" by the County's Department of Small Business Development (SBD) as "small" (under \$5 million annual gross revenue) or "micro" (under \$2 million annual gross revenue), or as a manufacturer with one hundred (100) employees or less or as a wholesaler with fifty (50) employees or less without regard to gross revenue, pursuant to the terms and conditions of Section 2-8.1.1.1.1 of the Miami-Dade County Code. Also see Section 1.14 of this RFP.

For the complete text of the aforementioned section of County Code, go to the County website at <http://www.municode.com/resources/gateway.asp?pid=10620&sid=9> and search for 2-8.1.1.1.

END OF AMENDMENT 5 TO RFP 14-12008-SR

Acknowledgement:

Amendment 5 Acknowledgment and Acceptance	Date
Signature of Authorized Representative:	
Typed/Printed Name:	
Title:	

Proposers must submit Acknowledgements to all amendments with their proposals.

ATTACHMENT 1



SCHEDULE OF INTENT AFFIDAVIT (SOI) SMALL BUSINESS ENTERPRISE PROGRAM

THIS FORM MUST BE COMPLETED BY BIDDERS/PROPOSERS FOR PROJECTS WITH SBE MEASURES

Name of Bidder/Proposer _____ Contact Person _____
 Address _____ Phone _____ Fax _____ Email _____
 Project Name _____ Project Number _____
 SBE Contract Measure _____

This section must be completed by the Bidder/Proposer and the SBE Subcontractor that will be utilized for scopes of work on the project

Name of Bidder/Proposer	Certification No. (if applicable)	Certification Expiration Date (if applicable)	Commodity Code	Type of SBE work to be performed by Bidder (if applicable)	Bidder % of Bid
Prime Contractor Total Percentage:					

The undersigned intends to perform the following work in connection with the above contract:

Name of Subcontractor	Certification No.	Certification Expiration Date	Commodity Code	Type of SBE work (Goods and Services) to be performed by Subcontractor	Subcontractor % of Bid
Subcontractor Total Percentage:					

I certify that the representations contained in this form are to the best of my knowledge true and accurate. I affirm that I will enter into a sub-contract agreement with the above listed SBE subcontractor if awarded the listed project.

 Bidder/Proposer Signature Bidder/Proposer Print Name Bidder/Proposer Print Title Date

The undersigned has reasonably uncommitted capacity sufficient to provide the required goods or services, all licenses and permits necessary to provide such goods or services, ability to obtain bonding that is reasonably required to provide such goods or services consistent with normal industry practice, and the ability to otherwise meet the bid specifications.

 Subcontractor Signature Subcontractor Print Name Subcontractor Print Title Date

Check this box if this project is a set-aside and you are performing 100% of the work with your own work forces.