

# MEMORANDUM

Agenda Item No. 7(O)(2)(A)

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**TO:** Hon. Chairperson and Members  
Board of County Commissioners

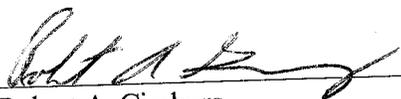
**DATE:** July 8, 2003

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Resolution instructing County  
Manager to provide technical  
and performance-based  
specification writing training  
for procurement staff

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The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Rebeca Sosa.

  
Robert A. Ginsburg  
Dade County Attorney

RAG/bw



# MEMORANDUM

(Revised)

**TO:** Honorable Chairperson and Members  
Board of County Commissioners

**DATE:** July 8, 2003

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No. 7(O)(2)(A)

**Please note any items checked.**

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised**
- 6 weeks required between first reading and public hearing**
- 4 weeks notification to municipal officials required prior to public hearing**
- Decreases revenues or increases expenditures without balancing budget**
- Budget required**
- Statement of fiscal impact required**
- Bid waiver requiring County Manager's written recommendation**
- Ordinance creating a new board requires detailed County Manager's report for public hearing**
- Housekeeping item (no policy decision required)**
- No committee review**

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 7(O)(2)(A)  
7-8-03

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION INSTRUCTING THE COUNTY MANAGER  
TO PROVIDE TECHNICAL AND PERFORMANCE-BASED  
SPECIFICATION WRITING TRAINING FOR THE  
APPROPRIATE PROCUREMENT STAFF COUNTYWIDE,  
AND MANDATORY ANNUAL ETHICS TRAINING FOR  
ALL STAFF INVOLVED IN THE PROCUREMENT  
PROCESS COUNTYWIDE**

**WHEREAS**, this Board has charged staff with the responsibility of reducing bid waiver and sole source procurements and the Department of Procurement Management created the position of Competition Advocate, the Strategic Acquisition Planning Division and the Competitive Acquisition Unit to aggressively scrutinize sole source and bid waiver acquisitions and challenge specifications and statements of work; and

**WHEREAS**, the Department of Procurement Management has identified a substantial number of noncompetitive contracts that can be competed for the first time or that can be competed more effectively; and

**WHEREAS**, this increase in the opportunity to compete County contracts depends now on the ability of the County departments to develop technical specifications describing the functional requirements and performance expectations of the good or service being purchased to allow for full and open competition; and

**WHEREAS**, staff throughout the County who are responsible for developing technical specifications require appropriate professional training in specification writing to allow for full and open competition; and

WHEREAS, staff throughout the County who are involved in the procurement process will benefit from mandatory, annual training on ethics and the avoidance of conflicts of interest,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board hereby instructs the County Manager to provide technical and performance-based specification writing training for the appropriate procurement staff countywide, and to provide mandatory, annual training on ethics and the avoidance of conflicts of interest for all staff involved in the procurement process countywide.

The foregoing resolution was sponsored by Commissioner Rebeca Sosa offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

- |                                       |                  |
|---------------------------------------|------------------|
| Dr. Barbara Carey-Shuler, Chairperson |                  |
| Katy Sorenson, Vice Chairperson       |                  |
| Bruno A. Barreiro                     | Jose "Pepe" Diaz |
| Betty T. Ferguson                     | Sally A. Heyman  |
| Joe A. Martinez                       | Jimmy L. Morales |
| Dennis C. Moss                        | Dorrin D. Rolle  |
| Natacha Seijas                        | Rebeca Sosa      |
| Sen. Javier D. Souto                  |                  |

The Chairperson thereupon declared the resolution duly passed and adopted 8<sup>th</sup> day of July, 2003. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency. AB

Hugo Benitez

By: \_\_\_\_\_  
Deputy Clerk

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