MEMORANDUM

B/F
Agenda Item No. 2(H)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners

DATE: March 11, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Resolution directing County Manager to develop amendments to A.O.s formalizing procedure by which market research is conducted

---

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

for: Robert A. Ginsburg
County Attorney

RAG/bw

MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners

DATE: April 13, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No.

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.
4-13-04

RESOLUTION NO. _____

RESOLUTION DIRECTING COUNTY MANAGER TO DEVELOP AND SUBMIT AMENDMENTS TO THE PERTINENT ADMINISTRATIVE ORDERS FORMALIZING THE PROCEDURE BY WHICH MARKET RESEARCH IS CONDUCTED

WHEREAS, there is a need to assure that market research conducted in anticipation of a County procurement does not result in exclusionary specifications or in specifications which favor any one vendor or proposer; and

WHEREAS, a formalized procedure for the conduct of market research by County staff which requires that a minimum of three different sources be contacted wherever possible and which requires staff to document its efforts in this regard will assure that County specifications provide for fair and open competition,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the County Manager is directed to develop and submit to this Board, within 120 days from the date of adoption of this Resolution, amendments to the pertinent administrative orders formalizing the procedure by which County staff conducts market research prior to or during the development of specifications for any County procurement in accordance with the dollar thresholds to be established in each amended administrative order. Such order shall require County staff to contact, whenever possible, no less than three different sources in the affected market and to record the identity of those sources contacted and the date the source is contacted. The amended administrative orders

shall also provide for the Inspector General to review periodically staff's compliance with the required procedures and to report thereon to the County Commission.

The foregoing resolution was sponsored by Commissioner Rebeca Sosa and 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 this 13th day of April, 2004. 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

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

R. A. Cuevas Jr.