

# MEMORANDUM

Agenda Item No. 11(A)(46)

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**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

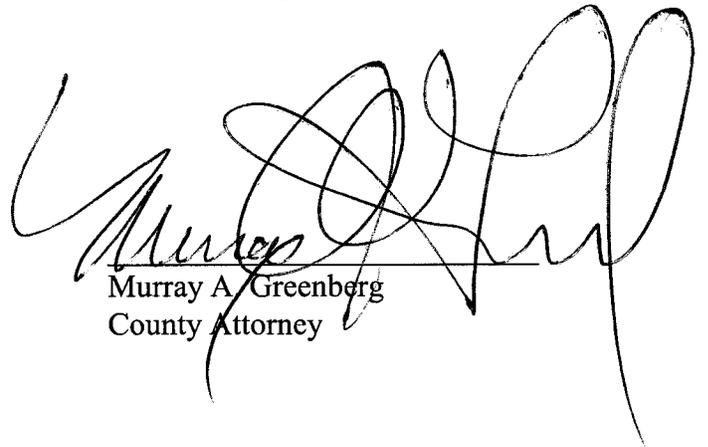
**DATE:** October 18, 2005

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Resolution creating and  
establishing the Procurement  
Reform Advisory Board

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



Murray A. Greenberg  
County Attorney

MAG/jls



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** October 18, 2005

**FROM:**   
Murray A. Greenberg  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(46)

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. 11(A)(46)  
10-18-05

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

RESOLUTION CREATING AND ESTABLISHING THE  
PROCUREMENT REFORM ADVISORY BOARD AND  
REQUIRING A REPORT BE SUBMITTED PROVIDING  
RECOMMENDATIONS FOR IMPROVEMENT OF THE  
PROCUREMENT PROCESS

**WHEREAS**, County purchases are done in accordance with legislation in the County Charter and Code to promote fairness, equality and transparency with a view to the delivery of essential services to our citizens at the best possible price; and

**WHEREAS**, the County contributes to the economy by purchasing construction design services, commodities and other goods and services to sustain County operations; and

**WHEREAS**, this Board has enacted a series of procurement reforms to streamline and improve the procurement process in order to promote integrity and fairness; and

**WHEREAS**, this Board continues to work towards the improvement of the County's procurement process; and

**WHEREAS**, this Board wishes to consider the structured recommendations of representatives of the community by way of review of recent procurement legislation in order to identify additional elements that will assist in shortening the procurement processing time while maintaining open competition and integrity,

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, that:**

Section 1. This Board hereby creates and establishes the Procurement Reform Advisory Board (the "Board"). The Board shall be in existence for a period not to exceed one

hundred and fifty (150) days from the date that it conducts its first meeting. The Board shall conduct its first meeting no later than November 1, 2005.

Section 2. The Board shall not exceed seven (7) members, selected by the County Manager from available persons designated from the institution set forth below. The Manager shall contact the presidents of each of these organizations to identify members for this board and ensure that it is balanced in racial, ethnic and gender makeup. The Manager shall solicit the participation of representatives from each of the following business institutions of this community: the Greater Miami Chamber of Commerce, the Miami-Dade Chamber of Commerce, CAMACOL, the Black Business Association, the Florida Regional Minority Business Council, the Miami Business Forum and the South Florida Hispanic Chamber of Commerce.

Section 3. The Board will identify any additional opportunities for improvement of the system including any gaps or enhancements that will lead to a streamlined and fair procurement process. In doing so, the Board shall, at a minimum, review those County policies and administration practices contained in its ordinances, resolutions, administrative orders, specifications and internal operating directives of the County's Procurement Department and using agencies that have been passed in the last five (5) years, and review input from vendor representation, all county hearing examiners and other knowledgeable parties interested in improving the process. The Board shall submit to the Board of County Commissioners a written report containing the Board's recommendations for procurement reform no later than 30 days after the date of dissolution set forth for the Board.

Section 4. Staff of the Board shall include the Director of the Department of Procurement and a representative from the Office of the County Manager and the County Attorney.

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

Joe A. Martinez, Chairman	
Dennis C. Moss, Vice-Chairman	
Bruno A. Barreiro	Dr. Barbara Carey-Shuler
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorrrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 18<sup>th</sup> day of October, 2005. 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

HB/

Hugo Benitez

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

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