

# MEMORANDUM

Agenda Item No. 7(B)

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**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

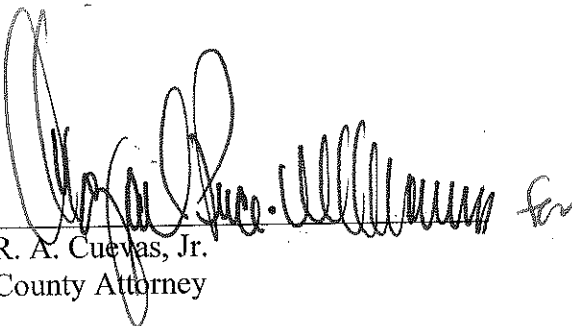
**DATE:** (Second Reading 12-2-14)  
October 7, 2014

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Ordinance expanding use of  
electronic signatures in County  
procurement and providing for  
electronic signatures for vendor  
registration

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The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Esteban L. Bovo, Jr., and Co-Sponsors Commissioner Jean Monestime, Commissioner Dennis C. Moss and Commissioner Juan C. Zapata.



R. A. Cuevas, Jr.  
County Attorney

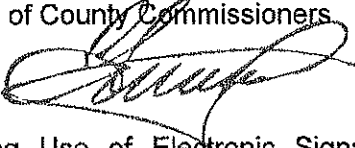
RAC/cp

# Memorandum



**Date:** December 2, 2014

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

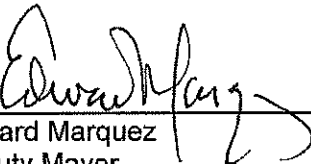
**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Ordinance Expanding Use of Electronic Signature in County Procurement and  
Providing for Electronic Signatures for Vendor Registration

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This ordinance amends Section 2-8.1 of the County Code to provide that electronic signatures may be used to sign any contract, writing, bid, proposal, vendor registration document, affidavit, or similar submission for the purposes of procurement and contracting with the County and shall have the same force and effect as a written signature.

There is no cost to the County associated with this amendment. The Internal Services Department recently launched an Online Vendor Portal to allow for online enrollment and registration of County vendors. The approval of this amendment will allow County staff to go completely paperless and accept electronic submissions from vendors as "official" submittals, making doing business with the County easier for current and future vendors. This also applies to the ability of bidders and proposers on County procurement solicitations to submit fully electronic bids and proposals through our online bidding platform, which was launched in early 2014.

  
\_\_\_\_\_  
Edward Marquez  
Deputy Mayor

Fis00115



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** December 2, 2014

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 7(B)

Please note any items checked.

- "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
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

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

Agenda Item No. 7(B)  
12-2-14

ORDINANCE NO. \_\_\_\_\_

ORDINANCE EXPANDING USE OF ELECTRONIC  
SIGNATURES IN COUNTY PROCUREMENT AND  
PROVIDING FOR ELECTRONIC SIGNATURES FOR  
VENDOR REGISTRATION; PROVIDING SEVERABILITY,  
INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF  
MIAMI-DADE COUNTY, FLORIDA:**

**Section 1.** Section 2-8.1 of the Code of Miami-Dade County, Florida, is hereby  
amended to read as follows:<sup>1</sup>

Section 2-8.1. Contracts and Purchases Generally.

\* \* \*

- (j) Electronic Commerce, Electronic Signatures, and On-Line  
Procurement of Goods and Services

\* \* \*

>>(3) Electronic Signatures. An electronic signature may  
be used to sign any contract, writing, bid, proposal, vendor  
registration document, affidavit, or similar submission for  
the purposes of procurement and contracting with the  
County and shall have the same force and effect as a  
written signature.<<

\* \* \*

**Section 2.** If any section, subsection, sentence, cause or provision of this ordinance is  
held invalid, the remainder of this ordinance shall not be affected by such validity.

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<sup>1</sup> Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or  
>>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and  
remain unchanged.

**Section 3.** It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any Sunset provision shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word ordinance may be changed to "section", "article" or other appropriate word.

**Section 4.** This ordinance shall become effective 10 days after the date of enactment unless vetoed by the Mayor, and if vetoed shall become effective only upon an override by this Board.

PASSED AND ADOPTED:

Approved by County Attorney as  
to form and legal sufficiency:

APW

Prepared by:

CJR

Oren Rosenthal

Prime Sponsor: Commissioner Esteban L. Bovo, Jr.  
Co-Sponsors: Commissioner Jean Monestime  
Commissioner Dennis C. Moss  
Commissioner Juan C. Zapata