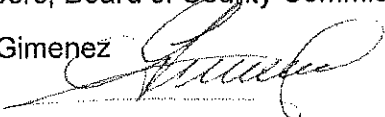


Memorandum



Date: February 3, 2015
To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners
From: Carlos A. Gimenez
Mayor 
Subject: Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing
Contracts for the Human Resources Department

Agenda Item No. 9(A)(1)

Recommendation

It is recommended that the Board of County Commissioners (Board) delegate to the County Mayor or County Mayor's designee the authority to exercise, in their discretion, the options-to-renew (OTRs) set forth in this item for the Human Resources Department. Ordinance No. 07-139 provides for committee review exemption.

The OTRs being considered by the Board in this item are described briefly below and in more detail in the accompanying attachments:

Item 1 – Technical Training – Prequalification Pool: Seeks authority to exercise the sixth and seventh OTR terms to purchase technical application training for the Human Resources Department on behalf of all County departments in an estimated amount of \$900,000. Approval of this item will extend the prequalification pool contract until February 19, 2017.

Item 2 – Professional Training – Prequalification Pool: Seeks authority to exercise the sixth and seventh OTR terms to purchase computer software, diversity, management and web-based training for the Human Resources Department on behalf of all County departments in an estimated amount of \$776,000. Approval of this item will extend the prequalification pool contract until February 19, 2017.

Scope

The impact of the items in the accompanying OTR package is countywide in nature.

Fiscal Impact/Funding Source

Contract amounts and allocations represent the maximum spending authority based on estimated past usage. This action does not guarantee that the total contract amounts/values will be expended by the Human Resources Department. Funding will be expended only if the department's budget can support the expenditures as approved in its annual budget adopted by the Board.

Track Record/Monitor

There are no known performance issues with the vendors recommended for award. The Human Resources Department's contract manager is Andrew Mullings.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise the OTRs in accordance with the terms and conditions of the contracts listed in the accompanying package.

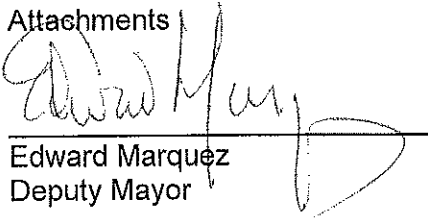
The County Mayor or the County Mayor's designee will also have the authority to solicit pricing, and award contracts, up to an aggregate contract amount of the allocation authorized by the Board. Additionally, the County Mayor or the County Mayor's designee may add qualified vendors to the pool at any time during the contract term, subject to bi-annual ratification by the Board. The County Mayor or the County Mayor's designee will also have the authority to exercise, at their discretion any cancellation and renewal provisions, in accordance with the terms and conditions of the pool contract.

Background

The contracts listed in this item require approval to exercise the OTRs.

Prior to exercising any OTR, market research is conducted to ensure continuing to purchase from the awarded vendors is in the best interest of the County. Market research includes competitive factors such as pricing, quality, product features, technology, and lead time. It may also include commercial factors such as environmental issues, other governmental entity practices, industry trends, support and capabilities. This item only seeks the advanced delegated authority to exercise the OTRs if determined that it is in the best interest of the County.

Attachments



Edward Marquez
Deputy Mayor




MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: February 3, 2015

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

SUBJECT: Agenda Item No. 9(A)(1)

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. 9(A)(1)
2-3-15

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR TECHNICAL AND PROFESSIONAL TRAINING PREQUALIFICATION POOL CONTRACTS FOR THE HUMAN RESOURCES DEPARTMENT WITH AN ESTIMATED TOTAL AUTHORIZATION IN THE AMOUNT OF \$1,676,000.00 AWARDED UNDER THE COUNTY MAYOR OR THE COUNTY MAYOR DESIGNEE'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES AND TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO GIVE EFFECT TO THE RENEWAL

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board delegates to the County Mayor or County Mayor's designee the authority to exercise, in their discretion, the options-to-renew set forth in this item when in the best interest of Miami-Dade County; and the Board further authorizes the County Mayor or the County Mayor's designee to execute any and all documents necessary to give effect to the renewal.

The foregoing resolution was 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:

- | | |
|-------------------------------------|----------------------|
| Jean Monestime, Chairman | |
| Esteban L. Bovo, Jr., Vice Chairman | |
| Bruno A. Barreiro | Daniella Levine Cava |
| Jose "Pepe" Diaz | Audrey M. Edmonson |
| Sally A. Heyman | Barbara J. Jordan |
| Dennis C. Moss | Rebeca Sosa |
| Sen. Javier D. Souto | Xavier L. Suarez |
| Juan C. Zapata | |

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of February, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the 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.

GRIL
JOY

Hugo Benitez

Item 1

Contract No.: 8661-10/19-5	Title: Technical Training Pre-Qualification Pool
-----------------------------------	---

It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the sixth and seventh Option-to-Renew (OTR) terms to allow staff to continue conducting spot market purchases for technical training for County employees. This contract has three (3) OTRs remaining beyond the sixth and seventh OTR terms.

Initial Contract Term and OTRs with Total Allocation		
Initial Contract Term:	August 20, 2008 to August 19, 2009	\$250,000
First OTR:	August 20, 2009 to August 19, 2010	250,000
Second OTR:	August 20, 2010 to August 19, 2011	250,000
Third OTR:	August 20, 2011 to October 19, 2012	292,000
Fourth OTR:	October 20, 2012 to October 19, 2013	450,000
Fifth OTR:	October 20, 2013 to February 19, 2015	450,000
Subtotal		\$1,942,000
OTRs Requested for Approval and Estimated Amount Under This Item:		
Sixth OTR:	February 20, 2015 to February 19, 2016	\$450,000
Seventh OTR:	February 20, 2016 to February 19, 2017	450,000
Subtotal		\$900,000
Cumulative Value		\$2,842,000

JUSTIFICATION

This contract provides the County with the ability to obtain technical application training, as needed, for County staff. The Human Resources Department manages the contract on behalf of all County departments. Staff conducts spot market purchases on an as-needed or on a periodic basis to obtain pricing specific to the training engagement. This pool provides the County with flexibility and access to a wide range of technical application training ensuring open competition and awards are based on best value and lowest price.

The need to provide computer software training in technical applications has increased as new technology is continually implemented within the County. It is essential to provide technical application training to satisfy the training needs of County employees. Due to the ample spot market competition that this contract provides, it is recommended that only two (2) OTR periods be approved to ensure continuity of services.

Using/Managing Department and Funding Source:			
Department	Requested Allocation	Funding Source	Contract Manager
Human Resources	\$900,000	General Fund	Andrew Mullings
Total:	\$900,000		

Vendors	Address	Principal
TransAmerica Training Management, Inc. (SBE)	268 Alhambra Circle Coral Gables, FL	Gabriel Albelo
GEB Computer Training, LTD	7757 West Flagler Street, Suite 200 Miami, FL	Arnie Gimun

Vendors (continued)	Address	Principal
Miami-Dade College	11011 Southwest 104 Street Miami, FL	Charles McGinnis
Storsoft Technology Corp	330 North Andrews Avenue, Suite 101 Fort Lauderdale, FL	John Evans
Spears Holdings, Inc.	1301 International Parkway, Suite 530 Sunrise, FL	Amy Spears
Homnick Systems, Inc.	902 Clint Moore Road, Suite 138 Boca Raton, FL	Maureen Homnick
Bias Corporation	825 Lake Ridge Road Tallahassee, FL	Jeff Harvey
Global Knowledge Training, LLC	9000 Regency Parkway, Suite 400 Cary, North Carolina	Brian Holland
The Ironside Group, Inc.	10 Maguire Road, Building 4 Lexington, Massachusetts	Timothy Kreytak

Contract Measures: <input checked="" type="checkbox"/> Small Business Enterprise <input type="checkbox"/> Set-Aside <input checked="" type="checkbox"/> Bid Preference <input type="checkbox"/> Selection Factor <input type="checkbox"/> Other
Local Preference Ordinance: <input checked="" type="checkbox"/> Applies <input type="checkbox"/> Does not apply
Living Wage Ordinance: <input type="checkbox"/> Applies <input checked="" type="checkbox"/> Does not apply
User Access Program: <input checked="" type="checkbox"/> Applies where permitted by funding source <input type="checkbox"/> Does not apply
Procurement Contracting Officer: Kimberly Craig, CPPB

Item 2

Contract No.: 8680-10/19-5	Title: Professional Training Pre-Qualification Pool
-----------------------------------	--

It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the sixth and seventh Option-to-Renew (OTR) terms to allow staff to conduct spot market purchases to obtain pricing for professional training as required for County departments. This contract has three (3) OTRs remaining beyond the sixth and seventh OTR terms.

Initial Contract Term and OTRs with Total Allocation		
Initial Contract Term:	August 20, 2008 to August 19, 2009	\$90,000
First OTR:	August 20, 2009 to August 19, 2010	90,000
Second OTR:	August 20, 2010 to August 19, 2011	490,000
Third OTR:	August 20, 2011 to February 19, 2013	567,000
Fourth OTR:	February 20, 2013 to February 19, 2014	342,000
Fifth OTR:	February 20, 2014 to February 19, 2015	388,000
Subtotal		\$1,967,000
OTRs Requested for Approval and Estimated Amount Under This Item:		
Sixth OTR:	February 20, 2015 to February 19, 2016	\$388,000
Seventh OTR:	February 20, 2016 to February 19, 2017	388,000
Subtotal		\$776,000
Cumulative Value		\$2,743,000

JUSTIFICATION

This contract provides the County with a pre-qualified pool of vendors to purchase professional training services for County staff. Training is provided in various professional applications such as computer software, diversity training, management training, and web-based training. The Human Resources Department manages this contract on behalf of all County departments. Staff conducts spot market purchases on a periodic or as needed basis to obtain pricing specific for training engagements requested by County departments.

This pool provides the County with flexibility and access to a wide range of professional training ensuring open competition and awards are made based on best value. Due to the ample spot market competition that this contract provides, it is recommended that two (2) OTR periods be approved to ensure continuity of services and access to qualified firms capable of meeting the various training needs of the County.

Using/Managing Department and Funding Source:			
Department	Requested Allocation	Funding Source	Contract Manager
Human Resources	\$776,000	General Fund	Andrew Mullings
Total:	\$776,000		

Vendors	Address	Principal
The Champion Services Group, Inc. (Micro/SBE)	6501 NW 36 Street, Suite 300 Miami, FL	James Champion
American Sales and Management Organization, LLC	7200 Corporate Center Drive, Suite 206 Miami, FL	Miguel Garcia
Crossroad Consulting Group, LLC	7300 North Kendall Drive, Suite 640 Miami, FL	Donna L. Ginn
GEB Computer Training, LTD.	7757 West Flagler Street, Suite 200 Miami, FL	Gil Bonwitt

Vendors (continued)	Address	Principal
Miami-Dade College	11011 SW 104 Street Miami, FL	Charles McGinnis
Thomas Rail Systems, Inc.	3324 NW South River Drive Miami, FL	Suzanne K. Thomas
TransAmerica Training Management, Inc. (SBE)	268 Alhambra Circle Coral Gables, FL	Gabriel Albelo
Associated Builders and Contractors Florida East Coast Chapter, Inc.	3730 Coconut Creek Pkwy, Suite 200 Coconut Creek, FL	Peter Dyga
Seed Consultation Services, LLC	338 Spruce Street Boynton Beach, FL	Charles W. Woodward
Paula Mydlenski	11355 First Street East Treasure Island, FL	Paula Mydlenski
Spears Holdings, Inc.	1301 International Parkway, Suite 530 Sunrise, FL	Amy L. Spears
Crane Inspection & Certification Bureau, LLC	11112 Boggy Creek Road Orlando, FL	Craig Epperson
Storsoft Technology Corp.	1208 E. Kennedy Boulevard, Suite 614 Tampa, FL	John L. Evans
TargetSolutions Learning, LLC	4890 W. Kennedy Boulevard, Suite 740 Tampa, FL	Tom Wallace
Aviation Specialties Unlimited, Inc.	4632 West Aeronca Street Boise, ID	Michael Atwood
Central Station Alarm Association	8150 Leesburg Pike, Suite 700 Vienna, VA	Louis T. Fiore
Global Knowledge Training LLC	9000 Regency Parkway, Suite 400 Cary, NC	Brian Branson
The Graceland College Center for Professional Development and Lifelong Learning	6900 Squibb Road Mission, KS	Jack Cave
Grant Writing USA	4060 Dustin Avenue Las Vegas, NV	R. Helm
Inspired eLearning, Inc.	613 NW Loop 410, Suite 530 San Antonio, TX	Martin Rico
Institute for Applied Management and Law, Inc.	450 Newport Center Drive, Suite 390 Newport Beach, CA	Eric E. Jackson
John F. Zuspan	723 Brownlee Road Eighty Four, PA	John F. Zuspan
Kimberly J. Rainey	P.O. Box 545 Washington, GA	Kimberly J. Rainey
Lewellyn Technology, LLC	2897 North 1375 West Linton, IN	Daryn Lewellyn
Lynda.com, Inc.	6410 Via Real Carpinteria, CA	Lynda Weinman

Vendors (continued)	Address	Principal
Medical Priority Consultants, Inc.	110 South Regent Street, Suite 500 Salt Lake City, UT	Jeffrey J. Clawson
National Technology Transfer, Inc.	7337 South Revere Parkway Centennial, CO	Mark Dreyfus
Professional Scuba Inspectors, Inc.	1849 Stratford Road Burlington, NC	Mark Gresham
Syntrio, Inc.	50 California Street, Suite 3260 San Francisco, CA	David Carlyle
Western Kentucky University Research Foundation, Inc.	1906 College Heights Boulevard, Suite 11016 Bowling Green, KY	Greg Stivers
Wiland Associates, LLC.	1651 Collins Road Selah, Washington	Richard J. Andring

Contract Measures:	<input checked="" type="checkbox"/> Small Business Enterprise	<input type="checkbox"/> Set-Aside	<input checked="" type="checkbox"/> Bid Preference
	<input type="checkbox"/> Selection Factor	<input type="checkbox"/> Other	
Local Preference Ordinance:	<input checked="" type="checkbox"/> Applies <input type="checkbox"/> Does not apply		
Living Wage Ordinance:	<input type="checkbox"/> Applies <input checked="" type="checkbox"/> Does not apply		
User Access Program:	<input checked="" type="checkbox"/> Applies where permitted by funding source <input type="checkbox"/> Does not apply		
Procurement Contracting Officer:	Kimberly Craig, CPPB		