

Memorandum



Date: December 6, 2016
To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners
From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a light-colored background.

Agenda Item No. 8(F)(3)

Subject: Recommendation for Retroactive Approval of a Designated Purchase under Contract No. BW8166-5/13-7, Automated Case Management Systems

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request for a designated purchase under *Contract No. BW8166-5/13-7, Automated Case Management Systems*, for the Office of Management and Budget. Approval of a designated purchase is being requested, pursuant to Section 2-8.1(b)(3) of the Miami-Dade County Code, to authorize extension of the contract term effective September 1, 2016 for 18 months and increase expenditure authority by \$900,000 to ensure continuity of services while a long-term replacement contract is developed, competed and awarded. Retroactive approval is being requested as service was continuously provided to comply with federal requirements until Board approval of this item. This contract was awarded to Automated Case Management Systems, Inc. for a one-year term, including five (5) one-year options to renew, under Resolution No. R-158-07. In December 2012, through Resolution No. R-1008-12, the contract was extended by a year with two (2) additional one-year option to renew terms.

The contract provides maintenance, software and hardware updates, custom programming, user support and system documentation of the Title I Service Delivery Information System (SDIS). SDIS is used for the automated case management of participants in the federally-funded Ryan White Program which provides services (e.g., outpatient medical care, prescription drugs, oral healthcare, mental health counseling and legal assistance) to economically disadvantaged County residents living with HIV/AIDS. SDIS serves as the primary tool for coordination and exchange of information across the program's service delivery network and is critical to the County's programmatic and fiscal administration of the program.

This contract is overseen by the Office of Management and Budget and is in its final option to renew term, which was extended administratively by six (6) months under the County Mayor's delegated authority. This contract is presented for Board approval as a designated purchase because the administration has exhausted its authority to extend the contract and competition is not practicable at this time. While the preparation of specifications for a competitive replacement contract is underway, the current term expired on August 31, 2016. The extension of the contract will afford the County sufficient time to conduct a competitive procurement for a long-term replacement contract. Accordingly, it is in the County's best interest to authorize this designated purchase for continuity of services until a replacement contract is awarded.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The contract expired on August 31, 2016 and had a \$900,000 allocation. If approved, this request extends the contract by 18 months to February 28, 2018 and modifies its value by an additional \$900,000, resulting in a total modified allocation of \$1,800,000. The additional allocation requested is based on the monthly hosting and maintenance fees during the extension period.

Department	Existing Allocation	Additional Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Management and Budget	\$900,000	\$900,000	\$1,800,000	Federal Funds	Clarisol Nilsen
Total	\$900,000	\$900,000	\$1,800,000		

Track Record/Monitor

Tiondra Wright of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

The County Mayor or County Mayor's designee will have the authority to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Awarded Vendor

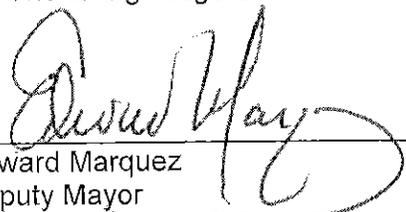
Vendor	Principal Address	Local Address	Principal
Automated Case Management Systems, Inc.	803 N Wilcox Avenue Number 7 Hollywood, CA	4770 Biscayne Boulevard Suite 850 Miami, FL	Andrae Corrigan

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision does not apply.
- The Small Business Enterprise Bid Preference and the Local Preference Ordinances do not apply.
- The Living Wage Ordinance does not apply.



 Edward Marquez
 Deputy Mayor



MEMORANDUM
(Revised)

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

DATE: December 6, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(F)(3)

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
- Statement of social equity 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. 8(F)(3)
12-6-16

RESOLUTION NO. _____

RESOLUTION AUTHORIZING DESIGNATED PURCHASE WITH AUTOMATED CASE MANAGEMENT SYSTEMS, INC. ("ACMS"), RETROACTIVE TO SEPTEMBER 1, 2016, PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING AWARD OF ADDITIONAL TIME UP TO 18 MONTHS FOR CONTRACT NO. BW8166-5/13-7 FOR PURCHASE OF HOSTING AND MAINTENANCE SERVICES FOR AUTOMATED CASE MANAGEMENT SYSTEMS FOR THE OFFICE OF MANAGEMENT AND BUDGET; AUTHORIZING AN INCREASE TO THE TOTAL EXPENDITURE AMOUNT UNDER THE CONTRACT BY \$900,000.00; INCLUDING A DISBURSEMENT TO ACMS FOR SERVICES RENDERED FROM SEPTEMBER 1, 2016 THROUGH THE EFFECTIVE DATE OF THIS RESOLUTION IN THE APPROXIMATE AMOUNT OF \$150,000.00, AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

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:

Section 1. This Board finds it is in the best interest of Miami-Dade County to award additional time of up to 18 months, retroactive to September 1, 2016, for Contract No. BW8166-5/13-7 and increase the total expenditure amount under the contract by an additional \$900,000.00, including a disbursement to ACMS for services rendered from September 1, 2016 through the effective date of this resolution in the approximate amount of \$150,000.00 for the purchase of hosting and maintenance services for the automated case management systems for the Office of Management and Budget, pursuant to Section 2-8.1(b)(3) of the County Code, by a two-thirds vote of the Board Members present.

Section 2. This Board authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract documents are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

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
Joe A. Martinez	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of December, 2016. 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.



Hugo Benitez