

# Memorandum



**Date:** March 7, 2017

Agenda Item No. 8(F)(14)

**To:** Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Recommendation for Approval to Establish a Prequalification Pool: Head Start/Early Head Start Program Related Services

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-00410, Head Start/Early Head Start Program Related Services*, for the Community Action and Human Services Department. The Head Start/Early Head Start Program provides comprehensive child development services for low-income children and families in Miami-Dade County. The qualified pool of vendors will furnish program and related services on an individual project basis, as needed. The services include, but are not limited to, training, cultural arts, diagnostic, therapeutic, continuing education and certification. The pool will facilitate the realization of the program's goals, i.e., fostering a culture of lifelong learning, promoting a vision of wellness that encompasses healthy and safe environments for all individuals, and becoming a leader in technological innovation and efficiency.

The pool is structured in 12 Groups: Group 1 - Health, Nutrition, and Health Safety Training; Group 2 - Early Childhood Mental Health Training; Group 3 - Facility Safety Training; Group 4 - Fiscal Training; Group 5 - Professional and Administrative Development; Group 6 - Education and Special Needs Training; Group 7 - Family Engagement and Social Services Training; Group 8 - Keynote Speakers; Group 9 - Organizational Analysis and Support Services; Group 10 - Museum and Cultural Arts Services; Group 11 - Diagnostic and Therapeutic Services; and Group 12 - Continuing Education and Certification Services.

## Scope

The scope of this item is countywide in nature.

## Fiscal Impact/Funding Source

The fiscal impact for the nine-year term is \$5,850,000. This pool consolidates multiple contracts covering the delivery of program and associated services, streamlining service delivery and promoting more efficient administrative tracking and reporting of programmatic and fiscal requirements. The current contracts are *SS8483-4/17, Head Start/Early Start Program Analysis and Support*, valued at \$145,000 for a five-year term and expiring on March 31, 2017; *BW8509-4/17, Miami Children's Museum*, valued at \$250,000 for a five-year term and expiring on April 30, 2017; and *RFQ782, HS Diagnostic & Therapeutic Services*, valued at \$1,750,000 for five (5) years and four (4) months and expiring on July 31, 2017. The allocation under the pool is based on the anticipated need for services and grant funding.

Department	Allocation	Funding Source	Contract Manager
Community Action and Human Services	\$5,850,000	Federal Funds	Kimberly Craig
<b>Total</b>	<b>\$5,850,000</b>		

## Track Record/Monitor

Michelle Loren Rapaport of the Internal Services Department is the Procurement Contracting Manager.

**Delegated Authority**

Upon approval of this item, a pool of prequalified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor's designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor's designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38 and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

**Vendors Prequalified for Pool**

A Request to Qualify (RTQ) was issued under full and open competition. The method of award was to prequalify all responsive and responsible vendors that met the minimum requirements as specified in the RTQ for participation in future spot market competitions. Eleven vendors responded to the solicitation and nine (9) are being recommended for inclusion in the pool as set forth in the table below.

Vendor	Principal Address	Local Address	Principal	Group(s)
Avian Wise dba Essential Connections, LLC	3909 E Woodscape Drive Miramar, FL	Same	Avian Wise	5 & 6
Behavioral Aid Solutions, Inc.	1414 NW 107 Avenue Suite 109 Doral, FL	Same	Mariaelena Palomino	11
Florida Introduces Physical Activity and Nutrition to Youth Incorporated	1777 North Dixie Highway Fort Lauderdale, FL	Same	Lynne E. Kunins	1 & 10
Foundations for Families, LLC	719 Forest Park Road Great Falls, VA	None	Amy Augenblick	5, 6, 7 & 9
G&D Consultants, Inc.	15007 SW 10 Street Sunrise, FL	Same	Jennifer Jones	5 & 6
John R. Gunnarson	202 Railroad Avenue Woodacre, CA	None	John Gunnarson	6
Speech Pathology and Educational Center, Inc.	8510 SW 8 Street Miami, FL	Same	Mildred M. Suarez	11
Urban Strategies, LLC	2341 9 Street South Arlington, VA	None	Lisa T. Cummins	7 & 8
Western Kentucky University Research Foundation, Inc.	1906 College Heights Boulevard Number 11016 Bowling Green, KY	None	James Hargrove	1, 4, 5, 6, 7, 8, 9 & 12

**Vendors Not Prequalified for Pool**

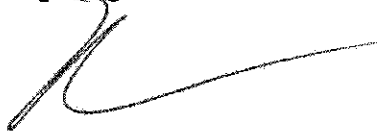
<b>Vendor</b>	<b>Reason for Not Recommending</b>
HS University	Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendor may be added to the pool.
Hearing and Speech Center of Florida, Inc.	

**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 vendor responsibility, including verifying corporate status and that there are no performance or compliance issues through various vendor responsibility lists and a keyword internet search. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors and federal excluded parties. There were no adverse findings relating to vendor responsibility.

**Applicable Ordinances and Contract Measures**

- The two (2) percent User Access Program provision does not apply due to the federal funding.
- The Small Business Enterprise contract measures and Local Preference do not apply due to the federal funding.
- The Living Wage Ordinance does not apply.



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Russell Benford  
Deputy Mayor




# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

**DATE:** March 7, 2017

**FROM:**   
Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(14)

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)(14)  
3-7-17

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00410 IN A TOTAL AMOUNT UP TO \$5,850,000.00 FOR HEAD START/EARLY HEAD START PROGRAM AND RELATED SERVICES FOR THE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT FOR A TERM OF NINE YEARS; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

**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 authorizes the establishment of prequalification pool RTQ-00410 for the Head Start/Early Head Start Program and related services for the Community Action and Human Services Department in a total amount up to \$5,850,000.00 for a term of nine years; and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents

and any resulting contracts pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38, and (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and resulting contracts 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:

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

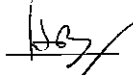
The Chairperson thereupon declared the resolution duly passed and adopted this 7<sup>th</sup> day of March, 2017. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an 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