

# Memorandum



**Date:** April 4, 2023

**To:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Agenda Item No. 8(P)(10)

**Subject:** Recommendation for Approval of to Establish a Prequalification Pool for Cisco Hardware, Software, Maintenance, and Professional Services

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## **Summary**

This item is recommending the establishment of a prequalification pool for the purchase of Cisco Hardware, Software, Maintenance, Software as a Service (SaaS), Cloud, and Professional Services for the Information Technology Department (ITD). The pool consists of a diverse list of qualified vendors that will provide the County with Cisco equipment, software, parts, and services to support the countywide Cisco network and telephone infrastructure. This pool also provides for wired and wireless connectivity, Voice over Internet Protocol (VoIP) telephones, switches, access points, as well maintenance, professional and technical support services to support essential operations of all County departments. Approval of this item will allow ITD to continue to support the County's Cisco network and telephone infrastructure which is critical to the County's operation and communication systems.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0000101, Cisco Hardware, Software, Maintenance, and Professional Services*, for ITD with an allocation of \$24,800,000 for a five-year term. The current pool, *RTQ-00078, Cisco Equipment, Software, and Maintenance Services Pool*, was established by the Board through Resolution No. R-973-14 for an eight-year term with an allocation of \$8,000,000. During the pool term, additional allocation totaling \$25,808,784 has been granted under delegated authority and by the Board through Resolutions No. R-733-16, R-1027-19, and R-1035-21. The pool was initially established with four vendors, none of which had local addresses or were certified Small Business Enterprise (SBE) firms. Currently, there are 12 prequalified vendors, of which three have local addresses and none are certified SBE firms.

There are six vendors being recommended for inclusion in this new pool, of which two have local addresses and none are certified SBE firms. The subsequent spot market competition will include SBE measures, where applicable. To track pool expenditures by vendor, bidding under this and other prequalification pools will gradually be conducted and monitored in a single platform, INFORMS, which will allow staff to provide data reports to the Board, as requested.

## **Background**

This Pool will provide the County with Cisco branded equipment, software, parts, software as a service (SaaS), cloud, and professional services through two distinct groups. Group 1 will allow the County to purchase Cisco software, hardware, parts, components, SaaS, cloud, and associated accessories. Group 2 will allow the County to purchase Cisco software and hardware maintenance, technical support, repair, and professional services for Cisco Systems.

Prior to advertisement, outreach efforts included contacting the incumbent prequalified vendors and sending an email blast via INFORMS to all vendors registered under classification code 20464, Network Components, and similar codes. There were 419 potential vendors notified. Seven vendors responded to the solicitation, of which three are local. County staff identified three additional local vendors that are Cisco Gold certified partners which did not respond to the solicitation. Assistance will be provided to these vendors to encourage them to submit the required prequalification documents.

**Scope**

The scope of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$24,800,000. The current pool, RTQ-00078, is valued at \$33,808,784 for an eight-year and six-month term and expires May 31, 2023. The allocation under the replacement pool is based on countywide needs. Additionally, the replacement pool includes software as a service and cloud solution services required by the County due to a license model change.

Department	Allocation	Funding Source	Contract Manager
ITD	\$24,800,000	Internal Service Funds	Julian Manduley
<b>Total:</b>	<b>\$24,800,000</b>		

**Track Record/Monitor**

Angela Mathews-Tranumn of the Strategic Procurement 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 was issued and seven vendors responded to the solicitation. Six vendors are being recommended for inclusion in the pool as set forth in the table below, of which two are local.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local due to a limited number of local businesses responding to the solicitation. This pool will remain open to allow additional vendors to prequalify at any time during the term of the pool.

Vendor	Principal Address	Local Address	Principal	Groups
ConvergeOne, Inc.	10900 Nesbitt Avenue S Bloomington, MN	None	Robert Diddie	1 and 2
Dyntek Services, Inc.	5241 California Avenue Suite 150 Irvine, CA	None	Michael J. Gullar	1 and 2
E Plus Technology, Inc.	13595 Dulles Technology Drive Herndon, VA	None	Mark P. Marron	1 and 2
Norstan Communications, Inc.	1000 Park Drive Lawrence, PA	4331 NW 22 Street B-3030 Miami, FL	Dilip Thakkar	1 and 2
Softchoice Corporation	173 Dufferin Street Suite 200 Toronto, ON	None	Vince de Palma	1 and 2

Vendor	Principal Address	Local Address	Principal	Groups
United Data Technologies, Inc.	2900 Monarch Lakes Boulevard Suite 300 Miramar, FL	14042 NW 82 Avenue Miami Lakes, FL	Enrique Fleches	1 and 2

**Vendor Not Prequalified for Pool**

The vendor in the below table is not being recommended for prequalification. However, the Strategic Procurement Department is providing guidance to the vendor so they can provide the required information and documentation. Upon submission of the required documents and/or verification of information, the vendor may be added to the pool.

Vendor	Local Address	Reason for Not Recommending
Saxon Business Systems, Inc.	Yes	Vendor did not submit the required documents to satisfy the prequalification criteria.

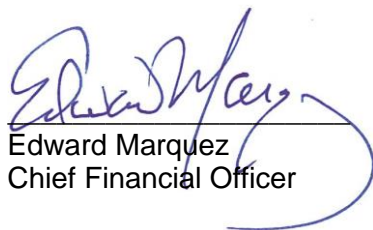
**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Strategic Procurement Department’s Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and 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.

Pursuant to Resolution No. R-140-15, prior to re-procurement, a full review of the scope of services was conducted to ensure the replacement pool reflects the County’s current needs. The review included conducting market research, posting a draft solicitation for industry comment, and holding meetings and drafting sessions with the user department. The scope of services was updated to include SaaS and cloud solution services.

**Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision applies.
- The Small Business Enterprise (SBE) measures and Local Preference will be applied at the time of spot market competition. An SBE set-aside applies for spot market competition up to \$250,000 of at least two available SBE certified firms or over \$250,000 of at least three available SBE certified firms. Each spot market quote must be submitted to Small Business Development for review.
- The Living Wage does not apply as this is not a covered service under the Ordinance.



Edward Marquez  
 Chief Financial Officer



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**DATE:** April 4, 2023

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(P)(10)

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 present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) 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(P)(10)  
4-4-23

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000101 FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$24,800,000.00 FOR THE PURCHASE OF CISCO HARDWARE, SOFTWARE, MAINTENANCE, AND PROFESSIONAL SERVICES; 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 EVN0000101 for the Information Technology Department for a five-year term in a total amount up to \$24,800,000.00 for the purchase of Cisco hardware, software, maintenance and professional services; and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to an 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.

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:

Oliver G. Gilbert, III, Chairman	
Anthony Rodríguez, Vice Chairman	
Marleine Bastien	Juan Carlos Bermudez
Kevin Marino Cabrera	Sen. René García
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Eileen Higgins
Kionne L. McGhee	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 4<sup>th</sup> day of April, 2023. 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

LUIS G. MONTALDO, CLERK AD INTERIM

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

Approved by County Attorney as  
to form and legal sufficiency.



Eduardo W. Gonzalez